

Local Government Retention Schedules - Proposed Amendments

Administrative Records	Section Number C-1001
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Applications and Resumes for Appointive Positions - Not Appointed

LRDA Number 20070257

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were not appointed and may contain, but is not limited to, name, address, phone or contact number, social security number, job skills, employment history, education and similar documents.	Four (4) years after position is filled ***Increased retention period from Three (3) calendar years after position is filled to comply with actions under civil rights law. ***	42 USC section 1981, 28 USC section 1658, 42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	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.

Open Meeting Law: Hearings - Notice of Public Hearing

LRDA Number 20070010

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the posting of notices of public hearings. Usually includes information on date, time, place and location of hearing, list of locations where notice has been posted, agenda, and related records.	Five (5) calendar years from the date of the meeting. ***Reduced retention period from permanent to mirror state agency requirement for similar record series. ***.	NRS 241.020	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

Open Meeting Law: Legal Notices

LRDA Number 20071717

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents compliance with state laws requiring public notice of governmental activities. This series may include, but is not limited to, Affidavits of Publication, Certificates of Mailing, Affidavits of Posting, Public Hearing Notices, other required public or legal notices and similar documents.	Five (5) calendar years from the date of the meeting. ***Reduced retention period from permanent to mirror state agency requirement for similar record series. ***.	NRS 241.020, NRS 241.035	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

Open Meeting Law: Speaker/Comment Cards

LRDA Number 20071640

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains information cards of citizens requesting to speak at public meetings. The substance of the remarks made by the public are included in the meeting minutes.	Retain until minutes of the associated meeting are created and approved. ***Revised retention period from One (1) calendar year after the year of the meeting***.	NRS 241.035 (1)(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

Property Management: Security Records

LRDA Number 20071279

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents security programs provided for governmental buildings and grounds. Records in this series may include but are not limited to personnel identification (photograph) records, security activity reports, incident reports, crime reports, vehicle files, visitor control log, inspection reports, key accountability records, investigation reports, security logs, correspondence, and related records.	Three (3) calendar years from the end of the calendar year to which they pertain. ***Shorten retention period from Five (5) calendar years***	NRS Chapter 239C, NRS 11.190 (3)(d), NRS 11.190 (4)(e)	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.

Public Records Requests

LRDA Number 20101782

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms, response letters, legal citations for redaction or denial, records documenting employee time spent handling request (reviewing, retrieving and refilling, IT programming, redacting, number of pages, etc....), orders to grant or deny request, monies collected, and related correspondence. Excludes copies of the records which are the subject of the public records request.	Three (3) calendar years from the end of the calendar year in which the response was completed. *** Revised description and increased retention period to mirror state agency requirements for same record series. ***	NRS 239.001, NRS 239.010 to 239.012, NRS 603A.040, NRS 205.4617, 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.	"Nevada Public Records Act: A Manual for State Agencies" provides public records guidance local governments may wish to incorporate into their own public records policies and procedures.

Examinations: Applicants Records

LRDA Number 20070102

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents examinations administered by the entity to screen job applicants and the applicants who passed, failed, and/or were eligible to participate. This series may include, but is not limited to, date of exam, position tested for, name of applicant, actual test questions, applicant's answers, score sheets, and eligibility lists.	Two (2) calendar years from the date of the record. ***Revised title and modified description to include records from LRDA 20070103, 20070104 and 20070106 which were similar and will be deleted***	29 CFR 1602.31, 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.	None.

Group Health and Life Insurance Plans

LRDA Number 20070314

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents group insurance policies offered by a local government as part of the employee benefits program. This series may contain, but is not limited to, information on various insurance plans (health, life, catastrophic illness, dental, vision, long-term care) enrollment information, handouts and brochures, related correspondence, and similar information.	Retain for a minimum period of one (1) calendar year from the termination of the plan***Revised description, citations, legal note, note and retention period***	29 CFR 1627.3 (2), NRS 11.190 (1)(b)	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

