

# APPENDIX A – AMENDMENT SCHEDULE

<b>DATE</b>	<b>LRDA#</b>	<b>DESCRIPTION OF CHANGE</b>
12/15/2016	20161926	Added new record series “Personal Information Security Breach Notification Records” to Administrative Records Section
12/15/2016	20161931	Added new record series “Risk Management Property Insurance Inspection Reports” to Administrative Records Section
12/15/2016	20161936	Added new record series “Risk Management Job Safety Analysis” to Administrative Records Section
12/15/2016	20161940	Added new record series “Certificate of Transfer-Transferring Department or Office” to Administrative Records Section
12/15/2016	20161941	Added new record series “Certificate of Transfer – Recipient Department or Office” to Administrative Records Section
12/15/2016	20161923	Added new record series “Franchise Fees” to Financial Records Section
12/15/2016	20161927	Added new record series “Grants or Donations to Nonprofit Organizations” to Financial Records Section
12/15/2016	20161942	Added new record series “Request for Vital Record” to Health Department Section
12/15/2016	20161938	Added new record series “Sale of Personal Property” to Law Enforcement Section
12/15/2016	20161939	Added new record series “Henry Files” to Law Enforcement Section
12/15/2016	20161944	Added new record series “Report of Multiple Sale or Other Disposition of Pistols and Revolvers – ATF Form 3310.4” to Law Enforcement Section
12/15/2016	20161922	Added new record series “Dispatch (Communications) and Emergency Call Records” to Law Enforcement Section
12/15/2016	2016 1925	Added new record series “Jails: Inmate Grievances” to Law Enforcement Section
12/15/2016	20161924	Added new record series “Special Unit/Task Force Activity Records” to Law Enforcement Section
12/15/2016	20161933	Added new record series “Use of Force Reports – No Weapon Involved” to Law Enforcement Section
12/15/2016	20161934	Added new record series “Explorer Program Participant Records” to Law Enforcement Section
12/15/2016	20161937	Added new record series “Scholarship Applications” to Parks and Recreation Section
12/15/2016	20161943	Added new record series “Behavioral Reports” to Parks and Recreation Section
12/15/2016	20161928	Added new record series “Group Health and Life Insurance – Employee Records” to Personnel Section

12/15/2016	20161929	Added new record series "Group Health and Life Insurance – Long Term Disability Records" to Personnel Section
12/15/2016	20161930	Added new record series "Group Health and Life Insurance – Death Claims" to Personnel Section
12/15/2016	20161935	Added new record series "Distance Separation Analysis Reports" to Planning Commissions/Districts Section
12/15/2016	20161932	Added new record series "Asbestos Abatement Records" to Public Works Section
12/15/2016	20161920	Added new record series "Water Project Files – Not Needed to Maintain System or Facility" to Sanitation District Section
12/15/2016	20161921	Added new record series "Energy Trading Records" to Utilities Owned by a Local Government Section
<b>DATE</b>	<b>LRDA#</b>	<b>AMENDED RECORD SERIES</b>
12/15/2016	20070257	Applications and Resumes for Appointive Positions - Not Appointed <i>Increased retention period from Three (3) calendar years after position is filled to comply with actions under civil rights law.</i>
12/15/2016	20070010	Open Meeting Law: Hearings - Notice of Public Hearing <i>Reduced retention period from permanent to mirror state agency requirement for similar record series.</i>
12/15/2016	20071717	Open Meeting Law – Legal Notices <i>Reduced retention period from permanent to mirror state agency requirement for similar record series.</i>
12/15/2016	20071640	Open Meeting Law – Speaker/Comment Cards <i>Reduced retention period from One (1) calendar year after the year of the meeting</i>
12/15/2016	20071279	Property Management: Security Records <i>Reduced retention period from Five (5) calendar years</i>
12/15/2016	20101782	Public Records Requests <i>Revised description and increased retention period to mirror state agency requirements for same record series.</i>
12/15/2016	20070102	Examinations: Applicants Records <i>Revised title and modified description to include records from LRDA 20070103, 20070104 and 20070106 which were similar and will be deleted.</i>
12/15/2016	20070314	Group Health and Life Insurance Plans <i>Revised description, citations, legal note, note and retention period</i>
12/15/2016	20070321	Master Personnel File <i>Reduced retention period from thirty (30) calendar years to mirror retention period for similar record series (Employee Service Jackets) in the executive branch of state government.</i>

12/15/2016	20070325	Recruitment Files <i>Increased retention period from Three (3) calendar years from the close of the recruitment to comply with actions under civil rights law.</i>
12/15/2016	20071471	Recruitment Files – Pre-Employment Medical Screenings <i>Increased retention period from Three (3) calendar years from the close of the recruitment to comply with actions under civil rights law.</i>
12/15/2016	20070003	Annual Budget – Files <i>Moved from Administrative Records Section with same LRDA Number</i>
12/15/2016	20070004	Annual Budget – Final Budget <i>Moved from Administrative Records Section with same LRDA Number</i>
12/15/2016	20070391	Bond Issues <i>Moved from County Clerks Section with same LRDA Number</i>
12/15/2016	20070060	Grant Records <i>Revised title from Grants: Proposals, Reports and Results, modified description to include records from LRDA# 20070059 Grants: Financial Records which will be deleted, modified event date for retention period and added additional information to legal citations.</i>
12/15/2016	20071310	Procurement and Credit Card Records <i>Revised title, description, and retention period to include credit cards</i>
12/15/2016	20070146	Violation Notices to Owners <i>Revised description to include activity cards or notices and added "or from the date of last action" to minimum retention period.</i>
12/15/2016	20071572	Permits - Design and Construction File, Commercial or Public Structures <i>Removed cancelled permits from retention period as these are covered by LRDA# 20071571.</i>
12/15/2016	20071573	Permits - Design and Construction File, Residential Structures <i>Shortened retention period from twelve (12) calendar years after the calendar year in which the final inspection is approved to comply with change in state law. Removed " If Disaster Occurs - Retain six (6) calendar years after the calendar year in which a disaster involving the structure occurs" as it is no longer needed. Removed "Cancelled Permits" from retention period as these are covered by LRDA# 20071571.</i>
12/15/2016	20070206	Plans for Residential Structures <i>Increased retention period from One (1) calendar year after final inspection approval to match Design and Construction Files (20071573) which has 6 year retention requirement</i>

12/15/2016	20070224	Investigations <i>Reduced retention period from Six (6) calendar years from the end of the calendar year to which they pertain</i>
12/15/2016	20070391	Bond Issues <i>Moved to Financial Records Section with same LRDA Number</i>
12/15/2016	20070567	Building Inspections (Fire Department) <i>Shortened retention period for construction inspections from 12 years to comply with change in state law.</i>
12/15/2016	20070555	Emergency Medical Incident Records <i>Revised retention period from Six (6) calendar years from the date of production to comply with change in state law.</i>
12/15/2016	20070828	Jails: Inmate Case Files <i>Added or five (5) calendar years from the confirmed death of the individual, to retention period.</i>
12/15/2016	20071510	Mobile Audio-Visual Recordings <i>Revised series title from In-Car Audio-Visual Recordings, modified description, retention period changed from "Retain recordings for a minimum period of ninety (90) days or until they have been reviewed, whichever is longer, reusing the recordings as needed"</i>
12/15/2016	20070971	Construction Tests, Results <i>Shortened retention period from 12 years to comply with change in state law.</i>
12/15/2016	20071164	Client Case Files - Social Services <i>Revised retention period from Six (6) calendar years from date of last service. to comply with changes in state law/regulation</i>
12/15/2016	20071200	Customer Histories <i>Shortening retention period for closed accounts from 6 fiscal years to 3 fiscal years</i>
<b>DATE</b>	<b>LRDA#</b>	<b>DELETED RECORD SERIES</b>
12/15/2016	20070369	"Procedure Manuals" - removed from Administrative Records Section -Redundant record series see LRDA# 20070057 Departmental Regulations, Policies and Procedures in the Administrative Records Section
12/15/2016	20071249	"Contracts and Agreements – Capital Improvement Projects" removed from Administrative Records Section - Statute of limitations on construction deficiencies reduced from 12 years to 6 years which was basis for original retention period. No longer necessary to separate from Contracts and Agreements LRDA# 20070474.

