



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
100 N. Stewart Street
Carson City, Nevada 89701
(775) 684-3411 * Fax (775) 684-3426 * TDD (775) 687-8338

**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: August 10, 2016
TIME: 1:15 p.m.
LOCATION: Nevada State Library and Archives Building
Board Room
100 North Stewart Street
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Agenda

1. **Call to Order, Welcome, Roll Call**
2. **Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman.
- FOR POSSIBLE ACTION** 3. **Review, correct, if necessary, and approve the minutes from the June 8, 2016 meeting**
- FOR POSSIBLE ACTION** 4. **Gaming Control Board: Investigations Division, Corporate Securities Section**
A. RDA 1993240: Nevada Gaming Company Files
B. RDA 1991804: Underwriters Files
- FOR POSSIBLE ACTION** 5. **Department of Public Safety, General Services Division, Fiscal Unit**
A. RDA 2016011: Customer Files
- FOR POSSIBLE ACTION** 6. **Department of Administration, Human Resource Management, Central Records;**
A. RDA 2003100: Employee Service Jacket
- FOR POSSIBLE ACTION** 7. **Governor's Office of Economic Development**

A. RDA 2003005: Community Development Block Grant (CDBG) Records

FOR POSSIBLE ACTION

8. Nevada System of Higher Educations –Multiple modifications and deletions to document retention schedule

9. Nevada Department of Transportation Update (Discussion Only)

FOR POSSIBLE ACTION

**10. Discuss future agenda items
Environmental Protection: Bureau of Industrial Site Cleanup
Commission on Ethics**

11. Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman.

FOR POSSIBLE ACTION

12. Confirm time of next meeting

Next meeting scheduled for September 14, 2016 at 1:15pm

FOR POSSIBLE ACTION

13. Adjourn

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify State Records in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email to adan.aguilera@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting State Records at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting Adan Aguilera at adan.aguilera@admin.nv.gov

This agenda has been posted at the following locations:

Nevada State Library, Archives and Public Records
100 North Stewart Street
Carson City, NV 89701

The Nevada Legislature
401 S. Carson St.
Carson City, NV 89701

Washoe County Library
301 South Center Street
Reno, NV 89505

The Las Vegas/Clark County Library District
1401 E. Flamingo Road
Las Vegas, NV 89119

NSLA website: www.nsla.nv.gov

As required by [NRS 232.175](#):
<https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for June 8, 2016*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:16 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Scott Anderson, for Barbara K. Cegavske, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Excused

Jeff Kintop, Administrator, Nevada State Library, Archives and Public Records – Present

Stacie Hancock, For Patrick Cates, Director of the Department of Administration – Excused

Jim Earl, for Shannon Rhaming, Administrator, Enterprise Information Technology Services – Present

Staff:

Teri Mark, State Records Manager, NSLAPR – Excused

Cynthia Laframboise, State Archives Manager, NSLAPR – Present

Sara Martel, Senior Records Analyst, NSLAPR – Present

Gerald Lindsay, Senior Records Analyst, NSLAPR – Present

Michelle Byrne, Administrative Assistant, NSLAPR – Present

Kimbra Andrews, Department of Transportation – Present

Guest Present:

Melinda Ridgely, Parole and Probation – Present

Shannon Wells, Parole and Probation – Present

Donna Wix, Nevada Department of Education – Present

Cece Zimmerman, SPWD – Present

2: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman.

- There was no public comment.

3: Review and Approve the Minutes for April 13, 2016

- The minutes were approved as presented. The motion was made by Jim Earl and the second was by Jeff Kintop. Scott Anderson abstained from voting.

4: Department of Public Safety, Parole and Probation

A. 2003008 Case Files

Modify

Description:

These are working files on Parolees and Probationers. The files may contain, but are not limited to: applications for parole or probation, pre-sentence reports; sentence data sheets; disposition data sheets; discharge documentation; notes from parole officer; contact logs; progress reports; restitution agreements and schedules; probation violation agreements; related documentation.

Agency review:

The appraisal is supported by Department of Public Safety, Parole and Probation Division Records Officer.

Justification for Modification of RDA 2003008:

The change provides a more defined trigger event. Currently, the records are microfilmed, and the retention requires research of the film, then manually cutting and splicing the film to remove the applicable records. The modified retention will allow all records pertaining to a calendar year to be destroyed at the same time.

Discussion and Vote:

This item was approved as presented with no further discussion needed. The motion was made by Jim Earl and the second was by Kathryn Etcheverria. The vote was unanimous.

