

# Local Government Retention Schedules - Proposed Amendments

## Administrative Records

Section Number C-1001

### Board and Commission Volunteer Interest Forms

LRDA Number 20071553

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents requests to be a volunteer on a local government board or commission. Forms often contain name, address, contact information, title of the board or commission, category of interest, conflict of interest statement, related correspondence and similar information.	If appointed: Add to the appointment packet. If not appointed: Retain one (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.	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)].

Revised retention period to separate individuals appointed and those not appointed

### 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.	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

Removed additional narrative in Note field related to LG ability to send records to State Museum or Historical Society as this is no longer an option

### Committee Records, Ad Hoc

LRDA Number 20071243

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, etc.) committees. These types of committees are usually formed for a specific and often temporary function, usually on an informal basis. These types of committees do not always produce minutes, but this series may contain agendas, original minutes, media articles, newsletters, reports, summaries, notes, related correspondence and similar documents.	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this series Permanently. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.	NRS 241.015 (3), NRS 241.035, The Open Meeting Law Manual (Office of the Attorney General), NRS 11.190 (3)(d), NAC 239.850	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	The determination on whether a ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

Removed additional narrative in Note field related to LG ability to send records to State Museum or Historical Society as this is no longer an option

## Cooperative Agreements

LRDA Number 20071024

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents cooperative agreements between political subdivisions for performance of any government function. Such agreements may include but are not limited to purchasing, the furnishing or exchange of personnel, equipment, property or facilities of any kind, or the payment of money.	If the agreement is for more than \$25,000: Retain permanently. If the agreement is for \$25,000 or less: Retain for a minimum period of six (6) fiscal years after the agreement is terminated.	NRS 277.045, NRS 277.110, NRS 11.190 (1)(b)	If it is reasonably foreseeable that a political subdivision of this State will be required to expend more than \$25,000 to carry out such an agreement, the agreement must be by formal resolution or ordinance of the governing body of each political subdivision included, and must be spread at large upon the minutes, or attached in full thereto as an exhibit, of each governing body.	If this series contains confidential, restricted or sensitive information, that information should be protected from disclosure or if the agreement is for \$25,000 or less destroyed in a secure manner that will prevent its reconstruction. Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Moved from Purchasing section and revised description, retention period, and legal citations

## Correspondence: Transitory

LRDA Number 20070056

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of correspondence (emails, social media postings, letters, memos, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include, but are not limited to, general announcements including meeting reminders, notices of upcoming events, informational copies (cc or bc) of correspondence which do no document administrative action, follow-up or suspense (tickler), transmittal letters that do not add information to the transmitted material or attachments, spam, junk mail, unsolicited vendor mail, personal mail.	Retain only as long as the record holds value to the agency.	None	None	It is recommended this type of correspondence be retained for no longer than thirty (30) days.

Changed title from General and Inquires, modified description and changed retention period from purge annually of unneeded materials

## Delegation of Authority Records

LRDA Number 20071280

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These records are used to authorize, assign authority for and verify approval of various governmental actions. The files may contain: list or documents of individuals who have been delegated authority to verify approvals for purchasing, grant authorized entry to restricted areas, to grant use of vehicles or equipment, to perform personnel actions, to grant authorization for access to computers and computer systems, etc.; as well as all supporting documentation required to establish such an authorization and verification process	Three (3) fiscal years from the date authorization was withdrawn.	42 USC section 405 (c)(2)(C)(viii) [SSN] and NRS 205.4617 (Identity Theft), 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)].

