

# Nevada Local Government Retention Schedule

Animal Control

Section Number S-1003

## Animal Permit and License Records

LRDA Number 20071715

| Description  | Minimum Retention Period  | Disposition  | Legal Citations  | Note  |
|--|---|--|--|-------|
| This record series documents permits and/or licenses issued to pet owners, kennel or wildlife exhibit operators, and other persons in accordance with state law and local ordinance. | Two (2) calendar years from the renewal, denial or expiration of the permit or license. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 244.359,<br>NRS 266.325,<br>NRS 205.4617,<br>NAC 239.165<br>(1)(2) | None. |

## Bite Reports

LRDA Number 20070136

| Description   | Minimum Retention Period                            | Disposition   | Legal Citations                               | Note |
|---|---|---|---|------|
| This record series documents the investigations of animal bites. This series may include, but is not limited to, case number, information on person bitten, incident information, treatment given, animal type, results of investigation, correspondence and similar documents. | Two (2) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 244.359,<br>NAC 441A.020,<br>NAC 441A.425 | None |

## Communicable Disease Reports

LRDA Number 20071379

| Description   | Minimum Retention Period  | Disposition   | Legal Citations  | Note |
|---|---|---|--|------|
| This record series usually consists of reports of actual or suspected rabies, anthrax, brucellosis, or other reportable communicable diseases of animals or humans submitted by veterinarians or other personnel employed by an animal shelter to a local health authority and/or rabies control authority. | Five (5) calendar years after reports submission to health authority and/or rabies control authority. | This record series may contain confidential and/or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 441A.410,<br>NAC 441A.150,<br>NAC 441A.225,<br>NAC 441A.410 to<br>NAC 441A.445,<br>NAC 239.165<br>(1)(2) | None |

**Counter Receipts / Logs**

LRDA Number 20070137

| Description   | Minimum Retention Period                | Disposition   | Legal Citations | Note |
|---|---|---|-----------------|------|
| Receipts and other records related to financial transactions at animal control offices or shelters. This series may include, but is not limited to, receipts or reports documenting license fees, impound and boarding fees, registration fees, euthanasia fees, release fees, and similar documents. | One (1) fiscal year following an audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624     | None |

**Dog License Forfeits**

LRDA Number 20070139

| Description  | Minimum Retention Period                | Disposition  | Legal Citations  | Note  |
|--|---|--|--|-------|
| This record series documents monies collected in advance to encourage pet owners to license and vaccinate their pets. Licenses are required yearly, and if the pet owner did not license their pets in the last year the money is forfeited to animal control. | One (1) fiscal year following an audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624,<br>NRS 205.4617,<br>NAC 239.165<br>(1)(2) | None. |

**Euthanasia License Records**

LRDA Number 20071283

| Description  | Minimum Retention Period                         | Disposition   | Legal Citations   | Note |
|--|--|---|---|------|
| These records document the annual registration process required to purchase and dispense controlled substances in accordance with state and federal law. These substances are used in the euthanasia of sick, injured or unwanted animals. This series usually includes a copy of the application, supporting documentation, a copy of the license and related correspondence. | Three (3) years after the expiration of license. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 21 CFR 1304.04,<br>NRS 453.246,<br>NRS 11.190<br>(3)(d) | None |

**Lost and Found Records**

LRDA Number 20070149

| Description   | Minimum Retention Period                          | Disposition   | Legal Citations | Note |
|---|---|---|-----------------|------|
| This record series usually consists of cards or forms completed by pet owners to help match lost pets with animals in the custody of animal control. This series may include, but is not limited to, owners name and address, and name of and description of pet, location, date and time, and related information. | Six (6) months from the date of the card or form. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None            | None |

**Medical Records, Animal Control**

LRDA Number 20071452

| Description   | Minimum Retention Period                               | Disposition  | Legal Citations  | Note |
|---|--|--|--|------|
| This record series documents the medical history of animals in the care of animal control. This series may include, but is not limited to, records which document an animal's past medical history, medical treatment records or logs, vaccination history, lab test notes and results, quarantine information, correspondence and similar related documents. | Four (4) calendar years from the date of last service. | This record series may contain confidential information (NAC 441A.412) which must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 441A.410, NAC 441A.410 to 441A.440, NAC 239.165 (1)(2) | None |

