

Nevada Local Government Retention Schedule

Public Administrator

Section Number

S-1025

Case Files

LRDA Number 2007-0946

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains all information, reports, court records, and similar documents on cases in which the Public Administrator is involved.	Seven (7) calendar years after the case is closed.	NRS 253.010 to 253.120, NRS 11.190 (1)(a)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as shredding, degaussing, overwriting, 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)].

Collected Fee Records

LRDA Number 2010-1817

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents fees collected from decedent estates paid to the public administrator. Fees are remitted to the county treasurer.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	NRS 253.010 to NRS 253.120, NRS 11.190 (3)(d), 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, such as by shredding, degaussing, overwriting, 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)].

Inventories of Property

LRDA Number 2007-0947

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is a listing of all properties which are part of a decedent's estate.	Seven (7) calendar years after the case is closed.	NRS 253.010 to 253.120, NRS 11.190 (1)(a)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as shredding, degaussing, overwriting, 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)].

