

Nevada Local Government Retention Schedule- Updated November 24, 2014

Section Number S-1031

School Districts

Academic Performance - Permanent Records

LRDA Number 20071711

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents a pupil's academic performance and usually consists of the permanent record card and/or academic transcript. Information may include, but is not limited to, pupil's identifying information, summary of attendance, grades, grade point average, grades completed and the year completed.	Permanent.	34 CFR 99.32, NRS 392.029, NAC 392.350	This record series contains confidential and/or restricted information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Academic Performance - Subsidiary Records

LRDA Number 20071122

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series may contain, but is not limited to, a pupil's identifying information, personal and family history records, cumulative student record, childhood disease and immunization data, cumulative health folders, disciplinary reports, truancy reports, student guidance records, progress and monitoring reports, reading records, school and after-school activity reports, student employment information, standardized testing records, student current data, entrance and withdrawal records, transfer records, notices to parents/guardians, parental consent forms, informational correspondence and similar records.	Six (6) calendar years after pupil graduates or would normally have graduated from high school.	34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NAC 392.350, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series contains confidential and/or restricted 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)].

Alternative High School Programs

LRDA Number 20071060

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents alternative programs for the education of pupil's at risk of dropping out of high school.	Three (3) calendar years after program discontinued.	NRS 388.537	None	None

Applications for Free Meals or for Meals at Reduced Prices

LRDA Number 20071062

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents requests for meal assistance and may include, but is not limited to, applications, pupil information, income verifications, approval or denial letters, various forms, related correspondence, and similar documents.	Three (3) fiscal years from the approval or denial of the application.	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)].

Athletic Activity Records

LRDA Number 20071063

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents a pupil's eligibility and participation in sanctioned sports and may contain, but is not limited to, registration documents, academic eligibility documents, parental consent forms, proof of residency forms, copies of physical examination documents, liability release forms, copies of injury reports, eligibility waivers, related correspondence and similar documents.	Six (6) calendar years after the school year in which the records were created.	NRS 386.430, 45 CFR 164.530, NRS 629.051, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 12.080, NRS 12.105, NAC 386.776 to 386.820, 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)].

Athletics: Travel Expenses

LRDA Number 20071068

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents travel expenses related to sanctioned sports activities and may contain, but is not limited to, participation reports, reimbursement requests, expense reports, applicable forms, correspondence and related documents.	Until annual audit is completed	NRS 354.624	None	None

Behavior Policy/Code of Conduct Records

LRDA Number 20071748

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents behavior/code of conduct policies and may contain, but is not limited to, handbooks, infraction and consequence information, disciplinary action forms, parental involvement forms, copy of code of honor form, related correspondence and similar documents.	Five (5) school years after superseded.	20 USC section 6318, NRS 392.456 to 392.461	In accordance with NRS 392.461(5)(c) If the code of honor is returned with the signatures, a copy of the signed code of honor must be retained in the pupil's file.	None

Certificated Employees: Admonitions

LRDA Number 20071076

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the admonishment of licensed personnel.	Until standards are met, or three (3) calendar years, whichever occurs first.	NRS 391.313, 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)].

Certificated Employees: Appraisals**LRDA Number 20071078**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the job performance of licensed employees and may contain, but is not limited to, appraisal and evaluation forms, work performance standards, supporting documentation, related correspondence and similar documents. This series includes appraisals of permanent and probationary employees.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	29 CFR 1602.40, NRS 11.190 (3)(d), 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)].

Certificated Employees: Authorization for Extra Pay**LRDA Number 20071080**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents authorizations for extra pay for licensed personnel.	Three (3) fiscal years from the date of authorization.	NRS 11.190 (3)(d), 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)].

Certificated Employees: Credentials**LRDA Number 20071081**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the credentials of licensed personnel.	Permanent.	NRS 391.230, NRS 239B.030, NRS 205.4617	This record series may contain confidential or sensitive information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Certificated Employees: Personnel Notifications, Records of**LRDA Number 20071084**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the notification of licensed personnel of pending actions.	Two (2) calendar years from the date of notification.	NRS 391.317	None	None

Certificated Employees: Requisitions**LRDA Number 20071085**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents requests to fill employment positions and may contain, but is not limited to, requisition or request to fill, employment applications, proof of certification/licensure, interview records, hiring packet, notifications, related correspondence and similar documents.	Two (2) calendar years after position filled.	29 CFR 1602.40, 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)].

