

## APPENDIX B –NON-RECORDS

Even though records include a broad spectrum of recorded information, not all recorded information is a record. For retention purposes, non-records are not official records and do not have a recordkeeping requirement, do not require retention scheduling or destruction authorization by the State Library and Archives Administrator, and may be destroyed once they have served their intended purpose. In accordance with NAC 239.051 the following are considered non-record materials:

- Published Materials
- Worksheets
- Ad Hoc Reports
- Drafts
- Reference Copies
- Informational/Convenience Copies
- Unused Blank Forms (Except Ballots)
- Brochures (May be considered Publications- See Appendix C)
- Newsletters (May be considered Publications- See Appendix C)
- Magazines/Catalogs
- Pricelists
- Reference Materials Not Relating to a Specific Project
- Reading files<sup>1</sup>
- Unofficial notices, unsolicited announcements, invitations, or other materials that are not filed as evidence of official agency business
- Personal papers accumulated by an official before joining governmental service
- Personal materials relating solely to an individual's private affairs, such as outside business pursuits, professional affiliations, or private political associations
- Diaries, journals, or other personal notes that are not prepared or received in the process of transacting governmental business
- Campaign materials

Note: using personal funds to purchase work items, such as an appointment book or journal that is used to document work activities, does not make the item personal.

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<sup>1</sup> Also called chronological (chron) or day files. Outgoing correspondence records arranged chronologically by date sent.