

# Nevada Local Government Retention Schedule- Updated November 24, 2014

Section Number S-1015

## Elections

### Absentee Voter Records

**LRDA Number 2007526**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer the casting and accounting of absentee ballots. This series may include, but is not limited to, request for absentee ballot, application for absentee ballot, absentee voter information, absentee ballot and instructions, records documenting the date the ballot is issued, the name of the registered voter to whom it is issued, the precinct or district, the political affiliation, if any, the number of the ballot, a return envelope, related lists and reports and similar documents.	Twenty-two (22) months after the close of the election.	42 USC section 1974, NRS 293.309 to 293.340, NRS 293.391, NRS 293.2696, NRS 293C.317, 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)].

### Abstract of Votes Cast

**LRDA Number 2007542**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of a summary report of election results submitted to the Secretary of State.	Twenty-two (22) months after the close of the election.	42 USC section 1974, NRS 293.387, NRS 293.395, NRS 293C.387, NAC 293.195 to 293.197	None	None

### Ballots and Ballot Receipt

**LRDA Number 2007529**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is the official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election. May contain voted ballot stubs, rejected ballots, spoiled ballots, ballot code list, challenge lists, voting receipts, records printed on paper of voted ballots, absentee requests for ballots and similar reports and records.	Twenty-two (22) months after the close of the election.	42 USC section 1974, NRS 293.391, NRS 293.2673, NRS 293C.261, NRS 293C.390	None	None

### Campaign Contribution and Expense Reports

**LRDA Number 20141899**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of campaign contribution and expense reports filed with the Secretary of State in accordance with state law. Reports document the type of filing and date, summary of contributions, summary of expenses, contributions in excess of \$100, expenses in excess of \$100, in kind contributions and expenses, money on hand, indebtedness, and similar information.	Retain until no longer needed for reference or informational purposes.	NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098, NRS 11.190 (1)(b)0, NRS 11.190 (3)(d)	The Secretary of State is the office of record for campaign contribution and expense reports.	City and County Clerks offices may also have copies of these reports

### Certificate of Election

**LRDA Number 20071546**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This is an official document presented to the successful candidate of an elected office.	Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner.	NRS 293.393 to 293.397, NRS 293C.387	The successful candidate receives the original certificate.	None

**Challenge Lists****LRDA Number 2007531**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of a form furnished election board officers to be used in making a record of all challenges.	Twenty-two (22) months after the close of the election.	42 USC section 1974, NRS 293.391, NRS 293C.390, NRS 293.303 to NRS 293.304, NRS 293C.292 to 293C.295, NRS 293.547, NRS 293.174, NRS 293.182	None	None

**Contested Election Records****LRDA Number 20141898**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the actions involved in contested elections and may contain but is not limited to, demands for recount, recount board documentation, observer's reports, recount cost information, statement of contest, dismissals, depositions, judgments, ballots, list of witnesses, amended statement of contest, court cost documentation, withdrawal notices, related correspondence and similar documents.	Twenty-two months (22) from the date the Certificate of Election was delivered or from the end of the proceedings, whichever is longer.	NRS 293.400 to 293.435, NAC 293.361 to 293.375	None	None

**Declarations of Candidacy****LRDA Number 2007533**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents a candidate's intention to either run for office or withdraw from an election. This series may contain, but is not limited to, date of declaration, name of candidate, candidate filing forms, fair campaign practices acknowledgement form, candidate withdrawal forms, written challenge forms, related correspondence, and similar documents.	Twenty-two (22) months after the close of the election. Review for historical value.	NRS 293.1725, NRS 293.1755, NRS 293.177, NRS 293.185, NRS 294A.290, NRS 294A.420, NRS 294A.120, NRS 294A.200, NRS 293.202, NRS 293.182, NRS 293C.145 to 293C.185	None	None

**Election Complaints****LRDA Number 20071540**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents complaints alleging violations of voting rights in accordance with state and federal law. This series may contain, but is not limited to, written complaint, complaint contact information form (listing the name, address, phone number of the complainant, subject of complaint, date contacted and notes), review notes, copies of financial documents, copies of medical records, copies of affidavits, supporting documentation and related correspondence.	Twenty-two (22) months after the close of the election.	42 USC section 15512, 42 USC section 15481 et seq., NRS 293.4685, NAC 293.025, NAC 293.500 to 293.560, 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.	None

