

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

Section Number C-1005

**Personnel**

**Affirmative Action Program Files**

**LRDA Number 20071691**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer Affirmative Action Plans in accordance with 29 CFR 1608 and the state EEO law (See NRS 613.310 to 613.435). This series may contain, but is not limited to, copy of Affirmative Action Plan, self analysis documentation, compliance monitoring documentation, survey reports, completed forms, summary reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	29 CFR Part 1608, 41 CFR Part 60-2, 29 CFR 1602.30, NRS 613.310 to 613.435, 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.	The federal Equal Opportunity Survey is confidential in accordance with 41CFR 60-2.18 (d).

**Alcohol and Drug Testing Records - Negative Results**

**LRDA Number 20101814**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include, but is not limited to, records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation.	One (1) calendar year from the date screening was completed.	49 CFR 40.333, 45 CFR 164.501, NAC 239.165	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.	Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements.

**Alcohol and Drug Testing Records - Positive Results**

LRDA Number 20070302

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include, but is not limited to, records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation.	Five (5) calendar years from the date screening was completed.	42 USC section 1320d et seq., 45 CFR 164.501, NRS 11.190 (3)(d), 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. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.	Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements.

**Americans With Disabilities Act (ADA) Compliance Records**

LRDA Number 20071422

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document compliance with the Americans With Disability Act (ADA). This series may include, but is not limited to, administrative reports, public inquiries, copies of policies and procedures, federal ADA inquiries, copies of compliance reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	29 USC section 255, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	All records pertaining to any physical or mental disability of an employee or applicant are confidential per 29 CFR 1630.14 and must be maintained and filed separately from other personnel files.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.

**Appeals Files (Disciplinary Actions)**

LRDA Number 20071662

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document employee disciplinary actions appealed to a hearings officer or hearings board involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. This series may contain, but is not limited to, formal appeal forms or original letter requesting an appeal, copies of documents from the master personnel file, copies of applications, work performance standards, job descriptions, job announcements, personnel/payroll actions forms, request for hearing under the provisions of NRS 281.645 (Whistleblower Law), resignation forms, employee development report forms, written reprimands, audio and visual tapes, photos and similar documents.	Three (3) calendar years from the date of the decision of the hearings officer/ board, or the date the appeal was withdrawn, settled or dismissed.	29 CFR 1602.30, NRS 281.645, NRS 11.190 (3)(d), 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)].

**Apprenticeship Records****LRDA Number 20071743**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents applicant qualifications and may contain applicant information, original applications, job assignments, evaluation basis for selection or rejection, conditions of work, time records, hours of training provided, minority status, gender of all selected and rejected applicants, apprenticeship agreement, roster of apprentices, qualification records, related correspondence and similar documents.	Five (5) calendar years from the applicants completion, withdraw, or termination from the program.	29 CFR 30.8(e), NAC 610.925, NAC 239.165	This record series may contain confidential or restricted (personally identifying) 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)].

**Background Checks/Investigations****LRDA Number 20070304**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents background checks/investigations of individuals including those for recruitment and active employment, volunteers, interns, and contracted workers. This series may contain, but is not limited to, employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents.	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	29 CFR 1602.31, NRS 11.190 (3)(d), NRS 239B.010 to NRS 239B.020, NRS 179A.075, 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)].

**Commercial Drivers License Records****LRDA Number 20101816**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These records are used to document that an individual has been granted a commercial drivers license when this type of license is required as a condition of employment. Records may include, but are not limited to, copy of commercial driver license, random drug test records, physical examination records, medical card, endorsements, and similar documents.	Five (5) calendar years from the expiration, renewal, suspension, or revocation of the license.	49 CFR 391.41 (e), 49 CFR 40.333, 49 CFR 383, NRS 483.900 to 483.940, NAC 483.800 to 483.850, 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)].

**Continuation of Insurance Benefits (COBRA) Records****LRDA Number 20071286**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents compliance with the Consolidated Omnibus Reconciliation Act of 1986 (COBRA). Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. This series may contain, but is not limited to, employee and dependent names and social security numbers, insurance package currently carried, written notice of COBRA rights and whether the covered employee, spouse and/or dependents elected or rejected coverage, dates of termination, coverage end date, correspondence and related documents.	Six (6) calendar years after eligibility has expired.	26 CFR 54.4980B-1 through 54.4980B, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2),	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)].

