

# Nevada Local Government Retention Schedule

Attorney

Section Number S-1004

## Attorney General Opinions

LRDA Number 20071388

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Attorney General opinions and letters of advice. This series may include, but is not limited to, requests for opinions, informal or formal opinions, letters of advice, copies of legislative bills, copies of statutes and administrative rules, related correspondence and similar documents.	As long as administratively useful.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

## Calendar of Cases

LRDA Number 20070153

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the daily schedule of cases that are to be heard before the court. This series may include, but is not limited to, defendants' names, plaintiffs' names, case number, date of appearance, and related information.	Thirty (30) days from the date of the schedule.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

## Case Files: Appealed Cases

LRDA Number 20071391

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases on appeal, and may contain, but is not limited to, notice of appeal, applicable case file, copies of pertinent court case papers, transcript of court case proceedings, attorney's notes, orders of cases on appeal, memos, related correspondence and similar documents.	Three (3) calendar years after all appeals are exhausted. Review for historical value.	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 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	Retain permanently cases determined by the District Attorney to be of historical significance.

**Case Files: Domestic Violence -Misdemeanor**

LRDA Number 20081756

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document misdemeanor domestic violence cases prosecuted by the district attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, copy of presentence report, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	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.	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 200.485, NRS 33.018, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records 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 the court.

**Case Files: Domestic Violence-Felony**

LRDA Number 20081758

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony domestic violence cases prosecuted by the district attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, copy of presentence report, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted.	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 200.485, NRS 33.018, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	

**Case Files: Driving Under the Influence (DUI)-Felony**

LRDA Number 20081757

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony driving under the influence cases prosecuted by the attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, copy of presentence report, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted.	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 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	

**Case Files: Driving Under the Influence (DUI)-Misdemeanor**

LRDA Number 20081764

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document driving under the influence cases prosecuted by the attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	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.	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 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records 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 the court.

**Case Files: Felony**

LRDA Number 20071383

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony cases filed and prosecuted by the District Attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, DUI documents, citations, offense reports, copy of presentence report, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, correspondence, and related documents.	Ten (10) calendar years after the disposition of the case.	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)(a), NAC 239.165 (1)(2)	Retain permanently cases determined by the District Attorney to be of historical significance.

**Case Files: Gross Misdemeanor**

LRDA Number 20071498

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document gross misdemeanor cases filed and prosecuted by the District Attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, DUI documents, citations, offense reports, copy of presentence report motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, correspondence, and related documents.	Six (6) calendar years after the disposition of the case.	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)(a), NAC 239.165 (1)(2)	None

**Case Files: Homicide (and other Major Crimes)**

LRDA Number 20071384

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document homicides and other major crimes filed and prosecuted by the District Attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, copy of presentence report, complaints, investigation records, offense reports, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, court records, correspondence, and related documents.	Permanent.	This record series may contain confidential information.	NRS Chapter 252, NRS 178.750	None

**Case Files: Juvenile**

LRDA Number 20071401

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents juvenile cases in which the City / District Attorney (or other legal counsel) is a party and may include, but is not limited to, incident reports, copies of law enforcement reports, copies of investigation reports, citations, complaints, referrals, psychological evaluations, juvenile counselor case summaries and recommendations, juvenile social histories, attorney case notes, opinions, court petitions, orders, motions, affidavits, answers, agreements, stipulations, confessions, witness statements, criminal records of the accused, copies of court documents, dispositions, verdicts, correspondence, and other supporting documents relative to the case.	Six (6) calendar years after the juvenile reaches the age of majority.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62E.620 (8), NRS 62H.010, NRS 62H.220 (3), NRS 179A.290, NRS 11.190 (1)(a), NAC 62H.520, NAC 239.165 (1)(2)	None

**Case Files: Misdemeanor**

LRDA Number 20071387

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document misdemeanor cases prosecuted by the attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, copy of presentence report, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	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.	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 484.3792, NRS 11.90 (3)(d), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records 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 the court.

