

Nevada Local Government Retention Schedule

Zoning

Section Number

S-1034

Administrative Adjustment Files

LRDA Number 2007-1419

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the approval of minor adjustments (waivers) of up to 10% of the code standard. This series may include, but is not limited to, application, justification letter, deed, site plans, elevation, landscape plans, final approval letter, notice of final action, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents.	Permanent.	None	None	None

Architectural Supervisions

LRDA Number 2007-1207

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the architectural review of structures. This series may include, but is not limited to, application for architectural review, copies of deeds, site plans, elevations, landscape plans, staff reports, notice of final action, final approval letter, blue lines that have obtained approval / denial from a decision making body, related correspondence 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)].

Board of Adjustment

LRDA Number 2007-1209

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the official actions of Boards of Adjustment. This series may contain, but is not limited to, hearing documents, appeal documents, requests for variance, requests for interpretation, requests for exception, copies of maps and/or plans, examination documents, copies of staff reports, official decisions, minutes of meetings, applications, various forms, reports, supporting documentation, related correspondence and similar documents.	Permanent.	NRS 278.290, NRS 241.035	None	None

Boundary Line Adjustment Files

LRDA Number 2007-1420

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents boundary line adjustments and may include but is not limited to application requesting to adjust property boundary line, deed, site plan, blue lines that have obtained approval/denial from a decision making body, related correspondence and similar documents.	Permanent.	None	None	None

Conditional / Special Use Permits

LRDA Number 2007-1421

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents conditional or special use permits and may include, but is not limited to, application requesting use of land for specific purpose, justification letter, deed, site plans, elevations, landscape plans, final approval letter, notice of final action, related correspondence and similar documents.	Permanent.	None	None	None

Environmental Impact Studies

LRDA Number 2007-1257

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of records and reports documenting the environmental impact of projects proposed by local governments or reviewed by local government officials.	Permanent.	None	None	None

Maps of Parcels, Final Maps and Aerial Maps

LRDA Number 2007-1211

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of maps showing zoning boundaries within the municipality. They usually show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.	Permanent.	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)].

Names of Streets and Changes of Street Names

LRDA Number 2007-1213

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads.	Permanent.	None	None	None

Subdivisions

LRDA Number 2007-1215

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the subdivision of land and may include, but is not limited to, final maps, tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, approvals, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents.	Permanent.	NRS 278.320 to 278.460	Portions of this 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)].

Temporary Use Permits

LRDA Number 2007-1525

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents approvals or denials of temporary use permits to use land for a specific purpose not to exceed a specified number of days. This series may contain, but is not limited to, justification letters, copy of deeds, site plans, approval or denial letters, related correspondence, and similar documents.	If the permit is approved, retain this series for a minimum period of six (6) calendar years from the date the permit expires. If the permit is denied, retain this series for a minimum period of three (3) calendar years from the date of last action.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None	None

Vacations

LRDA Number 2007-1218

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents requests for vacation or abandonment of previously dedicated streets, alleys, public rights-of-way, or easements and may contain, but is not limited to, petitions, notifications, copies of tentative maps, hearing records, orders, conditions, proof of recording, titles, related correspondence, and similar documents.	Permanent.	NRS 278.480	None	None

Zoning Case Files

LRDA Number 2007-1630

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents requests for initial zoning, rezoning, classification changes, special exemptions, use permits, variances, and similar actions. These files may include, but are not limited to, applications, petitions, plans, photographs, letters of intent, change requests, maps (aerial, parcel, tentative , final) surveys, staff reports, waivers, amendments, adjustments, restrictions, copies of ordinances and regulations, policy statements, compliance statements, appeals, final action records, certified mail receipts, related forms and reports, memorandum, correspondence, and similar documents.	Permanent.	NRS 278.250	Portions of this 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)].

Zoning Violation Records

LRDA Number 2007-1224

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of records relating to violations of local zoning ordinances and may contain, but is not limited to, photographs, on-site inspection notes, copies of ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents.	For violations retain two (2) calendar years after correction of violation. For alleged, but unfounded violations retain thirty (30) days after determination that zoning ordinances have not been violated.	NRS 11.190 (4)(e)	None	None