**Continuing Education Files**

LRDA Number 20071660

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents continuing education and/or training that may be required for renewal of a professional license or certificate. The files may include, but are not limited to, educational transcripts, attendance rolls, course/workshop documentation, continuing education credit slips, continuing education training forms, related correspondence and similar documentation.	Three (3) calendar years from the end of the renewal period.	42 USC section 405 (c)(2)(C)(viii) NRS 205.4617, NRS 239B.030, NRS 11.190(3)(d), 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)].

**Deferred Compensation Plans - Participant Records**

LRDA Number 20070306

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the voluntary participation of individuals in Deferred Compensation Plans. Records may include, but are not limited to, plan selection and application forms, enrollment records, payroll contribution and deduction summaries, personal data records, authorizations, beneficiary information, living trust records, hardship records, change requests, payout estimates, year-end balance reports, distribution reports, correspondence, and related documents.	Six (6) calendar years from the close of the participants account or accounts.	26 USC section 401(a), 26 USC section 457, 26 CFR 1.457, NRS 287.381 to 287.480, NRS 11.190 (1)(b), NRS 11.190 (3)(d), 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)].

**Deferred Compensation Plans - Plan Details**

LRDA Number 20071285

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents Deferred Compensation Plans offered as a voluntary benefit to aid employees in saving for retirement. This series may include, but is not limited to, plan explanations, details, and descriptions, third party administrator information, investment options, fund performance information, enrollment information, contribution and distribution information, correspondence and related documents.	Retain this record series for the full period that plan or system is in effect, plus three (3) calendar years after termination of the plan.	29 CFR 1627.3, 29 USC section 1027, 29 CFR 2520, 26 USC section 401(a), 26 USC section 457(g), NRS 287.381 to 287.480, NRS 11.190 (3)(d)	None	None

**Disciplinary Records****LRDA Number 20071298**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinance. Series may include, but is not limited to, cause statements, investigative records, verbal/written reprimands, copies of work performance standards, corrective action agreements, interview and hearing records, findings and recommendations, employee's reply, various forms, and related records.	Three (3) calendar years from the date of last action, or for the period required by disciplinary settlements or negotiated agreements.	29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2), Collective Bargaining Agreements	This record series may contain confidential 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)].	Some information from this series may be included in the Master Personnel File.

**Donated Leave Program Records****LRDA Number 20071296**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the receipt and donation of leave for medical emergencies. This series may contain, but is not limited to, leave donation forms, recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, leave transfer records, payroll notification records, payroll reports, copies of time and attendance sheets, leave program termination records, correspondence and related documents.	Three (3) fiscal years from the fiscal year in which the leave was donated or used.	NRS 11.190 (3)(d), 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)].

**EEO Reports****LRDA Number 20071690**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document reports required by the state and federal Equal Employment Opportunity Commission in accordance with 29 CFR 1602. This series may contain, but is not limited to, "State and Local Government Information Report" EEO-4 (See 29 CFR 1602.30 to 1602.31), "Elementary-Secondary Staff Information Report" EEO-5 (See 29 CFR 1602.39 to 1602.41), work papers which were used in the compiling of the EEO reports, related correspondence and similar documentation.	Three (3) calendar years from the submission of the report.	29 CFR 1602.30 to 1602.45, NRS 613.310 to 613.435	None	None

**Eligibility Lists****LRDA Number 20070307**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of lists and similar records of eligible applicants for employment positions. These types of lists are often used to set up applicant interviews as part of the employee selection process.	Two (2) calendar years from the year to which the records pertain.	29 CFR 1602.31, 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)].

**Employee Assistance Program Case Files - Required****LRDA Number 20071295**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents required evaluations and treatment of employees who must complete the rehabilitation program recommended by the evaluation as a condition of continued employment. Records in this series may include, but are not limited to, appointment records, agreements, employee/family personal information, release of information forms, assessment records, counseling and consultation records, referral information, treatment plans, problem solving plans, plan implementation records, supervisory documentation, treatment disposition records, correspondence, and related documents.	Six (6) calendar years after employee completes program.	42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NRS 11.190 1(b), NRS 11.190 3(d)	This record series is confidential 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)].