Changed title from Signature Authorizations file, modified description, and changed retention period from Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated

**Occupational Safety: Occupational Noise Exposure Measurement Record**

LRDA Number 20121837

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of studies and measurements of the noise levels employees are exposed to by location or job classification. This series may include, but is not limited to, measurement of background sound pressure reports, monitoring reports, risk management assessments, related correspondence, and similar information used to support the possibility of exposure.	Two (2) calendar years from the date of the record.	29 CFR 1910.95 (m)(3)(i)	None	None
Moved from Personnel section with same LRDA Number				

**Occupational Safety: OSHA Files**

LRDA Number 20071552

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the activities of local governmental agencies in administering federal and state requirements for Occupational Safety and Health. The files may contain, but are not limited to, various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, correspondence, and related documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	29 CFR 1904.29, 29 CFR 1904.33, 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)].
Moved from Personnel section with same LRDA Number				

**Occupational Safety: Personal Protective Equipment (PPE) Records**

LRDA Number 20071700

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the authorization and acquisition of specialized safety devices and clothing for employees working in hazardous situations. This series may include, but is not limited to, employer hazard assessments, equipment selection records, defective and/or damaged equipment reports, PPE request forms, authorization forms, PPE training and written certification records, copies of purchase orders, manufactures warranties, related correspondence and similar documents	Three (3) calendar years after the disposal of the protective equipment.	29 CFR 1910.132 to 1910.138, NRS 11.190 (3) (d), NRS 11.190 (4) (e)	If this record series contains employee hazard exposure or employee medical records those records must be retained in accordance with those record series found in Personnel Section. (See Employee Medical Records and Employee Medical Records - Hazard Exposure)	None
Moved from Personnel section with same LRDA Number				

**Occupational Safety: Respirator Fit Test**

LRDA Number 20121838

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document qualitative and quantitative fit tests administered to employees. Information includes name or identification of the employee tested, type of fit test performed, specific make, model, style, and size of respirator tested, date of test, and the pass/fail results for Qualitative fit test (QLFT) or the fit factor and strip chart recording or other recording of the test results for Quantitative fit test. (QNFT)	Retain until the next fit test is administered.	29 CFR 1910.134 (m) (2) (ii)	None	None
Moved from Personnel section with same LRDA Number				

**Occupational Safety: Respiratory Protection Program Records**

LRDA Number 20121839

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document Respirator Protection Program's established in accordance with federal law. Records may include, but are not limited to, worksite-specific procedures, equipment inspections, program evaluations and assessments, correspondence, and related documents.	Two (2) calendar years after revised or superseded.	29 CFR 1910.134 (c)(1), NRS 11.190 (4)(e)	None	None

Moved from Personnel section with same LRDA Number

**Occupational Safety: Workers' Compensation Claim Files - Insurer Copy**

LRDA Number 20071423

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the recording and reporting of occupational injuries and illnesses. This series may include, but is not limited to, employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim.	Six (6) calendar years after the death of the injured employee.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, NRS Chapters 616A to 617, NAC 616C.070, NAC 616C.088, NRS 11.190 (1)(b), 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.	The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

Moved from Personnel section with same LRDA Number

**Occupational Safety: Workers' Compensation Claims File - Agency Copy**

LRDA Number 20071424

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the recording and reporting of occupational injuries and illnesses. This series may include, but is not limited to, employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim.	Three (3) calendar years from the closure, resolution or cancellation of the claim or case.	42 USC section 1320d-2, 42 USC section 1320d-6, NRS Chapters 616A to 617, 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.	The long term retention of this record series is the responsibility of the "Insurer". The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

Moved from Personnel section with same LRDA Number

**Open Meeting Law: Meeting Notification Lists**

LRDA Number 20070065

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of listings kept of persons who have requested advance notification of all meetings or meetings with specific content.	Until superseded by a new or revised list.	NRS 241.020 (3)(b)	A request for notice lapses 6 months after it is made. The public body shall inform the requester of this fact by enclosure with, notation upon or text included within the first notice sent.	It is the requester's responsibility to inform the governmental entity if they wish to continue receiving meeting notifications after the 6 month period has elapsed.
Revised retention period from until updated, modified description added citation and legal note				

**Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils** LRDA Number 20070107

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These minutes are the official record of the proceedings of regularly scheduled, special and emergency meetings. They include the date, time, and meeting place, members present and absent, "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken, the names of citizens who appeared and the substance in brief of their testimony, any other information that any member requests be entered in the minutes" in accordance with NRS 241.035. This series may include, but is not limited to, minutes, agenda packets, supporting documents, exhibits, audio/video recordings, attendance sheets, and related records.	Permanent.	NRS 241.035, Open Meeting Law Manual (Office of the Attorney General), NAC 239.850	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	None
Removed additional narrative in Note field related to LG ability to send records to State Museum or Historical Society as this is no longer an option				

