

# Nevada Local Government Retention Schedule

Public Libraries

Section Number S-1027

## Acquisition Records

LRDA Number 20070959

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records relating to the acquisition of library materials including, but not limited to books, periodicals, software, compact discs, videotapes, audiotapes, and film. This series may also include information related to the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

## Applications for Library Card

LRDA Number 20070950

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of forms submitted by individuals to request borrowing privileges from a public library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number.	Until application is processed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

## Catalog Records

LRDA Number 20070951

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of electronic or physical records identifying and describing books and other materials in public library collections.	Until superseded	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

**Daily Sign-In or Sign-Up Records****LRDA Number 20071585**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains daily sign-in/up sheets for use of computers or other technical equipment, used for control and statistical purposes. Also includes Internet sign-in logs.	Until close of business day.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

**Equipment Use Records****LRDA Number 20071583**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD or video tape players, cassette tape recorders and film projectors.	One (1) fiscal year from the fiscal year to which they pertain.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

**Fines, Overdue Books and other media, Records of****LRDA Number 20070952**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment or discharge of fines for overdue books. This series may include, but is not limited to, overdue notices, requests for payment, receipts, related correspondence and similar documents.	Until annual audit is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)	None.

**Fines, Requests for Payment**

LRDA Number 20070953

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for payment of fines. This series may include, but is not limited to, overdue notices, requests for payment, receipts, related correspondence and similar documents.	One (1) fiscal year after receipt of payment or after written off as uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

**Friends of the Library Records**

LRDA Number 20071582

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of "Friends of the Library" groups, local library associations or non-profit groups which exist for the purpose of generating funding for services and equipment for libraries. This series may include, but is not limited to, membership lists/forms, press clippings, solicitation letters to potential members, programming records including publications/ brochures and press releases, accounting records, annual reports, agendas, meeting minutes, tickets, event records, related correspondence, and similar documents.	Retain annual reports, meeting minutes and agendas, one copy of publications and brochures and press releases permanently. Retain related accounting records until completion of annual audit. Retain other records for as long as administratively useful to the library.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 379.026, NRS 379.106, NAC 239.165 (1)(2)	None.

**Interlibrary Loan Requests**

LRDA Number 20070954

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library.	Six (6) months after item returned.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

**Library Reports**

LRDA Number 20071586

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical and narrative reports documenting collection, registration, circulation, lost books, children's programs, and other library activities. This series may include, but is not limited to, various reports such as circulation statistics by category (non-fiction, fiction, magazines, etc.), books reserved, photocopies made, overdue notices mailed, borrowers registered, copies of budget status reports, expenditure reports, attendance reports, reports documenting new activities and services, related correspondence, and similar information.	Retain annual statistical and narrative reports permanently. Retain other activity /statistical reports for Two (2) calendar years from the year created.	This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

**Program Registration Records**

LRDA Number 20071584

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of registration records for library sponsored events and may include sign-up sheets or completed registration forms with participants' personal information.	Thirty (30) days after event. Review for historical value.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

**Reference Request Records**

LRDA Number 20070958

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reference questions received by public libraries. This series may contain, but is not limited to, telephone and mail logs, faxes, e-mails, and written correspondence.	One (1) fiscal year from the fiscal year to which they pertain.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013	None.

**Returns, Includes Records of Items Returned Through Interlibrary Loans****LRDA Number 20070961**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the return of books, periodicals, compact discs, videotapes, audiotapes, film, and similar media.	One (1) fiscal year from the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

**Standing Orders****LRDA Number 20070962**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents standing orders for library materials including but not limited to books, periodicals, newspapers, audio tapes, video tapes, CD's, DVD's and similar items.	One (1) fiscal year after cancellation of order.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.