5: Public Works Division

- | | | | |
|----|---------|---|-----|
| A. | 2016027 | CIP Project Drawings | New |
| B. | 2016028 | CIP Project Files | New |
| C. | 2016029 | CIP Project Files: Structural And Testing Records | New |

A. Recommended New RDA:

Title: CIP Project Drawings

RDA: 2016027

Description:

These are the drawings made for Capital Improvement Projects (CIP), and compliment the CIP Project File. The records may contain, but are not limited to: (a) Original and copies of: site plans; working drawings (structural, mechanical, electrical and landscape), as built drawings, schematics, presentation drawings, architectural renderings and similar records, and; (b) Project specifications, bid documents and similar documents.

Agency review:

The appraisal is supported by Public Works Division Records Officer.

Justification for New RDA 2016027:

Assembly Bill 125 of the 2015 Legislative Session changed the statute of limitation that action may be taken on construction projects. The act became effective upon passage and approval on February 24, 2015. The agency has requested records created before 2015 be retained according to the current retention period of 12 years. To accommodate this request, new RDAs are being recommended so the records created before 2015 and currently stored in the Records Center can be retained the for the 12 years and records created after 2015 can be stored for 6 years.

AB125 sec 17 NRS 11.202(1): No action may be commenced against the owner, occupier or any person performing or furnishing the design planning, supervision or observation of construction, or the construction of an improvement to real property more than 6 years after the substantial completion of such an improvement.....

Title: *CIP Project Files*

RDA: 2016028

Description:

These records are used to oversee and monitor Capital Improvement Projects (CIP's) that have been authorized by the Legislature and under the administration of the State Public Works board. The files may include, but are not limited to: A/E (Awards and Endorsements), Contracts/Endorsements File; Owner-Contractor Agreements/Insurance/Change Orders/Advertising Information File; Preconstruction Engineering Reports/Inspector Reports/Lab Testing/Plan Check File; Budgets, Schedules and Estimates file; Energy Retrofit File, and, Correspondence File.

Agency review:

The appraisal is supported by the Public Works Division Records Officer.

Justification for New RDA 2016028:

Assembly Bill 125 of the 2015 Legislative Session changed the statute of limitation that action may be taken on construction projects. The act became effective upon passage and approval on February 24, 2015. The agency has requested records created before 2015 be retained according to the current retention period of 12 years. To accommodate this request, new RDAs are being recommended so the records created before 2015 and currently stored in the Records Center can be retained the for the 12 years and records created after 2015 can be stored for 6 years.

AB125 sec 17 NRS 11.202(1): No action may be commenced against the owner, occupier or any person performing or furnishing the design planning, supervision or observation of construction, or the construction of an improvement to real property more than 6 years after the substantial completion of such an improvement.....

Title: *CIP Project Files: Structural and Testing Records*

RDA: 2016029

Description:

These records document the structural calculations, testing and related records associated with capital improvement projects that are required to be filed (See NRS 341.145 (9)). The files may contain, but are not limited to: Certificates of Occupancy, Soils testing records, Geothermal testing documents and Structural calculations.

Agency review:

The appraisal is supported by the Public Works Division Records Officer.

Justification for New RDA 2016029:

Assembly Bill 125 of the 2015 Legislative Session changed the statute of limitation that action may be taken on construction projects. The act became effective upon passage and approval on February 24, 2015. The agency has requested records created before 2015 be retained according to the current retention period of 12 years. To accommodate this request, new RDAs are being recommended so the records created before 2015 and currently stored in the Records Center can be retained the for the 12 years and records created after 2015 can be stored for 6 years.

AB125 sec 17 NRS 11.202(1): No action may be commenced against the owner, occupier or any person performing or furnishing the design planning, supervision or observation of construction, or the construction of an improvement to real property more than 6 years after the substantial completion of such an improvement.....

Discussion and Vote:

This item was approved as amended, with the amendment of a change in the title of the record series to more accurately reflect the records that were created after 2015. The motion was made by Jim Earl and the second was by Jeff Kintop. The vote was unanimous.

6: Department of Education, Career Readiness and Adult Learning Education Options, Private Schools

- A. 2007108 Private School Files: Application Documentation Modify
- B. 2007107 Private School Files: License Records Modify
- C. 2007110 Private School Files: Operational Records Modify
- D. 2009067 Private School Student Academic Records: Elementary Schools Modify
- E. 2009066 Private School Student Academic Records: Secondary Schools Modify
- F. 2016026 Private School Files: Crisis Response Plans New
- G. 2016024 Private School Files: License Records - Denied or Withdrawn New

A. Recommended Modification:

Title: Private School Files: Application Documentation RDA: 2007108

Description:

This record series is used in the application process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: Sample catalog (NRS 394.251 (1)); Supplemental material (NAC 394.030 & 394.040); proposed advertisements; OSHA and fire department inspections; application financial documentation (NAC 394.140); facility plans and related documentation; related correspondence, and; similar documentation.

