

Local Government Retention Schedule - Proposed Deletions

Administrative Records	Section Number	C-1001
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Records of External Groups and Agencies

LRDA Number 20070068

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are usually records provided to local governments for courtesy or informational purposes from associations, organizations, groups and agencies that are not part of the local government but which have some form of association or relationship with the local government.	Until no longer needed for reference or informational purposes.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Subject Files

LRDA Number 20070075

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These files are generally used for information retrieval, and are usually arranged alphabetically by subject. Often includes: announcements, brochures, bulletins, instructional guides, pamphlets, reports and similar documents.	Purge annually of unneeded materials***Proposed Deletion- Considered an Informational Copy***	None	None	It is recommended this record series be retained for no longer than three (3) calendar years.

Bids (office copies)

LRDA Number 20070050

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents bids for supplies, equipment and/or services. This series may include, but is not limited to, requests for quotations, requests for proposals, invitations to bid, bid documentation, evaluations, responses, correspondence and related documents.	As long as administratively useful to the agency***Proposed Deletion- Considered an Informational Copy***	17 USC section 501, 15 USC section 5308, NRS 332.039 to 332.148, NAC 239.165 (1)(2)	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 record series 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)].

Convenience Copies

LRDA Number 20071230

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of reference, informational, or convenience copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations etc.	Review on a continuous basis, disposing of records which are no longer administratively useful.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Census Reports

LRDA Number 20071237

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains population figures and other information gathered by the U.S. Bureau of Census.	As long as administratively useful to the agency.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Publications

LRDA Number 20071240

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
Publications may include but are not limited to newsletters, pamphlets, annual or statistical reports, studies, leaflets and similar material produced by or for the local government or any of its departments, subdivisions, or programs for distribution to the public. In accordance with NRS 378.180, state and local governmental entities are required to deposit copies of their publications with the Nevada State Library and Archives - State Publications Distribution Center.	For publications in hardcopy format deposit at least six copies of each publication with the Center. For publications released in electronic format or medium, notify the Center of such release and provide the Center with access to the publication.***Remove Not a Record***	NRS 378.150 to 378.210, NAC 239.051	NRS 378.150 Declaration of legislative intent. It is the intent of the Legislature in enacting NRS 378.150 to 378.210, inclusive, that: 1. All state and local government publications be distributed to designated depository libraries for use by all inhabitants of the State; and 2. Designated depository libraries assume the responsibility for keeping such publications readily accessible for use and rendering assistance, without charge, to patrons using them.	NRS 378.160 (4) Publication includes any information in any format or medium that is produced pursuant to the authority of or at the total or partial expense of a state agency or local government, is required by law to be distributed by a state agency or local government, or is distributed publicly by a state agency or local government outside that state agency or local government. The term does not include: (a) Nevada Revised Statutes with annotations; (b) Nevada Reports; (c) Bound volumes of the Statutes of Nevada; (d) Items published by the University of Nevada Press and other information disseminated by the Nevada System of Higher Education which is not designed for public distribution; or (e) Official state records scheduled for retention and disposition pursuant to NRS 239.080.

Technical Reference Files

LRDA Number 20071254

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
Non-record copies of articles, periodicals, reports, studies, vendor catalogs, and similar materials that are used for reference and information but are not considered to be part of the office's records.	Until no longer needed for reference purposes.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Finding Aids

LRDA Number 20071270

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are indexes, lists, registers and other aids that assist in the efficient use of other records.	Retain until records to which they pertain are destroyed or destroy when no longer needed for reference.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Administrative Records

Section Number C-1001

Supportive Agency Files

LRDA Number 20071414

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to keep informed about the activities of other agencies of similar function (other states, national and international organizations, etc.). The files may contain but are not limited to correspondence, brochures, pamphlets, announcements, notes, informational sheets on federal/state / and /or private organizations, copies of reports, handbooks, guides and similar materials.	Review on a continuous basis, disposing of records which are no longer administratively useful.***Proposed Deletion- Considered an Informational Copy***	None	None	It is recommended that these types of records be retained no longer than three years.