Charter School Reports: Enrollment (Statistical)**LRDA Number 20071736**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to report enrollment and attendance and may contain, but is not limited to, enrollment ethnic reports, monthly enrollment and attendance reports, certification of enrollment reports, compliance reviews, related correspondence and similar documentation.	Three (3) calendar years from the end of the school year to which they pertain.	34 CFR 80.42, NRS 387.280, NAC 387.345	These types of reports are statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series, that information must be protected from public disclosure and be destroyed in a secure manner that will prevent reconstruction of the information.	Review for historical value.

Charter School Reports: Fiscal**LRDA Number 20071737**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer the apportionment of state funds from the Distributive School Account and may contain, but is not limited to, school calendar, count of students, annual audit reports, annual budget, distributive school account request, related correspondence and similar documentation.	Three (3) federal fiscal years from the end of the fiscal year to which they pertain.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 386, NAC Chapter 387, 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)].

Charter School Reports: Program

LRDA Number 20071738

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer the charter school programs and may contain, but is not limited to, OSHA inspections, governing body reports, facility changes, contract reports, pupil service reports, licensed employees, evaluation / progress reports, copies of minutes meeting minutes, three year report, related correspondence and similar documentation.	Three (3) calendar years from the end of the school year to which they pertain.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 386, NAC Chapter 387, 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)].

Class Record Books and Grade Books

LRDA Number 20071089

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is the original and official document or record that establishes proof of reported information for a pupil. In accordance with NAC 387.165 this series must contain the name of the pupil, the grade and any applicable special category to which the pupil is assigned, the pupil's record of daily attendance, the grade earned by the pupil for each period of grading and the final grade earned for the class, and the dates of enrollment, reenrollment and withdrawal of the pupil from the school or class, if applicable.	Two (2) calendar years after the last day of the school year to which the record pertains.	NAC 387.175, NRS 385.080, NRS 387.123, NAC 387.165, NAC 392.350, 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)].

Classified Employees: Performance Evaluations, Reports, and Response

LRDA Number 20071086

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the job performance of classified employees and may contain, but is not limited to, copy of work performance standards, performance evaluations, employee response, appeals or hearing records, correspondence, and related documents	Three (3) calendar years from the end of the calendar year in which the individual terminated.	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)].

Comparative Analysis of Attendance Averages

LRDA Number 20071090

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of statistical reports documenting attendance averages and may be used for budgeting and planning, reference, performance monitoring, position justification, creating annual reports and similar uses.	Five (5) calendar years from the date of the report. Review for historical value.	None	None	None

Consultants, Out-of-District Authorization and Payments**LRDA Number 20071091**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the authorization and payment of out of district consultants and may contain, but is not limited to, consultant's personal information, authorizations, office copy of contract or agreement, billing claims, payment information, related correspondence and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	NRS 11.190 (3)(d), NRS 354.624, 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)].

District Attendance and Enrollment**LRDA Number 20071093**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is usually a statistical report on district wide attendance and enrollment. Information is compiled from reports received from individual schools within the district and may be used to provide funding justification to local, state, and federal government agencies.	Permanent.	None	None	None

Emergency Contact File**LRDA Number 20071652**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of a pupil's emergency contact information and may contain, but is not limited to, emergency contact form, information on medical conditions, related correspondence and similar documents.	Three (3) calendar years from the date superseded.	NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), 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)].

Enrollment and Attendance Records**LRDA Number 20071058**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the enrollment and attendance of pupil's in school and may contain, but is not limited to, enrollment records, enrollment and attendance master register, classroom daily attendance sheets, excused and unexcused absence reports, tardiness records, notes from parents or guardians, various forms, withdrawal reports, reenrollment reports, non-resident student reports, absence notifications, log books, and similar documents.	Retain each master register of enrollment and attendance and any supporting documents for five (5) calendar years after the information is submitted to the Nevada Department of Education.	NRS 387.123, NAC 387.175 to 387.185, NAC 387.280, NRS 392.029, 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)].

Fact-Finding Material and Expenditures**LRDA Number 20071099**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains fact-finding materials and may contain, but is not limited to, copies of records from outside sources, copies of laws or regulations, expert opinions, financial documents, expenditure reports, logs, staff reports, related correspondence and similar documents.	Three (3) calendar years from the date of the record. Review for historical value.	None	None	None

Federal Programs: Audit Reports

LRDA Number 20071100

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents financial audits of schools and/or school districts receiving federal funds. This series may contain, but is not limited to, audit reports, budget printouts, copies of purchase orders, copies of receiving documents, warehouse requisitions, financial reports, statistical records, correspondence, and supporting documentation.	Three (3) fiscal years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report.	34 CFR 74.53	None	None

Federal Programs: Breakfast Program Records

LRDA Number 20071101

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer school breakfast programs and may contain, but is not limited to, applications, eligibility records, free and reduced price policy statements, program reports, copies of purchase orders, claims for reimbursement, financial reports, correspondence, and similar documents.	Three (3) fiscal years after the end of the fiscal year to which they pertain.	7 CFR 220.7, 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)].

