

Local Government Retention Schedule-Proposed Additions

Administrative Records	Section Number C-1001
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Personal Information Security Breach Notification Records	LRDA Number 20161926
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Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents data collectors actions following the discovery or notification of a breach of sensitive and/or personally identifying information it collects, stores, or maintains. Records may include but are not limited to, breach investigative records, documentation of the notification process, and related correspondence.	Six (6) calendar years from the conclusion of the breach notification process.	NRS 603A.010 to 603A.920, 45 CFR 164.400 to 164.414, NRS 11.190 (1) (a), NRS 11.190 (3)(d), NRS 41.1345	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 603A.030- Data collector defined. Data collector means any governmental agency, institution of higher education, corporation, financial institution or retail operator or any other type of business entity or association that, for any purpose, whether by automated collection or otherwise, handles, collects, disseminates or otherwise deals with nonpublic personal information.

Risk Management: Property Insurance Inspection Reports	LRDA Number 20161931
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Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These records are used for risk analysis purposes and consist of reports from Independent Loss Control Insurance Inspections. The record may include but is not limited to: property/building life safety and fire system reviews, facility condition analysis reports; seismic bracing reviews, related correspondence, and similar documentation	Three (3) calendar years from the date of the report.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.090	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None.

Risk Management: Job Safety Analysis	LRDA Number 20161936
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Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the process of identifying and analyzing potential hazards in job tasks. Records may include but are not limited to Job Safety Analysis form and any related correspondence and similar material.	Three (3) years after superseded.	NRS 11.190 (3)(d)	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

Certificate of Transfer - Transferring Department or Office	LRDA Number 20161940
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Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to transfer legal custody (See NAC 239.041) of local government records from an originating department or office to another entity (such as an archives, museum, library, state or federal agency, etc...). Series may include but is not limited to, copy of transfer certificate or form, transfer receipt from recipient, related correspondence, and similar documents.	Six (6) calendar years from the date of transfer.	NRS 11.190 (1)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None

Certificate of Transfer - Recipient Department or Office

LRDA Number 20161941

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document the receipt and transfer of legal custody of governmental records from an originating department or office to a local governmental entity. Series may include but is not limited to transfer certificates or forms, deeds of gift, accession materials, related correspondence, and similar documents.	Retain for the same authorized retention period as the records being transferred.	NRS 11.190 (1)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None

Franchise Fees

LRDA Number 20161923

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the payment of franchise fees for the right or special privilege to conduct business or provide services using the public right of way. The types of businesses that may be required to pay a franchise fee include, but are not limited to, providers of telecommunications, electric energy, natural gas, cable television, video service, ambulance service, solid waste collection and disposal, and recycling collection services. Records may include but are not limited to copy of franchise agreement, quarterly franchise fee payments, audit reports, delinquency reports, relate correspondence and similar records.	Six (6) fiscal years following the receipt of payment.	NRS 11.190 (1) (b), NRS 11.190 (3) (d), NRS 709.010 to 709.360, NRS 711.670 to 711.680, Municipal or County Code	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None.

Grants or Donations to Nonprofit Organizations

LRDA Number 20161927

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the granting of money or the donation of commodities, supplies, materials, staff resources, equipment, or the payment or discount of fees, to a nonprofit organization. Records may include but are not limited to copy of resolution, application for grant or donation, copies of nonprofits tax forms, disclosure forms, selection criteria evaluations, approvals, agreements, performance measures, progress reports, audit reports, and related correspondence.	Six (6) fiscal years from the expiration of the terms or agreement, or from the receipt of the statement of completion (if applicable).	NRS 244.1505, NRS 268.028, NRS 332.025, NRS 372.3261, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	This record series may contain confidential or sensitive information (such as Tax ID) and should be destroyed in a secure manner that will prevent reconstruction of the information.	None.

Request for Vital Record

LRDA Number 20161942

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents requests for birth and/or death certificates and may contain but is not limited to requests (letters, forms and similar documents), copies of checks and payment receipts, related correspondence, and similar documentation.	Three (3) fiscal years from the end of the fiscal year to which they pertain.	NRS 440.650 to 440.715, NRS 440.125, NAC 440.070	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	None.

Sale of Personal Property

LRDA Number 20161938

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the sale of personal property by law enforcement to satisfy court awarded judgments.	Six (6) years from the date of the sale.	NRS 248.120, NRS 11.190 (1)(a), NRS 11.190 (3)(d)	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	None.

Henry Files

LRDA Number 20161939

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This records series consists of inked fingerprint cards which were/are filed according to the Henry Classification Filing System. The Henry classification filing system has been replaced by the Automated Fingerprint Identification System (AFIS) and is generally no longer used by local law enforcement except for training purposes. These "Henry" fingerprint cards are now considered by many law enforcement agencies to be an obsolete record series.	Destroy the Henry fingerprint cards when no longer needed for administrative or training purposes.	NRS 239B.010	These fingerprint cards should be destroyed in a secure manner that will prevent their reconstruction.	None.

Dispatch (Communications) and Emergency Call Records

LRDA Number 20161922

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the recording of radio communications at law enforcement dispatch centers and subsequent response activities. Records may include but are not limited to computer printouts, dispatch transmission logs or reports, and audio recordings. Information may include caller's name, address, and telephone number, details of incident or complaint, dispatchers name, which officer responded and when, and incident disposition.	Retain dispatch logs or reports for a minimum period of Two (2) calendar years from the date of the dispatch. Retain audio recordings for a minimum period of ninety (90) days from the date of the recording.	NRS 11.190 (4)(e), NRS 707.500, NRS 239B.030	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None.