**Property Management: Pest Control (Extermination) Records** LRDA Number 20071747

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document pest control programs and the local government use of pesticides and may contain, but is not limited to, extermination logs, pesticide application record (showing kind and quantity used, dosage rate, method of application, target organism, area, date and time of application and employee name), incident reports, exterminator (contractor) reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	29 CFR 1910.141(a)(5), 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 the reconstruction of the information.	Application logs do not contain medical information. For "Employee Medical Records-Hazard Exposure Records"- See LRDA # 2007-1289 in the Personnel Section.
Modified description to include records from LRDA# 20121880 Pesticide Application Logs which will be deleted and added additional citations and legal notes				

**Public Records Requests**

LRDA Number 20101782

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents requests for specific information received by local governmental entities from persons, press, government agencies and others, and the local government's response to the requestor. This series may include but is not limited to, written or oral requests for information, determinations, response letters, denial letter or form, internal correspondence, notes, and similar documents. This series does not include the original records (any media) from which the requests were copied or furnished.	If the request is granted retain for a minimum period of one (1) calendar year from the date fulfilled. If the request is denied in whole or in part retain for a minimum period of three (3) calendar years from the end of the calendar year to which it pertains.	NRS 239.010 to 239.012, NRS 11.190 (3)(a)(d), NRS 205.4617, NRS 239B.030, NAC 239.165	Some of the internal correspondence/notes may contain confidential or sensitive information (such as client-attorney privileged documents) created while processing the request. These documents 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)].

Lengthened retention period from 90 days to one (1) calendar year for requests fulfilled to mirror Correspondence: Routine Business LRDA# 20141919

**Risk Management: Insurance: Claims**

LRDA Number 20070061

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These records document various types of liability claims filed against the local government. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents.	Three (3) fiscal years after final settlement of claim	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)].

Moved from Financial Records section with same LRDA Number

**Special Boards, Commissions, Councils, Committees, Offices and Task Force Records**

LRDA Number 20071242

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document the governmental administration, activities, and history of specially organized committees, boards, councils, offices and task forces. These entities are usually organized or appointed to address specific problems or situations, and not intended to carry on activity beyond a final report or activity. The purpose of these special entities may involve advising, investigating, planning, recommending, compiling, summarizing and similar activities. Records may include but are not limited to agendas, original minutes of public meetings, meetings and workshops, interim and final reports, news articles and other informational documents, related correspondence and any other material compiled or created by the entity.	Permanent.	NRS 241.010 to 241.035, The Open Meeting Law Manual (Office of the Attorney General), NAC 239.850	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	None

Removed additional narrative in Note field related to LG ability to send records to State Museum or Historical Society as this is no longer an option

**Special Study Report Files**

<b>Description</b>	<b>Minimum Retention Period</b>	<b>Legal Citations</b>	<b>Legal Note</b>	<b>Note</b>
This record series documents special studies produced under the direction of governing bodies, department managers, courts, elected officials. Files may contain but are not limited to, reports, exhibits, supporting documentation and related correspondence.	Three (3) calendar years from the completion or termination of the study. Review for historical value.	NRS 11.190 (3)(d)	If this record series contains confidential, restricted, or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Revised title, description, and retention narrative

## Background Checks/Investigations

LRDA Number 20070304

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents background checks/ investigations of individuals including those for recruitment and active employment, volunteers, interns, and contracted workers. This series may contain, but is not limited to, employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents.	If hired: Add to Master Personnel File. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	29 CFR 1602.31, NRS 11.190 (3)(d), NRS 239B.010 to NRS 239B.020, NRS 179A.075, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].
Revised retention period to separate individuals hired				