Federal Programs: Lunch Programs, Reports

LRDA Number 20071103

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer school lunch programs and may contain, but is not limited to, applications, eligibility records, free and reduced price policy statements, lunch counts, on-site review reports, monthly claims for reimbursement, financial reports, copies of statistical reports submitted to state, program reports, correspondence, and similar documents.	Three (3) fiscal years after submission of the final claim for reimbursement for the fiscal year.	7 CFR 210.8, 7 CFR 210.23 (c), 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)].

Federal Programs: Special Milk Programs

LRDA Number 20071110

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer special milk programs and may include, but is not limited to, applications, eligibility records, agreements, free milk policy statements, daily milk counts, requests for reimbursement, fact sheets, various forms, related correspondence and similar documents.	Three (3) fiscal years after submission of an annual financial status report.	7 CFR Part 215.7 (d)(8), 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)].

Federal Programs: Summer Food Program**LRDA Number 20071650**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series pertains to federal summer food grants and may contain, but is not limited to, applications, daily meal preparation reports, meal counts, reimbursements, advanced payments, various forms, memos, related correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which the documents pertain.	7 CFR 250.16, 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)].

Federal Survey Cards, Eligible**LRDA Number 20071107**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of cards or forms used to determine eligibility for federal impact aid under Public Law 81-874 (Provision of Free Public Education for Eligible Dependent Children).	Three (3) fiscal years from the end of the fiscal year to which the record pertains	P.L. 81-874, 34 CFR 222.10, 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)].

Federal Survey Cards, Ineligible**LRDA Number 20071108**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of cards or forms used to determine eligibility for federal impact aid under Public Law 81-874 (Provision of Free Public Education for Eligible Dependent Children).	Two (2) fiscal years from the date of last action.	P.L. 81-874	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)].

Federal/State Returns (941, NIC, PERB)**LRDA Number 20071106**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of reports of expenditures submitted to federal and/or state agencies for taxes, workers compensation, retirement, and similar expenses.	Five (5) calendar years from the submission of the return.	None	None	None

Field Trip Authorizations/Parental Permissions**LRDA Number 20071744**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents authorization by a parent/legal guardian for a pupil to participate in an off campus school activity and may include, but is not limited to, authorization forms, emergency contact information, related correspondence and similar documents.	Three (3) calendar years from the date of the authorization.	NRS 11.190 (3)(d), NRS 11.190 (4)(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)].

Financial Surveys**LRDA Number 20071109**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of financial surveys of school district programs.	Five (5) calendar years from the date of the record. Review for historical value.	None	None	None

GEAR UP Grant - Administrative Files**LRDA Number 20071734**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer the GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) program and may contain, but is not limited to copies and originals of grant documents (including application, grant set up, federal-state agreement, plans & modifications, etc.), program financial and narrative reports, compliance reviews, monitoring documentation, participating school files (including contact information, coordinator information, correspondence, activity reports, etc.), related program correspondence and similar documentation.	Three (3) federal fiscal years from the end of the six year grant funding cycle. Program correspondence may be purged from the files when no longer administratively useful.	20 USC section 1070a et seq., 20 USC section 1232g, 34 CFR Part 694, 34 CFR 80.42 (f), 34 CFR Part 99, NRS 392.029, NAC 239.165	This record series contains confidential or restricted 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)].

GEAR UP Grant Database**LRDA Number 20071741**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This electronic record system is used to administrate and monitor the activities of the GEAR UP program. Data may include, but is not limited to, student information (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.), survey information (student and parent/guardian surveys), services provided to student, services provided to parents, services provided to teachers, family participation, school coordinator data, teacher / professional data, participating school data, reports and similar data.	Update and correct the data as necessary, retaining these records for a period of three (3) federal fiscal years from the end of the six year grant funding cycle.	20 USC section 1070a et seq., 34 CFR Part 694, NAC 239.165	Destroy this confidential data in a secure manner that will prevent reconstruction of the information. A security copy of this data must be produced in accordance with NRS 239.051 and the information on it must also be disposed of 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)].