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2007108:

Once the renewal application or declaration is received, previous submissions are obsolete. The suggested revision allows the unessential records to be purged at time of renewal instead of one year later. This change will help ensure the file only contains the current documentation and not unnecessary documents,

B. Recommended Modification:

Title: Private School Files: License Records

RDA: 2007107

Description:

This record series documents the licensing and monitoring of private schools (See NRS and NAC chapter 394). The records may contain, but are not limited to: Original applications (including renewals) (NRS 394.251 (1)); Surety bonds / certificate of deposit (NRS 394.251 (1)); Application investigation documentation (NRS 394.251 (2)); School inspections (NRS 394.245); Reviews; Related correspondence, and; Similar documentation.

Authorized Retention:

Retain for a period of four (4) ~~calendar~~ school years *from the end of the school year expiration, revocation or closure of the school in which the school was closed.* ~~Program correspondence may be purged when no longer needed.~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Justification for Modification RDA 2007107:

The expiration or revocation of the license may be a different date from the closure of the school. The recommended change clarifies the trigger date. Since the agency’s records are based on a school year, the agency has requested to change to “end of school year” to align the retention with the school year.

Recommended Disposition:

Destroy Securely

C. Recommended Modification:

Title: Private School Files: Operational Records

RDA: 2007110

Description:

This record series is used in the monitoring process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: ~~Crisis response plans (confidential, see NAC 394.168 to 394.1698);~~ Owner / operations information (NAC 394.140 (2)(b)); Licensed personnel (NAC 394.050); Occupational personnel (NAC 394.160); Enrollment, attendance and progress reports (NRS 394.130); Related correspondence, and; Similar documentation.

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2007110:

The expiration or revocation of the license may be a different date from the closure of the school. The recommended change clarifies the trigger date. A new record series was created to schedule the crisis response plans. See RDA 2016026. Since the agency’s records are based on a school year, the agency has requested to change to “end of school year” to align the retention with the school year.

D. Recommended Modification:

Title: Private School Student Academic Records: Elementary Schools RDA: 2009067

Description:

These records document the academic records of individuals whose private elementary school went out of business (See NRS 394.341 (1)). The records may contain, but are not limited to: Academic Records; Pupil Progress Reports; Health records; Copies of basic skills test results; Counselor reports; Registration documents; Referrals; Conduct reports; Correspondence, and; Similar documents.

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2009067:

The original justification for the 3 year retention was based on NRS 11.190 for fraud or mistake. The 3 year retention should start based on the close of the school not when the agency received the records. Since the agency’s records are based on a school year, the agency has requested to change to “end of school year” to align the retention with the school year.

E. Recommended Modification:

Title: Private School Student Academic Records: Secondary Schools RDA: 2009066

Description:

These records document the academic records of individuals whose private secondary school went out of business (See NRS 394.341 (1)). The records may contain, but are not limited to: academic transcripts; pupil progress reports; health records; copies of basic skills test results; counselor reports; registration documents; referrals ; conduct reports; related correspondence, and; similar documents

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2009066:

This record series had two retention periods. The agency requested all records be kept for 50 years to eliminate the time required to purge records since they are sent as one file from the schools. Since the agency's records are based on a school year, the agency has requested to change to "end of school year" to align the retention with the school year.

F. Recommended New RDA:

Title: Private School Files: Crisis Response Plans

RDA: 2016026

Description:

This record series is used in the monitoring process for the crisis response plans private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: Crisis response plans (confidential, see NAC 394.168 to 394.1698); and related correspondence.

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for New RDA 2016026:

The record is currently scheduled under RDA 2007110 "Private School Files: Operational Records" which has a retention period of 4 years from the closure of the school. The crisis plans are renewed annually and superseded records do not have continuing value. Since the agency's records are based on a school year, the agency has requested "end of school year" to align the retention with the school year.

G. Recommended New RDA:

Title: Private School Files: License Records – Denied or Withdrawn

RDA: 2016024

Description:

This record series documents the licensing and monitoring of private schools (See NRS and NAC chapter 394). The records may contain, but are not limited to: original applications (including renewals) (NRS 394.251(1)); surety bonds / certificate of deposit (NRS 394.251 (1)); application investigation documentation (NRS 394.251 (2)); school inspections (NRS 394.245); reviews; sample catalog (NRS 394.251 (1)); supplemental material (NAC 394.030 & 394.040); proposed advertisements; OSHA and fire department inspections; application financial documentation (NAC 394.140); facility plans and related documentation; related correspondence, and; similar documentation.