**Employee Assistance Program Case Files - Voluntary****LRDA Number 20071294**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the voluntary referral and treatment of employees and/or employee family members in agency sponsored assistance programs. Records may include, but are not limited to, appointment records, employee family member personal information, release of information forms, assessment records, informational materials, counseling and consultation records, referral information, treatment plans, supervisory documentation, problem solving plans, plan implementation records, correspondence, and related documents.	Six (6) calendar years after last treatment or session.	42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, 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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Employee Attendance Records****LRDA Number 20070048**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents employee attendance and may include but is not limited to time sheets or cards, leave requests, internal computer printouts, related correspondence, and similar documents.	Three (3) fiscal years from the year to which it pertains.	29 CFR 516.5, 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)].

**Employee Development / Training Records - "Office Copy"**

LRDA Number 20070330

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series provides documentation and verification of staff training activities. This series may include, but is not limited to, employee name, social security or personnel ID number, agency copy of training records usually forwarded to, or maintained by, Human Resources, training calendars, course descriptions and information, training announcements and notices, request for training forms, out of state travel request forms, training plans, registration receipts, attendance rosters, copies of certificates, documents granting educational leave and stipends, tuition receipts and similar documentation.	Three (3) fiscal years from the fiscal year to which it pertains.	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)].

**Employee Development \Training Records - "Official Copy"**

LRDA Number 20071375

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer employee development and training. This series may contain, but is not limited to, employee name, social security or personnel ID number, request for training forms, training plans, employee training history, copies of training certificates, documentation of continuing education credits, records documenting completion of mandatory training requirements, reports detailing staff training (courses taken), statistical reports, training program evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of an employee.	29 CFR1910.1001(4), NRS 11.190 (3)(d), 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)].	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

**Employee Directories, Rosters or Indexes**

LRDA Number 20071290

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is usually a listing of current employees and may include name, position title, work phone number, work address, and similar contact information.	Until superseded or no longer in use.	None	None	None

**Employee Files Maintained in an Office or Department**

LRDA Number 20070058

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is usually maintained by agency personnel officers, and is an administrative copy of the master personnel file retained by the Personnel/Human Resources department. This series may include, but is not limited to, applications, payroll forms, employee appraisal and evaluation forms, work performance standards, alcohol and drug free workplace acknowledgement, retirement action forms, personnel related federal forms, resumes, transcripts, educational and training certificates, correspondence and related documents.	One (1) calendar year from the end of the calendar year in which the employee separated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).	NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	This record series contains confidential and sensitive information and must be destroyed in accordance with NAC 239.165 when the retention period has expired. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	The following documents should NOT be placed in employee files: employment verification documentation (INS-I-9), recruitment documents, documents relating to alcohol and drug testing, medical records, documents relating to disabilities, (including ADA related records), investigative documents pertaining to grievances and disciplinary actions, EEO complaints, workers compensation records, and similar types of documents.

**Employee Handbooks**

LRDA Number 20071276

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of guidelines created to explain the internal operations, policies, and procedures of the agency to a new employee.	Six (6) calendar years from the date the handbook is superseded or discontinued.	None	None	Review for historical value.

**Employee Licenses / Certificates**

LRDA Number 20070837

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents licenses/certificates issued to employees by professional, educational, regulatory, or other agencies. These types of licenses/certificates are normally occupation specific (EMS, Peace Officer, Firefighter, Social Worker, Nurses, Engineers and similar professions) and are usually required as a condition of employment.	Three (3) calendar years from the expiration or renewal of the license or certificate.	NRS 11.190 (3)(d), 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)].

**Employee Medical Records [Except Police Officers and Firefighters]**

LRDA Number 20071236

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These records document an individual employee's work related medical history. This series may contain, but is not limited to, medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Retain all medical (non-hazard exposure) records six (6) calendar years after their receipt or production. The medical records of employees who have worked for less than one (1) year need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.	29 CFR 1630.14, 42 CFR 1003.132, 45 CFR 164.502, NRS 629.021 to 629.061, NAC 239.165 (1)(2)	Access to these records is restricted pursuant to NRS 629.061, and they 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)].	These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