## Employee Development \Training Records - "Official Copy"

LRDA Number 20071375

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer employee development and training. This series may contain, but is not limited to, employee name, social security or personnel ID number, request for training forms, training plans, employee training history, copies of training certificates, documentation of continuing education credits, records documenting completion of mandatory training requirements, reports detailing staff training (courses taken), statistical reports, training program evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of an employee.	29 CFR 1910.1001(4), 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)].	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.
Reducing retention period from Five (5) calendar years				

## Employee Licenses / Certificates

LRDA Number 20070837

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents licenses/certificates issued to employees by professional, educational, regulatory, or other agencies. These types of licenses/certificates are normally occupation specific (EMS, Peace Officer, Firefighter, Social Worker, Nurses, Engineers and similar professions) and are usually required as a condition of employment.	Three (3) calendar years from the expiration or renewal of the license or certificate.	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)].

Clarifying retention period

## 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.	Three (3) calendar years from the close of the recruitment.	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)].

Modified description to include Inactive Recruitment Files LRDA# 20070313 and Applications and Resumes-Not Hired LRDA# 20071272 which will be deleted.

## Bid Files

LRDA Number 20070364

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations and provides recorded evidence of accepted and rejected bids. This series may include, but is not limited to, requests to bid, requests for proposals (RFP), bid exemption documents, bid specifications, bid estimates, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid registers, related correspondence, and similar records.	Seven (7) fiscal years after the date of execution of the contract.	17 USC section 501, 15 USC section 5308, NRS 333.333, NRS 332.039, 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)].
Removed cancelled bids from retention period because they are a different record series				

## Cancelled Bid Files

LRDA Number 20071305

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents bids to provide goods or services which were cancelled prior to the awarding of a contract. This series may include, but is not limited to, bid specifications, copies of bids received prior to cancellation, documentation on reason for cancellation, documentation of action up to the time of cancellation, evidence of cancellation, correspondence and related documentation.	Three (3) fiscal years after cancellation. Unopened bids should be returned to the bidder.	17 USC section 501, 15 USC section 5308, NRS 11.190 (3)(d), 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)].
Revised title from Cancelled Solicitations and modified retention period to include unopened bids				

## Warranties

LRDA Number 20070080

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents manufacturer's/vendor's warranties to replace and/or repair defective equipment.	Expiration of warranty plus one (1) fiscal year.	None	None	None

Moved from Administrative Records section with same LRDA Number

## Accounting Files (Office Copy)

LRDA Number 20070046

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These types of records are used to administer and document financial transactions and accounting functions (including accounts receivable and accounts payable) and may contain but are not limited to computer generated forms and reports, invoices, receipt books, journal entries, ledgers, accountant spreadsheets, disbursement log, billing claims, records of petty cash, charge slips, cashiers tapes, cash register tapes, daily cash and receipt reports, petty cash records, credit and collections records, copies of requisitions and purchase orders, vouchers, notes, correspondence and related documents.	Until resolution of an annual audit.	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.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Added additional records to description

## Auditors' Reports

LRDA Number 20070005

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents annual financial audits of a local governmental entity (including school districts) and may include, but is not limited to, accountant's summary, fund statements, revenue statements, fund balance details, financial schedules, auditor's comments and recommendations, auditors work papers, copies of prior audit reports, related correspondence and similar documents.	Permanent.	NRS 354.624	None	None

Modified description to include Auditors Workpapers and School Districts

## Postal/Freight Records

LRDA Number 20071532

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer and document transactions with the U.S. Postal Service, private couriers (such as FedEx, UPS, etc.) and private carriers concerning postal or freight services. Records may include, but are not limited to, postal meter records, receipts for postage stamps, receipts for registered and certified mail, receipts and documentation for insured mail, special delivery records, shipping company information, invoices, bills of lading, shipping tags, shipping receipts, shipment logs, 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.	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)].