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for New RDA 2016024:

A record series does not currently exist for these records. A one year retention satisfies the agency's administrative needs. Since the agency's records are based on a school year, the agency has requested "end of school year" to align the retention with the school year.

Discussion and Vote:

This item was approved as presented, with the exception of item G, which was tabled. Staff would like to look at the retention more to insure that it complies with an appeal process. The motion was made by Jim Earl and the second was by Kathryn Etcheverria. The vote was unanimous.

7: Department of Education, Career Readiness and Adult Learning Education Options, Charter Schools

- A. 2009063 Charter Schools: Not State Sponsored Written Charter Delete - Obsolete
- B. 2009062 Charter Schools Original Application Delete – Obsolete
- C. 2009064 State Board Sponsored Charter Schools (Approved) Delete – Obsolete
- D. 2009065 State Board Sponsored Charter Schools (Denied) Delete - Obsolete

A. Recommended Deletion:

Title: Charter Schools: Not Sponsored Written Charter RDA: 2009063

Description:

~~These records are used for administrative purposes to monitor the continued operation of charter schools (See NRS chapter 386 and NAC chapter 387). The files may contain but are not limited to: Copy of application with related documentation; copy of written agreement; Copy of the Amended Final Approved Application; Written determination; supplemental information (See NRS 386.520 and NAC 386.140 to 150); related program correspondence, and; similar documentation.~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Justification for Deletion of RDA 2009063:

The records are held by the school sponsor who would follow the applicable record series on the Local Government Retention Schedule

B. Recommended Deletion:

Title: ~~Charter Schools Original Applications~~ RDA: 2009062

Description:

~~These records document the initial or renewal charter school applications reviewed by the Department for completeness (See NRS and NAC Chapters 386 & 387 especially NRS 386.520). The records may contain but are not limited to: Copy of application with related documentation; Letter of intent to form a charter school; Written determination; Supplemental information (See NRS 386.520 and NAC 386.140 to 150), and; Related program correspondence.~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Justification for Deletion of RDA 2009062:

The records are held by the school sponsor who would follow the applicable record series on the Local Government Retention Schedule.

C. Recommended Deletion:

Title: ~~State Board Sponsored Charter Schools (Approved)~~

RDA: 2009064

Description:

~~These records are used to monitor the continued operation of charter schools (See NRS and NAC chapter 386 and 387) sponsored by the State Board of Education. The records may contain but are not limited to: Application and related documentation, including amendments; Written agreement; Monitoring / compliance / fiscal reports (See NRS and NAC chapters 386 and 387) and supportive documentation; Written notice of changes; Related program correspondence, and; Similar documentation~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Justification for Deletion of RDA 2009064:

The records were transferred to the State Public Charter School Authority when it was created in 2011. A new agency specific schedule was also created with the same retention and disposition. See RDA 2011031

D. Recommended Deletion:

Title: ~~State Board Sponsored Charter Schools (Denied)~~

RDA: 2009065

Description:

~~These records document the denied applications for charter schools (See NRS and NAC chapter 386) requesting sponsorship by the State Board of Education. The files may contain but are not limited to: Application; Written agreement; Related program correspondence, and; Similar documentation.~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Justification for Deletion of RDA 2009065:

The records were transferred to the State Public Charter School Authority when it was created in 2011. A new agency specific schedule was also created with the same retention and disposition. See RDA 2011032

Discussion and Vote:

This item was approved as presented with no further discussion needed. The motion was made by Jim Earl and the second was by Jeff Kintop. The vote was unanimous.

8: Department of Administration, Library, Archives and Public Records, Archives and Records

- A. 2016017 Archives Accession Records – Memorandum of Transfer New
- B. 2016019 Archives Accession Records – Deaccession Receipt New
- C. 2016020 Archives Accession Records – Loan Receipt New
- D. 2016021 Archives Accession Records – Images License Agreement New

A. Recommended New RDA:

Title: *Archives Accession Records – Memorandum of Transfer*

RDA: 2016017

Description:

This record series is used to document receipt of records to the State Archives (NRS 378.250). The records may include, but are not limited to: “Memorandum of Transfer” authorization forms (the information may include - sending agency, name of sender, dates, number of boxes, contents of boxes, RDA number, disposition date, etc), index list, deeds of gift, receipts, and related correspondence.

NSLAPR staff recommendation:

The retention meets administrative needs.

Agency review:

The appraisal is supported by the State Archives Manager.

Justification for New RDA 2016017:

A record series does not currently exist for these records. These records need to be retained permanently with the accessioned records.

