

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

Section Number S-1027

## Public Libraries

### Acquisition Records

LRDA Number 2007959

| Description  | Minimum Retention Period        | Legal Citations | Legal Note | Note |
|--|---------------------------------|-----------------|------------|------|
| This record series consists of records relating to the acquisition of library materials including, but not limited to books, periodicals, software, compact discs, videotapes, audiotapes, and film. This series may also include information related to the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal. | Until annual audit is completed | NRS 354.624     | None       | None |

### Applications for Library Card

LRDA Number 2007950

| Description   | Minimum Retention Period        | Legal Citations                       | Legal Note   | Note   |
|---|---------------------------------|---------------------------------------|--|--|
| This record series consists of forms submitted by individuals to request borrowing privileges from a public library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number. | Until application is processed. | NRS 239.013,<br>NAC 239.165<br>(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)]. |

### Catalog Records

LRDA Number 2007951

| Description   | Minimum Retention Period | Legal Citations | Legal Note | Note |
|---|--------------------------|-----------------|------------|------|
| This record series consists of electronic or physical records identifying and describing books and other materials in public library collections. | Until superseded         | None            | None       | None |

### Daily Sign-In or Sign-Up Records

LRDA Number 20071585

| Description  | Minimum Retention Period     | Legal Citations                       | Legal Note  | Note   |
|--|------------------------------|---------------------------------------|---|--|
| This record series contains daily sign-in/up sheets for use of computers or other technical equipment, used for control and statistical purposes. Also includes Internet sign-in logs. | Until close of business day. | NRS 239.013,<br>NAC 239.165<br>(1)(2) | This record series may contain confidential 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)]. |

**Equipment Use Records****LRDA Number 20071583**

| Description   | Minimum Retention Period  | Legal Citations                 | Legal Note  | Note   |
|---|---|---------------------------------|---|--|
| This record series documents the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD or video tape players, cassette tape recorders and film projectors. | One (1) fiscal year from the fiscal year to which they pertain. | NRS 239.013, NAC 239.165 (1)(2) | This record series may contain confidential 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)]. |

**Fines, Overdue Books and other media, Records of****LRDA Number 2007952**

| Description  | Minimum Retention Period         | Legal Citations                              | Legal Note   | Note   |
|--|----------------------------------|--|--|--|
| This record series documents the payment or discharge of fines for overdue books. This series may include, but is not limited to, overdue notices, requests for payment, receipts, related correspondence and similar documents. | Until annual audit is completed. | NRS 354.624, NRS 239.013, 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)]. |

**Fines, Requests for Payment****LRDA Number 2007953**

| Description  | Minimum Retention Period  | Legal Citations                 | Legal Note   | Note   |
|--|---|---------------------------------|--|--|
| This record series documents requests for payment of fines. This series may include, but is not limited to, overdue notices, requests for payment, receipts, related correspondence and similar documents. | One (1) fiscal year after receipt of payment or after written off as uncollectible. | NRS 239.013, 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)]. |

**Friends of the Library Records****LRDA Number 20071582**

| Description  | Minimum Retention Period   | Legal Citations                              | Legal Note   | Note   |
|--|--|--|--|--|
| This record series documents the activities of "Friends of the Library" groups, local library associations or non-profit groups which exist for the purpose of generating funding for services and equipment for libraries. This series may include, but is not limited to, membership lists/forms, press clippings, solicitation letters to potential members, programming records including publications/ brochures and press releases, accounting records, annual reports, agendas, meeting minutes, tickets, event records, related correspondence, and similar documents. | Retain annual reports, meeting minutes and agendas, one copy of publications and brochures and press releases permanently. Retain related accounting records until completion of annual audit. Retain other records for as long as administratively useful to the library. | NRS 379.026, NRS 379.106, 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)]. |

**Interlibrary Loan Requests****LRDA Number 2007954**

| Description   | Minimum Retention Period            | Legal Citations                       | Legal Note  | Note   |
|---|-------------------------------------|---------------------------------------|---|--|
| This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library. | Six (6) months after item returned. | NRS 239.013,<br>NAC 239.165<br>(1)(2) | This record series may contain confidential 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)]. |

**Library Reports****LRDA Number 20071586**

| Description   | Minimum Retention Period  | Legal Citations | Legal Note | Note |
|---|---|-----------------|------------|------|
| This record series contains statistical and narrative reports documenting collection, registration, circulation, lost books, children's programs, and other library activities. This series may include, but is not limited to, various reports such as circulation statistics by category (non-fiction, fiction, magazines, etc.), books reserved, photocopies made, overdue notices mailed, borrowers registered, copies of budget status reports, expenditure reports, attendance reports, reports documenting new activities and services, related correspondence, and similar information. | Retain annual statistical and narrative reports Permanently. Retain other activity /statistical reports for Two (2) calendar years from the year created. | None            | None       | None |

**Program Registration Records****LRDA Number 20071584**

| Description  | Minimum Retention Period                                      | Legal Citations                       | Legal Note  | Note   |
|--|---|---------------------------------------|---|--|
| This record series consists of registration records for library sponsored events and may include sign-up sheets or completed registration forms with participants' personal information. | Thirty (30) days after event.<br>Review for historical value. | NRS 239.013,<br>NAC 239.165<br>(1)(2) | This record series may contain confidential 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)]. |

**Reference Request Records****LRDA Number 2007958**

| Description   | Minimum Retention Period  | Legal Citations | Legal Note  | Note   |
|---|---|-----------------|---|--|
| This record series consists of reference questions received by public libraries. This series may contain, but is not limited to, telephone and mail logs, faxes, e-mails, and written correspondence. | One (1) fiscal year from the fiscal year to which they pertain. | NRS 239.013     | This record series may contain confidential 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)]. |

**Returns, Includes Records of Items Returned Through Interlibrary Loans****LRDA Number 2007961**

| Description  | Minimum Retention Period  | Legal Citations                       | Legal Note   | Note   |
|--|---|---------------------------------------|--|--|
| This record series documents the return of books, periodicals, compact discs, videotapes, audiotapes, film, and similar media. | One (1) fiscal year from the fiscal year to which they pertain. | NRS 239.013,<br>NAC 239.165<br>(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)]. |

**Standing Orders****LRDA Number 2007962**

| Description  | Minimum Retention Period                         | Legal Citations                       | Legal Note   | Note   |
|--|--|---------------------------------------|--|--|
| This record series documents standing orders for library materials including but not limited to books, periodicals, newspapers, audio tapes, video tapes, CD's, DVD's and similar items. | One (1) fiscal year after cancellation of order. | NRS 239.013,<br>NAC 239.165<br>(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)]. |