12/15/2016	20071533	"Boards, Commissions, Councils, and Standing Committee Records" removed from Administrative Records Section - Records in this series are scheduled elsewhere in the Local Government Records Retention Schedules.
12/15/2016	20070168	"Suits Against a Local Government" removed from Attorney Section - Redundant record series see LRDA# 20070155 Civil Case Files
12/15/2016	20070263	"Bond Issues" removed from City Clerks Section - Combined with LRDA# 20070391 and moved to Financial Records Section
12/15/2016	20070103	"Examinations: Lists of Applicants Who Failed to Qualify for Employment" removed from Civil Service Section - Redundant record series see LRDA# 20070102 Examinations: Applicant Files.
12/15/2016	20070104	"Examinations: Lists of Applicants Who Failed to Take an Examination" removed from Civil Service Section - Redundant record series see LRDA# 20070102 Examinations: Applicant Files.
12/15/2016	20070106	"Examinations: Lists of Applicants Eligible for Employment" removed from Civil Service Section - Redundant record series see LRDA# 20070102 Examinations: Applicant Files.
12/15/2016	20070059	"Grants: Financial Records" removed from the Financial Records Section - Combined with LRDA# 20070060
12/15/2016	20070427	"Bond Registers and Records" removed from the Financial Records Section - Combined with LRDA# 20070391
12/15/2016	20070431	"Claims" removed from the Financial Records Section - Part of LRDA# 20071235 Accounts Payable Files
12/15/2016	20070432	"Claims, Listing of" removed from the Financial Records Section - Part of LRDA# 20071235 Accounts Payable Files
12/15/2016	20101798	"Journal Entries-Bonds" removed from the Financial Records Section - Combined with LRDA# 20070391
12/15/2016	20071372	"IT Policy and Procedure Records" removed from Information Technology Section - Redundant record series see LRDA# 20070057 Departmental Regulations, Policies and Procedures in the Administrative Records Section
12/15/2016	20071455	"Emergency Calls – Audio Tapes" removed from Law Enforcement Section – Included in LRDA# 20161922
12/15/2016	20071635	"Dispatchers Transmission Records" removed from Law Enforcement Section – Included in LRDA# 20161922
12/15/2016	20070862	"Registration of Firearms" removed from Law Enforcement Section – Removed due to change in state law.
12/15/2016	20070058	"Employee Files Maintained in an Office or Department" removed from Personnel Section - Not the official record this is a convenience copy

12/15/2016	20070330	"Employee Development / Training Records - "Office Copy" removed from Personnel Section - Not the official record this is a convenience copy
12/15/2016	20071293	"Search Committee Files" removed from Personnel Section - Part of Recruitment Files record series LRDA# 20070325
12/15/2016	20070261	"Bids for Contracts" removed from Purchasing Section - Redundant record series see LRDA# 20070364 in Purchasing Section

<b>DATE</b>	<b>LRDA#</b>	<b>DESCRIPTION OF CHANGE</b>
11/24/14	20141885	Added new record series "Nevada Acknowledgement of Ethical Standards for Public Officials" to Administrative Records Section
11/24/14	20141894	Added new record series "Open Meeting Law: Posting Requests Received from Public Bodies" to Administrative Records Section
11/24/14	20141900	Added new record series "Reports Required by Law/Regulation" to Administrative Records Section
11/24/14	20141901	Added new record series "Risk Management: National Flood Insurance Program (CRS) Records" to Administrative Records Section
11/24/14	20141902	Added new record series "Specialized or Local Ethics Committee" to Administrative Records Section
11/24/14	20141906	Added new record series "Permission to Use Municipal Logo" to Administrative Records Section
11/24/14	20141907	Added new record series "Open Meeting Law: Supplemental Material" to Administrative Records Section
11/24/14	20141908	Added new record series "Naming of Local Government Buildings/Facilities Files" to Administrative Records Section
11/24/14	20141897	Added new record series "Risk Management: Vehicle Visual Inspections" to Administrative Records Section
11/24/14	20141919	Added new record series "Correspondence: Routine Business" to Administrative Records Section
11/24/14	20141895	Added new record series "Endangered Species Act (ESA) Section 10 Records" to Air Quality and Environmental Management Section
11/24/14	20141890	Added new record series "Business License Audit Reports" to Business Licenses and Permits Section
11/24/14	20141891	Added new record series "Financial Investigations" to Business Licenses and Permits Section
11/24/14		<b>Added New Section - Economic Development</b>
11/24/14	20141910	Added new record series "Façade Improvement Projects" to Economic Development Section
11/24/14	20141909	Added new record series "Revolving Loans" to Economic Development Section
11/24/14	20141911	Added new record series "Revolving Loan Account" to Economic Development Section
11/24/14	20141892	Added new record series "LID Foreclosure Files" to Improvement Districts and Boards Section

11/24/14	20141898	Added new record series "Contested Elections Records" to Elections Section
11/24/14	20141899	Added new record series "Campaign Contribution and Expense Reports" to Elections Section
11/24/14	20141893	Added new record series "Background Investigations (Internal)" to Law Enforcement Section
11/24/14	20141884	Added new record series "POST Course Certification Documentation" to Law Enforcement Section
11/24/14	20141886	Added new record series "Jails: Video Recordings" to Law Enforcement Section
11/24/14	20141889	Added new record series "Protective Order Log" to Law Enforcement Section
11/24/14	20141903	Added new record series "Organizational Climate Studies" to Personnel Section
<b>DATE</b>	<b>LRDA#</b>	<b>AMENDED RECORD SERIES</b>
11/24/14	20071553	Board and Commission Volunteer Interest Forms <i>Revised retention period to separate individuals appointed and those not appointed</i>
11/24/14	20071533	Boards, Commissions, Councils, and Standing Committee Records <i>Removed additional narrative in Note field related to L.G. ability to send records to State Museum or Historical Society as this is no longer an option</i>
11/24/14	20071243	Committee Records, Ad Hoc <i>Removed additional narrative in Note field related to L.G. ability to send records to State Museum or Historical Society as this is no longer an option</i>
11/24/14	20071024	Cooperative Agreements <i>Moved from Purchasing section and revised description, retention period, and legal citations</i>
11/24/14	20070056	Correspondence: Transitory <i>Changed title from General and Inquires, modified description and changed retention period from purge annually of unneeded materials</i>
11/24/14	20071280	Delegation of Authority Records <i>Changed title from Signature Authorizations file, modified description, and changed retention period from Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated</i>
11/24/14	20121837	Occupational Safety: Occupational Noise Exposure Measurement Record <i>Moved from Personnel section to Administrative Section with same LRDA Number</i>
11/24/14	20071552	Occupational Safety: OSHA Files <i>Moved from Personnel section to Administrative Section with same LRDA Number</i>
11/24/14	20071700	Occupational Safety: Personal Protective Equipment (PPE) Records <i>Moved from Personnel section to Administrative Section with same LRDA Number</i>
11/24/14	20121838	Occupational Safety: Respirator Fit Test <i>Moved from Personnel section to Administrative Section with same LRDA Number</i>
11/24/14	20121839	Occupational Safety: Respiratory Protection Program Records <i>Moved from Personnel section to Administrative Section with same LRDA Number</i>
11/24/14	20071423	Occupational Safety: Workers' Compensation Claim Files - Insurer Copy <i>Moved from Personnel section to Administrative Section with same LRDA Number</i>
11/24/14	20071424	Occupational Safety: Workers' Compensation Claims File - Agency - <i>Moved from Personnel section to Administrative Section with same LRDA Number</i>



