

# Nevada Local Government Retention Schedule

## Utilities Owned by a Local Government

Section Number

S-1033

### Agreement/Application for Service Files

LRDA Number 2007-1197

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents utility service agreements and may include but is not limited to application for service, customer service agreement, deposit information, credit information, related correspondence, and similar documents.	Six (6) fiscal years after the fiscal year in which the last transaction, charge, credit, or payment occurs under the contract/ agreement.	18 CFR 125.3 (29), NRS 11.190 (1)(b), NAC 704.326, NRS 205.4617, 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, 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)].	If there is no direct documentation of the final transaction in the file, it may be assumed that it was made within one (1) fiscal year of a filed notice of completion/termination/expiration.

### Annual Reports

LRDA Number 2007-1196

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These types of reports document the primary activities and accomplishments of local government owned utilities for the previous year and are often compiled from monthly, quarterly or other activity reports. This series may include, but is not limited to, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. Report information often includes customer payment performance; usage of gas or electric energy for each billing period; billing amount for each billing period; the number and general description of written complaints filed with the utility; the number of terminations and reconnections of service; and the number of deposits which have been collected and returned.	Five (5) calendar years if report is sent to a state agency; if not retain permanently.	18 CFR 125.3 (41), NAC 704.320	None	None

**Customer Deposits, Records of**

LRDA Number 2007-1199

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents customer payment of a security deposit to receive utility services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit confiscated, reason for confiscation, and similar data.	Three (3) fiscal years after refund or last action.	NRS 11.190 (3)(d), NAC 704.328 (6), NRS 205.4617, 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, 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)].

**Customer Histories**

LRDA Number 2007-1200

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the account history of utility customers. This series may include, but is not limited to, information (name, address, account number, etc.) necessary to provide and bill for services, payment histories, service complaints, termination of service reports, resumption of service reports, related correspondence and similar documents.	Retain the records of a customers open account for a minimum period of three (3) fiscal years from the end of the fiscal year to which the records pertain. Retain the records of closed customer accounts for a minimum period of six (6) fiscal years from the close of the account.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 205.4617, NAC 704.320, 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, 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)].

**Delinquent Accounts**

LRDA Number 2007-1201

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the actual or threatened disconnection or discontinuance of utility service to a customer for non-payment or violation of terms of service. This series may include, but is not limited to, termination notices, deferred payment agreements, financial hardship reports, energy assistance records, service fee reports, related correspondence and similar documents.	One (1) fiscal year after disposition.	NAC 704.341 to 704.342, NAC 704.346, NRS 205.4617, 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, 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)].

**Meter History Records**

LRDA Number 2007-1622

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the maintenance and repair history of individual meters.	Life of meter.	NAC 704.343	None	None

**Meter Readings**

LRDA Number 2007-1202

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of information collected from individual meters and is used to calculate utility bills. Information usually includes name of meter reader, meter reading, date read, customer name and address, account number, special instructions, billing code, dispute resolution records, final reading, reasons for turnoff, if meter was pulled or reinstalled and meter charges.	Three (3) fiscal years after the billing cycle to which the reading pertains.	NRS 11.190 (3)(d), NRS 354.624	None	None

**Meter Testing Reports**

LRDA Number 2007-1623

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents any test results to insure that individual meters are calibrated and functioning properly.	Three (3) calendar years after last test performed.	NRS 11.190 (3)(d), NAC 704.343	None	None

**Rate Schedules**

LRDA Number 2007-1624

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of published rate sheets and schedules for utility service, including schedules suspended or superseded.	Six (6) fiscal years after published rate superseded or no longer used to charge for utility service.	18 CFR 125.3 (30), NRS 11.190 (1)(b)	None	None

**Utility Advertising**

LRDA Number 2007-1626

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains copies of advertisements by or for the utility company on behalf of itself or any associate company in newspapers, magazines, and other publications.	Two (2) fiscal years from the end of the fiscal year to which the record pertains. Review for historical value.	18 CFR 125.3 (42)	None	None

**Utility Facilities**

LRDA Number 2007-1629

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of original or reproduction of engineering records, drawings, and other supporting data for proposed or as-constructed utility facilities. This series may contain, but is not limited to, maps, diagrams, profiles, photographs, field survey notes, plot plan, detail drawings, records of engineering studies, construction studies, construction reports, cost studies, copies of contracts or agreements, related correspondence and similar records.	Life of the facility plus an additional six (6) calendar years.	18 CFR 125.3 (16 to 24), NRS 11.190 (1)(b), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	This record series may contain confidential or restricted information and must 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)].

**Utility Forecast Reports**

LRDA Number 2007-1627

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains but is not limited to budgets and other forecasts (prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments.	Three (3) fiscal years from the end of the fiscal year to which the report pertains. Review for historical value.	18 CFR 125.3 (39)	None	None

**Utility Ledger**

LRDA Number 2007-1628

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain, but is not limited to, expenditure ledgers, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Ten (10) fiscal years from the end of the fiscal year to which the record pertains.	18 CFR 125.3 (6)	None	None

**Utility Revenue Summaries**

LRDA Number 2007-1625

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of summaries of monthly operating revenues according to classes of service. Includes summaries of forfeited discounts and penalties.	Five (5) fiscal years from the end of the fiscal year to which they pertain. Review for historical value.	18 CFR 125.3 (33)	None	None