B. Recommended New RDA:

Title: *Archives Accession Records – Deaccession Receipt*

RDA: 2016019

Description:

This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: “Deaccession Receipt”/Memorandum of Understanding authorization forms (the information may include -, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc) index list, and related correspondence.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by the State Archives Manager.

Justification for New RDA 2016019:

A record series does not currently exist for these records. These records need to be retained permanently to document the deaccessioned records.

C. Recommended New RDA:

Title: *Archives Accession Records – Loan Receipt*

RDA: 2016020

Description:

This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: "Transfer Receipt"/Memorandum of Understanding authorization forms (the information may include -, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc) index list, and related correspondence.

Agency review:

The appraisal is supported by the State Archives Manager.

Justification for New RDA 2016020:

A record series does not currently exist for these records. A four year retention period is being recommended based on NRS 11.190(2)(c)

NRS 11.190 Periods of limitation. Except as otherwise provided in [NRS 40.4639](#), [125B.050](#) and [217.007](#), actions other than those for the recovery of real property, unless further limited by specific statute, may only be commenced as follows: 2. Within 4 years:

(a) An action on an open account for goods, wares and merchandise sold and delivered.

(b) An action for any article charged on an account in a store.

(c) An action upon a contract, obligation or liability not founded upon an instrument in writing.

D. Recommended New RDA:

Title: *Archives Accession Records – Images License Agreement*

RDA: 2016021

Description:

This record series is used to document the agreement to use images of records from the State Archives in programs or publications. The records may include but are not limited to: Images License Agreement, and related correspondence.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by the State Archives Manager.

Justification for New RDA 2016021:

A record series does not currently exist for these records. As the “Images License Agreement” states that the “License Term shall be in perpetuity”, the agreement should also be kept permanently.

Discussion and Vote:

This item was approved as presented with no further discussion needed. The motion was made by Jim Earl and the second was by Kathryn Etcheverria. . The vote was unanimous.

9: Nevada Department of Transportation Update (discussion only)

- The Nevada Department of Transportation has a fee schedule again for Public Records Requests. It will be listed on their web page within the next week.

10: Discuss future agenda items:

Department of Public Safety: General Services Division
Commission on Ethics
Gaming Control Board
Environmental Protection: Bureau of Industrial Site Cleanup
Nevada System of Higher Education

11: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman

- There was no public comment.

12: Determine time of next meeting

- The next meeting will be August 10, 2016 at 1:15 pm in the Nevada State Library and Archives Board room.

13: Adjourn

- The meeting was adjourned at 2:21 pm with the motion made by Jim Earl. The vote was unanimous.

4: FOR POSSIBLE ACTION

Gaming Control Board: Investigations Division, Corporate Securities Section

A.	1993240	Nevada Gaming Company Files	Modify
B.	1991804	Underwriters Files	Delete

A. Recommended Modification:

Title: Nevada Gaming Company Files

RDA: 1993240

Description:

These records document publicly traded corporations involved in gaming, *and private companies involved in gaming that are required to report compliance and foreign gaming*. The files may contain, but are not limited to: general correspondence, ~~gaming applications, lists of stockholders, press releases/news articles, control letters, S.E.C. filings, annual reports, proxy materials, articles of incorporation,~~ foreign gaming reporting, ~~involvement and similar information,~~ and *compliance reporting files*.

Disposition:

Retain these records for a period of ~~ten (10)~~ *four (4)* calendar years from the date of the record.

Authorized Retention:

Destroy Securely

NSLAPR staff recommendation:

The retention meets administrative needs.

Agency review:

The appraisal is supported by the Gaming Control Board's Record Officer.

Justification for Modification of RDA 1993240:

The publicly traded companies documented in this schedule are reviewed for compliance every three years. A four year retention schedule is being recommended to ensure the previous three years are available for each review period.

B. Recommended Deletion:

Title: ~~Underwriters Files~~

RDA: ~~1991804~~

Description:

~~This record series applies to current prospective underwriters (Investment Banking Firms) for public offerings of stocks or securities issued by corporations involved in gaming. This record series may include, but is not limited to: general compiled information, pending/current litigation, financial status, and similar information.~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years from the date an underwriter is no longer involved with gaming operations in Nevada~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Gaming Control Board's Records Officer.

Justification for Deletion of RDA 1991804:

The Gaming Control Board no longer reviews underwriters' files. The last of the files were destroyed per retention approximately 15 years ago.

5: FOR POSSIBLE ACTION

Department of Public Safety, General Services Division, Fiscal Unit

A. 2016011 Fee Based Accounts Receivable Customer New
Files

A. Recommended New RDA:

Title: *Fee Based Accounts Receivable Customer Files*

RDA: *2016011*

Description:

These records document the applications and financial accounts for applicants for Civil Name Check, Civil Applicant or Brady Accounts. The file may include, but is not limited to: application and supporting documentation, related correspondence.

