

Local Government Retention Schedule-Proposed Additions

Administrative Records			Section Number C-1001	
Nevada Acknowledgement of Ethical Standards for Public Officials			LRDA Number 20141885	
Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>These records document the filing of the Acknowledgement of Ethical Standards form by all elected and appointed public officials. The record may contain but is not limited to, Nevada Acknowledgement of Ethical Standards form and related correspondence.</p>	<p>Three (3) years from the date of submission to the Nevada Commission on Ethics.</p>	<p>NRS 281A.500, NRS 11.190 (3)(d)</p>	<p>None</p>	<p>The Nevada Commission on Ethics is the office of record for this record series.</p>
Open Meeting Law: Posting Requests Received from Public Bodies			LRDA Number 20141894	
Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>In accordance with NRS 241.020 (3)(a), public meeting notices must be posted at the principal office of the public body or, if there is no principal office, at the building in which the meeting is to be held, and at not less than three other separate, prominent places within the jurisdiction of the public body. This series documents posting requests received by local governmental entities for and in behalf of public bodies and may include but is not limited to notice of meeting and agenda.</p>	<p>Retain the posting until the date of the meeting or if the meeting is cancelled the date of cancellation.</p>	<p>NRS 241.020, NRS 241.035</p>	<p>The public body that is holding the meeting has the obligation to retain the official record of posting (See NRS 241.020 and NRS 241.035).</p>	<p>These records should be retained until the date of the meeting as proof of compliance for and in behalf of the public body which requested the posting.</p>
Reports			LRDA Number 20141900	
Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>These are reports (not scheduled elsewhere in the Local Government Records Management Program Manual) which are required by law or regulation to be submitted to governing bodies, state or federal agencies, Legislative Counsel Bureau/Legislature, or the Governor.</p>	<p>Retain for a minimum period of five (5) calendar years from the submission of the report.</p>	<p>Various State/Federal Laws and Regulations</p>	<p>If this series contains any confidential, restricted or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.</p>	<p>The office of record for this series is usually the entity receiving the report.</p>
Risk Management: National Flood Insurance Program (CRS) Records			LRDA Number 20141901	
Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This record series consists of records relating to the Federal Emergency Management Administration's Community Rating System (CRS) program which allows for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include, but are not limited to, application, CRS certification forms, recertification and modification forms, flood insurance rate map (FIRM) determination forms, elevation certificates, verification visit documents, public outreach information, hazard disclosures, related correspondence and similar documents.</p>	<p>Retain the application and verification visit documentation until no longer participating in the program. Retain other records in this series for a minimum period of three (3) calendar years from the date of recertification or supersession.</p>	<p>FEMA-National Flood Insurance Program Community Rating System-CRS Record Keeping Guidance, 42 U.S.C. section 4104 (c)(d), 44 CFR 13.42, NRS 11.190 (3)(d)</p>	<p>Local governments must recertify annually and undergo in-depth program review/verification every five years.</p>	<p>Review for historical value.</p>

Specialized or Local Ethics Committee

LRDA Number 20141902

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents specialized or local ethics committees established to complement the functions of the State Commission on Ethics. Records may include but are not limited to, code of ethical standards, hearing records, agendas, minutes, motions, deliberations, opinions, interpretations, correspondence, and supporting documentation.	Permanent.	NRS 281A.470	Each request for an opinion submitted to a specialized or local ethics committee, each hearing held to obtain information on which to base an opinion, all deliberations relating to an opinion, each opinion rendered by a committee and any motion relating to the opinion are confidential unless: The public officer or employee acts in contravention of the opinion; or the requester discloses the content of the opinion. (NRS 281A.470 (3)(a)(b))	None

Permission to Use Municipal Logo

LRDA Number 20141906

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains documentation authorizing the use by others of trademarked municipal logos. Records may include but are not limited to application for use, terms and conditions, approval forms, use permit, related correspondence, and similar records.	Six (6) calendar years from the expiration of the use permit.	NRS 11.190 (1)(b)	None	Review for historical value.

