

APPENDIX – AMENDMENT SCHEDULE

DATE	LRDA#	DESCRIPTION OF CHANGE
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

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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	<p>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.</p> <p><i>This retention period change was requested to match majority of election records</i></p>
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 Records 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	<p>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.</p> <p><i>This retention period has been amended to comply with changes made to NRS Chapter 120A during the 2007 legislative session.</i></p>
8/28/2008	2007-925	<p>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.</p> <p><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></p>
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	<p>Created a separate record retention requirement for logs within the “Computer System Security Records” record series in the Information Technology Section.</p> <p><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></p>
8/28/2008	2007-1371	<p>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.</p> <p><i>This amendment was requested to allow time for additional review and corrections.</i></p>
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	<p>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.</p> <p><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></p>
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>
DATE	LRDA#	DELETED RECORD SERIES
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 Contacts" 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 Records 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

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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
DATE	LRDA#	AMENDED RECORD SERIES
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 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>

DATE	LRDA#	DELETED RECORD SERIES
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

DATE	LRDA#	DESCRIPTION OF CHANGE
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
DATE	LRDA#	AMENDED RECORD SERIES
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	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. <i>This retention period was amended to comply with changes in federal law/regulation.</i>
6/27/12	2010-1826	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. <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>
6/27/12	2007-1684	Amended the retention requirements for "Aircraft History and Maintenance Records" in the Law Enforcement Section to comply with Federal Regulations. <i>Amended retention requirements and added legal note and additional NTSB note to note field.</i>
6/27/12	2007-1510	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. <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>
6/27/12	2007-1731	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. <i>This change was requested by various local law enforcement agencies.</i>
6/27/12	2007-1613	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. <i>This retention period was changed to match the Federal NPDES record series.</i>

DATE	LRDA#	DELETED RECORD SERIES
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.