GEAR UP Scholarship Student Eligibility Database**LRDA Number 20071742**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This electronic record system is used to document the students eligible for receiving scholarships under the GEAR UP program and any funding that is distributed. Data includes, but is not limited to, student data (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.), participating unit data, fiscal data and similar data.	Update and correct the data as necessary, retaining these records for a period of six (6) federal fiscal years from the end of the six year scholarship awarding cycle.	20 USC section 1070a et seq., 34 CFR Part 694, NAC 239.165	Destroy this confidential data in a secure manner that will prevent reconstruction of the information. A security copy of this data must be produced in accordance with NRS 239.051 and the information on it must also be disposed of 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)].

GEAR UP- Scholarship Payment Files**LRDA Number 20071735**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the use and payment of GEAR UP Scholarships and may contain, but is not limited to notification of federal subgrant awards, request for federal funds for project activities, contact and program related documentation from participating units of the Nevada System for Higher Education, student registers from participating units of the Nevada System for Higher Education (including student name, ID#, funding data, etc.), fiscal documentation, related correspondence and similar documents.	Six (6) federal fiscal years from the end of the six year scholarship awarding cycle.	20 USC section 1070a et seq., 34 CFR Part 694, 20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS 11.190 (1)(b), NAC 239.165	This record series contains confidential or restricted 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)].

Gun-Free Schools Act Records**LRDA Number 20071664**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents compliance with the Gun-Free Schools Act and may contain, but is not limited to, annual compliance reports, assurances, copy of referral policy, incident reports, expulsion modification reports, related forms, correspondence and similar documents.	Five (5) calendar years after annual report is submitted to the Department of Education.	20 USC section 7151, 18 USC section 921, Public Law 107-110 – Title IV Subpart 3 Section 4141, NRS 392.466 (2)	None	Review for historical value.

Health Inventory**LRDA Number 20071112**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series usually consists of forms and supporting documents used to document a pupil's general health and any special health related needs of the pupil.	Six (6) calendar years from the receipt of the form.	45 CFR 164.502, 45 CFR 164.530, 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)].

Kindergarten Entry Assessment**LRDA Number 20071134**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is often used as an early intervention tool to measure behavior and to determine the developmental age of pupil's entering kindergarten.	Six (6) school years from the date of assessment.	34 CFR 99.32, NRS 392.029, NAC 392.350, NAC 239.165 (1)(2)	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	The six year retention period allows the results to be available to teachers, parents and administrators during the pupil's elementary years.

Occupational Injuries and Illnesses**LRDA Number 20071117**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the activities of schools and/or school districts in administering federal and state requirements for Occupational Safety and Health. The files may contain, but are not limited to, various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, logs, summaries, correspondence, and related documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	29 CFR 1904.29, 29 CFR 1904.33, 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)].

Out-of-School-Time Program Records**LRDA Number 20121867**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the registration and attendance of participants in local government sponsored out-of-school-time programs. This series may contain, but is not limited to, permits from regulatory agencies, registration/enrollment forms or cards, class or activity rosters, sign- in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of parent or guardian, name, dates, and times of class or activity, fee paid, inspection reports, correspondence and similar documents.	Retain inspection reports and permits for a minimum period of three (3) calendar years from the expiration, denial, or revocation of the permit. Retain program files for a minimum period of six (6) calendar years from the end of the calendar year to which they pertain.	NRS Chapter 432A, NRS 239.105, NRS 11.190 (1)(b), NRS 11.190 (3)(d), 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)].

Performance Evaluations of School Principals and Administrators**LRDA Number 20071119**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the job performance of school principals and administrators and may contain, but is not limited to, a copy of performance standards, evaluation forms, copy of objective policy, employee response, transfer or reassignment records, appeal requests, hearing records, record of decision, supporting documentation, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	29 CFR 1602.40, NRS 391.3127, 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)].

Promotion Lists (K-6)**LRDA Number 20071120**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the promotion of pupil's to the next grade level.	Six (6) calendar years from the date of the list.	None	None	None

Psychological Evaluations of Pupils

LRDA Number 20071121

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the results of psychological evaluations of pupil's and may contain, but is not limited to, pupil's personal information, parental permission forms, evaluations, report of results, referrals, correspondence, and similar documents.	Six (6) calendar years after pupil graduates or would normally have graduated from high school.	34 CFR 99.3, NRS 392.029, NAC 392.350, NAC 388.289, NAC 239.165 (1)(2)	This record series may contain 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)].

Pupil Release Records

LRDA Number 20071651

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series usually consists of forms that stipulate who can/cannot pick up a child from school.	Three (3) calendar years from the date superseded.	NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), 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)].