Open Meeting Law: Supplemental Material

LRDA Number 20141907

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These records consist of the supplemental material used during a meeting of a public body which was not requested to be included with the minutes.	One (1) calendar year from the adjournment of the meeting.	NRS 241.035 (1)(d)(e)	None	None

Naming of Local Government Buildings/Facilities Files

LRDA Number 20141908

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the naming of local government owned buildings and/or facilities and may contain but is not limited to naming requests, application forms, opinion surveys, copies of contracts, naming rights lease agreements, enterprise fund records (if applicable), lease agreement renegotiation and renewal records, copies of agenda items, approvals, related correspondence, and similar records.	Permanent.	NRS 266.275, 244.30701, NRS 450.810, NRS 338.200, County and Municipal Code	None	None

Risk Management: Vehicle Visual Inspections

LRDA Number 20141897

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents visual inspections of local government owned vehicles for conditions that could affect driver safety. These inspections are usually done by the driver prior to vehicle operation. Series may include but is not limited to, pre and/or post inspection report or checklist, related correspondence and similar documents.	If an unsafe condition is found: Retain for a minimum period of three (3) calendar years from the date of repair or correction. If no unsafe conditions are found: Retain until a subsequent vehicle inspection is performed.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None	None

Correspondence: Routine Business

LRDA Number 20141919

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of correspondence (emails, social media postings, letters, memos, etc.) that is work related and deals with the day-to-day office administration and activities. Examples may include, but are not limited to, internal correspondence, external correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business, and other routine inquiries.	One (1) calendar year from the date of the correspondence.	None	None	If you have questions on whether a request for information is routine correspondence or a public records request, it is recommended to treat it as a public records request.

Endangered Species Act (ESA) Section 10 Records

LRDA Number 20141895

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This record series documents permits received from the U.S. Fish and Wildlife Service for activities which would otherwise be prohibited by the ESA. Permits may be for scientific purposes, enhancement of propagation or survival, or for incidental taking of wildlife and may authorize a single transaction, a series of transactions, or a number of activities over a specific period of time. Records used in the permitting process may include but are not limited to application forms, Habitat Conservation Plans, implementation agreements, funding plans, draft National Environmental Policy Act analysis, safe harbor agreements, candidate conservation agreements, copies of financial records, related correspondence, and similar records.</p>	<p>Ten (10) calendar years from the expiration or revocation of the permit</p>	<p>50 CFR 17.22, 17.32 and 17.62, NRS 244.386, NAC 321.418</p>	<p>The office of record for this series is the U.S. Fish & Wildlife Service.</p>	<p>Section 10 of the ESA is designed to regulate a wide range of activities affecting plants and animals designated as endangered or threatened, and the habitats upon which they depend.</p>

Business License Audit Reports

LRDA Number 20141890

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents financial and compliance audits performed by Business Licensing Departments. Records may include but are not limited to the business licensee's financial statements, income statements, general ledger reports, charts of accounts, sales journals, register summaries, sales invoices, z-tapes, federal income tax returns, state sales and use tax returns, copies of bank statements, copies of policies & procedures, compliance reports, comparison reports, audit workpapers, recommendations, audit findings, and related documents.	Three (3) fiscal years from the end of the fiscal year to which they pertain, or for the period required by Municipal or County Code, whichever is longer.	Municipal and County Codes, NRS 268.095, NRS 244.33507, NRS 244.335 (8), NRS 11.190 (3)(d), NAC 239.165	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)].

Financial Investigations

LRDA Number 20141891

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents financial investigations of businesses seeking licensing. This series may contain but is not limited to business financial questionnaires, investigation program information, investigation findings and reports, financial statements, accountant spreadsheets, loan documents, bank statements and similar documents which support sources of business funding, related correspondence and similar documents.	Retain the business financial questionnaire, investigation program information, and the investigation report for a minimum period of One (1) calendar year after the cessation of business. Other records in this series may be purged at the completion of the investigation.	Municipal or County Code, NRS 244.33507, NRS 268.095 (8), NRS 244.335 (8), NAC 239.165	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 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 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 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)].

