

Nevada Local Government Retention Schedule

Improvement Districts and Boards

Section Number S-1019

Agreements

LRDA Number 20070753

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--|---|----------------------|------|
| This series documents the negotiation, execution, completion, and termination of legal agreements between an improvement district/board 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 |

Applications for Service

LRDA Number 20070754

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|---|---|--|-----------------------|-------|
| This series documents applications for service and may contain, but is not limited to, applicant personal information, related forms, correspondence and similar documents. | Ninety (90) days from application date. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

Covenants, Restrictions and Amendments thereto

LRDA Number 20070768

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|---|--------------------------|-------------|-----------------|------|
| This series consists of copies of covenants, conditions, and restrictions and any amendments to them. | Permanent. | None | None | None |

Drains, Locations and Maintenance

LRDA Number 20070769

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--------------------------|--|-------------------------------|-------|
| This series documents the locations of storm and similar types of drains used for flood control. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

Easements

LRDA Number 20070773

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--------------------------|---|-----------------|-------|
| This series contains copies of legal instruments allowing right-of-way to make limited use of private property. This series may include: names of parties, purposes and terms, access records, terms of easement, legal documents and similar records. | Permanent. | This record series may contain confidential or sensitive information. | NRS 205.4617 | None. |

Elections of Board-Records

LRDA Number 20070774

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|---|---|-----------------|------|
| This series documents the biennial election of trustees. | Six (6) calendar years from the date of the election. | 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 |

Financial Reports

LRDA Number 20070775

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--|---|----------------------|------|
| This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain, but is not limited to, expenditure reports, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger. | Six (6) fiscal years from the end of the fiscal year to which the reports pertain. | 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) | None |

General Ledger

LRDA Number 20070763

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--------------------------|-------------|-----------------|------|
| This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions. | Permanent. | None | NRS 318.085 | None |

LID Foreclosure Files**LRDA Number 0141892**

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--------------------------|---|---|-------|
| This record series documents Local Improvement District foreclosure proceedings and may include but is not limited to delinquency notices, notice of lien, legal notices, court documents, judgments, certificates of redemption, certificates of sale, and similar documents. | Permanent. | This record series may contain confidential or sensitive information. | NRS 271.615, NRS 271.625, NRS 271.595, NRS 271.410 | None. |

Maps**LRDA Number 20070770**

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--------------------------|--|-------------------------------|-------|
| This record series contains various maps depicting the location of lots and blocks, annexations, easements, property lines, zoning boundaries, and similar classifications. These maps are used for reference purposes and are frequently updated. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

Proceedings of the Board of Trustees (records)**LRDA Number 20070772**

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--------------------------|-------------|-----------------------------|------|
| This series documents the actions of the Board of Trustees in accordance with state law. | Permanent. | None | NRS 241.035, NRS 318.085 | None |

Project files for Construction**LRDA Number 20070776**

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|---|---|---|-------|
| This series documents new construction or modification to existing structures and may contain, but is not limited to, copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents. | Ten (10) calendar years after completion of project | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

Reapportionments**LRDA Number 20070777**

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|---|--------------------------|-------------|-----------------|------|
| This series documents changes in the boundaries of improvement districts due to merger, consolidation, dissolution and similar actions. | Permanent. | None | None | None |

Specifications of Wells

LRDA Number 20070780

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|---|--------------------------|--|-----------------|-------|
| This series documents engineering and design specifications of wells. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.210 | None. |

Water Flow of Wells

LRDA Number 20070781

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--------------------------|--|-----------------|-------|
| This series documents the water pressure and flow of well water. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.210 | None. |