

Nevada Local Government Retention Schedule- Updated November 24, 2014

Section Number S-1038

Economic Development

Community Development Block Grant (CDBG) Files

LRDA Number 20121881

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document the receipt of funds for community development. Files may include but are not limited to, copies of proposals, award notice, narrative & financial reports, budgets and financial (accounting) documents, request for funds, invoices, forms, notes, supporting documents, and related correspondence.	Five (5) calendar years from the end of the calendar year in which the grant project was closed out.	42 USC section.3535 (d), 42 USC section.5301 to 5320 and 24 CFR Part 570, Subpart I (24 CFR 570.480 to 570.497)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Economic Development - Client Profiles

LRDA Number 20071548

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains files on businesses inquiring into possible location, relocation, or expansion within the city\county. This series may contain, but is not limited to, name of company, company contact, type of business, community brochures and pamphlets, incentive information, newsletters, booklets, publications, correspondence, and similar documents.	Review annually, purging valueless, out-dated and duplicated material.	NRS 231.069, NRS 268.910, NRS 244.264, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Façade Improvement Projects

LRDA Number 20141910

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents local government financial assistance to businesses for the external improvement of dilapidated commercial, industrial or mixed-use buildings in redevelopment areas. Records may include but are not limited to concept drawings, applications for assistance, ownership/principals disclosures, affidavits, consent forms, project reports, copies of bids, copies of permits/inspection reports, financial reports, rebates, photographs of completed projects, correspondence and similar records.	Six (6) fiscal years from the close of the project.	NRS 11.190 (1)(b), County and Municipal Code	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Revolving Loan Account**LRDA Number 20141911**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents revolving loan accounts created in accordance with NRS 279.710. Records may include but are not limited to investment records, interest and income records, deposits, claims, cost reports and similar records.	Six (6) fiscal years from the fiscal year to which the records pertain.	NRS 279.700 to 279.730, NRS 11.190 (1)(b)	The term of any loan that may be made from the revolving loan account must be 5 years or less.	If this record series contains confidential or sensitive information that should be destroyed in a secure manner that will prevent its reconstruction. Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Revolving Loans**LRDA Number 20141909**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents local government loans, grants, or subsidies issued to homeowners or small business owners located in redevelopment areas. Records may include but are not limited to application including supplemental materials, bids, homeowner's assistance program records, financial documentation, income verifications, terms and agreements, repayment records, related correspondence, and similar records.	Six (6) calendar years after the loan is closed out.	NRS 279.700 to 279.730, NRS 391.510, NRS 11.190 (1)(b)	If this series contains any confidential or sensitive information that should be destroyed in a secure manner that will prevent its reconstruction.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