**Employee Medical Records-Hazard Exposure Records**

LRDA Number 20071289

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. Records may include, but are not limited to, hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, biological monitoring results, medical treatment reports, medical release authorizations/letters, correspondence and similar documents.	Thirty (30) calendar years after employee separation.	29 CFR 1910.1020 to 1910.1030, 45 CFR 164.502, 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. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

**Employee Recognition Program Records**

LRDA Number 20070332

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the recognition of employees for special service to the agency. This series may include, but is not limited to, service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs.	Two (2) calendar years from the date of the record.	None	None	None

**Employment Contracts****LRDA Number 20071288**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents individual employment contracts or, where contracts or agreements are not in writing, a written memorandum summarizing the terms and conditions of employment.	Six (6) years after expiration of the contract or agreement.	29 CFR 516.5, NRS 11.190 (1)(b)	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)].

**Evidence of Insurability Files****LRDA Number 20071098**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer the addition of self, spouse or dependants to health insurance plans. The files may contain, but are not limited to, request forms, supporting documentation -- which usually includes, copies of birth certificates, marriage license and other legal documents, authorization forms and related correspondence.	Six (6) calendar years after the receipt of the records.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 11.190 (1)(b), 45 CFR 164.530 (j), 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.	HIPAA compliance statement (45 CFR 164.524 (e)): This record series contains "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164. Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Family Leave (FMLA) Records****LRDA Number 20070310**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and regulate the granting and monitoring of family leave under the Federal Family and Medical Leave Act of 1993 and the State Parental Leave Without Pay Bill. This series may contain, but is not limited to, requests for leave of absence form, requests for leave, requests for parental leave without pay, time sheets, payroll documents, medical reports and certification forms, certification of Physician or Practitioner form, notice of family leave act, FMLA fact sheet, notice of specific expectations and obligations, documents of disputes with related correspondence, documents of employer benefits and policies and procedures, and similar documents and related correspondence.	Three (3) fiscal years from the end of the fiscal year in which the leave was taken	29 CFR 825.500, 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, 42 USC section 405 (c)(2)(C)(viii), NRS 205.4617	This record series contains confidential 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)].

**Fitness For Duty Files****LRDA Number 20071469**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is used to document the action when an evaluation is done to determine an employee's ability to perform the essential functions of the job due to physical, mental or emotional disorders. This series may include, but is not limited to, incident reports, essential functions forms, certifications from health care providers (temporary disability, return to work, etc.), copies of medical records, copies of leave forms (with supportive documentation), copies of payroll reports (including time and attendance reports), hearing documentation, related correspondence and similar documents.	Three (3) calendar years from the date of final action.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, 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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Garnishments****LRDA Number 20071247**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of documentation of requests and court orders served on the local government to withhold the wages of employees for garnishments, tax levies, support payments and other reasons. This series may contain, but is not limited to, writ of garnishment, notarized interrogatories, copies of writ of execution with attachments, answer of garnishee, affidavits, copies of accounting documents, notes, correspondence, and related documents.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	29 CFR 516.6, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NRS 31.240, NRS 31.249, NRS 239B.030, 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)].

**Grievance Files: Record on Judicial Review****LRDA Number 20071661**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document grievance files or appeals of disciplinary actions where court action has been initiated. This series may contain, but is not limited to, copies of documents found in the grievance file, copies of documents within the appeals file, copies of hearing files, court documents, correspondence and related documents.	Six (6) calendar years from the date of the final court action, or the date the action was withdrawn, settled or dismissed.	NRS 11.190 (1)(a), 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)].

**Grievances: Case Files****LRDA Number 20070311**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. This series may include, but is not limited to, complaints, investigation reports, interview documentation, witness statements, background information, supporting papers, summary of action taken, audio/video recordings, related correspondence, and summary of disposition.	Three (3) calendar years from the date the case is withdrawn, settled or dismissed.	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 205.4617, NRS 11.190 (3)(d), 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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Grievances: Hearings**

LRDA Number 20070312

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents grievances or complaints submitted for resolution to hearings officers or hearings boards. This series may include, but is not limited to, initial complaint, investigation records, background material, witness statements, interview and hearing reports, hearing officer's findings and decisions, correspondence, and related records.	Three (3) calendar years after the final disposition of the case.	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 11.190 (3)(d), 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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Group Health and Life Insurance Plans**

