

Nevada Local Government Retention Schedule

Planning Commissions / Districts

Section Number

S-1024

Annual Reports

LRDA Number 2007-0931

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the actions taken within the previous calendar year which furthers or assists in carrying out the policies or programs contained in the comprehensive regional plan, and any work relating to the comprehensive regional plan that is proposed for the next fiscal year. This series may include, but is not limited to, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	NRS 278.0286	None	None

Facilities Plans

LRDA Number 2007-0934

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of plans, maps, blueprints, drawings, and similar records documenting publicly owned or publicly supported facilities that are necessary or desirable to support intense habitation within a region, including, without limitation, parks, roads, schools, libraries, community centers, police and fire protection, sanitary sewers, facilities for mass transit and facilities for the conveyance of water and the treatment of wastewater.	Until facility ceases to exist.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Hearings - Notice of Public Hearing

LRDA Number 2007-1719

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the posting of notices of public hearings. Usually includes information on date, time, place and location of hearing, list of locations where notice has been posted, agenda, and related records.	Permanent.	NRS 278.0217	None	None

Master Plan

LRDA Number 2007-0935

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of comprehensive, long-term general plans for the physical development of the city, county or region as required by the state law. This series includes but is not limited to information on Community Design; Conservation Plans; Economic Plans; Historical Properties Preservation Plans; Housing Plans; Land Use Plans; Population Plans; Public Buildings Plans; Public Services and Facilities; Recreation Plans; Rural Neighborhoods Preservation Plans; Safety Plans; School Facilities Plans; Seismic Safety Plans; Solid Waste Disposal Plans; Streets and Highways Plans; Transit Plans; Transportation Plans, and similar plans and reports which relate to the physical development of the city, county or region.	Permanent.	NRS 278.150	None	None

Records of Actions Taken Against Commission or District

LRDA Number 2007-0938

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents legal actions taken against Planning Commissions or Districts in accordance with state law.	Six (6) calendar years after action is resolved.	NRS 278.0233, NRS 11.190 (1)(a)	None	None

Records of Official Actions

LRDA Number 2007-0939

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the official actions of Planning Commissions or Districts and may include, but is not limited to, agendas, staff reports, transcripts of proceedings, minutes of public meetings, related correspondence and similar documents.	Permanent.	NRS 278.290	None	None

Records of Public Hearings

LRDA Number 2007-0940

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents public hearings conducted prior to adoption or amendment of master plans.	Permanent.	NRS 278.220	None	None

Regional Plan

LRDA Number 2007-0942

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the development, review and/or amendment of regional plans in accordance with state law.	Permanent.	NRS 278.0272	None	None

Reports from Public Utilities

LRDA Number 2007-0943

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of reports from public utilities which own an interest in or are engaged in the construction or operation of a utility project in a region or county whose population is 100,000 or more. Report documents the location of the utility project to the planning commission of each city, county or region in which project is located.	Three (3) calendar years from the receipt of the report. Review for historical value.	NRS 278.145, NRS 239C.210, NAC 239.165 (1)(2)	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Resolutions

LRDA Number 2007-0944

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are formal statements of a decision, or expression of opinion put before or adopted by Planning Commissions or Districts.	Permanent.	NRS 278.050	None	None

Rules for Transactions of Business

LRDA Number 2007-0945

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are written instructions, rules, and guidelines (usually in manual form) which document a Planning Commission/District methods for transaction of business.	Six (6) calendar years after superseded or abandoned officially. Review for historical value.	NRS 278.050, NRS 11.190 (1)(b)	None	None

Staff Reports

LRDA Number 2007-0932

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the review by agency staff of items submitted to Planning Commissions/Districts for action. This series may include, but is not limited to, General Information Summaries, Determination and Finding Reports, Land Examination Reports, Transaction Reports, Staff Analysis, Staff Recommendations, Copies of Maps/ Plans, Copies of Applicable Regulations, correspondence and similar documents.	Three (3) calendar years from the date of submission to the Commission or District.	NRS 278.050, NRS 278.290	None	Summaries of these types of reports are usually included in the minutes of Planning Commission/District meetings.