Publicity Files and Press Releases

LRDA Number 20071559

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series contains copies of publicity files/press releases issued by local governmental agencies. This series may contain, but is not limited to, originals or copies of press releases, publicity files, audio and/or video recordings, informational flyers, notes, charts, graphs, correspondence, and related documents.	Retain press release/publicity files determined by the agency to be of historical value permanently. Retain other press release/publicity files for as long as administratively useful to the agency.****Redundant record series, see LRDA # 20070853 in Administration Section****	None	None	None

Open Meeting Law: Agenda - Non-Packet Material

LRDA Number 20071641

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series may contain correspondence and information used in the preparation of meeting agendas but is not included in the agenda packet.	Three (3) calendar years after the date of the meeting. ***Proposed Deletion- Considered an Informational Copy***	NRS 11.190	None	None

Ad Hoc Requests and Reports

LRDA Number 20081759

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of reports, data, or information that is not routinely created as part of the normal business process, i.e., reports isolating specific information for a specific and unique purpose.	Retain as long as administratively useful. Review for historical value before disposition***Proposed Deletion- Considered an Informational Copy***	NRS 239.165	This record series may contain confidential or restricted 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)].

Legal Files-Office Copy

LRDA Number 20101770

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used by directors, department managers, and staff to keep track of court cases, pending legal action, or any other legal matter.	Retain for as long as administratively useful.**Proposed Deletion- Considered an Informational Copy***	NRS 205.4617, 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.	These are not district/city attorney, legal counsel, or actual court records although to some extent, they may duplicate these records.

Capital Improvement Plan Requests-Departmental Copy

LRDA Number 20101774

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents capital requests submitted by departments to be considered for funding may include drawings, maps, blueprints, renderings, financial estimates, narrative reports, related correspondence and similar documents.	As long as administratively useful to the agency.***Proposed Deletion- Considered an Informational Copy***	NRS 239C.090, NRS 239C.220, 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)].

Pesticide Application Logs

LRDA Number 20121880

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents local government use of pesticides including but not limited to, insecticides, herbicides, rodenticides and disinfectants. Log may contain but is not limited to, application record (showing kind and quantity used, dosage rate, method of application, target organism, area, date and time of application), employee name, and related information.	Three (3) calendar years from the end of the year to which the log pertains. ***Proposed deletion added to LRDA# 2007-1747 Pest Control Records.	NRS Chapter 586, NRS Chapter 555, 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.	These logs do not contain medical information. For "Employee Medical Records-Hazard Exposure Records"- See LRDA # 2007-1289 in the Personnel Section.

Bookkeeping Records

LRDA Number 20070182

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This record series is used to document and administer monetary transactions and may contain, but is not limited to, billings for services, revenue received from payment of fees, revenue from sales of code books, revenue reports, invoices, receipts, supportive documentation, notes, correspondence, and related documents.</p>	<p>Until completion of annual audit.***Proposed deletion included in Accounting Files (Office Copy) LRDA# 20070046***</p>	<p>NRS 354.624, 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>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>

Receipts Issued to Licensee upon Payment of Fees

LRDA Number 20070225

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are receipts for payment of licensing and associated fees.	Until completion of an annual audit.***Proposed deletion included in Accounting Files (Office Copy) LRDA# 20070046***	NRS 354.624	None	None

Campaign Contribution and Expense Reports

LRDA Number 20071669

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of campaign contribution and expense reports filed with the City Clerk 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.	Six (6) calendar years from the end of the calendar year to which the report pertains. ****Proposed Deletion-Moved to Elections Section****	NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098	The Secretary of State may have copies of some of these reports.	Review for historical value.

Campaign Contribution and Expense Reports

LRDA Number 20071668

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of campaign contribution and expense reports filed with the County Clerk 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.	Six (6) calendar years from the end of the calendar year to which the report pertains. Review for historical value. ****Proposed Deletion-Moved to Elections Section****	NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098	The Secretary of State may have copies of some of these reports.	These reports should be reviewed for historical value before disposition.

Video Productions

LRDA Number 20101778

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of motion pictures or video productions (other than training materials and temporary recordings of meetings) prepared by or for the governmental entity for public viewing, broadcast or distribution. This series does not include commercially available material.	Retain video productions documenting significant events or determined to be of historical value for a period of five (5) calendar years from the date of creation then transfer to one of the facilities described in NAC 239.850 (1)(b) for continued public access and archival preservation.***Proposed deletion - Should be considered an electronic publication.***	None	None	Promotional or informational videos produced for broadcast on public access cable stations or public distribution have historical value because they depict people, places and local events that had enough importance to show to the public. Historians and news programs are constantly asking for historical films or videos and very, very few have been kept up to now.