11/24/14	20070065	Open Meeting Law ; Meeting Notification Lists <i>Revised retention period from until updated, modified description added citation and legal note</i>
11/24/14	20070107	Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils- <i>Removed additional narrative in Note field related to LG ability to send records to State Museum or Historical Society as this is no longer an option</i>
11/24/14	20071747	Property Management: Pest Control (Extermination) Records <i>Modified description to include records from LRDA# 20121880 Pesticide Application Logs which was deleted and added additional citations and legal notes</i>
11/24/14	20071749	Property Management: Security Camera Recordings <i>Removed "Retain recordings used as evidence or subpoenaed until all legal action has been resolved" from the Minimum Retention Period.</i>
11/24/14	20101782	Public Records Requests <i>Lengthened retention period from 90 days to one (1) calendar year for requests fulfilled to mirror Correspondence: Routine Business LRDA# 20141919</i>
11/24/14	20121847	Quality Assurance Recordings <i>Removed "Retain recordings used as evidence or subpoenaed until all legal action has been resolved" from the Minimum Retention Period.</i>
11/24/14	20070061	Risk Management: Insurance Claims <i>Moved to Administrative section from Financial Records section with same LRDA Number</i>
11/24/14	20071242	Special Boards, Commissions, Councils, Committees, Offices and Task Force Records <i>Removed additional narrative in Note field related to L.G. ability to send records to State Museum or Historical Society as this is no longer an option</i>
11/24/14	20121878	Special Study Report Files <i>Revised Title, Description, and Minimum Retention narrative</i>
11/24/14	20070304	Background Checks/Investigations <i>Revised Minimum Retention Period to separate individuals hired from those not hired</i>
11/24/14	20071298	Disciplinary Records <i>Revised Title, Description, Minimum Retention Period, Legal Citations, and Note fields</i>
11/24/14	20071375	Employee Development \Training Records - "Official Copy" <i>Reduced Minimum Retention Period from Five (5) calendar years to Three (3) calendar years from the transfer, separation, retirement or termination of an employee</i>
11/24/14	20070837	Employee Licenses/Certificates <i>Clarified Minimum Retention Period</i>
11/24/14	20070325	Recruitment Files <i>Modified description to include Inactive Recruitment Files LRDA# 20070313 and Applications and Resumes-Not Hired LRDA# 20071272 which were deleted.</i>
11/24/14	20070364	Bid Files <i>Removed cancelled bids from retention period because they are a different record series</i>
11/24/14	20071305	Cancelled Bid Files <i>Revised title from Cancelled Solicitations and modified retention period to include unopened bids</i>
11/24/14	20070080	Warranties <i>Moved from Administrative Records section to Purchasing with same LRDA Number</i>

11/24/14	20070046	Accounting Files (Office Copy) <i>Added additional records to Description field</i>
11/24/14	20070005	Auditors Reports <i>Modified Description field to include Auditors Work Papers and School Districts</i>
11/24/14	20071532	Postal/Freight Records <i>Revised Title and Description fields to include Freight Records LRDA# 20071531 which was deleted</i>
11/24/14	20070006	Auditors Work Papers <i>Changed Title to Audit Materials and modified Description field</i>
11/24/14	20070629	Fire Department Training Files <i>Reduced Minimum Retention Period from Five (5) calendar years to Three (3) calendar years from the transfer, separation, retirement or termination of an employee</i>
11/24/14	2007 0692	Blood Bank Records <i>Lengthened retention period to comply with change in Federal Regulation- 21 CFR 606.160</i>
11/24/14	20121836	Calibration of Breath-Testing Device Records <i>Revised Title, Minimum Retention Period, Legal Citations and added narrative to Legal Note and Note fields</i>
11/24/14	20071731	Incident/Crime Files <i>Added Gross Misdemeanors to Minimum Retention Period</i>
11/24/14	20070871	Law Enforcement Training Files <i>Reduced Minimum Retention Period from Five (5) calendar years to Three (3) calendar years from the transfer, separation, retirement or termination of an employee</i>
11/24/14	20071634	Mobile Data Computer Transmissions (MDC) <i>Removed "Retain transmissions used as evidence or subpoenaed until all legal action has been resolved" from Minimum Retention Period</i>
11/24/14	20070995	Project Files – External Agency/Developer <i>Reduced Minimum Retention Period from Ten (10) to Three (3) calendar years after project completed</i>
11/24/14	20071606	Cross-Connection Control and Backflow Prevention Records <i>Lengthened retention period from Three (3) calendar years to Five (5) calendar years at the request of local government and consistent with recommended best practice of American Water Works Association (AWWA)</i>
11/24/14	20071621	Water Operators Certification File <i>Lengthened retention period from Three (3) calendar years to Twelve (12) calendar years to comply with change in federal law</i>
11/24/14	20071122	Academic Performance - Subsidiary Records <i>Modified Description field to remove records included in Special Education record series</i>
11/24/14	20081766	Special Education Records <i>Revised retention period from Six (6) calendar years after individual no longer receives services or at age twenty-eight (28), whichever is longer. To: Six (6) calendar years after individual no longer receives services.</i>
11/24/14	20071455	Emergency Calls - Audio Tapes <i>Removed "Tapes subpoenaed for litigation or used in criminal proceedings must be retained until all legal action has been resolved" from Legal Note field</i>

11/24/14	20070571	Dispatcher, Audio Tapes <i>Removed "Tapes subpoenaed must be retained until all legal action has been resolved" from Legal Note field</i>
<b>DATE</b>	<b>LRDA#</b>	<b>DELETED RECORD SERIES</b>
11/24/14	20070068	Removed from Administrative Section-Records of External Groups and Agencies-Informational, reference, or non-record copy, no retention requirement
11/24/14	20070075	Removed from Administrative Section-Subject Files-Informational, reference, or non-record copy, no retention requirement
11/24/14	20070050	Removed from Administrative Section-Bids (office copies)-Informational, reference, or non-record copy, no retention requirement
11/24/14	20071230	Removed from Administrative Section-Convenience Copies-Informational, reference, or non-record copy, no retention requirement
11/24/14	20071237	Removed from Administrative Section-Census Reports-Informational, reference, or non-record copy, no retention requirement
11/24/14	20071240	Removed from Administrative Section-Publications – Non Record
11/24/14	20071254	Removed from Administrative Section-Technical Reference Files-Informational, reference, or non-record copy, no retention requirement
11/24/14	20071270	Removed from Administrative Section-Finding Aids- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071414	Removed from Administrative Section-Supportive Agency Files- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071559	Removed from Administrative Section-Publicity Files and Press Releases-Redundant record series, see LRDA # 20070853 in Administration Section
11/24/14	20071641	Removed from Administrative Section-Open Meeting Law: Agenda - Non-Packet Material- Informational, reference, or non-record copy, no retention requirement
11/24/14	20081759	Removed from Administrative Section-Ad Hoc Requests and Reports- Informational, reference, or non-record copy, no retention requirement
11/24/14	20101770	Removed from Administrative Section-Legal Files-Office Copy- Informational, reference, or non-record copy, no retention requirement
11/24/14	20101774	Removed from Administrative Section-Capital Improvement Plan Requests- Departmental Copy- Informational, reference, or non-record copy, no retention requirement
11/24/14	20121880	Removed from Administrative Section-Pesticide Application Logs-Redundant record series, added to LRDA 2007-1747 Pest Control Records
11/24/14	20070182	Removed from Building and Safety Section-Bookkeeping Records – Redundant record series, added to LRDA 20070046 Accounting Files(Office Copy)
11/24/14	20070225	Removed from Business License and Permits Section-Receipts Issued to Licensee upon Payment of Fees- Redundant record series, added to LRDA 20070046 Accounting Files(Office Copy)
11/24/14	20071669	Removed from City Clerk Section-Campaign Contribution and Expense Reports-Moved to Elections Section with New LRDA Number 20141899
11/24/14	20071668	Removed from County Clerk Section-Campaign Contribution and Expense Reports-Moved to Elections Section with New LRDA Number 20141899
11/24/14	20101778	Removed from Fair/Recreation Boards/Convention Authorities Section-Video Productions-Electronic Publication
11/24/14	20070481	Removed from Fair/Recreation Boards/Convention Authorities Section-Press Clippings-Informational, reference, or non-record copy, no retention requirement

