

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

Section Number S-1030

## Sanitation District

### Air Quality Permits

**LRDA Number 20081762**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of permits to operate an air pollution emission source issued by Health Departments/Districts. May contain emission source information, copies of standards/regulations, permitting information, related correspondence, and similar documents.	Five (5) calendar years from the renewal, modification, suspension, expiration or revocation of the permit or for the retention period required by the health district, whichever is longer.	40 CFR 52.1475 to 52.1476, Health District Regulations, NAC 445B.224 (2)	None	None

### Authorization to Discharge Permit

**LRDA Number 20071613**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents permits issued by the Nevada Division of Environmental Protection and/or other regulatory body to discharge effluent. The duration of the permit is fixed and does not exceed 5 years.	Five (5) calendar years after expiration, renewal, modification, suspension, or revocation of the permit.	NAC 445A.251	None	None

### Consumer Confidence Reports

**LRDA Number 20071607**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of annual water quality reports sent to customers of the water system.	Three (3) calendar years from the end of the calendar year to which the report pertains. Review for historical value.	40 CFR 141.155	None	None

### Corrective Action Records

**LRDA Number 20071605**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents actions taken by sanitation districts to correct violations of primary drinking water regulations and may include, but is not limited to, reports, logs, related correspondence, and similar documents.	Three (3) calendar years after the date of last action.	40 CFR 141.33 (b)	None	None

### Costs of Construction, Estimated

**LRDA Number 20071036**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the estimated construction costs of proposed sanitation projects.	Three (3) fiscal years after completion or termination of a project.	None	None	None

### Cross-Connection Control and Backflow Prevention Records

**LRDA Number 20071606**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of records which document compliance with NAC 445A.67185 for cross-connection control and backflow prevention programs. This series may include, but is not limited to, implementation schedules, inspection reports, plans for testing and tracking all primary assemblies for the prevention of backflow, annual testing results of assemblies, lists of the particular assemblies for the prevention of backflow, a list of the measures the supplier of water will take to enforce the program if any customers of the system fail to comply with the program, violation notices, letters documenting any fines or repairs, and related correspondence.	Five (5) calendar years from the end of the calendar year to which the records pertain.	NAC 445A.67185 to NAC 445A.67255, 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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Developer Inspection Reports****LRDA Number 20071040**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of construction inspection reports documenting the day to day progress of construction on developer projects.	Three (3) calendar years after construction completed.	NRS 11.190 (3)(d), 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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Distribution System Records****LRDA Number 20071602**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of records related to water operations and may contain, but is not limited to, operator walk-through, daily logs, pump calculations, pump station logs, elevations, distribution system flow reports, storage tank levels, water facilities daily reports, notification of planned outages and or shutdowns, related correspondence and similar documents.	Five (5) calendar years from the end of the calendar year to which the records pertain.	40 CFR 122.48, 40 CFR 123.25, 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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Drawings, Blueprints and Specifications****LRDA Number 20071038**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used as an administrative tool for maintenance (repair, upkeep, etc.) and remodeling functions. This series may contain, but is not limited to, drawings, blueprints, specifications, photographs, and similar documents.	Permanent.	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)].

**Equipment Maintenance and Calibration Records****LRDA Number 20071618**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the maintenance and calibration of equipment and instruments used to monitor water treatment operations.	Life of the equipment plus three (3) additional years	NRS 11.190 (3)(d)	None	None

**Fixture Records****LRDA Number 20071601**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents fixture count on/in property and is used to assess proper sewer fees.	Permanent.	None	None	None

**General Ledger****LRDA Number 20071033**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions.	Permanent.	NRS 318.085	None	None

**Laboratory - Chain of Custody Forms****LRDA Number 20071617**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of records tracing the sample from collection through analysis.	Five (5) calendar years from generation of the last entry in the records.	2003 NELAC Standard 5.4.12	None	National Environmental Laboratory Accreditation Conference (NELAC)

**Laboratory - Preventive Maintenance Reports****LRDA Number 20071616**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents preventive maintenance and repair activities for all instruments and equipment including, but not limited to, pH meters, analytical balances, incubators, refrigerators, autoclaves, and water baths.	Five (5) calendar years from the date of the report.	EPA 815-R-05-04, 8.5 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition), 2003 NELAC Standard 5.4.12.2.4	None	National Environmental Laboratory Accreditation Conference (NELAC)

**Laboratory Certifications****LRDA Number 20071615**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents on-site laboratory assessments and certification program reviews and may contain, but is not limited to, checklists, corrective action reports, final reports, certificates, proficiency testing (PT) study results, correspondence and related documents.	Six (6) calendar years or until the next certificate data audit is complete, whichever is longer.	EPA 815-R-05-04 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition)	None	None