Contested Election Records

LRDA Number 20141898

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the actions involved in contested elections and may contain but is not limited to, demands for recount, recount board documentation, observer's reports, recount cost information, statement of contest, dismissals, depositions, judgments, ballots, list of witnesses, amended statement of contest, court cost documentation, withdrawal notices, related correspondence and similar documents.	Twenty-two months (22) from the date the Certificate of Election was delivered or from the end of the proceedings, whichever is longer.	NRS 293.400 to 293.435, NAC 293.361 to 293.375	None	None

Campaign Contribution and Expense Reports

LRDA Number 20141899

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of campaign contribution and expense reports filed with the Secretary of State in accordance with state law. Reports document the type of filing and date, summary of contributions, summary of expenses, contributions in excess of \$100, expenses in excess of \$100, in kind contributions and expenses, money on hand, indebtedness, and similar information.	Retain until no longer needed for reference or informational purposes.	NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098, NRS 11.190 (1)(b)0, NRS 11.190 (3)(d)	The Secretary of State is the office of record for campaign contribution and expense reports.	City and County Clerks offices may also have copies of these reports

LID Foreclosure Files

LRDA Number 20141892

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 271.615, NRS 271.625, NRS 271.595, NRS 271.410	This record series may contain confidential or sensitive 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)].

Background Investigations (Internal)

LRDA Number 20141893

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents background investigations of new or potential peace officers, civilian employees, volunteers, interns, contracted workers, and professional visitors. Series may contain, but is not limited to, employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents.	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	29 CFR 1602.31, NRS 11.190 (3) (d), NRS 239B.010 to NRS 239B.020, NRS 179A.075, 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)].

POST Course Certification Documentation

LRDA Number 20141884

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents law enforcement training courses certified by the Peace Officers Standards and Training Commission (POST). The files may contain, but are not limited to, A concise synopsis of the course, including, the title of the course, the intended goals of the course and specific objectives for the students in the course, detailed lesson plans, list of the intended instructors, the total amount of hours of instruction, description of the written or practical examinations, bibliography of all resource materials used to prepare the course, and related correspondence.	Three (3) calendar years from the decertification of the course or from the date the course has been superseded or no longer taught.	NRS 289.510, 289.590, NAC 289.300 to 289.320	The training material should not contain confidential or sensitive information.	POST is the office of record for this record series. POST is required through their records retention schedule (RDA 2010-027) to retain this data for 35 years after all officers trained by the course have left law enforcement service.

Jails: Video Recordings

LRDA Number 20141886

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of video recordings used to maintain surveillance of inmate activities within the jail/detention facility. They contain footage of daily inmate activity, orientation, and disturbances. They may also contain physical building orientation and security practices.	Retain recordings documenting incidents, used as evidence, or subpoenaed until all legal action has been resolved. Retain other recordings for a minimum period of sixty (60) days from the date of the recording.	None	This record series may contain restricted 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)]

Protective Order Log

LRDA Number 20141889

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This is a log of protective orders served by law enforcement. Information in the log may include but is not limited to officer's name, badge/ID number, protected party information, adverse party information, and date served.	One (1) calendar year from the date the order was served.	NRS 33.060 to 33.065, NRS 33.300, NRS 33.430	This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	The clerk of the court maintains a record of each order registered pursuant to NRS Chapter 33.

Organizational Climate Studies

LRDA Number 20141903

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This record series documents studies conducted to assess and evaluate the culture, employee morale, effectiveness of management, and the internal communication of an organization. Findings from these studies may be used to assist an organization in maintaining a healthy, efficient and hospitable workplace. Series may include, but is not limited to survey summaries, study summary, findings and recommendations, follow-up summary findings, and related correspondence.</p>	<p>Three (3) calendar years from the closure of the study.</p>	<p>None</p>	<p>If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.</p>	<p>Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].</p>