11/24/14	20070762	Removed from Financial Records Section-Billings for Service- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20071531	Removed from Financial Records Section-Freight Records- Redundant record series, added to LRDA 20071553 Postal Records
11/24/14	20070897	Removed from Financial Records Section-Petty Cash Records- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20071203	Removed from Financial Records Section-Receipts (copies)- Redundant record series, added to LRDA 20070046 Accounting Files( Office Copy)
11/24/14	20070052	Removed from Financial Records Section-Budgets: Office / Departmental Copy- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20070053	Removed from Financial Records Section-Budgets: Work Sheets / Papers- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20070054	Removed from Financial Records Section-Contracts and Agreements (office copies) -Informational, reference, or non-record copy, no retention requirement
11/24/14	20070016	Removed from Financial Records Section-Annual Financial Report- Redundant record series see Reports Required by Law/Regulation in Administrative Records Section LRDA Number 20141900
11/24/14	20070049	Removed from Financial Records Section-Audit Reports (Office Copy) - Informational, reference, or non-record copy, no retention requirement
11/24/14	2007428	Removed from Financial Records Section-Cash Register Tapes- Redundant record series, added to LRDA Number 20070046 Accounting Files (Office Copy)
11/24/14	2007433	Removed from Financial Records Section-Daily Cash and Receipts, Reports- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20070443	Removed from Financial Records Section-Indebtedness Annual Report- Redundant record series see Reports Required by Law/Regulation in Administrative Records Section LRDA Number 20141900
11/24/14	20070240	Removed from Information Technology Section-Agreements Concerning the Maintenance of Equipment- Redundant record series see Contracts and Agreements LRDA Number 20070474 in Administrative Records Section
11/24/14	20070241	Removed from Information Technology Section-Backup of Computer Files Made for Security Purposes -Informational, reference, or non-record copy, no retention requirement
11/24/14	20070246	Removed from Information Technology Section-Master Copies of Forms - Informational, reference, or non-record copy, no retention requirement
11/24/14	20070249	Removed from Information Technology Section-Standards for Users of Computer Equipment-Redundant record series see IT Policy and Procedures Records LRDA Number 20071372
11/24/14	20070251	Removed from Information Technology Section-Word Processing Files-Redundant record series the output (correspondence. reports, etc...) are scheduled else ware
11/24/14	20071328	Removed from Information Technology Section-Audit Trail Files – Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071329	Removed from Information Technology Section-Cataloged List- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071330	Removed from Information Technology Section-Database Statistics- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071331	Removed from Information Technology Section-Indexes and Finding Aids- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071332	Removed from Information Technology Section-Test Files -Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244

11/24/14	20071334	Removed from Information Technology Section-Master Files, Summaries- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071335	Removed from Information Technology Section-Job Libraries- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071336	Removed from Information Technology Section-Transaction Files- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071339	Removed from Information Technology Section-Software Maintenance Log- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071343	Removed from Information Technology Section-Electronic Spreadsheets- Redundant record series the output (correspondence, reports, etc...) are scheduled else ware
11/24/14	20071345	Removed from Information Technology Section-Data Documentation- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071346	Removed from Information Technology Section-Application Development Project Files- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071347	Removed from Information Technology Section-Automated Program Listing / Source Code- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071349	Removed from Information Technology Section-Computer System Security Records- Redundant record series see Security Reviews, Reports and Logs LRDA Number 20071726
11/24/14	20071353	Removed from Information Technology Section-Work or Intermediate Files- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071355	Removed from Information Technology Section-Input Documents - Documents Created Solely for Computer Input- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071356	Removed from Information Technology Section-Printouts, Print Files, or Master File Extracts- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071361	Removed from Information Technology Section-Operating System and Hardware Conversion Plans- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071721	Removed from Information Technology Section-Volatile Software Modifications- Copy of actual software and therefore not a record
11/24/14	20071722	Removed from Information Technology Section-Administrative Databases- Informational, reference, or non-record copy, no retention requirement
11/24/14	20070853	Press/Media Releases-Moved to Administrative Section with same LRDA Number
11/24/14	20070899	Removed from Law Library Section-Reports to County Commissioners-Redundant record series see Reports Required by Law/Regulation in Administrative Records Section LRDA Number 20141900
11/24/14	20071272	Removed from Personnel Section-Applications and Resumes-Not Hired-Redundant record series part of Recruitment Files LRDA Number 20070325
11/24/14	20070624	Removed from Personnel Section-Promotion Records- Redundant record series part of Recruitment Files LRDA Number 20070325
11/24/14	20071241	Removed from Personnel Section-Leave Requests- Redundant record series part of Employee Attendance Records LRDA Number 20070048
11/24/14	20070309	Removed from Personnel Section-Employment Examination Records- Redundant record series part of Recruitment Files LRDA Number 20070325

11/24/14	20070313	Removed from Personnel Section-Inactive Recruitment Files- Redundant record series part of Recruitment Files LRDA Number 20070325
11/24/14	20070326	Removed from Personnel Section-Salary Actions- Redundant record series part of Master Personnel File LRDA Number 20070321
11/24/14	20070327	Removed from Personnel Section-Time Cards and Sheets- Redundant record series part of Employee Attendance Records LRDA Number 20070048
11/24/14	20071581	Removed from Public Libraries Section-Vertical / Subject Files- Informational, reference, or non-record copy, no retention requirement
11/24/14	20070365	Removed from Purchasing Section-Cooperative Purchases-Redundant record series added to Cooperative Agreements record series LRDA Number 20070365
11/24/14	20071599	Removed from Regional Transportation Commission Section-Annual Report to Department of Motor Vehicles- Law requiring report has been repealed
11/24/14	20071074	Removed from School Districts Section-Auditors' Annual Reports-Redundant record series see Auditors' Reports LRDA Number 20070005 in Financial Records Section