Revised title and description to include Freight Records LRDA# 20071531 which will be deleted

## Blood Bank Records

LRDA Number 20070692

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
<p>This series consists of documents maintained in a blood bank and may include but are not limited to donor information, processing records, storage and distribution records, compatibility testing reports, quality control records, transfusion reaction reports and complaints, and general records. Donor records include but are not limited to donor selection, informed consent, medical interview and examinations, permanent and temporary deferrals, donor adverse reaction complaints and reports, investigation and follow-up reports. Processing records may include blood processing, including results and interpretation of all tests and retests. Storage and distribution records may include distribution and disposition of the blood product; visual inspection of whole blood and red blood cells during storage and immediately before distribution; storage temperature control and initialed temperature log or recorder chart; and emergency releases of blood including a physician's signature. Compatibility tests may include the results of cross-matching, antibody screenings, and the results of confirmation testing. Quality control records may include calibration and standardization of equipment, performance checks, periodic check of sterile technique, and periodic tests of the capacity of shipping containers to maintain the proper temperature. Transfusion reaction and complaints may include records of investigations and follow-up. General records may include records of the sterilization of supplies and reagents, errors and accidents, maintenance of equipment and the physical plant, expiration dates of supplies and reagents, responsible personnel, and the disposition of rejected supplies and reagents used in the collection, processing and compatibility testing of blood and blood components.</p>	<p>Ten (10) calendar years after the records of processing have been completed or six (6) months after the latest expiration date for the individual product, whichever is a later date. When there is no expiration date, records must be retained permanently.</p>	<p>21 CFR 606.160, 21 CFR 606.165, 21 CFR 606.170, 21 CFR 606.151, NRS 11.190 (3)(d), NAC 239.165 (1)(2)</p>	<p>This record series may contain confidential or sensitive 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)].</p>	<p>This series may also include logs/reports which indicate on-hand inventory and notices of emergency shortages.</p>

Lengthened retention period to comply with change in Federal Regulation- 21 CFR 606.160

## Calibration of Breath-Testing Device Records

LRDA Number 20121836

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents that the calibration of breath-testing devices used by law enforcement agencies conform with the regulations of the Nevada Commission on Testing for Intoxication. Records may include but are not limited to, calibration verification records, monthly accuracy tests, operator certifications, certified forensic analyst of alcohol reports, chronological device testing reports, response to breath testing samples, maintenance and repair reports, various forms, related correspondence and similar records.	Six (6) calendar years from the date of calibration, or if used in a criminal proceeding from the final disposition of the case, whichever is longer.	NRS 484C.600 to NRS 484C.630, NAC 484C.050 to NAC 484C.150, NAC 50.045, NRS 11.190 (1)(a)	NAC 484C.120(1) Evidential breath-testing devices used by law enforcement agencies must be calibrated by a certified forensic analyst of alcohol at least once within the 90 days immediately preceding the date on which the device is used to test a person's breath.	NAC 484C.070(1) Preliminary breath-testing devices used by a law enforcement agencies must be calibrated by the agency or a certified forensic analyst of alcohol at least once a year.
Revised title, retention event date, legal citations and added narrative to legal note and note fields				

## 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, or if used as evidence or subpoenaed until all legal action has been resolved, whichever is later.	None	None	These reports can be printed or maintained on a computer system that allows for the retrieval and reproduction of the information.
Added narrative to retention period				

## Incident/Crime Files

LRDA Number 20071731

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These files contain information from investigation of a crime through to an arrest (if one is made). This record series may include, but is not limited to, investigation files, case narrative, investigative notes, arrest information, copy of coroner's report, copy of autopsy report, victim information, witness statements, fingerprint cards, exhibits and evidence, crime lab requests and results, photos, recordings, diagrams, complaint reports, field notes, officer notes, background material, contact information, NCIC reports, suspect information, suspect statement, criminal history information, search warrants, line-ups, arrest and booking records, subpoenas and prosecution reports, copies of court documents, bulletins, teletypes, news releases, disposition, correspondence and related records.	Homicides and Sex Crimes- Retain for a minimum period of sixty-five (65) calendar years from the close of case. Other Felonies-Retain for a minimum period of twenty-five (25) calendar years from the close of case. DUI and Domestic Violence Misdemeanors-Retain for a minimum period of seven (7) calendar years from the close of the case. Gross Misdemeanors/Misdemeanors retain for a minimum period of five (5) calendar years from the close of the case.	NRS 200.010 to NRS 200.260, NRS 200.377 to NRS 200.3774, NRS 200.5095, NRS 193.140, 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.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Added Gross Misdemeanors to retention period