Authorized Retention:

Retain these records for a period of four (4) fiscal years from the end of the fiscal year in which the account was closed.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Retention meets administrative and audit needs.

Agency review:

The appraisal is supported by Division of Public Safety, General Services Division Records Officer.

Justification for New RDA 2016011:

A current schedule does not exist for this record series. When an applicant for a Civil Name Check, Civil Applicant or Brady Account is approved, a financial account is opened. This account acts as a revolving account similar to a credit card. Invoices are sent when any transactions are billed against the account. This records series contains the original application with supporting documentation along with any correspondence. The account can be closed per notification from the applicant that the business is closed or sold, another agency that the applicant must file with notifies the Department of Public Safety General Services Division that the applicant's license is no longer in good standing, or if the account is sent to the Controller's Office Debt Collections Unit. The account remains open and no renewal is required as long as the account remains in good standing. The applicant must show proof of Current State of Nevada Business License, and other required licensure such as a Federal Firearms License for Brady Accounts. A four year retention is being recommended to allow for the FBI three year audit cycle.

6: FOR POSSIBLE ACTION

Department of Administration, Human Resource Management, Central Records

A. 2003100 Employee Service Jacket Modify

A. Recommended Modification:

Title: Employee Service Jacket

RDA: 2003100

Description:

This record series is the official personnel file ~~for people in the employ of the Executive Branch of the State of Nevada~~ **retained by the Division of Human Resource Management Central Records**. The files may contain, but are not limited to: Hiring documentation, including applications with associated documents; State and federal forms, including Employment Eligibility Verification (I-9), Employment Status Maintenance; Transaction, etc.; Disciplinary action documentation; Resignation documentation; Performance evaluation training documentation (See NAC 284.498 (5)) , and; Related correspondence

Authorized Retention:

Retain these records for a period of ~~thirty (30)~~ **ten (10)** calendar years from the year of separation from service. Records may be purged from the files under the following circumstances: (1) by order of a Nevada Court of record, (2); by order of a hearing officer -- see NRS 284.091 & 284.390, (3); by order of the Employee - Management Committee -- see NRS 284.073 (5) and Attorney General Letter of Opinion dated Sept. 29, 1993, (4); by order of stipulation, agreed statement, consent order or default in accordance with NRS 233B.12, (5); the Division of Human Resource Management may remove any record which they determine by law or regulation should not be filed or any duplications of records, or as ordered by the Personnel Commission, and (6); by order of the Department Director or Agency Administrator in accordance with the instructions found in the Attorney General Letter of Opinion dated Sept. 29, 1993.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Administration, Human Resource Management Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2003100:

The Division of Human Resource Management requests changing the Employee Service Jacket description from "Executive Branch" employees to those files "retained by the Division of Human Resource Management Central Records". The Division's Central Records houses official personnel files for Executive Branch employees, as well as official personnel files for Judicial Branch employees, including the Commission on Judicial Discipline.

The Division Resource Management also requests that the retention period of official personnel files retained by the Division of Human Resource Management Central Records be reduced from a period of thirty (30) calendar years to a period of ten (10) calendar years after the date of separation.

A reduction to the retention period would result in numerous benefits to the State of Nevada:

Creates efficiency by reducing staff time dedicated to records storage tasks.

This recommendation better facilitates the legislatively approved NEATS conversion, which is currently in process.

Currently, there is a shortage of both electronic and physical storage space, which could be immediately reduced.

Possible elimination of the Hummingbird program, which is only necessary due to the current retention period.

The Division of Human Resource Management Central Records Manager has suggested a retention period of ten (10) years after the date of separation with exceptions made for ongoing personnel issues.

The State Records Committee, as established in statute under NRS 239.073 1993, has the authority to revise the current retention schedule. Official state records may only be disposed of in accordance with the retention and disposition schedule approved by the Committee.

In June of 1987, prior to the existence of the State Records Committee, the Board of Examiners approved a six (6) year retention period after the separation of the employee.

In May of 1995, the State Records Committee approved increasing the retention period to sixty (60) years. A review of the Committee minutes does not prove helpful in determining the reason for this change.

In August of 2003, the State Records Committee reduced the retention period from sixty (60) years to forty-five (45) years. A review of the minutes from this meeting found that a "forty-five year period is sufficient to document work history and enough time for beneficiary actions".