Jails: Inmate Grievances

LRDA Number 20161925

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This records series provides documentation of the investigation into any grievance filed by an inmate. Information may include but is not limited to, name of the inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, results of the investigation, grievance findings, and final action.	Three (3) calendar years following the final disposition of the grievance.	Civil Rights of Institutionalized Persons Act (CRIPA), 42 USC 1997, 28 CFR 40.10	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None.

Special Unit/Task Force Activity Records

LRDA Number 20161924

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the activities of special units/task forces such as Special Weapons and Tactics, (SWAT), gang units, narcotics enforcement, K-9, anti-graffiti, DUI, search and rescue, and similar special operations police units. These types of units may be ongoing, limited duration, or just organized to address a specific problem or situation, and not intended to carry on beyond a final report or activity. Records in this series may include, but are not limited to, activity reports, programmatic records, intelligence reports, risk assessments, community outreach records, personally identifying information, maps, diagrams, photos, blueprints, etc., related correspondence, and similar records.	Retain annual activity/final reports permanently. Retain other activity reports for a minimum period of three (3) calendar years after completion of the operation, or for ongoing operations three (3) calendar years from the end of the calendar years to which the records pertain.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None.

Use of Force Reports - No Weapon Involved

LRDA Number 20161933

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the investigation of use of force by law enforcement officers while in the line of duty. This series may contain, but is not limited to, use of force incident reports, investigation records, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information.	For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report.	NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NRS 289.040, NRS 289.057	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Explorer Program Participant Records

LRDA Number 20161934

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This volunteer program gives young men and women ages 14 to 20 a unique hands-on chance to determine if they want to pursue a career in law enforcement or a related field in the criminal justice system. Its mission is to offer a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. This series may contain but is not limited to, applications, background investigations, parental consent forms, liability release forms, medical waivers, meeting attendance records, examination records, program rules and regulations, fee payment records, and records of participation in community service activities.	Three (3) calendar years after the individual is no longer participating in the program.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None.

Scholarship Applications

LRDA Number 20161937

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of applications for scholarships for free or reduced pricing for participation in local government sponsored programs or events.	Three (3) years from the award or denial of the scholarship.	NRS 239.0105, NRS 11.190 (3)(d)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None.

Group Health and Life Insurance - Employee Records

LRDA Number 20161928

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents benefit and insurance coverage of local government employees and may contain, but is not limited to, insurance and benefit enrollment forms including changes and corrections, authorization statements, pre-tax documentation, copies of medical records, beneficiary information, payroll deduction forms, related correspondence and other documents pertinent to benefits.	Retain the employee's current documentation for six (6) calendar years from the date the employee is no longer covered under any benefit package. Retain superseded forms and authorizations for a period of two (2) calendar years from the date the records become inactive, expired, or superseded.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), 45 CFR 164.530 (j), 29 CFR 516.6, NRS 11.190 (1)(b), NRS 11.190(3)(d)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance - Long Term Disability Records

LRDA Number 20161929

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer claims for long term disability. Records may include but are not limited to, employee information, physician's statement, copies of medical records, claims and supporting documentation, HIPAA access and disclosure statement, related correspondence and similar information.	Six (6) calendar years from the date of the closure or final resolution of the claim.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance - Death Claims

LRDA Number 20161930

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer claims for life insurance upon a covered employee's death. Records may include but are not limited to, beneficiary information, claims for benefit and supporting documentation, benefit payment records, copies of medical records, copy of death certificate, related correspondence and similar records.	Six (6) calendar years after the claim is closed.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Distance Separation Analysis Reports

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This record series documents location analysis of businesses. Records may include but are not limited to request form, site plan, parcel map and reports pertaining to uses for proposed alcohol and liquor, massage/reflexology, smoke shop, check cashing, teenage dancehall, teenage nightclub, sexually-oriented businesses, as well as group homes, and youth drop-in centers.</p>	<p>Two (2) years from date of analysis.</p>	<p>Municipal and County Code</p>	<p>This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.</p>	<p>None.</p>

Asbestos Abatement Records

LRDA Number 20161932

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents asbestos abatement projects and may include, but is not limited to, project identification, scope of work (including contractors documents, notice to proceed, etc.), project tracking documentation (including status checks, change orders, etc.), project review, exposure control documentation, budget documentation and post-closing review, related correspondence, and supportive documentation	Thirty (30) calendar years from the close of the project.	29 CFR 1910.1001, 29 CFR 1910.1020, 29 CFR 1910.1200, NRS 618.750, NAC 618.953	This record series does not contain employee medical records. If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	Employee medical records can be found in the "Personnel" section of the manual. For Employee Medical Records -Hazard Exposure see LRDA # 20071289.

Water Project Files -Not Needed to Maintain System or Facility

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
Records in this series are generally administrative and are not needed to maintain the public water system or facility. This series may contain, but is not limited to, project documents submitted for review and comment, cost estimates, unsuccessful or rejected bid documents and bid activity documents, construction schedule records, material receipt tickets, liens, lien releases, waivers, construction safety documents, traffic control plans, construction site environmental compliance documents (trash abatement, dust control, etc.), progress reports, related correspondence and similar documents.	Ten (10) calendar years after completion of project.	NRS 239C.110, NRS 239C.210	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None.

Energy Trading Records

LRDA Number 20161921

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document the buying, selling and moving of bulk energy (electricity and natural gas) from where it is produced to where it is needed and may include but is not limited to trade deal sheets, deal confirmations, and trader voice recordings.	Six (6) calendar years after trade execution.	17 CFR 1.31, 17 CFR 23.203, NRS 11.190 (1)(b), NRS 704.7825	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None.