Press Clippings

LRDA Number 20070481

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are copies and hard copies of news articles relating to recreation boards and convention authorities/visitors bureaus, tourism, transportation, and similar topics.	As long as administratively useful.***Proposed Deletion- Considered an Informational Copy***	None	None	It is recommended this record series be retained for no longer than three (3) calendar years.

Billings for Service

LRDA Number 20070762

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the billing and collection of monies from governmental units, organizations, citizens, and others for services provided.	Until annual audit is completed.****Delete included in Accounting Files (Office Copies) LRDA# 2007-0046****	NRS 354.624	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)].

Freight Records

LRDA Number 20071531

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer and document transactions with private carriers concerning freight services for heavy and large items. This series may contain, but is not limited to, shipping company information, invoices, bills of lading, shipping tags, shipping receipts, shipment log, documentation on the items being shipped, insurance documentation, loss and/or damage reports, correspondence and related documents.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.***Proposed deletion added to LRDA# 2007-1533***	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)].

Petty Cash Records

LRDA Number 20070897

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents petty cash activity for the agency. This series may include, but is not limited to, requests and authorizations to establish petty cash funds, logs or ledgers, statements, requests for disbursements, copies of receipts and invoices, and similar documents.	Until annual audit is completed ****Delete included in Accounting Files (Office Copies) LRDA# 2007-0046****	NRS 354.624	None	None

Receipts (copies)

LRDA Number 20071203

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents cash transactions and may contain receipts, cashier's daily reports, cash balance reports, transmittal reports, and related documents.	Completion of annual audit. ****Delete included in Accounting Files (Office Copies) LRDA# 2007-0046****	NRS 354.624	None	None

Budgets: Office / Departmental Copy

LRDA Number 20070052

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of copies of adopted budgets and may contain, but is not limited to, allotment reports, financial forecasting reports, monthly budget status reports, reports regarding the status of receipts and disbursements, computer reports and similar records.	One (1) fiscal year after resolution of an annual audit **Proposed Deletion- Considered an Informational Copy***	None	None	None

Budgets: Work Sheets / Papers

LRDA Number 20070053

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are papers used to assist in the preparation, review, and decision-making processes for department budget requests. This series may include, but is not limited to, reports, budget instructions, work sheets, spending plans, budget proposals, financial forecasting reports and similar records.	Until resolution of an annual audit **Proposed Deletion- Considered an Informational Copy***	None	None	None

Financial Records

Section Number C-1007

Contracts and Agreements (office copies)

LRDA Number 20070054

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents products and services provided to or by an agency for a specified cost and period of time. This series may include, but is not limited to, copies of lease/rental agreements, copies of service contracts, copies of bid documents, related correspondence, and similar documents.	One (1) fiscal year after contract or agreement completed or terminated.***Proposed Deletion- Considered an Informational Copy***	None	None	None

Auditor's Work papers

LRDA Number 20070006

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series may include, but is not limited to, work papers, internal agency reports, spreadsheets, copies of accounting records, related correspondence and similar records.	Until completion of annual audit. ***Proposed Deletion-Redundant record series added to Auditors Reports record series LRDA # 20070005 ***	NRS 354.624	None	None

Annual Financial Report

LRDA Number 20070016

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the annual financial condition of a local governmental entity. This series may contain, but is not limited to, revenue statements, expenditure statements, statements of proposed expenditures, fund balance reports, cash balance reports, components of assessed value, debt schedules, various forms, and any other information that the Committee on Local Government Finance determines to be appropriate for determining the financial status of a local government.	Three (3) fiscal years after report is submitted to the Department of Taxation and a summary report is published in a newspaper of general circulation in the county in which the local government is situated.***Proposed deletion- See "Reports" record series in Administrative section LRDA# 20141900***	NRS 354.6015, NRS 11.190 (3)(d), NAC 354.561	None	None

Audit Reports (Office Copy)