<b>DATE</b>	<b>LRDA#</b>	<b>DESCRIPTION OF CHANGE</b>
6/27/12	2012-1835	Added new record series "Performance Audits by External Agencies (Non-Financial)" to Administration Section
6/27/12	2012-1846	Added new record series "Employee Photo Release Forms" to Administration Section
6/27/12	2012-1847	Added new record series "Quality Assurance Recordings" to Administration Section
6/27/12	2012-1861	Added new record series "Trademarks, Trade Names and Service Marks Files" to Administration Section
6/27/12	2012-1868	Added new record series "Trust Fund for Retirement Benefits" to Administration Section
6/27/12	2012-1869	Added new record series "Administrative Hearing Files" to Administration Section
6/27/12	2012-1878	Added new record series "Special Studies and Reports" to Administration Section
6/27/12	2012-1880	Added new record series "Pesticide Application Logs" to Administration Section
6/27/12	2012-1881	Added new record series "Community Development Block Grant (CDBG) Files" to Administration Section
6/27/12	2012-1882	Added new record series "Smog Inspections" to Administration Section
6/27/12		Added New Section Conservation Districts
6/27/12	2012-1862	Added new record series "Conservation District Files" to Conservation District Section
6/27/12	2012-1870	Added new record series "Residential Pool and Spa Files" to Building and Safety Section
6/27/12	2012-1871	Added new record series "Cancelled Plans" to Building and Safety Section
6/27/12	2012-1849	Added new record series "Petition Sign-Up Site Listing" to County Clerk Section
6/27/12	2012-1848	Added new record series "Petition Sign-Up Site Listing" to Elections Section
6/27/12	2012-1842	Added record series "Marketing Records" to Fair/Recreation Boards/Convention Authorities Section
6/27/12	2012-1874	Added record series "Controlled Substance Inventory and Use File" to Fire and Rescue Department Section
6/27/12	2012-1877	Added record series "Fire Station and Facility Inspection Records" to Fire and Rescue Department Section
6/27/12	2012-1840	Added record series "Food Protection Manager Certification" to Health Department Section
6/27/12	2012-1851	Added record series "Patient Medical Records" to Health Department Section
6/27/12	2012-1852	Added record series "Health Protection Complaint Files" to Health Department Section
6/27/12	2012-1853	Added record series "Health Protection Permit Files" to Health Department Section
6/27/12	2012-1854	Added record series "Health Protection Temporary Permit Files" to Health Department Section
6/27/12	2012-1855	Added new record series "Sanitation Investigation Files" to Health Department Section

6/27/12	2012-1856	Added new record series "AIDS Drug Assistance Program Client Files" to Health Department Section
6/27/12	2012-1857	Added record series "Ryan White Program Client Grievance Files" to Health Department Section
6/27/12	2012-1858	Added record series "Communicable Disease Case Files" to Health Department Section
6/27/12	2012-1859	Added new record series "TB Control Program Case Files" to Health Department Section
6/27/12	2012-1860	Added new record series "Communicable Disease/TB Control Reports" to Health Department Section
6/27/12	2012-1863	Added record series "Geographic Information System (GIS)-Core Data" to Information Technology Section
6/27/12	2012-1841	Added record series "Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)" to Law Enforcement Section
6/27/12	2012-1843	Added new record series "Vulnerability Assessments" to Law Enforcement Section
6/27/12	2012-1844	Added new record series "Criminal Intelligence Research and Statistical Records" to Law Enforcement Section
6/27/12	2012-1845	Added new record series "Temporary Criminal Intelligence Research and Statistical Records" to Law Enforcement Section
6/27/12	2012-1836	Added new record series "Affidavit of Calibration of Breath-Testing Device" to Law Enforcement Section
6/27/12	2012-1883	Added new record series "Automated License Plate Reader/Recognition (ALPR) Records" to Law Enforcement Section
6/27/12	2012-1837	Added new record series "Occupational Noise Exposure Measurement Record" to Personnel Section
6/27/12	2012-1838	Added new record series "Respirator Fit Test" to Personnel Section
6/27/12	2012-1839	Added new record series "Respiratory Protection Program Records" to Personnel Section
6/27/12	2012-1872	Added new record series "Intersection Files and Records" to Public Works Section
6/27/12	2012-1873	Added new record series "Permits to Work in the Public Right of Way" to Public Works Section
6/27/12	2012-1875	Added new record series "Labor Prevailing Wage Violations" to Purchasing Section
6/27/12	2012-1867	Added new record series "Out-of-School Time Program Records" to School Districts Section
<b>DATE</b>	<b>LRDA#</b>	<b>AMENDED RECORD SERIES</b>
6/27/12	2008-1759	Reduced minimum retention period for "Ad Hoc Requests and Reports" in the Administration Section from Two (2) calendar years from the end of the calendar year to which the report pertains to: Retain for as long as administratively useful.  <i>This retention period change was requested by local government</i>
6/27/12	2007-0007	Changed title from Correspondence: Administrative to Correspondence: Executive in the Administration Section and amended description to clarify the type of correspondence which should be retained permanently.
6/27/12	2007-0056	Changed description of "Correspondence: General and Inquiries" in the Administration Section to clarify the type of correspondence which should be considered transitory or of no long-term value.



6/27/12	2010-1773	<p>Increased minimum retention period for "Passport Transmittals" in the Administration Section from One (1) calendar year from the end of the calendar year to which the record pertains to: Two (2) calendar years from the end of the calendar year to which the record pertains.</p> <p><i>This retention period was amended to comply with changes in federal law/regulation.</i></p>
6/27/12	2010-1826	<p>Increased minimum retention period for "WIC Client Files" in the Health Department Section from Three (3) calendar years from the close of the case to: Six (6) calendar years from the close of the case.</p> <p><i>This retention period was amended to match the retention requirement approved for the State Health Division which has similar records, and to assist the Nevada Attorney General's Medicaid Fraud Control Unit which has legal oversight for WIC Programs.</i></p>
6/27/12	2007-1684	<p>Amended the retention requirements for "Aircraft History and Maintenance Records" in the Law Enforcement Section to comply with Federal Regulations.</p> <p><i>Amended retention requirements and added legal note and additional NTSB note to note field.</i></p>
6/27/12	2007-1510	<p>Increased minimum retention period from thirty (30) days to ninety days (90) days or until they have been reviewed, whichever is later for "In Car-Audio Visual Recordings" in the Law Enforcement Section.</p> <p><i>This change was requested by local government, and matches the minimum retention requirement for "In Car-Audio Visual Recordings" on the DPS-Highway Patrol Division retention schedule.</i></p>
6/27/12	2007-1731	<p>Decreased minimum retention period from eighty-five (85) calendar years from the close of the case or five (5) calendar years from the confirmed death of the individual to: Homicides and Sex Crimes- Retain for a minimum period of sixty-five (65) calendar years from the close of case. Other Felonies-Retain for a minimum period of twenty-five (25) calendar years from the close of case. DUI and Domestic Violence Misdemeanors-Retain for a minimum period of seven (7) calendar years from the close of the case. Other Misdemeanors retain for a minimum period of five (5) calendar years from the close of the case for "Incident/Crime Files" in the Law Enforcement Section.</p> <p><i>This change was requested by various local law enforcement agencies.</i></p>
6/27/12	2007-1613	<p>Reduced minimum retention period for "Authorization to Discharge Permit" in the Sanitation Section from six (6) calendar years after the expiration, renewal, modification, suspension, or revocation of the permit to five (5) calendar years after the expiration, renewal, modification, suspension, or revocation of the permit.</p> <p><i>This retention period was changed to match the Federal NPDES record series.</i></p>

<b>DATE</b>	<b>LRDA#</b>	<b>DELETED RECORD SERIES</b>
6/27/12	2007-0094	"Audit Reports" in Auditor Section-Redundant record series, see "Annual Audits" in Auditor Section LRDA# 2007-0092
6/27/12	2007-0156	"Civil Rights" in Attorney Section-Redundant record series, see "Civil Cases" in Attorney Section LRDA# 2007-0155

6/27/12	2007-0288	"Reimbursements (including claims)" in Financial Section-Redundant record series, similar information included in "Accounts Payable Files" in Financial Section LRDA# 2007-1235.
6/27/12	2007-0317	"Labor Negotiations" in Personnel Section-Redundant record series, information in this series is included in "Records of Formal Negotiations" record series (LRDA# 2007-0012) in the Administration Section.