Master Personnel File

LRDA Number 20070321

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is the official personnel file for people employed by local governmental entities. The file may contain, but is not limited to, job applications, credential files, background checks, notice of appointment documents, personnel transaction records, classification and salary records, payroll withholding information, leave summary records, employee development documents, employee performance documents, training documents, disciplinary actions, longevity reports, copies of licenses or certificates, records relating to other employment practices (including policy acknowledgments and agreements), personnel action forms, exit interview records, and similar documents related to an individual's employment.	Retain records which document employment history (including but not limited to salary history and longevity documents) for a minimum period of ten (10) calendar years from the end of the calendar year in which the individual separated from service. Records which do not document employment history and are not scheduled elsewhere in the "Records of Personnel" section may be purged from the file three (3) calendar years from the end of the calendar year in which the individual separated from service. ***Reduced retention period from thirty (30) calendar years to mirror retention period for similar record series (Employee Service Jackets) in the executive branch of state government.***	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 516 .5, NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	If the employee is rejected for any lawful reason during their probationary period retain this series for a minimum period of three (3) calendar years from the end of the calendar year in which the individual was rejected or dismissed.

Recruitment Files

LRDA Number 20070325

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the recruitment and selection of individuals for employment or promotional opportunities. Records may include, but are not limited to, job announcements and descriptions, applicant lists, applications and resumes, examination records and results, letters of reference, recommendations, classification specifications, affirmative action records, interview questions, interview and application scoring notes, evaluations, applicant background investigation information, civil service records, promotion lists, position authorization forms, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and any other selection or screening criteria. This series may also include inactive or cancelled recruitment records.	Four (4) years from the close of the recruitment. ***Increased retention period from Three (3) calendar years from the close of the recruitment to comply with actions under civil rights law. ***	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, NRS 11.190 (3)(d), 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.	None.

Recruitment Files: Pre-Employment Medical Screenings

LRDA Number 20071471

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used in the recruitment process for pre-employment medical inquiries in accordance with 29 CFR 1630.14 (ADA). The files may contain, but are not limited to, medical questionnaire (medical history) forms, medical release authorizations, signed consent forms, physical fitness exams and reports, blood work results, results of medical exams by a health care provider, copy of the essential functions form, copies of job description, related correspondence and similar documents.	Four (4) years from the close of the recruitment process. ***Increased retention period from Three (3) calendar years from the close of the recruitment to comply with actions under civil rights law. ***	42 USC section 1981, 28 USC section 1658, 29 CFR 1630.14, NRS 11.190 (3)(d), NRS 613.310 to 613.435, NAC 239.165 (1)(2)	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner.

Annual Budget - Files

LRDA Number 20070003

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the preparation of governmental budget requests presented to the governing body. This series may include, but is not limited to, staff reports, budget instructions, worksheets, copies of actuarial reports, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records.	Five (5) fiscal years from the year to which the records pertain. ***Moved from Administrative Records Section***	NRS 354.59801	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

Annual Budget - Final Budget

LRDA Number 20070004

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the final annual financial plan for a governmental entity. This series may include, but is not limited to, financial summaries, spending plans, copy of certified final budget, budget message, affidavit of proof of publication of notice of public hearing, minutes, agendas, exhibits, staff reports, and related records.	Permanent. ***Moved from Administrative Records Section***	NRS 354.59801	None	None

Bond Issues

LRDA Number 20070391

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues. Series may include, but is not limited to, bond anticipation notes, authorizations, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold, financial/accounting documentation (such as information on coupon number, amount of bond, date bond issued, date of bond redemption, purpose of bond and to whom bond was issued), journal entries and other computer reports, related correspondence and similar documents.	Ten (10) calendar years after bond retired. ***Moved from County Clerks Section***	NRS 354.59817, NRS 354.624, NAC 239.165 (1) (2)	If this series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	None.

Grant Records

LRDA Number 20070060

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources. This series may include, but is not limited to, application and supporting documentation, project proposal, project plans and objectives, award notification, grant related contracts and/or agreements, equipment inventories, statistical reports, monitoring reports, summary reports, financial/accounting records, audit reports, correspondence, and related records.	Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer. ***Revised title from Grants: Proposals, Reports and Results, modified description to include records from LRDA# 20070059 Grants: Financial Records which will be deleted, modified event date for retention period and added additional information to legal citations.***	"Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments" see OMB Circulars A-102 and A-133. See also the OMB publication entitled "Codification of Government wide Grants Requirements by Department." NRS 205.4617, NAC 239.165 (1)(2)	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	None.