**Landfill Records****LRDA Number 20071595**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents municipal landfill operations. This series may include, but is not limited to, applications, permits, operating records, compliance reports, plans (engineering, operating, contingency, sedimentation, erosion control, etc.), hydrogeological reports, inspection reports, gas monitoring reports, ground-water monitoring reports, copy of regulations and standards, results of various samples, training records, remediation plans, cost estimates, financial assurances, closure and post-closure care plans, and related documents.	Permanent.	40 CFR 258, NRS 444.558, NRS 444.580	None	None

**National Pollution Discharge Elimination System Permits (NPDES)**

LRDA Number 20071620

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the application for and issuance of a permits under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. This series may contain, but is not limited to, applications, permits, modifications, compliance reports, influent and effluent reports, chemical analysis reports, water flow records, test and recording reports, compliance schedules, inspection reports, related correspondence and similar documents.	Five (5) calendar years after expiration, renewal, or revocation of permit.	40 CFR 123.25, 40 CFR 122.7	None	None

**Nevada CAPP/PTAH Files**

LRDA Number 20071612

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains documents related to Chemical Accident Prevention Programs (CAPP) and Plans to Abate Hazards (PTAH). The files may contain, but are not limited to, registration documents, operating procedures, hazard assessments, process hazard analysis, training procedures, equipment maintenance procedures, safety reviews, incident reports, corrective action reports, copies of reports and/or forms submitted to regulatory agencies, related correspondence, and similar documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	NRS 459.380 to 459.3874, NAC 459.952 to 459.95528, NRS 459.3822, NAC 459.95523, 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)].

**Operation and Maintenance Manuals**

LRDA Number 20071609

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consist of operation and maintenance manuals for public water/treatment facilities.	Lifetime of the equipment or facility.	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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Oversight Inspections**

LRDA Number 20071611

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents oversight inspections of water, water reclamation, and/or water pollution control construction projects by the Nevada Division of Environmental Protection, Nevada State Health Division or District Health Authorities and similar regulatory bodies.	Five (5) calendar years after final acceptance. Review for historical value.	NAC 445A.799, 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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Plant Maintenance Records****LRDA Number 20071042**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the ongoing maintenance of sanitation facilities and may contain, but is not limited to, maintenance schedules, maintenance reports, repair reports, installation reports, correction reports, related correspondence and similar documents.	Three (3) calendar years after facility is closed.	NRS 11.190 (3)(d), 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)].

**Reclaimed Water Permits****LRDA Number 20071614**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the issuance of temporary water permits for construction related activities such as dust control.	Three (3) calendar years after expiration of the permit, or for the period required by local ordinance, whichever is longer.	NRS 11.190 (3)(d)	None	None

**Reservoir Inspections****LRDA Number 20071603**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents reservoir inspections and may contain, but is not limited to, acceptance letters, inspection reports, maintenance and repair records, rehabilitation records, test reports, related correspondence, and similar documents.	Life of the reservoir including the post-closure care period (if applicable).	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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Sanitary Survey Records****LRDA Number 20071051**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents sanitary surveys required by permit to locate and identify health hazards to public water systems.	Ten (10) calendar years after completion of the sanitary survey involved.	40 CFR 141.33 (c)	None	Review for historical value.

**Secondary Contaminant Reports****LRDA Number 20071619**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those, which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes.	Ten (10) calendar years from the date of the report.	NAC 445A.455 to 445A.457	None	None

**Sewer Cleaning Records****LRDA Number 20071610**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents annual reporting of line jetting and cleaning, line inspections, and similar activities and may contain, but is not limited to, maintenance and repair schedules, maintenance requests, inspection requests, customer complaints, maintenance and repair reports, cleaning reports, copies of plans and drawings, related correspondence and similar documents.	Ten (10) calendar years from the date of the report.	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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Variance and Exemption Records****LRDA Number 20071604**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents variances and exemptions granted to a public water system.	Five (5) calendar years after the expiration of the variance or exemption.	40 CFR 141.33 (d), NAC 445A.487 to 445A.491	None	None

**Waste Collection and System Operation****LRDA Number 20071049**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the operation and maintenance of wastewater treatment systems. This series may include, but is not limited to, monitoring information such as laboratory testing data, chemical records, flow and loading data, copies of equipment/instrument calibration records, original strip chart recordings, records and reports required to be kept in accordance with the permit, copy of operation and maintenance manuals, copies of operations and maintenance inspections, related correspondence and similar documents.	Five (5) calendar years from the end of the calendar year to which the records pertain.	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)].

