

# Local Government Retention Schedule - Proposed Deletions

<b>Administrative Records</b>	Section Number C-1001
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## Procedure Manuals

LRDA Number 20070369

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of written instructions, rules, and guidelines (often in manual or booklet form) documenting current and past authorized departmental policies and procedures.	Six (6) calendar years after superseded or abandoned officially. Review for historical value. <b>***Proposed deletion redundant record series see LRDA# 20070057 Departmental Regulations, Policies and Procedures in the Administrative Records Section***</b>	NRS Chapter 239C, NRS 11.190 (1)(b), 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.

## Contracts and Agreements - Capital Improvement Projects

LRDA Number 20071249

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents products and services related to capital improvement projects provided to a governmental entity for a specified cost and period of time. Records may include but are not limited to the official contract, lease, or agreement, amendments, exhibits, addenda, legal records, contract review records, specifications, bids awarded, copies of payments, receipts, supporting documents used in managing the contract, correspondence and related documents.	Twelve (12) fiscal years after fulfillment of all terms of the agreement or contract. <b>***Proposed deletion statute of limitations on construction deficiencies reduced from 12 years to 6 years which was basis for original retention period. No longer necessary to separate from Contracts and Agreements LRDA# 20070474. ***</b>	NRS 11.203	None	None

## Boards, Commissions, Councils, and Standing Committee Records

LRDA Number 20071533

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the governmental administration, activities, and history of boards, commissions, councils, and committees established by state law, local ordinance, or administrative procedure in the State of Nevada. The records may be used to fulfill zoning, licensing, educational, regulatory, planning, operating, administrating, budgeting, and other functions. This series may contain, but is not limited to, original minutes of public and closed meetings, agendas, transcripts, attachments and exhibits, reports, correspondence related to the meetings, announcements, proof of postings, proof of certified mailings, and similar material.	Permanent. <b>***Proposed deletion - Records in this series are scheduled else ware in the Local Government Records Retention Schedules. ***</b>	NRS 241.010 to 241.035, NAC 239.850	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	None

## Suits Against a Local Government

LRDA Number 20070168

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents civil actions against the local government which are usually defended by the local government's legal counsel. This series may contain, but is not limited to, notice of suit, names of plaintiff, defendant, date, case information, affidavits, motions, transcripts, court documents, attorneys notes, judgment, appeals, correspondence, supporting documentation, and related documents.	Six (6) calendar years after final disposition of the case ***Proposed deletion redundant record series see LRDA# 20070155 Civil Case Files***	NRS 11.190 (1)(a), NRS 239B.030, NRS 205.4617, 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 20070263

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 supporting documentation, related correspondence and similar documents.	Ten (10) calendar years after bond retired. Review for historical value. ***Proposed deletion will be combined with LRDA# 20070391 and moved to Financial Records Section***	None	None	None

**Examinations: Lists of Applicants Who Failed to Qualify for Employment**

LRDA Number 20070103

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents applicants who have taken the required examinations for municipal employment, but failed to meet the minimum passing score needed for employment.	Two (2) calendar years from the date of the record. ***Proposed deletion redundant record series see LRDA# 20070102 Examinations: Applicant Files***	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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Examinations: Lists of Applicants Who Failed to Take an Examination**

LRDA Number 20070104

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents applicants eligible to take an examination for municipal employment, but who failed to take an examination.	Two (2) calendar years from the date of the record. ***Proposed deletion redundant record series see LRDA# 20070102 Examinations: Applicant Files***	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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Examinations: Lists of Applicants Eligible for Employment**

LRDA Number 20070106

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents applicants who have taken the required examinations for municipal employment, received a passing score, and are eligible for employment.	Two (2) calendar years after expiration of list ***Proposed deletion redundant record series see LRDA# 20070102 Examinations: Applicant Files***	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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Grants: Financial Records**

LRDA Number 20070059

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, accounting reports, expenditure reports, audit reports, monitoring reports, copies of purchase orders, warrants, warrant registers, vouchers, correspondence, and other similar financial 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. ***Proposed deletion combined with LRDA# 20070060***	"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.

**Bond Registers and Records**

LRDA Number 20070427

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is usually a listing of bonds issued and redeemed and may contain, but is not limited to, information on coupon number, amount of bond, date bond issued, date of bond redemption, purpose of bond and to whom bond was issued.	Ten (10) fiscal years after bond expires. ***Proposed deletion will be combined with LRDA# 20070391***	None	None	None

**Claims**

LRDA Number 20070431

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents claims on the governmental entity for goods and services provided and may include, but is not limited to, billing claims, copies of invoices with supporting documents, vouchers payable, control numbers, authorized approvals, and related documents.	Three (3) fiscal years from the payment of the claim. ***Proposed deletion part of LRDA# 20071235 Accounts Payable Files***	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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Claims, Listings of**

LRDA Number 20070432

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is a report listing claims against the various budget accounts of the governmental entity.	Six (6) fiscal years from the date of report. ***Proposed deletion part of LRDA# 20071235 Accounts Payable Files***	None	None	None

**Journal Entries-Bonds**

LRDA Number 20101798

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents journal entries related to bonds detailing accounts to be charged and credited and is used to make adjustments and corrections to accounting records. These types of records usually include information on bond, account number, amount debited, amount credited, account description, and reason for journal entry.	Ten (10) fiscal years from the expiration of the bond. ***Proposed deletion will be combined with LRDA# 20070391***	NRS 354.59817, 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.