**Election Costs Records**

LRDA Number 20071542

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the reimbursements to the counties for costs related to cardstock for ballots (See NAC 293.200 and NRS 293B.210) and publication of constitutional amendments and statewide measures (NRS 293.253 and NAC 293.071). This series may contain, but is not limited to, claims from the counties, copies of manufacturer's or vendor's invoices, related supportive documentation and related correspondence.	Twenty-two (22) months after the close of the election.	NRS 293.253, NRS 293B.210, NAC 293.071, NAC 293.200	None	None

**Initiative or Referendum Petitions**

LRDA Number 20101797

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents initiative or referendum petitions submitted by registered voters in accordance with state law. This series may contain, but is not limited to, notice of intent, affidavit of petitioners, description of the anticipated financial effect (if applicable), signatures of registered voters, receipt for petition, certification of petition for sufficiency or insufficiency, record of determination, records of committee advocating and opposing ballot question, copy of sample ballot, copies of court records, correspondence, and related documents.	Retain petition narrative and certification of results of petition permanently. Retain other records twenty-two (22) months from the date of last action.	NRS 295.075 to 295.290, NRS 293.391, NAC Chapter 295, NRS 205.4617	The Nevada Secretary of State is the office of record for statewide initiative or referendum petitions.	None

**Lists of Official Candidates**

LRDA Number 2007534

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series lists the official candidates for an election and includes the name of candidate, party affiliation (if applicable), office sought, term of office, and similar data.	Permanent.	None	None	None

**Official Returns**

LRDA Number 2007541

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the total number of votes cast and vote percentage per candidate (or per proposition or question) by precinct/county.	Permanent	None	None	None

**Petition Sign-Up Site Records**

LRDA Number 20121848

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This is a form or notice designating the area of a building that can be used to gather signatures on a petition. Annually the form/notice must be submitted to the Secretary of State and the county clerk for the county in which the building is located.	Retain until next annual submission to Secretary of State and county clerk.	NRS 293.127565	The Nevada Secretary of State is the office of record for this record series.	In accordance with state law (NRS 293.127565) at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof, (other than a building of a public elementary or secondary school) there must be a designated area which can be used for gathering signatures for petitions.

**Plans for the Security of Ballots**

LRDA Number 20071545

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the submittal by county and city clerks, and approval by the Secretary of State, of plans for the security of ballots in accordance with NRS 293.3594 and NAC 293B.040. This series may contain, but is not limited to, plans for the security of ballot cards, transmittal letters, approval notice, request for amendment, related correspondence and similar documentation.	Twenty-two (22) months after the close of the election.	NRS 293.3594, NRS 293C.3594, NAC 293B.040	None	None

**Precinct Maps**

LRDA Number 2007537

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the establishment, abolishment, alteration and consolidation of election precincts as required by NRS 293.205.	Four (4) calendar years from the end of the year in which the map was superseded..	NRS 293.205 to 293.213	It is the responsibility of the County Clerk to provide the Secretary of State and the Director of the Legislative Counsel Bureau with a copy or electronic file of a map showing the boundaries of all election precincts in the county every even numbered year or in special instances as necessary. (See NRS 293.206 and NRS 293.208)	A copy is retained permanently by the Nevada Secretary of State.

**Procedure Plans for Observers of Elections**

LRDA Number 20071543

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the submittal by county clerks, and approval by the Secretary of State, of plans for the accommodation of observer's of election proceedings in accordance with NRS 293B.354. This series may contain, but is not limited to, county plan for accommodation of members of the general public observing election proceedings (including the location of the counting place and polling place, procedure for observers, requirements for observers, security and other provisions), transmittal letters, approval notice, request for amendment, related correspondence and similar documentation.	Twenty-two (22) months after the close of the election.	NRS 293B.353 to 293B.354	None	None