Procurement and Credit Card Records

LRDA Number 20071310

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer the authorization and use of procurement and /or credit cards by local government employees. This record series may contain, but is not limited to, authorizations, applications, agreements, procurement/credit card logs, policy and procedure guides, and other documents used to create accounts. This series may also contain, but is not limited to, accounting records related to purchases and payment of procurement/credit card bills, related correspondence and similar documents.	Retain records used to create procurement/credit card accounts for a minimum period of three (3) years after the discontinuation or cancellation of account. Retain accounting records related to procurement/credit cards until completion of an annual audit. ***Revised title, description, and retention period to include credit cards***	NRS 11.190 (3)(d), NRS 354.624, 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.	None.

Permits - Design and Construction File, Commercial or Public Structures

LRDA Number 20071572

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series includes structural files for any building not classified as "Group R" in the International Building Code, and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain, but is not limited to, Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, related correspondence, and similar documents.	Final Inspection Approved- Retain for life of structure. If Disaster Occurs -Retain six (6) calendar years after the calendar year in which a disaster involving the structure occurs. If Permit Expires-Retain three (3) calendar years after the calendar year in which the permit for the plans expires.***Removed cancelled permits from retention period as these are covered by LRDA# 20071571.***	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	This series also includes plans for all properties classified as mixed-use, all hotels and motels, and all high-rise buildings

Permits - Design and Construction File, Residential Structures

LRDA Number 20071573

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series includes structural files for any building classified as "Group R" in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain, but is not limited to, Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, related correspondence, and similar documents.	Final Inspection Approved - Retain six (6) calendar years after the final inspection is approved. If Permit Expires - Retain three (3) calendar years after the calendar year in which the permit for the plans expires. If structure destroyed prior to final inspection approval - Life of structure. ***Shortened retention period from twelve (12) calendar years after the calendar year in which the final inspection is approved to comply with change in state law. Removed" If Disaster Occurs - Retain six (6) calendar years after the calendar year in which a disaster involving the structure occurs" as it is no longer needed. Removed "Cancelled Permits" from retention period as these are covered by LRDA# 20071571. ***	NRS 11.202, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	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.

Plans for Residential Structures

LRDA Number 20070206

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series usually contains maps, plans, blueprints, specifications and similar documents submitted with applications for building and construction permits. This series includes plans for any building classified as "Group R" in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property.	Six (6) calendar years after final inspection approval. ***Increased retention period from One (1) calendar year after final inspection approval to match Design and Construction Files (20071573) which has 6 year retention requirement***.	NRS 11.202, NAC 239.165 (1)(2)	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.

Investigations

LRDA Number 20070224

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents background investigations usually performed as part of the licensing process. This series may contain, but is not limited to, release forms, reports from the State of Nevada Criminal History Repository, reports from FBI records, authorizations, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain. ***Reduced retention period from Six (6) calendar years from the end of the calendar year to which they pertain ***	NRS 11.190 (3)(d), NRS 268.095 (8), NRS 244.335 (8), 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.	None.

Bond Issues

LRDA Number 20070391

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues. This series may include, but is not limited to, bond anticipation notes, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold, supporting documentation, related correspondence and similar documents.	Ten (10) calendar years after bond retired. Review for historical value. ***Moved to Financial Records Section with same LRDA Number***	None	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

Building Inspections (Fire Department)

LRDA Number 20070567

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the inspection of commercial buildings, public buildings, structures, child care facilities, long-term care facilities, warehouses, parks, and similar facilities by fire departmental personnel for fire hazards, conformity with fire codes and regulations, and for other reasons permitted by state law/regulation or local policy. This series may include, but is not limited to, inspection reports, cumulative inspection history, violation notices, citations, documents verifying that the violation has been corrected, re-inspection forms and reports, notes, memos, photos, correspondence and related documents.	Retain records related to construction inspections for a minimum period of six (6) calendar years from the date of the inspection. Retain records related to annual fire code building inspections for a minimum period of five (5) calendar years from the date of the inspection.***Shortened retention period for construction inspections from 12 years to comply with change in state law.***	International Fire Code (IFC) 104.6.2, Uniform Fire Code (UFC) 103.3.4, NRS 459.3819, NRS 459.3822, NRS 11.202, NRS 432A.180, NRS 278.0231, NRS 239C.210, NRS 11.203	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.

Emergency Medical Incident Records

LRDA Number 20070555

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents services provided by fire or emergency medical services (EMS) personnel to sick or injured people. Information may include, but is not limited to, date, time, and incident location, type of call, responding unit information, patient information, type of injury or illness, preliminary impressions, action taken, patient status, medical release authorizations, signed consent forms, pre-hospital treatment records, related reports and logs, correspondence, and similar data.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.***Amended from Six (6) calendar years from the date of production to comply with change in state law.***	NRS Chapter 450B, NRS 629.021, NRS 629.031, NRS 629.051, NRS 41.500, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.450, NAC 450B.505 to 450B.645, NAC 450B.620 to 450B.645, NAC 239.165 (1)(2)	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.