LRDA Number 20070314

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents group insurance policies offered by a local government as part of the employee benefits program. This series may contain, but is not limited to, information on various insurance plans (health, life, catastrophic illness, dental, vision, long-term care) enrollment information, election forms, authorization forms, change forms, reinstatement forms, pre-tax documentation, copies of medical records, related correspondence and other documents pertinent to benefits.	Six (6) calendar years from the date the employee is no longer covered under any benefit package.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), 45 CFR 164.530 (j), NRS 11.190 (1)(b), 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 record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

**Job Advertisements**

LRDA Number 20070315

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of advertisements to inform eligible job seekers of job openings. The notices may include position number, position title, salary range, job location, minimum qualifications, brief description of duties, where to apply and special instructions.	Two (2) calendar years from the close of the recruitment.	29 CFR 1602.31	None	None

**Master Personnel File****LRDA Number 20070321**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is the official personnel file for people employed by local governmental entities. The file may contain, but is not limited to, job applications, credential files, background checks, notice of appointment documents, personnel transaction records, classification and salary records, payroll withholding information, leave summary records, employee development documents, employee performance documents, training documents, disciplinary actions, longevity reports, copies of licenses or certificates, records relating to other employment practices (including policy acknowledgments and agreements), personnel action forms, exit interview records, and similar documents related to an individual's employment.	Retain records which document employment history (including but not limited to salary history and longevity documents) for a minimum period of thirty (30) calendar years from the end of the calendar year in which the individual separated from service. Records which do not document employment history and are not scheduled elsewhere in the "Records of Personnel" section may be purged from the file three (3) calendar years from the end of the calendar year in which the individual separated from service.	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 516 .5, NRS 11.190 (3)(d), NRS 205.4617, 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. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	If the employee is rejected for any lawful reason during their probationary period retain this series for a minimum period of three (3) calendar years from the end of the calendar year in which the individual was rejected or dismissed.

**Organizational Climate Studies****LRDA Number 20141903**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents studies conducted to assess and evaluate the culture, employee morale, effectiveness of management, and the internal communication of an organization. Findings from these studies may be used to assist an organization in maintaining a healthy, efficient and hospitable workplace. Series may include, but is not limited to survey summaries, study summary, findings and recommendations, follow-up summary findings, and related correspondence.	Three (3) calendar years from the closure of the study.	None	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Pay Resolutions for Management and Classified Employees****LRDA Number 20070318**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the determination of compensation for management and classified employees. This series may contain, but is not limited to, salary surveys, job evaluations, compensation schedules, correspondence and related documentation.	Two (2) calendar years from the date of the record.	29 CFR 1602.31	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)].

**Personnel Files - Temporary and Seasonal Employees****LRDA Number 20071297**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the employment history of temporary and seasonal employees. These employees are usually hired to perform specific tasks or projects, and length of employment is usually for a limited duration. Records may include, but are not limited to, job applications, background checks, employee personal information, position classification and salary records, payroll withholding information, leave summary records, evaluations, training certificates, and other similar records related to an individual's employment.	If the employee's length of continuous service is one (1) year or greater retain this record series for a minimum period of thirty (30) calendar years after separation. If the employee's length of continuous service is less than one (1) year retain this record series for a minimum period of three (3) calendar years after separation.	NRS 11.190 (3)(d), 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)].

**Photo Identification Records****LRDA Number 20071287**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series includes photographs and other records used to identify governmental employees, private security personnel, contract workers, and others. This series may include, but is not limited to, identification cards, photographs, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and related documents.	Until superseded or obsolete.	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)].

**Position Description Records****LRDA Number 20071284**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series describes the specifically assigned duties and responsibilities of a particular employment position. Information may include, but is not limited to, essential job duties, job standards, working conditions, salary or pay range, educational requirements, required licenses/certificates, and other desired qualifications.	Two (2) calendar years after superseded or eliminated.	29 CFR 1602.31	None	None

**Position Reports****LRDA Number 20070323**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents information used in the management of employment positions. This series may include, but is not limited to, information on incumbents, vacant position status, authorized positions filled, job descriptions, position groups, position titles, position inventories and structures, hiring plans, staff lists and related records.	Two (2) calendar years after superseded.	29 CFR 1602.31	None	None

