

Nevada Local Government Retention Schedule

Section Number S-1017

Health Departments

AIDS Drug Assistance Program Client Files

LRDA Number 2012-1856

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the AIDS Drug Assistance Program. The records may contain, but are not limited to applications with associated documentation, approval or denial documentation, copies of client financial records, related correspondence and similar records.	Three (3) federal fiscal years from the end of the fiscal year to which it pertains.	42 USC section 300ff-11 et seq., NRS 441A.220, NAC 239.165	This record series contains confidential or sensitive information and must 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)].

Air Pollution: Data

LRDA Number 2007-0650

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents compliance with federal and state law to monitor and collect ambient air quality data for pollutants deemed to be harmful by the U.S. Environmental Protection Agency (EPA).	Five (5) calendar years from the end of the calendar year to which the record pertains.	NRS 445B.580, NAC 445B.315	None	None

Air Pollution: Inventory of Emissions

LRDA Number 2007-0651

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is a comprehensive listing, by source, of air pollutant emissions associated with a specific geographic area for a specific time interval.	Permanent.	40 CFR 58.26	None	None

Ambulance Service Permits File

LRDA Number 2007-1273

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains the information required to be submitted with an application for issuance or renewal of a service permit for the operation of an ambulance, air ambulance and vehicles of a fire fighting agency used in emergencies. This series may contain, but is not limited to, initial/renewal permit application, inspection reports, background information, correspondence and related documentation.	Three (3) years after expiration.	NRS 450B.200 through 450B.230, NAC 450B.510 through 450B.640, NRS 11.190 3d	None	None

Application for Solid Waste Permits: Denied, Incomplete or Withdrawn

LRDA Number 2007-1444

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the applications that were never finalized of facilities that store, treat and/or dispose of solid materials in accordance with federal and state law and regulation. This series may contain, but is not limited to, draft application, design plans, emergency preparedness plan, closure plan, financial assurance plan, evaluation documentation, letter of deficiencies, denial letter, supporting documents, correspondence, and similar documentation.	Three (3) calendar years from the end of the calendar year in which the last action was recorded.	42 USC section § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444, NRS 11.190(3)(d) and NAC Chapter 444	None	None

Birth Certificates**LRDA Number 2007-0654**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains the original certificate of birth for all births occurring in the county.	Permanent.	NRS 440.240, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Burial Transit Permits**LRDA Number 2007-0655**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents transit permits issued in accordance with state law and regulation. Permits indicate the name of the cemetery, mausoleum, columbarium or other place of burial where the human remains will be interred, inurned or buried.	One (1) calendar year from the end of the calendar year to which the records pertain.	NRS 440.500, NAC 451.130	None	None

Burning Permits**LRDA Number 2007-1474**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents permits issued to individuals for open air burning. Information may include but is not limited to name, address, phone number, location of burn, fire protection equipment and conditions required, date and time, and signatures of permitted and issuing officer.	Two (2) calendar years after the denial, revocation, or expiration of the permit, or for the period required by local ordinance, whichever is longer.	NRS 11.190 (4)(e)	None	None

Certificate of Occupancy Logs**LRDA Number 2007-0657**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains copies of certificates of occupancy which document that a structure complies with the minimum health standards required by state and local laws.	Three (3) calendar years from the end of the calendar year to which the record pertains.	NRS 11.190 (3)(d)	None	None

Certificates of Stillbirth**LRDA Number 2007-0658**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains certificates or forms documenting stillbirths.	Permanent.	NRS 440.340, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Closures of Facilities**LRDA Number 2007-0659**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the closure of food and other types of facilities due to violations of state and /or local health laws or regulations.	Six (6) calendar years from the end of the calendar year to which the record pertains.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None	None

Communicable Disease Case Files**LRDA Number 2012-1858**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of confidential case files of reportable communicable diseases. The file may include, but is not limited to, patient's name, age, sex, race, birth date, occupation, employer, address, disease, diagnosis, date of diagnosis, lab results, reporting physician; hospital or agency, copies of notification letters, copies of medical records or reports, CDC forms, related correspondence and similar records.	Six (6) calendar years from the date of receipt or production.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165	This record series contains confidential or sensitive information and must 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)].

