

Nevada Local Government Retention Schedule

Fair/Recreation Boards/Convention Authorities

Section Number S-1013

Advertising (including audio and visual materials)

LRDA Number 20070471

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document promotions, advertising campaigns and public relations efforts. Records may include but are not limited to programs, schedules of events, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, scripts, posters, brochures, flyers, related correspondence, and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	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 11.190 (1)(b)	Review for historical value.

Bookings

LRDA Number 20070473

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents arrangements with recreation boards/convention authorities/visitors bureaus for use of facilities, goods or services.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	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

Convention Calendar

LRDA Number 20071564

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a calendar of scheduled conventions distributed to hotels, motels, media, transportation companies, and similar entities.	One (1) calendar year from the end of the calendar year to which the record 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.	None	None

Gaming and Room Tax Records: Duplicate (original filed by county)

LRDA Number 20070477

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	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 11.190 (3)(d)	None

Gaming and Room Tax Records: Original (taxing authority)

LRDA Number 20070476

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	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 11.190 (1)(b)	None

Marketing Records

LRDA Number 20121842

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and administers local government sponsored marketing programs. Information may include, but is not limited to promotions, sweepstakes, tracking information, information requests, screenshots, website information, related correspondence and similar documents.	Six (6) calendar years from the calendar year to which the documents pertain. Review for historical value.	Portions of this record series may contain confidential or sensitive information and those portions should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Press Kits

LRDA Number 20071562

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains information on shopping, dining, lodging, gaming, getting married, area attractions, area history, facts and figures.	Until superseded or no longer in use. Review for historical value.	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

Reservations

LRDA Number 20070482

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents activities scheduled for tourist and convention facilities.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	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 11.190 (3)(d)	None