**Reasonable Accommodation Records****LRDA Number 20071470**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document requests for "reasonable accommodation" in the work place. This includes information regarding the medical and mental condition, history and work-related restrictions of an employee or applicant as permitted by the Americans with Disabilities Act . The files may contain, but are not limited to, essential function forms, self-evaluations, copies of medical records, certifications from health care providers, documents relating to work related accommodations (including formal requests for accommodations, responses, and related supportive documentations), related correspondence and similar documents.	Three (3) calendar years from the date of separation of employment with the agency, or for applicants that are subsequently not hired, from the date the recruitment was closed.	42 USC section 12101 et seq., 29 CFR 1630.14, 42 USC section 405 (c)(2)(C)(viii) , NRS 205.4617, 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. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner.

**Recruitment Files****LRDA Number 20070325**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the recruitment and selection of individuals for employment or promotional opportunities. Records may include, but are not limited to, job announcements and descriptions, applicant lists, applications and resumes, examination records and results, letters of reference, recommendations, classification specifications, affirmative action records, interview questions, interview and application scoring notes, evaluations, applicant background investigation information, civil service records, promotion lists, position authorization forms, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and any other selection or screening criteria. This series may also include inactive or cancelled recruitment records.	Three (3) calendar years from the close of the recruitment.	29 CFR 1602.30, 29 CFR 1602.31, NRS 11.190 (3)(d), 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)].

**Recruitment Files: Pre-Employment Medical Screenings**

LRDA Number 20071471

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used in the recruitment process for pre-employment medical inquiries in accordance with 29 CFR 1630.14 (ADA). The files may contain, but are not limited to, medical questionnaire (medical history) forms, medical release authorizations, signed consent forms, physical fitness exams and reports, blood work results, results of medical exams by a health care provider, copy of the essential functions form, copies of job description, related correspondence and similar documents.	Three (3) calendar years from the close of the recruitment process.	29 CFR 1630.14, NRS 11.190 (3)(d), NRS 613.310 to 613.435, 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. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14 ) and must be filed separately from other personnel files and stored in a secure manner.

**Retirement and Deduction Reports - Public Employees Retirement System (PERS)**

LRDA Number 20070455

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents deductions and payments made towards employee retirement benefits to the Public Employees Retirement System (PERS) and may contain, but is not limited to, retirement contributions reports, employer paid contribution reports, copies of payroll deduction forms, deduction input documents, employer subsidiary transaction listings, monthly reports, transmittals, forms, correspondence, and related documents.	Six (6) fiscal years from the fiscal year to which the reports pertain.	42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 286.290, NRS 286.460, NRS 11.190 1(b), NAC 239.165 (1)(2)	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)].	The Public Employees Retirement System (PERS) has the legal responsibility to administer and maintain the retirement benefit information of those employees enrolled in the PERS system.

**Salary Surveys**

LRDA Number 20071381

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents studies and surveys conducted by local governmental entities or its agents to gather comparative salary information for employment positions in comparable organizations. This series may contain, but is not limited to, surveys and salary comparisons for all employees within the state of Nevada (public and private), surveys and salary comparisons for all Nevada employers, compilations from Western States, occupational studies, special survey classes, benefits comparison reports, work papers, backup documents, notes, correspondence, and related documentation.	Two (2) calendar years from the end of the calendar year in which the study was conducted.	None	Review for historical value.	None

**Salary/Wage Schedules****LRDA Number 20071382**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents all tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, salary, or overtime pay computation.	Six (6) calendar years from the date schedule is superseded.	29 CFR 516.6, 29 CFR 1602.31, NRS 11.190 (1)(b)	Review for historical value.	None

**Search Committee Files****LRDA Number 20071293**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents activities of specially formed search committees charged with recruiting new or replacement managerial, key staff, or other hard-to-fill positions. This series may include, but is not limited to, applications, résumés, open position announcements, copies of advertisements in newspapers and professional publications, correspondence and other recruitment related records.	Transfer applications and other records for individual hired to personnel file. Retain applications and other records for individuals not hired two (2) years after position filled.	29 CFR 1602.31	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)].