Communicable Disease/TB Control Reports**LRDA Number 2012-1860**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of statistical reports documenting confirmed cases of communicable disease. Repots may contain, but are not limited to, coded patient information, special studies, narratives on communicable diseases within the county, and similar data.	If the reports are submitted to a regulatory body (such as the State Board of Health, State Health Officer, State Health Division, CDC) retain for a minimum period of two (2) calendar years from the date of submission, or for the period required by the regulatory agency, whichever is longer. If the reports are not submitted to a regulatory agency retain permanently.	NRS Chapter 441A and NAC Chapter 441A	These are usually statistical reports and should not contain personally identifying information. If the reports do contain personally identifying information that information is confidential and must be destroyed in a secure manner.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)]

Daily Meteorological Data**LRDA Number 2007-0662**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This information is often used in the permitting process to document meteorological conditions related to air quality.	One (1) calendar year from the end of the calendar year to which the record pertains. Review for historical value.	None	None	None

Dairy Samples**LRDA Number 2007-0663**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the results of milk and other dairy product samplings for compliance with state and local quality standards.	Three (3) calendar years from date results received.	NAC 584.5782	None	None

Death Certificates**LRDA Number 2007-0664**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains the original certificate of death for all deaths occurring in the county.	Permanent.	NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2)	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Delayed or Altered Birth Records**LRDA Number 2007-1566**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the alteration of birth certificates. The files may consist of but are not limited to delayed or altered certificates filed in accordance with NRS 440.630 and supporting documentation.	Permanent.	NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Dog Bites**LRDA Number 2007-0665**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains reports of dog bites and may include but is not limited to case number, information on person bitten, incident information, treatment given, dog type, results of investigation, correspondence and similar documents.	Two (2) calendar years from the date of the report.	None	None	None

Emergency Medical Services (EMS) Course Files**LRDA Number 2007-1275**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer and document EMS Training Courses as required by NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725. This series may contain: notice to conduct EMS training form, course materials submitted for approval, course outlines, individual and/or agency request for approval of EMS course, approval/denial letters, letters of authorization, assigned course numbers, testing documents, course completion reports, attendance summary, skills summary, training records, record of completion of training, course evaluations, correspondence, and related documentation.	Three (3) years from the completion of the training program.	NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725	None	None

EMS License / Certification Files**LRDA Number 2007-1274**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer and document the application for permit, licensure and/or certification for all categories of emergency medical technicians, firemen, ambulance attendants and first responders pursuant to NRS Chapter 450B and NAC Chapter 450B. The files may contain: applications, training completion reports (original and renewals), copies of certification and/or license, renewal forms with supportive documentation, copy of fingerprint cards, copy of current CPR training card, DMV license checks, copy of current drivers license, related correspondence and similar documents.	Retain the core application documents and the documentation for the last three most current renewal cycles for a minimum retention period of three (3) years after the expiration, revocation or suspension of the certification, permit, or license.	NRS Chapter 450B and NAC Chapter 450B, NRS 11.190 3d, 42 USC section 405 (c)(2)(C)(viii).	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)].

Food Protection Manager Certification**LRDA Number 2012-1840**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer and document the certification process for issuing and / or renewing a Certified Food Protection Manager certificate and photo ID card from the Health Department or District. Records in this series may include, but are not limited to, certification applications (new and renewal), photo identification, training completion reports and / or certificates, supportive documentation, application fee payment documentation, related correspondence and similar documents.	Three (3) calendar years after the expiration of the certificate.	NAC 446.198, NRS 11.190 (3)(d)(e), NAC 239.165	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)].

Health Protection Complaint Files**LRDA Number 2012-1852**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This records series documents complaints made to health departments/districts regarding food-borne illness, trash nuisances, sewage problems, food or product complaints, food establishments, conditions, and other complaints. The record includes county, city and/or town, complainant's name and address, a brief description of the complaint, action taken, and remarks.	Three (3) calendar years from date of entry.	NRS 11.190 (3)(d)	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)]

Health Protection Permit Files**LRDA Number 2012-1853**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This records series consists of the permits issued by health departments/districts including, but not limited to: food establishments (including bakeries, public schools, airline food service providers, etc.) public spas, public bathing facilities, septic tank pumping contractors and individual sewage systems. The files may include, but are not limited to, application, inspection reports, copies of invoices, copies of permits issued, renewals, complaints, hearing documentation, related correspondence and similar documents.	Retain for a period of six (6) calendar years from the expiration of the permit.	NRS 446 and NAC 446.	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)]

Health Protection Temporary Permit Files**LRDA Number 2012-1854**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This records series consists of permits and certificates issued to applicants on a temporary basis for such events as fairs, special events and similar occasions. The file may contain the application, correspondence, fee information, inspection reports and similar material.	Three (3) calendar years from final date of event.	None	None	None

Immunization: Consents**LRDA Number 2007-0667**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of forms, questionnaires and consents related to adult and/or children's immunizations.	Six (6) calendar years following end of calendar year in which consent form was signed.	45 CFR 164.530 (j), NRS 629.051, NRS 449.720, NAC 239.165 (1)(2)	This record series contains confidential information and 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)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Immunization: Statistics**LRDA Number 2007-0668**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor adult / child immunization programs by health officials.	Permanent.	None	None	None

Inspection Reports and Files**LRDA Number 2007-0669**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to review plans for compliance with public health laws in accordance with state law and regulation. The files may include but are not limited to blueprints, plans, maps, public notices, letters of approval or denial, complaints and investigation reports, copies of construction and occupancy permits, equipment standards, fee documents, hearing documentation, related correspondence and similar material.	Six (6) calendar years from the date of inspection. Review for historical value.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, 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)].