School Bus Driver's Records

LRDA Number 20071139

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the qualifications of school bus drivers and may contain, but is not limited to, copy of drivers license, copy of DMV record, written test results, proof of training course completion, training course results, score on yearly written test, notice of restrictions, related correspondence and similar documents.	One (1) calendar year after termination.	NAC 392.420 (2), 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)].

School District Sponsored Charter Schools (Approved)

LRDA Number 20071739

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to monitor the continued operation of charter schools sponsored by school districts and may contain, but is not limited to, application, written agreement, amended final approved application, monitoring / compliance / fiscal reports and supportive documentation, Witten notice of changes, related program correspondence and similar documentation.	Six (6) calendar years from the expiration, revocation or other closure of the charter school. Program correspondence may be purged from the files when no longer administratively useful.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 386, NAC Chapter 387, 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)].

School District Sponsored Charter Schools (Denied)**LRDA Number 20071740**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents denied applications for charter schools requesting sponsorship by school districts and may contain, but is not limited to, application, written agreement, related program correspondence and similar documentation.	One (1) calendar year from the date of denial.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 386, NAC Chapter 387, 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)].

Special Education Records**LRDA Number 20081766**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents special education services provided to disabled persons. May include application for benefits, psychological; medical; and educational evaluations, individualized educational program plans, release forms, behavioral evaluation reports, eligibility reports, reevaluation reports, contract summaries, intergovernmental agreements, parent/guardian agreements, exchange of information forms, related service requests, request for transportation reimbursements, invoices, written notice of intent to destroy records, written request to destroy records from parent/guardian, authorization for release of confidential information form, proof of mailings/advertising, memos, related correspondence, and similar documents. A person with a disability is eligible to receive special education benefits up to age 22.	Six (6) calendar years after individual no longer receives services. Parents may also request the destruction of this record series (See 34 CFR 300.624).	20 USC section 1232g (a)(b), 20 USC section 1232g(b)(4)(A), 34 CFR 300.610, 34 CFR 300.614, 34 CFR 300.624, 34 CFR 99.32, NRS 392.029, NRS 395.001 to 395.090, NAC 395.010 to 395.160, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165	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)].	34 CFR 300.624-Information. (a) The public agency must inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child. (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Surplus Food Reports**LRDA Number 20071143**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of surplus food reports. Report usually contains information on type of food, cooked or uncooked, date of spoilage, quantity, and date of disposition.	Three (3) fiscal years from the date of the report.	NRS 11.190 (3)(d)	None	None

Teachers and other Licensed Personnel: Evaluations

LRDA Number 20071147

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the job performance of teachers and other licensed personnel and may contain, but is not limited to, a copy of performance standards, evaluation forms, copy of objective policy, employee response, transfer or reassignment records, appeal requests, hearing records, record of decision, supporting documentation, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	29 CFR 1602.40, NRS 391.3125, 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)].

Teachers: Instructional Plans

LRDA Number 20071145

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents teacher's instructional plans and may contain, but is not limited to, daily instructional plans, quarterly or semester plans, correspondence and related documentation.	Three (3) years after the school year in which the records were created.	None	None	None

Teachers: Register of Pupils

LRDA Number 20071151

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is a teachers true, full and correct register of all pupils attending a public school.	Three (3) school years from the school year to which the register pertains.	NRS 391.240, NRS 385.210, NRS 11.190 (3)(d)	None	None

Teachers: Request for Hearing on Suspension

LRDA Number 20071149

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents requests for hearings on disciplinary actions which may lead to suspension, demotion, dismissal and refusal to reemploy.	Three (3) calendar years after the final disposition of the case.	29 CFR 1602.40, 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)].

Tuition Agreements

LRDA Number 20071154

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents tuition agreements for resident students who attend school out of state or country.	Six (6) fiscal years after completion of the agreement.	NRS 11.190 (1)(b), NAC 387.320	None	None

U.S. Dept of Agriculture Commodity Reports

LRDA Number 20071155

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of copies of reports submitted to the U.S. Dept of Agriculture in accordance with federal law. Reports may include, but are not limited to, financial status reports, monthly commodity supplemental food program reports, quarterly administrative financial status reports, program participant reports, racial/ethnic group participation reports, commodity inventory reports, receipt and distribution reports and similar reports	Three (3) fiscal years from the end of the fiscal year to which they pertain.	7 CFR 247.29	These types of reports are statistical in nature and should not contain personally identifying information.	Review for historical value.

Zone Exception, Requests for

LRDA Number 20071157

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents requests of zone exceptions and may include, but is not limited to, exception request form, pupil information, request from parent, copy of district response, related correspondence and similar documents.	Until student graduation.	34 CFR 99.3, NRS 205.4617, 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)].

