

Nevada Local Government Retention Schedule- Updated November 24, 2014

Section Number S-1029

Regional Transportation Commission

Allotments of Fuel Tax

LRDA Number 20071021

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the receipt of money collected via motor fuel taxes.	One (1) fiscal year after an annual audit is completed.	NRS 354.624	None	Review for historical value.

Money Received and Expended, Reports of

LRDA Number 20071026

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of reports of money received and expended for regional transportation related projects.	One (1) fiscal year after an annual audit is completed.	NRS 354.624	None	None

Planning Files (proposed streets, highways or transportation systems)

LRDA Number 20071027

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the planning of regional transportation projects and may include, but is not limited to, project requests, feasibility studies, preliminary plans, project analysis, cost analysis, related correspondence, and similar documents.	Three (3) fiscal years from completion or termination of a project. Review for historical value.	NRS 239C.090, 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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Project Files - Construction

LRDA Number 20071023

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the construction, acquisition and improvement of streets, avenues, boulevards, alleys, highways or other public rights-of-way used for any vehicular traffic, sidewalks, crosswalks, pedestrian rights-of-way, curb cuts, curbs, gutters, culverts, catch basins, drains, sewers, manholes, inlets, outlets, retaining walls, bridges, overpasses, tunnels, underpasses, approaches, sprinkling facilities, artificial lights and lighting equipment, traffic separators, traffic control equipment, and similar structures or equipment. Files may include, but are not limited to, maps, plans, diagrams, drawings, surveys, engineering and survey notes, detailed specifications, profiles, project descriptions, project applications, design files, acquisition documents, appraisal files, cost reports, construction reports, copies of inspection reports, results of construction tests, environmental impact statements, cost reports, copies of claims, copies of contracts or agreements, bond documents, work orders, legal documents, final or as-built maps and plans, related forms and reports, photographs, correspondence, and similar documents.	Permanent.	NRS 373.024, NRS 373.028, NRS 239C.090, NRS 239C.210	This record series may contain confidential 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)].

Project Files - Grants**LRDA Number 20071028**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the dispersal of funds provided by state and/or federal grants through the Department of Transportation.	Three (3) fiscal years from submission of the final expenditure report, or as required by the granting authority, whichever is longer. Review for historical value.	49 CFR 18.42, 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)].

Project Review Files**LRDA Number 20071029**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is usually created when a city, county, or developer asks for impact studies and a review of routing requirements for new subdivisions or other developments that will require public transportation.	Three (3) calendar years from the date of review.	NRS 11.190 (3)(d)	None	Review for historical value.

Property Acquisition Records**LRDA Number 20071597**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the acquisition of real property obtained through eminent domain proceedings for transportation-related projects, and may include, but is not limited to, public hearing records, findings and determinations, appraisal information, copy of court documents and proceedings, related correspondence, and similar documents.	Permanent.	NRS 373.116	Portions of 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)].

Route Files**LRDA Number 20071596**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the day to day operation, riding volume, problems, for each bus in service, and may be used as possible justification for the creation or elimination of new or existing routes.	Three (3) calendar years from the end of the calendar year to which the files pertain.	None	None	None

Services for Elderly or Incapacitated Persons: Applications for Services**LRDA Number 20071030**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of applications and supporting documents of elderly or incapacitated persons desiring services.	Three (3) calendar years from the date of 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)].

Services for Elderly or Incapacitated Persons: Lists of Persons Eligible for Services

LRDA Number 20071031

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of lists of elderly or incapacitated persons eligible for services.	Until superseded.	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)].

Transportation Studies / Plans

LRDA Number 20071598

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of transportation related studies, reports, and plans and may include, but is not limited to, traffic congestion studies, traffic safety studies, transportation improvement plans, plan conformity studies, rapid transit studies, infrastructure studies, long-range transportation plans, short-range transportation plans, short-range transit plans, strategic plans, special services plans, air quality compliance plans, maintenance and repair studies, customer service summary reports, and similar studies, reports, and plans.	Permanent.	NRS 239C.090	Portions of this record series may contain confidential 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)].