Inventory of Hazardous Waste**LRDA Number 2007-0670**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents hazardous waste inventories in accordance with state and federal law/regulation.	Permanent.	NRS 239C.090, NRS 239C.210	This record series may contain 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)].

ISDS (Individual Sewage Disposal Systems) - Commercial Files

LRDA Number 2007-1438

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to review plans for the construction or remodeling (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include, but is not limited to, name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, copy of occupancy permit, related correspondence and similar documents.	Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received.	NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should 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)).	"Commercial" includes any business using its own sewage disposal system not connected to a community sewage system.

ISDS (Individual Sewage Disposal Systems) - Residential Files

LRDA Number 2007-1439

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to review plans for the construction or remodeling (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include, but is not limited to, name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, copy of occupancy permit, related correspondence and similar documents.	Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received.	NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should 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)).	"Residential" means a single family dwelling with a sewage disposal system not connected to a community sewage system.

Maternal Child Health Program Files

LRDA Number 2010-1828

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These files document maternal health services offered to individuals within the jurisdiction of the local health department. Records may include, but are not limited to, health screenings, health counseling, parenting skills education, newborn assessments, nutrition and feeding counseling, referrals to doctors and/or other agencies or providers, related correspondence and similar records.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	45 CFR 164.530 (j), NRS 442.130, NRS 449.720, NRS 629.061, NAC 442.060, NAC 239.165	This record series contains confidential or sensitive information and must 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)].

Notices of Violations and Citations Issued

LRDA Number 2007-0671

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents citations and notices of violation issued by health departments.	Five (5) calendar years from the date of issuance. Review for historical value.	None	None	None

Orders for Maintenance Work

LRDA Number 2007-0672

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents service requests and may contain, but is not limited to, work orders, maintenance/repair requests, correspondence and similar documents.	One (1) fiscal year from the end of the fiscal year to which the record pertains.	None	None	None

Patient Medical Records

LRDA Number 2012-1851

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of the current and complete medical record for every patient seeking care or service from health departments/districts. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, consent forms, diagnoses, social services reports, clinical assessments, referral sources, intake interviews, mental status examination and assessments, growth charts and allergy history, adverse incident reports, temperature charts, insurance information, summary reports, correspondence and related documents	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Pools and Spa Files

LRDA Number 2007-1440

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to review plans for construction or remodeling (improvement) of pools, spas, "water attractions", and similar public swimming/bathing related structures. This series may include, but is not limited to, applications, forms, plans, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	NRS 444.065 to 444.120, NRS 11.190(3)(d), NAC 444.010 to 444.536	None	None

Program Reports**LRDA Number 2007-0674**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the program activities and accomplishments of various Health Department related programs. Reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain, but is not limited to, narrative of various program activities, records documenting staff participation in activities, achievement files, events files, awards files, enrollment reports, program information, statistics, reports, memorandum, notes, correspondence and related documents.	Retain annual program reports permanently. Retain other activity/program reports (not otherwise scheduled in this section) for Five (5) calendar years from the year created.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 , NRS 629.061, NRS 629.051	Records containing personally identifying health care information are confidential per 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 and NRS 629.061. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	Programs may include but are not limited to HIV/AIDS Prevention Programs, WIC Programs, Healthy Kids Programs, Chronic Disease Prevention Programs, Injury Prevention Programs, Baby your Baby Programs, Immunization Programs, Sexually Transmitted Disease (STD) Prevention Programs, Senior Programs, and other similar programs