In November of 2010, the State Records Committee again reduced the retention period from forty-five (45) years to the current period of thirty (30) years. A review of the Committee minutes from this meeting indicate the recommended change was based on the conclusion that a thirty (30) year retention period after employee separation was a reasonable amount of time to resolve any work related issues.

Research has found that, in general, the retention period for employee personnel files are far less than our current retention period of thirty (30) years.

Arizona	After employee terminated or term ended.	5 years
Arkansas	After separation or until closure of unresolved personnel issue.	5 years
CA State Personnel Board	Retain according to type of separation.	5 year min
Colorado	Retain 10 years after separation.	10 years
Idaho	Retain 5 years after separation.	5 years
Montana	Retain for 10 years after termination.	10 years
New Mexico	Destroy 50 years after file is created.	50 years
NY State Archives	Destroy 6 years after separation from agency unless otherwise permitted under labor agreement.	6 years
Oregon	Retain for 10 years after employee separation.	10 years
Utah	Retain for 7 years after separation.	7 years
Washington	Retain for 5 years after termination.	5 years
Wyoming	Retain for 10 years after separation.	10 years
EEOC	Retain records for 2 years.	2 years
SHRM Website	Retain 7 years after separation.	7 years

FSLA	Payroll records	3 years
National Archives & Records Administration (NARA)	Retain 2 years after separation or transfer.	2 years

The recommendation at this time is to reduce the current retention period for official personnel files from thirty (30) years to ten (10) years. This recommended change does not conflict with any state or federal laws or regulations and is supported by the Division of Human Resource Management Central Records Manager.

7: FOR POSSIBLE ACTION

Governor's Office of Economic Development

A. 2003005 Community Development Block Grant (CDBG) Records Modify

A. Recommended Modification:

Title: Community Development Block Grant (CDBG) Records

RDA: 2003005

Description:

This record series is used to document and control the granting of funds to counties and cities for this CDBG financed through the U.S. Dept. of Housing and Urban Development (HUD) under 42 USC s.3535 (d) and 42 USC s.5301 to 5320 and 24 CFR Part 570, Subpart I (24 CFR 570.480 to 570.497). The files may include copies of: proposals, award notice, narrative & financial reports, budgets and financial (accounting) documents, request for funds, invoices, notes, correspondence and related documents.

Authorized Retention:

Retain for five (5) *fiscal* years from the *date of the close out letter from HUD*. ~~end of the calendar year in which of the grant project was closed out.~~

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Governor's Office of Economic Development Records Officer.

NSLAPR staff recommendation:

This RDA meets administrative and fiscal needs.

Justification for Modification of RDA 2003005:

The recommended change clarifies the trigger event date. The year the project was closed and date of the close out letter from HUD are two different dates. For instance, the close out year for grants from 2010 and the year in which the close out letter is dated is 2016. Thus, the records should be destroyed in 2021. As currently written, the records would be destroyed in 2017.

**The Committee to Approve Schedules for
the Retention
and Disposition of Official State Records**

**August 10, 2016
Attachment "A"**

RECORDS RETENTION SUMMARY

	Pg. #	Reason for Change
1	6 of 37	The 8 NSHE institutions don't all have the same titles for offices. For example, some have a Provost's Office while others have an Office of Academic Affairs. The office of the final action or decision was added to accommodate this fact.
2	8 of 37	During training on this schedule, participants stated that some documents not typically considered confidential may contain a social security number or other personally identifiable information. This addition was made so that any record containing confidential information will be securely destroyed at the appropriate time.
3	9 of 37	After the schedule was released, a controller's office noted that "workpapers" was a more accurate term to use than "documents."
4	9 of 37	After the schedule was released, a controller's office noted that cash register tapes, cash receipts and credit card receipts should all be kept for the same time period. Credit card receipts was then added to the cash register tapes/cash receipts entry.
5	9 of 37	After the schedule was released, a controller's office noted that cash register tapes, cash receipts and credit card receipts should all be kept for the same time period. Credit card receipts was then added to the cash register tapes/cash receipts entry.
6	13 of 37	After the schedule was released, an administrator noted that NSHE institutions do many, many types of training, the records for all of which are not necessary to keep; for example, training offered on using Excel would not be necessary to retain. For this reason, the change was made to clarify that only records of mandatory training were required to be maintained.
7	14 of 37	After the schedule was released, a financial aid administrator pointed out the need to distinguish between Title IV and non-Title IV scholarships.
8	15 of 37	After the schedule was released, an administrator pointed out that the period for retaining contracts should run from the date of termination of the contract, rather than from the date of the contract.
9	17 of 37	After the schedule was released, an administrator pointed out that the period for retaining bids and resulting contracts should run from the date of termination of the contract, rather than from the date of the contract.
10	20 of 37	After the schedule was released, it was determined that NSHE institutions do not conduct polygraph interviews and do not have polygraph records.