## Project Files - External Agency / Developer

LRDA Number 20070995

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents projects initiated and administered by external agencies/ developers such as Nevada Department of Transportation, The Army Corps of Engineers, Nevada Division of Environmental Protection, and similar agencies. The files may contain but are not limited to requests for comment, responses, records documenting project need, letters of support, copies of plans; blueprints; and drawings, related correspondence and similar documents.	Three (3) calendar years after project completed.	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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Reducing retention period from Ten (10) years after project completed

## Cross-Connection Control and Backflow Prevention Records

LRDA Number 20071606

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of records which document compliance with NAC 445A.67185 for cross-connection control and backflow prevention programs. This series may include, but is not limited to, implementation schedules, inspection reports, plans for testing and tracking all primary assemblies for the prevention of backflow, annual testing results of assemblies, lists of the particular assemblies for the prevention of backflow, a list of the measures the supplier of water will take to enforce the program if any customers of the system fail to comply with the program, violation notices, letters documenting any fines or repairs, and related correspondence.	Five (5) calendar years from the end of the calendar year to which the records pertain.	NAC 445A.67185 to NAC 445A.67255, NRS 239C.090, NRS 239C.210, 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	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Lengthened retention period from Three (3) calendar years at the request of local government and consistent with recommended best practice of American Water Works Association (AWWA)

## Water Operators Certification File

LRDA Number 20071621

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to administer the certification process for operators of water systems as required by state and federal law /regulation. The files may contain but are not limited to applications (new and renewal), copies of records documenting experience, test scores, continuing education documentation, letters to proctors, letters to applicant approving examinations, letters of denial to reinstate after expiration, related correspondence and similar documents.	Twelve (12) calendar years from the date they are no longer certified..	40 CFR 142.15, 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 , NAC 445A.617 to 445A.652, 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)].

Lengthened retention period from Three (3) calendar years to comply with change in federal law

**Academic Performance - Subsidiary Records**

LRDA Number 20071122

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series may contain, but is not limited to, a pupil's identifying information, personal and family history records, cumulative student record, childhood disease and immunization data, cumulative health folders, disciplinary reports, truancy reports, student guidance records, progress and monitoring reports, reading records, school and after-school activity reports, student employment information, standardized testing records, student current data, entrance and withdrawal records, transfer records, notices to parents/guardians, parental consent forms, informational correspondence and similar records.	Six (6) calendar years after pupil graduates or would normally have graduated from high school.	34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NAC 392.350, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series contains confidential and/or restricted 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)].

Modified description to remove records included in Special Education record series

**Special Education Records**

LRDA Number 20081766

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents special education services provided to disabled persons. May include application for benefits, psychological; medical; and educational evaluations, individualized educational program plans, release forms, behavioral evaluation reports, eligibility reports, reevaluation reports, contract summaries, intergovernmental agreements, parent/guardian agreements, exchange of information forms, related service requests, request for transportation reimbursements, invoices, written notice of intent to destroy records, written request to destroy records from parent/guardian, authorization for release of confidential information form, proof of mailings/advertising, memos, related correspondence, and similar documents. A person with a disability is eligible to receive special education benefits up to age 22.	Six (6) calendar years after individual no longer receives services. Parents may also request the destruction of this record series (See 34 CFR 300.624).	20 USC section 1232g (a)(b), 20 USC section 1232g(b)(4)(A), 34 CFR 300.610, 34 CFR 300.614, 34 CFR 300.624, 34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NRS 395.001 to 395.090, NAC 395.010 to 395.160, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165	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)].	34 CFR 300.624- Destruction of Information. (a) The public agency must inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child. (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Revised retention period from the currently approved: Six (6) calendar years after individual no longer receives services or at age twenty-eight (28), whichever is longer. To: Six (6) calendar years after individual no longer receives services.