**Pet Adoption Contracts or Agreements**

LRDA Number 20070148

| Description   | Minimum Retention Period   | Disposition  | Legal Citations                       | Note  |
|---|--|--|---------------------------------------|-------|
| This record series documents contracts or agreements signed by adopters outlining the terms of adoption. This series may include, but is not limited to, spay or neuter agreements, veterinary exam requirements, obedience training requirements, related correspondence, and similar documents. | Six (6) calendar years after the expiration or upon the fulfillment of all terms of the agreement or contract, whichever is later. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NAC 239.165 (1)(2) | None. |

**Pet Impound Records**

LRDA Number 20070142

| Description  | Minimum Retention Period                                   | Disposition   | Legal Citations | Note |
|--|--|---|-----------------|------|
| This record series is used to document all animals received by animal control. This series may contain, but is not limited to, description of animal, source, copy of medical and/or shot records, release information, final disposition and related records. | Two (2) calendar years from the date of final disposition. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 574.055     | None |

**Rabies Vaccination Certificate Records**

LRDA Number 20071380

| Description   | Minimum Retention Period                        | Disposition  | Legal Citations   | Note   |
|---|---|--|---|--|
| This record series documents certificates of rabies vaccinations performed by veterinarians. The certificate may include the name and address of the owner of the animal, a description of the animal, including the name, age, sex, breed, color and weight of the animal, the date the vaccination was administered, the product name of the vaccine used, the lot number of the vaccine, the date the animal is due for revaccination based on the duration of immunity provided by the vaccine (according to its label), the number on the rabies vaccination tag issued, the name, address and license number of the veterinarian, the signature of the veterinarian who administered the vaccine, and related documents | Three (3) calendar years from date of issuance. | The record of the certificates of vaccinations against rabies maintained by the rabies control authority is confidential (NAC 441A.412) and may be disclosed only to an animal control authority or health authority or pursuant to a court order. | NRS 441A.410,<br>NAC 441A.410,<br>NAC 441A.440,<br>NAC 441A.412,<br>NAC 239.165<br>(1)(2) | This record series must be destroyed in a secure manner that will prevent reconstruction of the information. |

**Records Relating to the Use, Storage and Disposition of Sodium Pentobarbital**

LRDA Number 20070144

| Description   | Minimum Retention Period                             | Disposition   | Legal Citations                                 | Note |
|---|--|---|---|------|
| This record series documents the use, storage, and disposition of sodium pentobarbital used in the euthanasia of sick, injured or unwanted animals. This series may contain, but is not limited to, weekly stock verifications, beginning and ending inventory each time the drug is removed from secure storage, identification of the animal on which it was used, the amount administered, signature of person administering the drug, notes on waste, notes on disposal of expired or unwanted sodium pentobarbital, security information, reports, correspondence and related records. | Four (4) calendar years from the date of the record. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 21CFR 1304.03,<br>21CFR 1304.04,<br>NAC 638.535 | None |

**Reports of Injured Animals****LRDA Number 20070145**

| Description  | Minimum Retention Period                            | Disposition   | Legal Citations | Note |
|--|---|---|-----------------|------|
| This record series documents reports of injured animals picked up and/or treated by animal control. This series may contain, but is not limited to, information on type of animal, owners (if known) name and address, location, type of injury, if a wild animal-location of capture, action taken, treatment, disposition, associated costs, correspondence and related records. | Two (2) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None            | None |

**Violation Notices to Owners****LRDA Number 20070146**

| Description   | Minimum Retention Period  | Disposition  | Legal Citations  | Note  |
|---|---|--|--|-------|
| This record series documents violation notices issued to animal owners for infractions of local ordinances (not having a license, allowing pet to run at large, no rabies vaccinations, annoyance, etc.). This series may contain, but is not limited to, case number, reason for action, activity cards or notices, license number, owner's name and address, violation, ordinance number, date and time, correspondence, and related records. | Two (2) calendar years from the close of the case, or from the date of last action. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 574.055,<br>NRS 171.17751,<br>NRS 205.4617,<br>NAC 239.165<br>(1)(2) | None. |