<b>DATE</b>	<b>LRDA#</b>	<b>DESCRIPTION OF CHANGE</b>
2/9/2010	2010-1769	Added new record series "Calendars" to Administration Section
2/9/2010	2010-1770	Added new record series "Legal Files-Office Copy" to Administration Section
2/9/2010	2010-1771	Added new record series "Annual Audit Plan Files" to Administration Section
2/9/2010	2010-1772	Added new record series "Permits, Red and Amber Lights" to Administration Section
2/9/2010	2010-1773	Added new record series "Passport Transmittals" to Administration Section
2/9/2010	2010-1774	Added new record series "Capital Improvement Plan Requests-Departmental Copy" to Administration Section
2/9/2010	2010-1775	Added new record series "Fleet GPS Monitoring Reports" to Administration Section
2/9/2010	2010-1776	Added new record series "Museum Records" to Administration Section
2/9/2010	2010-1777	Added new record series "Sale or Transfer of Real Property Files" to Administration Section
2/9/2010	2010-1778	Added new record series "Video Productions" to Fair/Recreation Boards/Convention Authorities Section
2/9/2010	2010-1779	Added new record series "OSHA Inspection and Violation Files" to Administration Section
2/9/2010	2010-1780	Added new record series "OSHA Citation Postings" to Administration Section
2/9/2010	2010-1781	Added new record series "OSHA Notices Postings" to Administration Section
2/9/2010	2010-1782	Added new record series "Public Records Requests" to Administration Section
2/9/2010	2010-1783	Added new record series "Emergency Action Plan" to Administration Section
		Added New Section-Air Quality and Environmental Management
2/9/2010	2010-1784	Added record series "BLM Project Records" to Air Quality and Environmental Management Section
2/9/2010	2010-1785	Added record series "State Implementation Plan (SIP) and related studies" to Air Quality and Environmental Management Section
2/9/2010	2010-1786	Added record series "Emission Inventory Studies and Reports" to Air Quality and Environmental Management Section
2/9/2010	2010-1787	Added record series "Permit Files-Stationary Source" to Air Quality and Environmental Management Section
2/9/2010	2010-1788	Added record series "Enforcement Actions" to Air Quality and Environmental Management Section
2/9/2010	2010-1789	Added record series "Emission Reduction Program Records" to Air Quality and Environmental Management Section
2/9/2010	2010-1790	Added record series "Vacant Land Monitoring Reports" to Air Quality and Environmental Management Section
2/9/2010	2010-1791	Added record series "State Implementation Plans (SIP)-Transportation Plans" to Air Quality and Environmental Management Section
2/9/2010	2010-1792	Added new record series "Court Orders and Affidavits, Confidential Taxpayer" to Assessors Section

2/9/2010	2010-1793	Added new record series "Reports to Nevada Department of Taxation" to Assessors Section
2/9/2010	2010-1794	Added new record series "Customer Tickets (Call Before You Dig)" to Building and Safety Section
2/9/2010	2010-1795	Added new record series "Business License Applications-Rejected/Denied" to Business Licenses and Permits Section
2/9/2010	2010-1796	Added new record series "Business License Appeal Hearing Records" to Business Licenses and Permits Section
2/9/2010	2010-1797	Added new record series "Initiative or Referendum Petitions" to Elections Section
2/9/2010	2010-1798	Added new record series "Journal Entries-Bonds" to Financial Records Section
2/9/2010	2010-1799	Added new record series "Against Medical Advice Records" to Fire and Rescue Department Section
2/9/2010	2010-1800	Added new record series "Patient Transport System Records" to Hospital Section
2/9/2010	2010-1801	Added new record series "Patient Laboratory Test Records - Anatomic Pathology" to Hospital Section
2/9/2010	2010-1802	Added new record series "Lab Test Order Requisitions" to Hospital Section
2/9/2010	2010-1803	Added new record series "Physician Privileges" to Hospital Section
2/9/2010	2010-1804	Added new record series "Credentialing Records-Physicians, Allied Health Providers and Observers" to Hospital Section
2/9/2010	2010-1805	Added new record series "Physician On-Call Schedules" to Hospital Section
2/9/2010	2010-1806	Added new record series "HIPAA Compliance Audits" to Hospital Section
2/9/2010	2010-1807	Added new record series "Radiological Film Badge Reports" to Hospital Section
2/9/2010	2010-1808	Added new record series "Enterprise Electronic Development Project Files - Not Implemented" to Information Technology Section
2/9/2010	2010-1809	Added new record series "Enterprise Electronic Development Project Files" to Information Technology Section
2/9/2010	2010-1810	Added new record series "Capital Improvement Enterprise Electronic Development Project Files" to Information Technology Section
2/9/2010	2010-1811	Added new record series "Aging Reports" to Juvenile Probation Section
2/9/2010	2010-1812	Added new record series "Interstate Compact (ICOJ) Files" to Juvenile Probation Section
2/9/2010	2010-1813	Added new record series "Community/School Notification Files" to Juvenile Probation Section
2/9/2010	2010-1814	Added new record series "Alcohol and Drug Testing Records - Negative Results" to Personnel Section
2/9/2010	2010-1815	Added new record series "Supervisor Performance Assessments" to Personnel Section
2/9/2010	2010-1816	Added new record series "Commercial Drivers License Records" to Personnel Section
2/9/2010	2010-1817	Added new record series "Collected Fee Records" to Public Administrator Section

		Added New Section-Public Guardian
2/9/2010	2010-1818	Added "Client Financial Records" to Public Guardian Section
2/9/2010	2010-1819	Added "Client/Ward Fees Paid" to Public Guardian Section
2/9/2010	2010-1820	Added "Client/Ward Personal Property Liquidation Records" to Public Guardian Section
2/9/2010	2010-1821	Added "Client/Ward Case Files-Public Guardian & Representative Payee" to Public Guardian Section
2/9/2010	2010-1822	Added "Client/Ward Property Inventory Records" to Public Guardian Section
2/9/2010	2010-1823	Added new record series "Field Books" to Public Works Section
2/9/2010	2010-1824	Added new record series "Facility Equipment Inspection Files, OSHA Required" to Public Works Section
2/9/2010	2010-1825	Added new record series "Product Recall Records" to Purchasing Section
2/9/2010	2010-1826	Added new record series "WIC Client Files" to Health Department Section
2/9/2010	2010-1827	Added new record series "Recall of Public Officers" to Elections Section
2/9/2010	2010-1828	Added new record series "Maternal Child Health Program Files" to Health Department Section
2/9/2010	2010-1829	Added new record series "Office Files and Records - Life and Death Sentences" to Public Defender Section
2/9/2010	2010-1830	Added new record series "Investigation Files" to Law Enforcement Section
2/9/2010	2010-1831	Added new record series "Presentation Materials" to Administration Section
2/9/2010	2010-1832	Added new record series "Family Preservation Program Recipient Files" to Social Services Section
2/9/2010	2010-1833	Added new record series "IRS Section 125 Records" to Financial Records Section
2/9/2010	2010-1834	Added new record series "Petitions Submitted to Governing Body (Not Election Related)" to Administration Section
<b>DATE</b>	<b>LRDA#</b>	<b>AMENDED RECORD SERIES</b>
2/9/2010	2007-003	Added additional narrative to description field of "Annual Budget Files" in the Administration Section.
2/9/2010	2007-1240	Added additional narrative to minimum retention period of "Publications" in the Administration Section.
2/9/2010	2007-1256	Added additional narrative to description field of "Quality Assurance Review Audits and Reports" in the Administration Section.
2/9/2010	2007-1328	Clarified minimum retention period for "Audit Trail Files" in Information Technology Section
2/9/2010	2007-0244	Reduced minimum retention period for "Documentation of Computer System and Programs" in Information Technology Section <i>Reduced retention period from "Six calendar years after system or program is discontinued" to "Retain until information is no longer needed to retrieve or store</i>