**Child Support Case Files****LRDA Number 20071393**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer enforcement actions taken by the District Attorney's office in child support services as required by federal and state statute. This record series may contain, but is not limited to, application for child support enforcement services, background interviews, copies of legal documents (court orders, service of process, stipulations, determinations, etc.), locator records, determination of paternity documents, wage, earnings and withholding statements, documents from financial institutions, documents from other states, support payment and related accounting records, copies of computer reports, related correspondence and similar documents.	Three (3) calendar years after the final closure of case.	Records in this record series have been declared confidential by 42 USC s.654 (26), NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 425.3855, NRS 425.400 and NRS 425.405 and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 651, 42 USC section 654 (26), NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 425.3855, NRS 425.400, NRS 425.405, NRS 11.190 (3)(d), Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	These case files provide documentation for processing and collecting child support, and provide assurance funds due the state are identified and collected.

**Child Support Compliance Statements from Licensing Agencies****LRDA Number 20070154**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of statements from licensing agencies (governmental entities which issue business licenses, boards or commissions which issue occupational or professional licenses, certificates or permits etc.) submitted to the Department of Health and Human Services, Division of Welfare and Supportive Services in accordance with NRS 425.395.	Three (3) calendar years from the date of statement.	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 239B.030, NRS 425.395, NRS 125B.055, NAC 239.165 (1)(2)	None

**Child Support Payment Reports****LRDA Number 20071395**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the collection of child support payments and may contain, but is not limited to, child support withholding information, collection and disbursement reports, monthly payment reports, accounts receivable reports, reimbursement reports, collections reports, process reports, related correspondence and similar documents.	Three (3) calendar years after submission of report to the Division of Welfare and Supportive Services.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 302.15, 45 CFR Part 74, NRS 125B.160 to 125B.170, NRS 11.190 3(d), NRS 422.290, Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	The central office of Support Enforcement, Division of Welfare and Supportive Services is the office of record for this series.

**Child Support Reports**

LRDA Number 20071397

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of periodic or requested reports prepared for or provided to support enforcement, program area offices, and District Attorney's offices from the Department of Health and Human Services - Welfare and Support Services Division.	As long as administratively useful to the District Attorneys office.	Portions of this record series which contain recipient names are confidential per NRS 422.290, and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	None

**Child Support Statistical Reports**

LRDA Number 20071394

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor Child Support Enforcement Programs. These types of statistical reports may include, but are not limited to, case characteristics, hearing statistics, five quarter reports, program expenditure reports, program effectiveness reports, office effectiveness reports, reports documenting annual effectiveness, statistical reports documenting annual collections and cost effectiveness, financial monitoring reports, program monitoring reports, activity reports [identifies worker statistics by activity, such as number of cases initiated, case contacts, etc.], paternity establishment reports, locate activity reports, and similar reports.	Three (3) fiscal years from the end of the fiscal year to which they pertain, or from the date report is submitted to Welfare and Support Services Division of the Department of Health and Human Services (if applicable). This record series should be reviewed for historical value before disposal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 302.15, 45 CFR 74.53, NRS 11.190 (3)(d), Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	Records in this series hold significant historical value as they contain evidential value of the functions and activities of child support enforcement programs.

**Civil Cases**

LRDA Number 20070155

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents pending and closed civil cases filed by, and against, local governments. This series may contain, but is not limited to, complaints, summons, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings, medical reports, copy of presentence report, copies of planning documents; engineering documents; and financial records, related correspondence and similar records.	Six (6) calendar years after disposition of the case.	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)(a), NAC 239.165 (1)(2)	None

**Civil Forfeiture and Asset Seizure Files**

LRDA Number 20071400

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases involving seizure of assets for civil forfeiture. This series may contain, but is not limited to, police reports, attorney notes, legal pleadings and notices, descriptions and pictures of property and/or cash, copies of court documents, correspondence, and related documents.	Six (6) calendar years after disposition of the case.	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)(a), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

**Complaints**

LRDA Number 20070158

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents legal complaints and usually consist of written statements of the essential facts constituting the public offense charged and supporting documentation.	Retain felony complaints for four (4) calendar years from the date of filing. Retain gross misdemeanor or misdemeanor complaints for two (2) calendar years from the date of filing.	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, NRS 171.085, NRS 171.090, NRS 171.102, NRS 252.110, NRS 266.470, NAC 239.165 (1)(2)	None