LRDA Number 20070049

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents financial audits, and may include but is not limited to accountants summary, fund statements, statement of revenue, fund balance details, schedules, comments, recommendations, correspondence and related documents.	One (1) fiscal year after superseded.***Proposed Deletion- Considered an Informational Copy***	None	None	None

Cash Register Tapes

LRDA Number 20070428

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are tapes made by cash registers documenting sales, exchanges, refunds, and other monetary transactions.	Until annual audit is completed.***Delete included in Accounting Files (Office Copies) LRDA# 2007-0046***	NRS 354.624	None	None

Daily Cash and Receipts, Reports

LRDA Number 20070433

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents daily cash transactions and may contain receipts, cashier's daily reports, cash balance reports, transmittal reports, and related documents.	Until annual audit is completed.***Delete included in Accounting Files (Office Copies) LRDA# 2007-0046***	NRS 354.624	None	None

Indebtedness Annual Report

LRDA Number 20070443

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This is an itemized report submitted to the Department of Taxation documenting the outstanding indebtedness of the governmental entity.	Three (3) fiscal years from date report submitted to the Department of Taxation. ***Proposed deletion- See "Reports" record series in Administrative section LRDA# 20141900***	NRS 354.6025, NRS 11.190 (3)(d)	None	None

Agreements Concerning the Maintenance of Equipment

LRDA Number 20070240

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents products and services provided to a local government for a specified cost and period of time. Series may include but is not limited to lease/rental agreements, service contracts, contracts for program services, bid documents, correspondence, and documents of similar nature.	Six (6) fiscal years after expiration or fulfillment of all terms of the agreement or contract, whichever is later.***Delete See Contracts and Agreements in Administration Section LRDA# 20070474	NRS 11.190 (1)(b)	None	None

Backup of Computer Files Made for Security Purposes

LRDA Number 20070241

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
Electronic records that are security backup of files stored on personal computers, local area networks, wide area networks or the world wide web, and retained in case such a file is damaged or inadvertently erased.	Until replaced by a more recent backup. **Proposed Deletion- Considered an Informational Copy***	None	None	None

Master Copies of Forms

LRDA Number 20070246

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents current paper and electronic format masters for various forms. Records may include but are not limited to sample forms, drafts, revisions, form logs or listings, proposals, authorizations, and illustrations.	Until superseded or obsolete.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Standards for Users of Computer Equipment

LRDA Number 20070249

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents standards for the use of computer equipment and may include but is not limited to documentation on defined computer policies and guidelines, user handbooks, e-mail policies, and related documents.	Until superseded or revised. ***Proposed deletion-Redundant see IT Policy and Procedure Record LRDA Number 20071372***	None	None	None

Word Processing Files

LRDA Number 20070251

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are electronic files from systems which are designed to serve as the record copy of correspondence, reports, manuals, letters, memoranda, and other forms of text based documents.	If used to produce a paper copy which is maintained in an organized file system delete when no longer needed to update or produce paper copy. When maintained only in electronic format: delete after the expiration of the minimum retention period for the hard copy of the record. If the electronic version replaces paper copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.***Proposed deletion-Redundant the output (correspondence, reports, etc...) are scheduled elsewhere***	NRS 239.051	All information stored in electronic format must be backed up on a security file -- see NRS 239.051.	The retention may be on-line or on disks, cartridges or tapes.

Audit Trail Files

LRDA Number 20071328

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This is data generated during the creation of a master file or database, and is used to validate a master file or database during a processing cycle. Also used to monitor changes and access to database.	Purge the file when replaced with a superseding backup file.***Proposed Deletion- Part of Documentation of Computer System and Programs record series LRDA# 2007-0244***	None	None	None

Cataloged List

LRDA Number 20071329

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of computer listings that show all tapes, cartridges, and/or disks holding data and/or software files for the agency -- including security backup. Information contained on the list includes the name of the tape, cartridge or disk, what files are on it and where it is located.	Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or which are duplicates of records maintained ***Proposed Deletion- Considered an Informational Copy***	None	None	None

Database Statistics

LRDA Number 20071330

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of computer listings that show the utilization of disk files, and the overall disk space utilization which provides index information on the number of files/tables. (Capacity compared with used /available space on disks).	Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or which are duplicates of records maintained elsewhere.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Indexes and Finding Aids