		<i>data, or for three (3) calendar years after system or program is discontinued or replaced, whichever is longer. This amendment was requested by local government.</i>
2/9/2010	2007-1245	Reduced minimum retention period for "Software Licenses" in Information Technology Section. <i>Reduced retention period from "Duration of license plus six calendar years" to "Duration of license plus three calendar years". This amendment was requested by local government.</i>
2/9/2010	2007-1289	Added additional narrative to description field of "Employee Medical Records-Hazard Exposure Records" in the Personnel Section.
2/9/2010	2007-1311	Added additional narrative to description field of "Bank Transaction Records" in the Financial Records Section.
2/9/2010	2007-0444	Added additional narrative to description field of "Investment Records" in the Financial Records Section.
2/9/2010	2007-0683	Added narrative to description field of "Alcohol: Inventories and Orders" in the Hospital Section.
2/9/2010	2007-0684	Added narrative to description field of "Alcohol: Permits" in the Hospital Section.
2/9/2010	2007-0725	Increased minimum retention period of "Patient Medical Records" in the Hospital section from "Six calendar years from the date of receipt or production of the record" to "Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later".  <i>This retention period was amended to comply with changes in state law (SB 17, 2009 Legislative Session)</i>
2/9/2010	2007-0728	Added narrative to description field and amended minimum retention period of "Permits: Narcotics" in the Hospital Section.  <i>Retention period was amended to comply with state law.</i>
2/9/2010	2007-0736	Increased minimum retention period of "Psychiatric Reports, Records and Case Histories" in the Hospital section from Adult Clients: "Seven calendar years from the date client was released, services were terminated or the confirmed death of the individual" or Child Clients: "Seven calendar years from the end of the calendar year in which the client becomes eighteen years old" to "Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later".  <i>This retention period was amended to comply with changes in state law (SB 17, 2009 Legislative Session)</i>
2/9/2010	2007-1731	Added additional narrative to minimum retention period for "Incident/Crime Reports" in the Law Enforcement section
2/9/2010	2007-0843	Increased minimum retention period of "Jails: Inmate Medical Records" in the Law Enforcement section from "Six calendar years from the date of discharge" to "Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later".

		<i>This retention period was amended to comply with changes in state law (SB 17, 2009 Legislative Session)</i>
2/9/2010	2007-0946	Increased minimum retention period of "Case Files" in the Public Administrator section from "Six calendar years after the case is closed" to "Seven calendar years after the case is closed"  <i>This retention period was amended to comply with changes in state law (SB 194, 2009 Legislative Session)</i>
2/9/2010	2007-0947	Increased minimum retention period of "Inventories of Property" in the Public Administrator section from "Six calendar years after the case is closed" to "Seven calendar years after the case is closed"  <i>This retention period was amended to comply with changes in state law (SB 194, 2009 Legislative Session)</i>
<b>DATE</b>	<b>LRDA#</b>	<b>DELETED RECORD SERIES</b>
2/9/2010	2007-0478	"Activity Reports" in Fair/Recreation Boards/Convention Authorities section-Redundant record series, see Administration LRDA# 2007-1558
2/9/2010	2007-0901	"Agreements" in Parks and Recreation section-Redundant record series, see Administration LRDA# 2007-0474 or 2007-1249
2/9/2010	2007-0960	"Renews, Book Loans" in Public Libraries section-Redundant record series, included in LRDA# 2007-0961

<b>DATE</b>	<b>LRDA#</b>	<b>DESCRIPTION OF CHANGE</b>
8/28/2008	2008-1759	Added new record series "Ad Hoc Requests and Reports" to Administration Section
8/28/2008	2008-1755	Added new record series "Building Protection Systems Records" to Administration Section
8/28/2008	2008-1760	Added new record series "Committee/Board records of External Agencies" to Administration Section
8/28/2008	2008-1752	Added new record series "In Memorial Records" to Administration Section
8/28/2008	2008-1768	Added new record series "Oaths" to Administration Section
8/28/2008	2008-1747	Added new record series "Pest Control Records" to Administration Section
8/28/2008	2008-1749	Added new record series "Security Camera Recordings" to Administration Section
8/28/2008	2008-1756	Added new record series "Case Files: Domestic Violence-Misdemeanor" to Attorney Section
8/28/2008	2008-1758	Added new record series "Case Files: Domestic Violence-Felony" to Attorney Section
8/28/2008	2008-1757	Added new record series "Case Files: Driving Under the Influence-Felony" to Attorney Section
8/28/2008	2008-1764	Added new record series "Case Files: Driving Under the Influence -Misdemeanor" to Attorney Section
8/28/2008	2008-1754	Added new record series "Fraudulent Check Diversion Program Records" to Attorney Section
8/28/2008	2008-1753	Added new record series "Fugitives from Justice Case Files" to Attorney Section
8/28/2008	2008-1746	Added new record series "Local Government Financial Emergency Files" to Financial Records Section
8/28/2008	2008-1732	Added new record series "Housing Authority Files" to Financial Records Section
8/28/2008	2008-1761	Added new record series "NRS 338.1444 Report" to Financial Records Section
8/28/2008	2008-1745	Added new record series "Civil Protective Custody Records" to Law Enforcement Section
8/28/2008	2008-1743	Added new record series "Apprenticeship Records" to Personnel Section
8/28/2008	2008-1762	Added new record series "Air Quality Permits" to Sanitation District Section
8/28/2008	2008-1748	Added new record series "Behavior Policy/Code of Conduct Records" to School District Section



8/28/2008	2008-1736	Added new record series "Charter School Reports: Enrollment Statistics" to School District Section

DATE	LRDA#	DESCRIPTION OF CHANGE
8/28/2008	2008-1737	Added new record series "Charter School Reports: Fiscal" to School District Section
8/28/2008	2008-1738	Added new record series "Charter School Reports: Programs" to School District Section
8/28/2008	2008-1744	Added new record series "Field Trip Authorizations/Parental Permissions" to School District Section
8/28/2008	2008-1734	Added new record series "GEAR UP Grant-Administrative Files" to School District Section
8/28/2008	2008-1741	Added new record series "GEAR UP Grant Database" to School District Section
8/28/2008	2008-1735	Added new record series "GEAR UP Grant-Scholarship Payment Files" to School District Section
8/28/2008	2008-1742	Added new record series "GEAR UP Grant Scholarship Student Eligibility Database" to School District Section
8/28/2008	2008-1739	Added new record series "School District Sponsored Charter Schools –Approved" to School District Section
8/28/2008	2008-1740	Added new record series "School District Sponsored Charter Schools –Denied" to School District Section
8/28/2008	2008-1766	Added new record series "Special Education Records" to School District Section
8/28/2008	2008-1750	Added new record series "Family Preservation Case File - Not Sexually Abused" to Social Services Section
8/28/2008	2008-1751	Added new record series "Family Preservation Case File - Sexually Abused" to Social Services Section
DATE	LRDA#	AMENDED RECORD SERIES
8/28/2008	2007-1452	<p>Increased record retention period of "Medical Records, Animal Control" from Three (3) calendar years from the date of last service to Four (4) calendar years from the date of last service.</p> <p><i>This amendment was requested to match the retention requirements for Veterinarians medical records of animals receiving veterinary services. (NAC 638.0475)</i></p>
8/28/2008	2007-1387	<p>Decreased retention period for "Case Files: Misdemeanor" in Attorney Section from Three (3) calendar years after disposition of the case to Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.</p> <p><i>This amendment was requested because the majority of the information in the misdemeanor case file are copies of information originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and/or the court.</i></p>
8/28/2008	2007-417	Decreased retention period for "Petitions, Failed Initiatives" in the County Clerk Section from Three (3) calendar years after submission, to Twenty-two (22) months from the date of last action.