**Denied Prosecution Files**

LRDA Number 20071389

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents correspondence between the attorney's office and an outside investigative agency (usually police departments) concerning the inability to prosecute cases based on a lack of evidence. These documents are usually generated in response to police investigations and consist mainly of correspondence and case descriptions.	As long as administratively useful to the attorneys office.	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 205.4617, NAC 239.165 (1)(2)	None

**Dispositions of Cases**

LRDA Number 20070161

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the result of cases prosecuted or defended by the District Attorney/City Attorney's office.	Thirty (30) days from the date of the disposition.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 252.110, NRS 266.470	None

**Fraudulent Check Diversion Program Files**

LRDA Number 20081754

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contracts or agreements between the District Attorneys office and defendants wanting to pay back bad checks. This series may contain, but is not limited to, program contract notes, copy of restitution, receipts, admission statement, correspondence and related documents.	Two (2) fiscal years after the no-issue memo has been generated.	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 205.130 to 205.134, NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

**Fugitives from Justice Case Files (Other Jurisdictions)**

LRDA Number 20081753

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on subjects who have outstanding warrants in jurisdictions outside of Nevada. Case file may include, but is not limited to, copies of police reports, copy of warrant, photographs, identification hearing record, copy of extradition request, correspondence and related documents.	Thirty (30) days after the disposition of the case.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.		None.



**Grand Jury Reports****LRDA Number 20071402**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Grand Jury reports or transcripts received by the District Attorney's office. This series may contain, but is not limited to, transcripts of the Grand Jury proceedings (which may include information gathered from affidavits, investigations, witness statements, evidence viewed), presentment or indictment information (documenting the charge or charges, case number, defendant personal information), and the action taken.	Six (6) calendar years after report is received by the District Attorney's office.	Portions of this record series may be confidential or restricted (NRS 172.245) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 172.005 to NRS 172.305, NRS 6.110 to NRS 6.145, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	This series may also include information gathered while inspecting the condition and management of public prisons (located within the county) such as tour date, facility name, and any findings of the grand jury.

**Opinions****LRDA Number 20070163**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Formal opinions rendered by the attorney's office for various departments or the governing body. Documents the rationale for policy and maintains consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.	Permanent.	None	NRS 252.110, NRS 266.470	None

**Pre-Prosecution Diversion Program Files****LRDA Number 20071399**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contracts or agreements between the District Attorneys office and defendants wanting to settle cases out of court. This series may contain, but is not limited to, program contract, counseling notes, letter of successful termination, rejection letter, copy of restitution, receipts, admission statement, therapeutic notes, psychological assessments, correspondence, and related documents.	Six (6) calendar years after the disposition of case.	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), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

**Receipts for Criminal Reports**

LRDA Number 20070165

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment and cost of purchasing copies of criminal reports.	Until annual audit is completed.	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

**Requests for Opinions**

LRDA Number 20070167

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for legal opinions from agency legal counsel, city or district attorney, or other legal authorities.	Two (2) calendar years from the answer of the request.	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

**Victim Assistance Case Files**

LRDA Number 20071403

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documentation of the assistance efforts provided to crime victims by governmental agencies. This series may include, but is not limited to, duplicates of police reports and court documents as well as attorneys notes, interview notes, correspondence, and victim assistance referrals. In addition to these records the file may contain but is not limited to victims personal information, hearing notices, victim's impact statement, restitution statements, copies of medical reports, crime compensation application, restitution payment records, written notification requests, copies of protection orders, records documenting state action, and additional supporting documentation.	Three (3) calendar years after the final disposition of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 178.5698, NRS 176.015, NRS 217.480, NRS 176A.120, NRS 176A.430, NRS 200.591, NRS 449.244, NRS 213.040, NRS 62D.440, NRS 11.190 3(d), NAC 239.165 (1)(2)	None

**Writs****LRDA Number 20070169**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents writs issued from a court or other legally authorized agency or individual. This series may contain, but is not limited to, writs, notices, orders, and similar documents, proof of service, proof of publication, proof of execution, date received, date served, by whom served, how served, date returned, title and number of case, recipient information, correspondence, and related documents.	Three (3) calendar years after writ is no longer in effect.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 252.110, NRS 266.470, NRS 11.190 (3)(d)	None