LRDA Number 20071331

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are electronic records used as indexes, lists, registers, and other finding aids usually used to provide access to master files.	Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or are duplicates of records maintained elsewhere.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Test Files

LRDA Number 20071332

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of temporary electronic records created to test system performance. The electronic files may be on line, disk, or computer magnetic tape and includes related documentation.	Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or are duplicates of records maintained elsewhere.***Proposed Deletion- Part of Documentation of Computer System and Programs record series LRDA# 2007-0244***	None	None	None

Master Files, Summaries

LRDA Number 20071334

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are electronic records that contain summarized or aggregated information created by combining data elements from a single master file or database.	Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or duplicates of records maintained elsewhere.**Proposed Deletion- Considered an Informational Copy***	None	None	None

Job Libraries

LRDA Number 20071335

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of computer listings which show the complete current contents of the object program library.	Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or duplicates of records maintained elsewhere.***Proposed Deletion- Considered an Informational Copy***	None	None	None

Transaction Files

LRDA Number 20071336

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are electronic records used to create or update master files. This record series may include work files, valid transaction files, and intermediate input/output files. The electronic files may be online, disk, or computer magnetic tape, and the record series includes related documentation.	Review on a continuous basis, disposing of those files which have been transferred to another database or master file, are duplicates of files maintained elsewhere, or are no longer administratively useful. ***Proposed Deletion- Part of Documentation of Computer System and Programs record series LRDA# 2007-0244***	None	None	None

Software Maintenance Log

LRDA Number 20071339

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of a log maintained as a summary of activity spent in project areas for development and /or maintenance of systems and programs.	One (1) calendar year from end of the calendar year to which the log pertains.***Proposed Deletion- Part of Documentation of Computer System and Programs record series LRDA# 2007-0244***	None	None	None

Electronic Spreadsheets

LRDA Number 20071343

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of information used in the administration of accounting, auditing, and/or budget activities of an agency.	If used to produce a paper copy which is maintained in an organized file system delete when no longer needed to update or produce paper copy. When maintained only in electronic format: delete after the expiration of the minimum retention period for the hard copy of the record. If the electronic version replaces paper copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired. ***Proposed deletion-Redundant the output (correspondence, reports, etc...) are scheduled elsewhere***	NRS 239.051	All information stored in electronic format must be backed up on a security file -- see NRS 239.051.	The retention may be on-line or on disks, cartridges or tapes.

Data Documentation

LRDA Number 20071345

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These records are generally created during development or modification to automated systems, and are necessary to access, retrieve, manipulate and interpret data. This series may include, but is not limited to, information on the data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements (sometimes known as metadata).	Three (3) calendar years after discontinuance of system or application.***Proposed Deletion- Part of Documentation of Computer System and Programs record series LRDA# 2007-0244***	None	None	None

Application Development Project Files

LRDA Number 20071346

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are records created and used in the development, redesign, or modification of an automated system or application. This series may include, but is not limited to, project management records, status reports, draft system or subsystem specifications, user requirements and specifications, related correspondence and similar data.	Three (3) calendar years after completion of project.***Proposed Deletion- Part of Documentation of Computer System and Programs record series LRDA# 2007-0244***	None	None	None

Automated Program Listing / Source Code

LRDA Number 20071347

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents automated program code which generates the machine-language instructions used to operate an automated information system.	Three (3) system update cycles after code is superseded or replaced.***Proposed Deletion- Part of Documentation of Computer System and Programs record series LRDA# 2007-0244***	None	None	None

Computer System Security Records

LRDA Number 20071349

Description

This record series is used to control or monitor the security of a system and its data, and may include but is not limited to intrusion detection logs, firewall logs, logs of unauthorized access and other security logs, physical security plans, environmental control plans, emergency procedures, related correspondence and similar documents.

Minimum Retention Period

Retain plans, polices/procedures for a minimum period of six (6) calendar years from the end of the calendar year in which the plan, policy and/or procedure is superseded or revised. Retain logs for a minimum period of ninety (90) days.***Proposed deletion-Redundant see Security Reviews, Reports and Logs LRDA Number 20071726***

Legal Citations

NRS 11.190 (1)(b),
NRS 11.190 (3)(d),
NAC 239.165 (1)(2)

Legal Note

This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.