Jails: Inmate Case Files

LRDA Number 20070828

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer and document information on individuals confined in a jail or detention facility. This series may contain, but is not limited to, inmate identifying information, reports and records of inmate criminal history, fingerprint cards, mug shots and other identifying photographs, information sheets, admittance and assessment records, date of entry / release records, behavioral information, incident and disciplinary reports, gang affiliations, copies of police reports, copies of arrest records, information gathered from case files, treatment plans, educational records, work release records (if applicable), pre-release agreements, release or transfer records, copies of court documents, orders, standard forms, correspondence, and other relevant information concerning the arrest and confinement of an inmate.	Eighty-five (85) calendar years from the inmate's date of release or transfer; or five (5) calendar years from the confirmed death of the individual, whichever is first. ***Added or five (5) calendar years from the confirmed death of the individual, to retention period.***	NRS 179A.070, NRS 179A.075, NRS 179A.100, NRS 11.190 (1)(a), 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.	None.

Mobile Audio-Visual Recordings

LRDA Number 20071510

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of audio-visual recordings of law enforcement field actions. These recordings consist of event, non-event, or test recordings. Event recordings involve footage of an incident or encounter that could prove useful for investigative purposes or aid in the prosecution of a crime. Non-event recordings involve footage that do not have value to aid in an investigation or prosecution, such as footage of an incident or encounter that does not lead to an arrest or citation or of the general activities that an officer might perform while in the field such as assisting a motorist, clearing roadways, and similar activities. Test recordings are usually used for training purposes and as an aid in adherence to departmental policies	Transfer event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of thirty (30) days. Test recordings may be removed from system when no longer administratively useful to the agency. **Revised series title from In-Car Audio-Visual Recordings, modified description, retention period changed from "Retain recordings for a minimum period of ninety (90) days or until they have been reviewed, whichever is longer, reusing the recordings as needed" **	NRS 289.830, NRS 484E.110, NRS 52.247, NRS 239.010, NAC 239.165	Recordings containing confidential or sensitive information should be destroyed in a secure manner	Any record made by a portable event recording device pursuant to NRS 289.830 (2) is a public record which may be (a) Requested only on a per incident basis and (b) Available for inspection only at the location where the record is held if the record contains confidential information that may not otherwise be redacted.

Construction Tests, Results

LRDA Number 20070971

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the results of construction and construction materials testing.	Six (6) calendar years after the substantial completion of construction or improvement. ***Shortened retention period from 12 years to comply with change in state law.***	NRS 11.202, NRS 11.2055	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None

Client Case Files - Social Services

LRDA Number 20071164

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This record series consists of case files for clients applying for and/or receiving assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series may include, but is not limited to, applications for assistance or services, eligibility forms, requests for information, client personal information, interview reports, case histories, family histories, court orders, disclosure of information forms, copies of medical reports, certifications, authorizations, referrals, dispositions, case worker logs or registers, summary reports, related forms, notes, memorandums, correspondence, and similar documents.</p>	<p>Retain until the individual attains the age of 23, or 10 (ten) calendar years from the date of receipt or production of the record, whichever is later. ***Amended from Six (6) calendar years from date of last service. to comply with changes in state law/regulation</p>	<p>NRS 49.251 to 49.254, NRS 629.031, NRS 629.051, NAC 641B.210, NAC.641B.200 (16), NAC 239.165 (1)(2)</p>	<p>This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.</p>	<p>None.</p>

Customer Histories

LRDA Number 20071200

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the account history of utility customers. This series may include, but is not limited to, information (name, address, account number, etc.) necessary to provide and bill for services, payment histories, service complaints, termination of service reports, resumption of service reports, related correspondence and similar documents.	Retain the records of a customer's open account for a minimum period of three (3) fiscal years from the end of the fiscal year to which the records pertain. Retain the records of closed customer accounts for a minimum period of three (3) fiscal years from the close of the account.	NRS 11.190 (3)(d), NRS 205.4617, NAC 704.320, 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.	None.
	Shortening retention period for closed accounts from 6 fiscal years to 3 fiscal years			