**Seniority Lists****LRDA Number 20070627**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the ranking of employees by the employee's length of service.	Until superseded by a new list.	NRS 613.380	None	None

**Sexual Harassment / Discrimination Files****LRDA Number 20071323**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document investigations into alleged sexual harassment and/or discrimination in accordance with the Governor's Policy Against Sexual Harassment and Discrimination. This record series may contain copies of the sexual harassment and discrimination policy acknowledgement forms, sexual harassment or discrimination complaint forms, intake reports, notices given to employee documenting their rights during an internal investigation, investigative reports and statements, findings, supportive documentation, related correspondence, and similar documents.	Five (5) calendar years from the end of the calendar year in which the investigation was closed. If the governmental entity is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action or for the five (5) calendar year period, whichever is longer.	NRS 613.075 (3), NAC 239.165 (1)(2)	These records have been declared confidential by NRS 613.075 (3) 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)].

**Supervisor Performance Assessments****LRDA Number 20101815**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of assessments of supervisors done by employees.	Three (3) calendar years from the date of assessment, or for the period required by a collective bargaining agreement (if applicable).	29 CFR 1602.31, 29 CFR 516.5, NRS 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)].

**Unemployment Insurance Records**

LRDA Number 20071445

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include, but are not limited to, payroll reports, personal information related to each person who performs services for the employing unit, report of changes, applicable forms, correspondence and other relevant information.	Four (4) calendar years from the end of the calendar year to which they pertain.	NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 239.165 (1)(2)	Records in this record series are confidential (NRS 612.265) 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)].

**Unemployment Insurance Records - Employer Contribution Records**

LRDA Number 20071446

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include, but are not limited to, quarterly contribution and wage reports, new hire reporting, payroll reports, personal information related to each person who performs services for the employing unit, report of changes, corrections to quarterly reports, applications for adjustment, applicable forms, correspondence and other relevant information.	Four (4) calendar years after the date the contributions to which they relate become due, or the date the contributions are paid, whichever is later.	NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 612.030, NAC 239.165 (1)(2)	Records in this record series are confidential (NRS 612.265) 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)].

**Union Contracts**

LRDA Number 20070328

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents negotiations and contractual agreements between local governments and bargaining units, it may also be used for labor relations planning. This series may contain, but is not limited to, union contracts and amendments, tentative agreements, arbitrator's recommendations, negotiation work notes, management counter proposals, negotiation updates, newspaper clippings, press releases, research background material, employee classification printouts, minutes, sound recordings, exhibits and reports of meetings, correspondence and related records.	Six (6) fiscal years after the contract is renewed, amended or expires, or for the period required by the contract or agreement, whichever is longer.	29 CFR 516.5, 29 CFR 405.9, NRS 288 .010 to 288.280, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	In accordance with NRS 288.153, any new, extended or modified collective bargaining agreement or similar agreement between a local government employer and an employee organization must be approved by the governing body of the local government employer at a public hearing.	Review for historical value.

**Unsolicited Applications and/or Resumes**

LRDA Number 20071292

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents applications or resumes received for which no position has been announced.	Six (6) months from the date the application is received if not returned to the solicitor.	NRS 239B.030, 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)].

**Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)**

LRDA Number 20070329

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 as found in Title 8 of the United States Code section 1324a. May contain: US Department of Justice Immigration and Naturalization Service form I-9, Employment Eligibility Verification with attachments, Handbook for Employers, and associated documents.	Three (3) years after the date the of hire, or one (1) year after employment is terminated, whichever is later.	8 USC section 1324a (3), 8 CFR 274a, NAC 239.165 (1)(2)	These files must be kept separate from other personnel records and accessed only by the appointing authority and/or designated representative, the named employee, the agency legal counsel, or legal counsel from the District Attorneys Office. Supervisors reviewing an employee's records must not have access to these documents. Reference: Title 8 U.S.C. § 1324a and 8 CFR 274a.	The forms and supporting documentation (if any) may contain confidential or sensitive information and must be destroyed in accordance with NAC 239.165 (1)(2) after the retention period has been satisfied.

**Volunteer Worker Records**

LRDA Number 20070331

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents work performed for the local government by citizens without compensation for their services. This series may include, but is not limited to, agreements, applications, skills test results, training documentation, task assignment and monitoring records, copies of workers compensation records, interest forms, correspondence, and related documents.	Three (3) calendar years after separation.	42 USC section 405 (c)(2)(C)(viii), NRS 205.463 to 205.465, NRS 616A.130, NRS 11.190 (3)(d), 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)].