		<i>This retention period change was requested to match majority of election records</i>
8/28/2008	2007-517	Added Appointments and Oaths of Deputy Sheriffs (County) to record description field in "Recorded Documents" record series in the County Recorders Section.  <i>This amendment was done to comply with changes made to NRS 248.040 during the 2007 Legislative Session.</i>
8/28/2008	2007-464	Increased record retention period of "Unclaimed Property Report" from Three (3) fiscal years from the date the property is transferred to the State, to Seven (7) calendar years from the date the abandoned property report is filed with the State Treasurer.  <i>This retention period has been amended to comply with changes made to NRS Chapter 120A during the 2007 legislative session.</i>
8/28/2008	2007-925	Decreased record retention period for "Programs: Senior Citizens' Program Records" in the Parks and Recreation Section from Five (5) calendar years after program completed, to One (1) calendar year after program ended.  <i>This amendment was requested to match the retention period for Programs: Participant Registration and Attendance Records (LRDA 2007-922) which has a one year retention requirement.</i>
8/28/2008	2007-529	Added additional narrative to description field of "Ballots and Ballot Receipt" in the Election Section.
8/28/2008	2007-1349	Created a separate record retention requirement for logs within the "Computer System Security Records" record series in the Information Technology Section.  <i>Due to the volume of the records it was requested that the logs be scheduled for a shorter retention period than the plans, policies and procedures.</i>
8/28/2008	2007-1371	Increased record retention period of "IT Contingency Plan Tests" in the Information Technology Section from Until superseded by a new test, to Three (3) calendar years from the end of the calendar year in which the test was performed.  <i>This amendment was requested to allow time for additional review and corrections.</i>
8/28/2008	2007-1673	Added additional narrative of "or as required by the Health Authority, whichever is longest" to retention period of Swimming Pool Operating Records in Parks and Recreation Section
8/28/2008	2007-1323	Increased record retention period of "Sexual Harassment/Discrimination Files" in Personnel Section from Three (3) calendar years from the final action of the case, to Five (5) calendar years from the end of the calendar year in which the investigation was closed. If the governmental entity is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action or for the five (5) calendar year period, whichever is longer.

		<i>This amendment was requested to match state record retention requirements for similar record series. (State retention period changed to 5 years in May 2008)</i>
8/28/2008	2007-329	Changed portion of retention period narrative of "Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9) in Personnel Section from "Three (3) calendar years after the date the form is received, to Three (3) years after the date of hire.
8/28/2008	2007-1606	Decreased record retention requirement of "Cross-Connection Control and Backflow Prevention Records" in Sanitation District Section from Ten (10) calendar years from the end of the calendar year to which the records pertain, to Three (3) calendar years from the end of the calendar year to which the records pertain.  <i>This amendment was requested to match the retention period for meter testing reports.</i>
8/28/2008	2007-1200	Amended record retention period for Customer Histories in the Utilities Owned by a Local Government Section from Two (2) fiscal years after the closing of the account, to "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, and retain the records of closed customer accounts for a minimum period of six (6) fiscal years from the close of the account".  <i>This change is to comply with NAC 704.320 which has a three year retention requirement for utility customer accounts</i>
<b>DATE</b>	<b>LRDA#</b>	<b>DELETED RECORD SERIES</b>
8/28/2008	2007-1679	"Activity Reports" in Business Licenses and Permits Section-Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-282	"Minutes of all Boards, Commissions, Committees and Councils" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-107
8/28/2008	2007-1707	"Final Plan for Capital Improvement" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-9
8/28/2008	2007-269	"Contracts and Agreements-Non Capital Improvement" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-474
8/28/2008	2007-1677	"Ordinances and Resolutions" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-1676
8/28/2008	2007-1671	"Recordings of Meetings" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-109
8/28/2008	2007-1250	"Contracts and Agreements-Capital Improvement Projects" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-1249
8/28/2008	2007-1536	"Annual Budget-Files" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-3
8/28/2008	2007-1534	"Bids for Contracts" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-261
8/28/2008	2007-1538	"Annual Budget-Final Budget " in City Clerk Section-Redundant record series, see Administration LRDA# 2007-4
8/28/2008	2007-253	"Legal Notices" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-1717
8/28/2008	2007-1251	"Contracts and Agreements-Capital Improvement Projects" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-1249
8/28/2008	2007-412	"Minutes of all Boards, Commissions, Committees and Councils" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-107
8/28/2008	2007-400	"Contracts and Agreements-Non Capital Improvement" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-474

8/28/2008	2007-383	"Legal Notices" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-1717
8/28/2008	2007-1708	"Final Plan for Capital Improvement" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-9
8/28/2008	2007-1537	"Annual Budget-Files" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-3
8/28/2008	2007-1539	"Annual Budget-Final Budget " in County Clerk Section-Redundant record series, see Administration LRDA# 2007-4
8/28/2008	2007-1678	"Ordinances and Resolutions" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-1676
8/28/2008	2007-1670	"Recordings of Meetings" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-109
8/28/2008	2007-1535	"Bids for Contacts" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-261
8/28/2008	2007-755	"Legal Notices" in Improvement District and Boards Section-Redundant record series, see Administration LRDA# 2007-1717
8/28/2008	2007-1497	"Liability Release Forms" in Fire and Rescue Department Section-Redundant record series, see Administration LRDA# 2007-1672
8/28/2008	2007-1496	"Publicity Files and Press Releases" in Fire and Rescue Department Section-Redundant record series, see Administration LRDA# 2007-1559
8/28/2008	2007-836	"Liability Release Forms" in Law Enforcement Section-Redundant record series, see Administration LRDA# 2007-1672
8/28/2008	2007-845	"Minutes of Police Commission Meetings" in Law Enforcement Section-Redundant record series, see Administration LRDA# 2007-107
8/28/2008	2007-900	"Activity Reports" in Parks and Recreation Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-964	"Activity Reports" in Public Works Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-360	"Activity Reports" in Purchasing Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-1034	"Activity Reports" in Sanitation District Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-1632	"Activity Reports" in Social Services Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-1056	"Accident Reports" in School District Section- Redundant record series, see Administration LRDA# 2007-1712
8/28/2008	2007-1637	"Case Record: Neglected, Abused or Delinquent Child Family Preservation" in Social Services Section- This LRDA was split into two separate record series to match the retention requirements approved for state agencies, which perform similar function.
8/28/2008	2007-1648	"Grants: Fiscal Records" in Social Services Section- Redundant record series, see Financial Records LRDA# 2007-59
8/28/2008	2007-1649	"Grants: Proposals, Reports and Results" in Social Services Section- Redundant record series, see Financial Records LRDA# 2007-60
8/28/2008	2007-1206	"Annexations" in Zoning Section-Redundant record series, see Administration LRDA# 2007-176
8/28/2008	2007-756	"Annexations" in Improvement Districts and Boards Section-Redundant record series, see Administration LRDA# 2007-176
8/28/2008	2007-93	"Appointments and Oaths of Deputy Sheriffs (County)" in Auditor Section. This is no longer the responsibility of the County Auditor, now the responsibility of the County Recorders office. Changed during the 2007 Legislative session. (See NRS 248.040)

8/28/2008	2007-1528	"Travel Records-Employee" in Personnel Section-Redundant record series, see Financial Records LRDA# 2007-1258.
8/28/2008	2007-303	"Applications and Resumes-Hired" in Personnel Section-Redundant record series, see Personnel LRDA# 2007-321
8/28/2008	2007-370	"Notices of Sale, Surplus Materials and Equipment" in Purchasing Section-Redundant record series, see Purchasing LRDA# 2007-377
8/28/2008	2007-362	"Bid Specifications" in Purchasing Section-Redundant record series, see Purchasing LRDA# 2007-261
8/28/2008	2007-1653	"Detention Lists" in School District Section-Redundant record series, see School District LRDA# 2007-1122
8/28/2008	2007-1152	"Tests (Aptitude, Interest, Personality, Achievement)" in School District Section-Redundant record series, see School District LRDA# 2007-1122
8/28/2008	2007-1499	"Case Files: Driving Under the Influence (DUI)" in Attorney Section-It was requested to delete this record series and create two new: Misdemeanor and Felony DUI cases