**Waste Flow Measurement Readings****LRDA Number 20071050**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the amount of pollution discharged from wastewater treatment facilities and may include, but is not limited to, copies of reports submitted to the U.S. Environmental Protection Agency and/or the Nevada Division of Environmental Protection, logs that record waste flows, chemical settings, processing reports, filter information, tank levels, pressure, and similar monitoring information.	Five (5) calendar years from the end of the calendar year to which the records pertain.	None	None	None

**Wastewater Sewage Sludge Application Records****LRDA Number 20071608**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents sewage sludge use and disposal activities.	Five (5) calendar years from the end of the calendar year to which the report pertains.	40 CFR 503.17	None	None

**Water Conservation Plan**

LRDA Number 20071694

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of water conservation plans required by state law/regulation. These plans are based on the climate and living conditions of the water service area and may contain, but are not limited to, public conservation education documents, water management documents (used to identify and reduce leakage in water supplies, inaccuracies in water meters, high pressure in water supplies, and where applicable, the reuse of effluent), contingency plans for drought conditions, a schedule for carrying out the plan, and measures to evaluate the effectiveness of the plan. This series includes all revisions and updates to the plan.	Permanent.	NRS 540.121 to 540.151, NRS 704.662 to NRS 704.6624, NAC 445A.5922 (5)(a)	NRS 540.131 (4) --The plan must be available for inspection by members of the public during office hours at the offices of the supplier of water, may be revised from time to time to reflect the changing needs and conditions of the service area. Each such revision must be made available for inspection by members of the public, and must be updated every five (5) years and comply with the requirements of this section and NRS 540.141.	None

**Water Operators Certification File**

LRDA Number 20071621

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer the certification process for operators of water systems as required by state and federal law /regulation. The files may contain but are not limited to applications (new and renewal), copies of records documenting experience, test scores, continuing education documentation, letters to proctors, letters to applicant approving examinations, letters of denial to reinstate after expiration, related correspondence and similar documents.	Twelve (12) calendar years from the date they are no longer certified..	40 CFR 142.15, 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 , NAC 445A.617 to 445A.652, 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)].

**Water Project Files**

LRDA Number 20071696

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the initial construction, renovation, modification or expansion of public water systems. This series may contain, but is not limited to, applications, permits (if applicable), complete plans and specifications, health authority's review and written approval, engineering analyses, records of distribution system, environmental impact studies, environmental assessments, construction/renovation reports, inspection reports, project reports, engineering reports that describe the water project as it was constructed, as-built drawings, notice of completion, cost statements, maps, photographs, legal notices, copies of reports submitted to state and/or federal agencies, related correspondence and records documenting the date water project was tested, accepted and placed into service.	Permanent.	NRS 239C.110, NRS 239C.210, NRS 349.961, NAC 445A.6758 to NAC 445A.67644	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)].

**Water Project Files [Financial Records]**

LRDA Number 20071695

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document grant awards for water related projects and may include, but is not limited to, a brief description of the proposed water project, copy of grant application, bidding schedules, estimated schedules of payment, cost allocation plans, expenditure reports, audit reports, monitoring reports, copies of purchase orders, loan documents, vouchers, related correspondence and similar financial documents.	Three (3) fiscal years from the submission of the final expenditure report, or as required by the granting authority, whichever is longer.	40 CFR 31.42, NRS 445A.200 to NRS 445A.275, NRS 349.935 to 349.987, NAC 445A.67613 to NAC 445A.67623, 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)].

**Water Quality, Reports of Bacteriological Analysis**

LRDA Number 20071054

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for bacteriological tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Five (5) calendar years from date of report.	40 CFR 141.33 (a)	None	None

**Water Quality, Reports of Chemical and Radiological Analysis**

LRDA Number 20071055

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains records documenting water samples taken from various locations throughout the water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.	Ten (10) calendar years from date of report.	40 CFR 141.33 (a)	None	None

**Water Quality, Reports of Lead and Copper**

LRDA Number 20071053

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for lead and copper tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Twelve (12) calendar years from date of report.	40 CFR 141.91	None	None

**Water Quality, Statistical Averages**

LRDA Number 20071052

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents statistical averages of water quality and may include but is not limited to water consumption reports, water testing records, water chemistry reports, water bacteriological reports, monitoring reports, analysis reports, and similar reports used to create statistical reports.	Permanent.	None	None	None

**Water Turbidity Reports**

**LRDA Number 20071229**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information may include date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related data.	Ten (10) calendar years from the end of the calendar year to which they pertain.	40 CFR 141.33 (a), 40 CFR 142.14 (a)(4)(I) , 40 CFR 142.14 (a)(4)(ii)[C](2)	None	None

