

Nevada Local Government Retention Schedule- Updated November 24, 2014

Section Number S-1019

Improvement Districts and Boards

Agreements

LRDA Number 2007753

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the negotiation, execution, completion, and termination of legal agreements between a improvement district/board and other parties.	Six (6) calendar years after termination of agreement.	NRS 11.190 (1)(b)	None	None

Applications for Service

LRDA Number 2007754

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents applications for service and may contain, but is not limited to, applicant personal information, related forms, correspondence and similar documents.	Ninety (90) days from application date.	NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Covenants, Restrictions and Amendments thereto

LRDA Number 2007768

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of copies of covenants, conditions, and restrictions and any amendments to them.	Permanent.	None	None	None

Drains, Locations and Maintenance

LRDA Number 2007769

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the locations of storm and similar types of drains used for flood control.	Permanent.	NRS 239C.090, NRS 239C.210	This record series may contain confidential or restricted information.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Easements

LRDA Number 2007773

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains copies of legal instruments allowing right-of-way to make limited use of private property. This series may include: names of parties, purposes and terms, access records, terms of easement, legal documents and similar records.	Permanent.	NRS 205.4617	This record series may contain confidential or sensitive information.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Elections of Board-Records

LRDA Number 2007774

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the biennial election of trustees.	Six (6) calendar years from the date of the election.	None	None	None

Financial Reports

LRDA Number 2007775

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain, but is not limited to, expenditure reports, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Six (6) fiscal years from the end of the fiscal year to which the reports pertain.	NRS 11.190 (1)(b)	None	None

General Ledger

LRDA Number 2007763

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions.	Permanent.	NRS 318.085	None	None

LID Foreclosure Files

LRDA Number 20141892

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents Local Improvement District foreclosure proceedings and may include but is not limited to delinquency notices, notice of lien, legal notices, court documents, judgments, certificates of redemption, certificates of sale, and similar documents.	Permanent.	NRS 271.615, NRS 271.625, NRS 271.595, NRS 271.410	This record series may contain confidential or sensitive information.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Maps

LRDA Number 2007770

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains various maps depicting the location of lots and blocks, annexations, easements, property lines, zoning boundaries, and similar classifications. These maps are used for reference purposes and are frequently updated.	Permanent.	NRS 239C.090, NRS 239C.210	This record series may contain confidential or restricted information.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Proceedings of the Board of Trustees (records)

LRDA Number 2007772

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the actions of the Board of Trustees in accordance with state law.	Permanent.	NRS 241.035, NRS 318.085	None	None

Project files for Construction**LRDA Number 2007776**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents new construction or modification to existing structures and may contain, but is not limited to, copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents.	Ten (10) calendar years after completion of project	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Reapportionments**LRDA Number 2007777**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents changes in the boundaries of improvement districts due to merger, consolidation, dissolution and similar actions .	Permanent.	None	None	None

Specifications of Wells**LRDA Number 2007780**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents engineering and design specifications of wells.	Permanent.	NRS 239C.210	This record series may contain confidential or restricted information.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Water Flow of Wells**LRDA Number 2007781**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the water pressure and flow of well water.	Permanent.	NRS 239C.210	This record series may contain confidential or restricted information.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