Public Water System Plan Review Files**LRDA Number 2007-1436**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to review plans for the construction or remodeling (improvement) of any public water system in the state as authorized by NRS 445A.885 and 445A.920. This series may contain, but is not limited to, blueprints, plans, drawings, specifications, letter of approval or denial, copies of laws and regulations, copies of codes, copies of use and construction permits, related correspondence and similar documents.	Ten (10) calendar years from the end of the calendar year in which the permit was issued. The records pertaining to plans which were denied and not resubmitted must be retained for three (3) calendar years from the end of the calendar year in which they were submitted.	NRS 445A.885, NRS 445A.920, NRS 11.204 (2), NRS 11.190 (3)(d), NRS Chapter 239C, NAC 239.165 (1)(2)	This record series may contain confidential or restricted information under the Nevada Homeland Security Act (NRS Chapter 239C). 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)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Ryan White Program Client Grievance Files**LRDA Number 2012-1857**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These records document the grievance by clients against participating pharmacies submitted to the Ryan White Program. The records may contain, but are not limited to grievances with associated documentation, review and tracking utilization documentation, technical training for the pharmacies documentation, termination documentation, related correspondence and similar records.	Three (3) calendar years from the closure of the case.	42 USC section 300ff-11 et seq., 42 U.S.C. § 300ff-21 et seq., NRS 441A.220, NRS 441A.260, NAC 239.165	This record series contains confidential or sensitive information and must 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)].

Sanitation Investigation Files

LRDA Number 2012-1855

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This records series consists of the investigative reports on sanitation in medical facilities, public institutions, child care facilities, senior citizen centers, public accommodations, schools, private water systems, sewer systems, frozen desert plants, milk haulers, rv parks. The files may contain correspondence, documentation of findings, and other material.	Three (3) calendar years from date of report.	None	None	None

Sewage and Water System Plan Reviews - Hotels and Motels

LRDA Number 2007-1441

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to review plans for the construction or remodeling (improvement) of facilities for public accommodations (Hotels, Motels, Boarding Houses, etc.) as authorized by NRS 447.185 and NAC 447.100. This series may include, but is not limited to, application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	NRS 447.185, NRS 11.190(3)(d), NRS Chapter 239C, NAC 447.100, NAC 239.165 (1)(2)	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should 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)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Sewage and Water System Plan Reviews - Mobile Home Parks

LRDA Number 2007-1442

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to review plans for the construction or remodeling (improvement) of Mobile Home Parks and may contain, but is not limited to, application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should 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)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Sewage and Water System Plan Reviews - RV Parks

LRDA Number 2007-1443

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to review plans for the construction or remodeling (improvement) of RV Parks and may contain, but is not limited to, application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should 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)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Solid Waste Disposal Files (Facility Files)

LRDA Number 2007-1437

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the operations of permitted facilities that store, treat and/or dispose of solid materials in accordance with the federal and state laws and regulations. The files may contain but are not limited to the following sections: (1) Permit (containing copies of location restrictions, permits, permit conditions, fact sheet, operating / management plans, facility plans, technical review, public notices, public hearings, EPA comments and related documentation); (2) Financial Assurances (cost estimates, bond documentation, insurance documentation, trust documentation, related correspondence and similar documentation); (3) Correspondence (containing general correspondence); (4) Inspections / Compliance (containing inspection reports, incident reports, notice of violations, plan of correction, monitoring reports, demonstrations, certifications, testing analysis, solid waste disposal reports, etc.) (5) Closure and Post-closure (containing plans, cost estimates, closure and post-closure monitoring (compliance) reports, topographical surveys, and related documentation)	One hundred (100) calendar years from the date of closure of the facility. At the end of the retention period this series should be reviewed for historical value and continued retention.	42 USC section § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444	The post-closure operations may last up to thirty (30) years after the facility has closed.	Since the environmental impact of solid waste sites are more or less permanent, these records are necessary for future use.

Statistical Record of Air Quality

LRDA Number 2007-0677

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of statistical reports documenting ambient air quality and may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	None	None

Swimming Pool Testing Logs

LRDA Number 2007-1569

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the results of chemical and bacterial testing of local government owned or operated swimming pools.	Three (3) calendar years from the end of the calendar year to which the record pertains.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 444.150	None	None

TB Control Program Case Files**LRDA Number 2012-1859**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This records series consists of case file reports of tuberculosis. The files may contain, but are not limited to name, address, social security number, sex, race, birth date and place, marital status, and occupation of the patient, as well as the diagnosis, status, lab slips, therapy provided to the patient, follow-up activity, discharge information, related correspondence and similar records.	Six (6) calendar years from the date of report.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165	This record series contains confidential or sensitive information and must 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)].

WIC Client Files**LRDA Number 2010-1826**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of files for clients applying for and/or receiving supplemental foods and nutrition education from the U.S. Dept. of Agriculture's Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). The files may contain, but are not limited to, application material, social information, eligibility documents, medical histories, financial documents, related correspondence, and similar documents.	Six (6) calendar years from the close of the case to match state requirement for same record series.	7 CFR 246.25, 45 CFR 92.42, NRS 49.251, NRS 422.290, NAC 239.165	This record series contains 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)].