**IT Policy and Procedure Records**

LRDA Number 20071372

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>These are written instructions, rules and guidelines usually in manual form documenting IT policies and procedures. This series may include, but is not limited to, departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks, memoranda setting out responsibilities and guidelines or outlining policies and procedures, bulletins, orders, rules, notices, notes, correspondence, and related documents.</p>	<p>Six (6) calendar years from the end of the calendar year in which the policy and/or procedure is superseded.                      ***Proposed deletion                      redundant record series see                      LRDA# 20070057                      Departmental Regulations,                      Policies and Procedures in the                      Administrative Records                      Section***</p>	<p>NAC 239.165 (1)(2)</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>

**Emergency Calls - Audio Tapes**

LRDA Number 20071455

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of audio tapes of incoming emergency calls, police and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24-hour basis.	Three (3) months from the date of the tape. <b>***Proposed deletion included in LRDA# 20161922***</b>	NRS 707.500	None	None

**Dispatchers Transmission Records**

LRDA Number 20071635

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of printouts or transmission logs maintained by emergency dispatch units. This series usually contains name of dispatcher, date and time call received, type of call (phone, radio, in-person) complainant name, address, phone number, nature of call, units dispatched, time dispatched, action taken, and related data.	One (1) calendar year from the date of last entry. <b>***Proposed deletion included in LRDA# 20161922***</b>	NRS 11.190 (3)(d)	None	These reports can be printed or maintained on a computer system that allows for the retrieval and reproduction of the information.

**Registration of Firearms**

LRDA Number 20070862

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the registration of firearms at the request of the firearm owner or as required by county/municipal code.	Twenty-five (25) calendar years from the date of registration or re-registration. <b>***Removed due to change in state law***</b>	Clark County Code 12.04.110 to 12.04.210	Title 12 of the Clark County Code requires the registration of firearms capable of being concealed.	Review for historical value.

## Employee Files Maintained in an Office or Department

LRDA Number 20070058

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is usually maintained by agency personnel officers, and is an administrative copy of the master personnel file retained by the Personnel/Human Resources department. This series may include, but is not limited to, applications, payroll forms, employee appraisal and evaluation forms, work performance standards, alcohol and drug free workplace acknowledgement, retirement action forms, personnel related federal forms, resumes, transcripts, educational and training certificates, correspondence and related documents.	One (1) calendar year from the end of the calendar year in which the employee separated or transferred to another office or department (main personnel file is retained by the personnel department / human resources). One (1) calendar year from the end of the calendar year in which the employee separated or transferred to another office or department (main personnel file is retained by the personnel department / human resources). ***Proposed deletion-Not the official record this is a convenience copy***	NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	This record series contains confidential and sensitive information and must be destroyed in accordance with NAC 239.165 when the retention period has expired.	The following documents should NOT be placed in employee files: employment verification documentation (INS-I-9), recruitment documents, documents relating to alcohol and drug testing, medical records, documents relating to disabilities, (including ADA related records), investigative documents pertaining to grievances and disciplinary actions, EEO complaints, workers compensation records, and similar types of documents.

## Employee Development / Training Records - "Office Copy"

LRDA Number 20070330

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series provides documentation and verification of staff training activities. This series may include, but is not limited to, employee name, social security or personnel ID number, agency copy of training records usually forwarded to, or maintained by, Human Resources, training calendars, course descriptions and information, training announcements and notices, request for training forms, out of state travel request forms, training plans, registration receipts, attendance rosters, copies of certificates, documents granting educational leave and stipends, tuition receipts and similar documentation.	Three (3) calendar years from the calendar year to which it pertains. ***Proposed deletion not the official record.***	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.

## Search Committee Files

LRDA Number 20071293

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents activities of specially formed search committees charged with recruiting new or replacement managerial, key staff, or other hard-to-fill positions. This series may include, but is not limited to, applications, résumés, open position announcements, copies of advertisements in newspapers and professional publications, correspondence and other recruitment related records.	Transfer applications and other records for individual hired to personnel file. Retain applications and other records for individuals not hired two (2) years after position is filled. ***Proposed deletion part of "Recruitment Files" record series LRDA# 20070325.***	29 CFR 1602.31	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)].

## Bids for Contracts

LRDA Number 20070261

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This record series documents the procedures used by local governments in the process for gathering information about or to purchase supplies, equipment and/or services. This series provides recorded evidence of accepted and rejected bids and may include, but is not limited to, requests to bid, requests for proposals (RFP), requests for quotation, bid specifications, bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, evaluations, responses, bid advertising records, related correspondence, and similar records.</p>	<p>Seven (7) fiscal years after the date of execution of the contract or from the date of the cancellation of the process for which the records were created. <b>***Proposed deletion redundant record series see LRDA# 20070364 in this section.***</b></p>	<p>17 USC section 501, 15 USC section 5308, NRS 332.039 to 332.148, NAC 239.165 (1)(2)</p>	<p>Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This series should be destroyed in a secure manner that will prevent reconstruction of the information.</p>	<p>None.</p>