

Nevada Local Government Retention Schedule

County Clerk

Section Number S-1012

Agreements

LRDA Number 20070385

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the negotiation, execution, completion, and termination of legal agreements between the county and other parties.	Six (6) calendar years after termination of agreement	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Bonding Companies: Powers of Attorney

LRDA Number 20070392

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents powers of attorney filed with the clerk of the court.	Until superseded or cancelled.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 20.050	None

Bonding Companies: Reports

LRDA Number 20070393

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports received from bonding companies.	Three (3) calendar years from the date of 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 11.190 (3)(d)	None

Bonds and Oaths of Notaries Public

LRDA Number 20070394

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents oaths and bonds of Notaries Public showing names of principals and sureties, amount of bond, date executed and conditions of obligation.	While notaries are active	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 240.030	None

Business Fictitious Name Certificates

LRDA Number 20071688

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates filed with the county clerk by a natural person, an artificial person required to make annual filings with the Secretary of State to retain its good standing, a general partnership, or a trust who wish to conduct business under an assumed or fictitious name.	Retain the register (see NRS 602.050) of assumed or fictitious names Permanently. Retain the certificate/renewal certificates for six (6) calendar years after amendment, renewal or termination.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 602.010 to 602.090, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d)	The board of county commissioners of a county may provide, by ordinance, that a certificate filed with the county clerk pursuant to NRS 602.010 expires 5 years after it is filed.

Certificates of Ministers Authorized to Perform Marriages: Record of Active Certificates

LRDA Number 20070396

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates of permission for ministers authorized to perform marriages.	Five (5) years after no longer active.	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 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificates of Ministers Authorized to Perform Marriages: Record of Revoked Certificates

LRDA Number 20070397

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates of permission which have been revoked for good cause.	Five (5) calendar years after revocation.	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 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2)	None.

County Board of Equalization Records

LRDA Number 20071680

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions of County Boards of Equalization and may contain but is not limited to assessment appeal forms, complainant supporting documentation, Assessor's appraisal forms and supporting documentation, worksheets, copies of various forms, studies, photos, exhibits, hearing records, legal notices, minutes, recordings, related correspondence, findings and final decisions.	Permanent.	In accordance with NRS 361.365 each county board of equalization shall, at the expense of the county, cause complete minutes and an audio recording or transcript to be taken at each hearing. In addition to the requirements of NRS 241.035, these minutes must include the title of all exhibits, papers, reports and other documentary evidence submitted to the county board of equalization by the complainant. The clerk of the county board of equalization shall forward the minutes and audio recordings or transcripts to the Secretary of the State Board of Equalization.	NRS 361.334 to 361.365	The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6))

District Attorney's Opinions

LRDA Number 20070402

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are formal opinions rendered by the District Attorney's office for county clerk 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	None	None

Fee Book

LRDA Number 20070403

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all fees collected by the County Clerk's office in accordance with state law.	Permanent.	NRS 19.080 Clerks to keep books. Each county clerk shall keep in his office, open to public inspection, a fee book in which he shall enter in detail the fees charged with the title or the case number of the matter, proceeding or action in which they were charged.	NRS 19.010 to 19.110	None

Filings of all Records Required to be Filed With the County Clerk

LRDA Number 20070404

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records filed with the county clerk and may contain, but is not limited to, Adoption petitions, Affidavits of labor, Certificates of title, Certificates of delinquency, County official's reports, Fictitious firm name filings, Formal records of bank liquidations, Land use maps, Legal notices, Marriage license records and reports, Meeting minutes and agendas, Official bonds, Oaths of office, Ordinances of county, Proclamations, Public hearing notices and records, Records of incorporation and articles of incorporation, Copy of final budget, Copy of final plan for capital improvements, related correspondence and any other record required or permitted by law to be filed with the County Clerk.	Permanent unless otherwise stated in this schedule.	Some records in this record series may contain confidential, restricted and/or sensitive Information.	NRS 354.59801, NRS 246.060, NRS 127.120 to 129.140, NRS 667.105, NRS 241.035, NRS 241.115, NRS 122.040, NRS 239B.030, NRS 205.4617	None.

Financial Disclosure List

LRDA Number 20070407

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the County Clerk to the Commission on Ethics and to the Secretary of State.	One (1) calendar year from the submission of the list.	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 281.574 to 281.575, NRS 281.573	The Financial Disclosure Statements themselves are retained by the Secretary of State.

Leases

LRDA Number 20070409

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of leases, subleases, assignments of leases, and memoranda of leases for property or equipment which the county leases. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents.	Six (6) fiscal years after expiration of the lease.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Marriage License Records (applications, receipts, etc.)

LRDA Number 20070411

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of marriage licenses by county clerks. This series may contain, but is not limited to, affidavit of application for the marriage license, oaths, statements, identification, receipts, and related documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 122.040, NRS 239B.030	None.

Outdoor Advertising Permits

LRDA Number 20070416

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued for outdoor advertising, funds collected for the permit are apportioned by the board of county commissioners to the road funds of the county.	One (1) calendar year after permit terminated or not renewed.	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 405.070, NRS 205.4617, NAC 239.165 (1)(2)	None.

Petition Sign-Up Site Listing**LRDA Number 20121849**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a listing available to the public of the areas at public buildings designated for the gathering of signatures on a petition.	Retain list and supporting documents until next annual update.	The Nevada Secretary of State is the office of record for this record series. 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 293.127565	In accordance with state law (NRS 293.127565) at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof, (other than a building of a public elementary or secondary school) there must be a designated area which can be used for gathering signatures for petitions.

Petitions, Failed Initiatives**LRDA Number 20070417**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents petitions submitted by groups/citizens which failed to make ballot.	Twenty-two (22) months from the date of last action.	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 295.105	None

Proposed Expenditures**LRDA Number 20070419**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents proposed expenditures and may contain, but is not limited to, financial reports, staff reports, budget information, expenditure requests, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the report pertains.	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 354.59801	Review for historical value.

Resources and Expenditures, Quarterly Report

LRDA Number 20070421

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a statement of the receipts and expenditures of the three months next preceding, and the accounts allowed. This series may include, but is not limited to, financial reports, expenditure summary, copy of newspaper in which report was published, and related records.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.602	None

Surveys and Established Boundaries, including Maps

LRDA Number 20070422

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents surveys, maps, and reports used in establishing boundaries in accordance with state law.	Permanent.	This record series may contain confidential or restricted information.	NRS 243.390 to 243.415, NRS 239C.210	None.