**Recall of Public Officers**

LRDA Number 20101827

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the official filing of petitions for recall of public officers in accordance with state law. This series may contain, but is not limited to, notice of intent, affidavit of petitioners, petition narrative, verification of circulator, acknowledgement receipts, recall committee registration form, contribution and expense reports of recall committee, signatures of registered voters, certification of petition for sufficiency or insufficiency, record of determination, requests to remove name from petition, record of appeal filed with Secretary of State, nominating petitions, acceptance of candidacy forms, copy of ballot for recall, results of special election, correspondence, and related documents.	Retain petition narrative, certification of results of petition, and (if applicable) copy of ballot and certification of results of special election permanently. Retain other records twenty-two (22) months from the date of last action.	Nevada Constitution Article 2, Section 9, NRS Chapter 306, NAC Chapter 306, NRS 294A.250 to 294A.280, NRS 293.247 (1), NRS 293.1278 (1), NRS 293.12793 to 293.12795, NRS 293.393, NRS 293C.387	None	None

**Records of Election Board Officers**

LRDA Number 2007544

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the actions of election board officers in accordance with state law and regulation.	Twenty-two (22) months after the close of the election.	42 USC section 1974, NRS 293.217 to 293.245, NRS 293C.220 to 293C.250, NAC 293.140, NAC 293.230, NAC 293C.320, 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)].

**Records of Persons Assigned to Work at Polling Places**

LRDA Number 2007545

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of all poll worker materials including, but not limited to, poll worker applications, assignment notices, availability notices, sign-in information, daily activity logs, related correspondence, and similar documents.	Twenty-two (22) months after the close of the election.	42 USC section 1974, 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)].

**Rosters of Registered Voters and Poll Books****LRDA Number 2007547**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the eligible registered voters in the precinct for a particular election, and is used to record the voting history of voters who vote in the election.	Twenty-two (22) months after the close of the election.	42 USC section 1974, NRS 293.391, NRS 293C.390, NRS 293.075, NRS 293.285, NRS 293.293, NRS 293.333, NRS 293.363, NRS 293.373, NAC 293.176	None	None

**Sample Ballots****LRDA Number 20071544**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of sample ballots for primary and general elections.	Twenty-two (22) months after the close of the election.	NRS 293.565, NRS 293.391, NRS 293.256 to 293.2693, NAC 293.120 to 293.130	Sample ballots are retained permanently by the Nevada State Archives. For additional information see the Secretary of State's agency specific retention schedule, RDA # 2005047.	None

**Tally Lists****LRDA Number 2007548**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are lists or worksheets used by election officials in counting and keeping track of votes cast at the time ballots are opened and read.	Twenty-two (22) months after the close of the election.	42 USC section 1974, NRS 293.113, NRS 293.370 to 293.373, NRS 293.391, NRS 293C.372 to 293C.375, NRS 293C.390	None	None

**Voter Registration Records****LRDA Number 2007528**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the registration or cancellation of registration of eligible voters. This series may contain, but is not limited to, application to register to vote, voters personal information, registration affidavits, cancellation of registration affidavits, cancelled applications, felony notifications, cancellation notices from county clerk, re-registration records, investigation reports, voter identification number, related lists and reports, transmittals, correspondence, and similar documents.	Three (3) calendar years after the date cancelled.	42 USC section 1974, NRS 293.537, NRS 293.5002, NRS 293.530, NRS 293.540, NRS 293.503, NRS 293.675, NRS 293C.525, NRS 293C.535, 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)].	This series may be used to provide the Secretary of State with information concerning the voter registration of the county or city and other reasonable information requested by the Secretary of State to establish or maintain the statewide voter registration list.

**Voting Systems - Computer Programs****LRDA Number 20071701**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of certified copies of computer programs submitted to the Secretary of State in accordance with NRS 293B.130. Before any election where a mechanical voting system is to be used the county or city clerk prepares a computer program on cards, tape or other material suitable for use with the computer or counting device to be employed for counting the votes cast. This series may contain, but is not limited to, copies of the computer program, testing results, inspection reports, certification from accuracy certification board, correspondence and related documents.	Twenty-two (22) months after the close of the election.	NRS 293B.130 to 293B.170, NAC 239.165 (1)(2)	The copies of the programs filed with the Secretary of State are not public records and are not available for inspection by the public. (NRS 293B.135 (2))	This record series must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