Note

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Work or Intermediate Files

LRDA Number 20071353

Description

These are records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate, or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail.

Minimum Retention Period

Until completion of transaction.***Proposed Deletion- Considered an Informational Copy***

Legal Citations

None

Legal Note

None

Note

None

Input Documents - Documents Created Solely for Computer Input

LRDA Number 20071355

Description

These are documents created for the sole purpose of entering data into computer databases and spreadsheets. Once the input is verified, these documents should be classified as convenience copies.

Minimum Retention Period

Until verified, then destroy.***Proposed Deletion- Considered an Informational Copy***

Legal Citations

None

Legal Note

None

Note

None

Printouts, Print Files, or Master File Extracts

LRDA Number 20071356

Description

Documents or files containing only information extracted from a master file or database when the original information remains on the master file or database.

Minimum Retention Period

Until longer administratively useful to the agency.***Proposed Deletion- Considered an Informational Copy***

Legal Citations

None

Legal Note

None

Note

It is recommended this series not be retained longer than three (3) years.

Operating System and Hardware Conversion Plans

LRDA Number 20071361

Description

This record series documents the replacement of equipment or computer operating systems due to hardware / software obsolescence or maintenance, and should be part of the regular migration or conversion schedule built into the design of the system.

Minimum Retention Period

Three (3) calendar years after successful conversion.***Proposed Deletion- Part of Documentation of Computer System and Programs record series LRDA# 2007-0244***

Legal Citations

None

Legal Note

None

Note

None

Volatile Software Modifications

LRDA Number 20071721

Description

This record series consists of file copy of original system software modules that have been modified. It is kept as a backup to newly modified systems in case problems arise after modification.

Minimum Retention Period

Review on a continuous basis, disposing of records which are no longer administratively useful or are duplicates of records maintained elsewhere.***Proposed Deletion- Copy of the actual software and therefore not a record.***

Legal Citations

NRS 239C.210, NRS 239B.040

Legal Note

This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.

Note

Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Administrative Databases

LRDA Number 20071722

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of databases that support administrative or housekeeping functions such as those used for purposes of filing, keeping track of equipment and/or supplies, calendaring and similar non-programmatic activities.	Review on a continuous basis, disposing of data which is no longer administratively useful or which are duplicates of data maintained elsewhere.**Proposed Deletion- Considered an Informational Copy***	Various laws and regulations.	Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these 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)].

Press/Media Releases

LRDA Number 20070853

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This record series contains copies of press/media releases issued from the department, agency, or key personnel. This series may contain, but is not limited to, originals or copies of press releases, publicity files, audio and/or video recordings, informational flyers, notes, charts, graphs, correspondence, and related documents.</p>	<p>Retain press/media release files determined by the agency to be of historical value permanently. Retain other press release/publicity files for as long as administratively useful to the agency.*****Moved to Administration Section with same LRDA Number*****</p>	<p>None</p>	<p>None</p>	<p>None</p>

Reports to County Commissioners

LRDA Number 20070899

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This series documents reports to the Board of County Commissioners by the board of law library trustees on the condition for the past year of the board's trust including: A full statement of all the board's property and money received, whence derived, how used and how expended, the number of books, periodicals and other publications on hand, the number of books, periodicals and other publications added by purchase, gift or otherwise during the year, the number of books, periodicals and other publications lost or missing, financial reports of all receipts and disbursements of money, and any other information that might be of interest to the Board of County Commissioners.</p>	<p>Ten (10) calendar years from the date report is submitted to the Board of County Commissioners.***Proposed deletion: See LRDA # 20141900-"Reports" in Administrative Records Section***</p>	<p>NRS 380.090</p>	<p>None</p>	<p>Review for historical value.</p>

Applications and Resumes-Not Hired

LRDA Number 20071272

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of applications and/or resumes submitted to agencies by individuals seeking employment, transfer, or promotion that were not hired.	Two (2) calendar years from the close of the recruitment process.***Proposed deletion part of Recruitment Files record series LRDA # 20070325***	42 USC section 405 , 29 CFR 1602.31, NRS 239B.030, 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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Disciplinary Actions

LRDA Number 20071298

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents dismissals, suspensions, progressive disciplinary measures, and other actions against employees. This series may include, but is not limited to, cause statements, investigative records, interview and hearing records, findings and recommendations, employee's reply, correspondence and related records.	Three (3) calendar years from the final action in the case.***Proposed deletion included in Master Personnel File***	29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series may contain confidential information and must 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)].

Promotion Records

LRDA Number 20070624

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents exams, evaluations, and similar documents used to determine eligibility of department staff for promotional opportunities. This series may include, but is not limited to, announcements, aptitude tests, skills tests, answer keys, individual test scores, results from oral interviews, certifications, recommendations, various notices, promotion lists, memos, correspondence, and similar documents.	Three (3) calendar years from date of exam or evaluation. ***Proposed deletion included in Recruitment Files LRDA Number 20070325***	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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Leave Requests

LRDA Number 20071241

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents an employee's request for sick, vacation, compensatory, or other leave time.	Three (3) fiscal years from the fiscal year to which the documentation pertains.***Proposed deletion included in LRDA# 2007-0048 Employee Attendance Records***	NRS 11.190 (3)(d), NRS 239B.030, 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)].

Employment Examination Records

LRDA Number 20070309

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document employment examinations and may contain, but is not limited to, examination grades or scores, announcements, grading scales, keyed exams, test monitor's list of candidates, any research toward the development of the tests, examination plan, and any other selection or screening criteria.	Three (3) calendar years from the date of the examination, or until the final disposition of a charge of discrimination, whichever is longer.***Proposed deletion included in Recruitment Files LRDA Number 20070325***	29 CFR 1602.31, NRS 11.190 (3)(d), 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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Inactive Recruitment Files

LRDA Number 20070313

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents cancelled/closed position recruitments which for various reasons (budgetary, unqualified applicants, loss of funding, etc...) no one was hired. Records may include, but are not limited to, copies of applications, position/classification information, training and experience evaluation forms, test scores, lists of questions, interview documents, scoring sheets, and similar documents received prior to cancellation	Two (2) calendar years from the date the recruitment was cancelled.***Proposed deletion part of the Recruitment Files record series LRDA# 20070325***	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)].

Salary Actions

LRDA Number 20070326

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents actions which effect an individual's pay, grade or classification.	Three (3) calendar years from the date of the action.***Proposed deletion included in Master Personnel File***	29 CFR 516.5, 29 CFR 516.6	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)].

Time Cards and Sheets

LRDA Number 20070327

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the hours worked and leave hours accrued or taken by employees on a daily, weekly, or monthly basis. Information may include, but is not limited to, employee name, social security or employee number, hours worked, type and number of leave hours taken or accrued, total hours, dates and related data.	Three (3) fiscal years from the fiscal year to which they pertain.***Proposed deletion included in LRDA# 2007-0048 Employee Attendance Records***	29 CFR 516.5, 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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Vertical / Subject Files

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are reference files maintained by the reference staff to aid in information and referral services.	Until updated, superseded or obsolete. **Proposed Deletion- Considered an Informational Copy***	None	None	None

Cooperative Purchases

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the cooperative purchase of goods or services between governmental entities and other parties.	Six (6) calendar years from the termination/completion of a contract or agreement. Proposed deletion added to Cooperative Agreements record series (LRDA # 2007-1024) in Administrative Section.	NRS 11.190 (1)(b)	None	None

Annual Report to Department of Motor Vehicles

LRDA Number 20071599

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
In counties having a population of less than 100,000, the regional transportation commission must submit an annual report to the Department of Motor Vehicles for the fiscal year showing the amount of receipts from the county motor vehicle fuel tax and the nature of the expenditures for each project.	Three (3) fiscal years from the submission of the annual report. ***Proposed deletion-Law requiring report has been repealed. ***	NRS 373.143, NRS 11.190 (3)(d)	None	Review for historical value.

Auditors' Annual Reports

LRDA Number 20071074

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents annual financial audits of school districts. This series may include, but is not limited to, accountants summary, fund statements, revenue statements, fund balance details, financial schedules, auditors comments and recommendations, copies of prior audit reports, related correspondence and similar documents.	Permanent.***Proposed deletion redundant record series see LRDA# 2007-0005 in Financial Records Section***	NRS 354.624	None	None