	Pg. #	Reason for Change
11	20 of 37	After the schedule was released, a Human Resources administrator pointed out that position descriptions should be retained as long as the person is in the same position plus 3 years, and that the date that the description was developed does not matter.
12	20 of 37	After the schedule was released, a Human Resources administrator pointed out that recruitment records need only be kept for 3 years, rather than 7.
13	22 of 37	After the schedule was released, a business administrator pointed out that the original language was ambiguous and inaccurate; changes were made to correct and clarify the entry.
14	23 of 37	After the schedule was released, a library professional pointed out that records of users are not kept so the language was changed to clarify that the records to be maintained were not those of users, but of the physical location of the material for inventory purposes. The physical location would be based on the location of the institution borrowing or loaning the material. These records are not confidential so the disposition need not be secure.
15	23 of 37	After the schedule was released, a library professional pointed out that records of users are not kept so the language was changed to clarify that the records to be maintained were not those of users, but of the physical location of the material for inventory purposes. The physical location would be based on the location of the institution borrowing or loaning the material. These records are not confidential so the disposition need not be secure.
16	28 of 37	This deletion was made because advising files were already addressed with an appropriate retention period five (5) entries lower in the schedule.
17	30 of 37	After the schedule was released, a financial aid professional pointed out that Title IV retention periods applied to direct loan documents.
18	31 of 37	After the schedule was released, it was noted that different retention periods had been provided for course work in traditional classes and course work in online classes. The retention periods should be the same; changes were made to make them the same.
19	31 of 37	After the schedule was released, it was noted that different retention periods had been provided for course work in traditional classes and course work in online classes. The retention periods should be the same; changes were made to make them the same.
20	31 of 37	After the schedule was released, a financial aid professional pointed out the need to distinguish between Title IV and non-Title IV financial aid records. It was also pointed out that for non-Title IV records the retention period should run from the date of the award rather than from the date of graduation.

	Pg. #	Reason for Change
21	32 of 37	After the schedule was released, it was determined that the retention period is determined by the US Department of Health & Human Services, which period is subject to change.
22	32 of 37	After the schedule was released, it was determined that the retention period is determined by the US Federal Student Aid (Title IV), which period is subject to change.
23	33 of 37	After the schedule was released, the need to distinguish between types of letters of recommendation became apparent; these changes reflect the distinctions.
24	33 of 37	After the schedule was released, the need to distinguish between types of letters of recommendation became apparent; these changes reflect the distinctions.
25	33 of 37	After the schedule was released, it was determined that the retention period is determined by the US Department of Health & Human Services, which period is subject to change.
26	34 of 37	After the schedule was released, it was determined that NSHE institutions do not have any petitions so this entry was deleted.
27	34 of 37	After the schedule was released, it was determined that readmission records are maintained either in the office of Admissions and Records or in the Graduate or Professional School; they are not maintained in the office of Academic Affairs.
28	34 of 37	After the schedule was released, it was noted that this entry was duplicative of the non-Title IV scholarship entry.

**The Committee to Approve Schedules for
the Retention
and Disposition of Official State Records**

**August 10, 2016
Attachment "B"**



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

INTRODUCTION

This Records Retention and Disposition Schedule was approved by the Board of Regents on December 3, 2015, pursuant to the Board of Regents Handbook, Title 4, Chapter 1, Section 27, and may be amended or revised only upon the approval of the Chancellor.

RECORDS MANAGEMENT PROGRAM

Each NSHE institution and unit (the Board of Regents', Chancellor's and System Computing Services' offices), for the management of its records, must:

1. Maintain its records in a manner which is secure, cost effective, and which allows for the rapid retrieval and protection of the information contained within the record;
2. Refrain from accumulating unnecessary records which are not essential to the proper functioning of the institution or unit;
3. Protect confidential personal identifying information of employees and students; and
4. Adhere to the NSHE records retention schedule for retention, disposal and appropriate transfer of records with archival value to the institution or unit archivist, or the State Archivist.

RECORDS RETENTION SCHEDULE - SPECIAL SCHEDULES

NSHE's Records Retention Schedule (Schedule) provides for the management and disposition of institution and unit records. In addition, there may be institution or unit records unique to limited aspects of its operation and therefore, a unique records retention and disposition schedule may be developed in addition to the Schedule. A Special Records Retention Schedule (Special Schedule) must be recommended for approval by the institution or unit Records Retention Officer and General Counsel, and approved by the Chancellor, after review by the state records committee. An approved Special Records Retention Schedule must be published on the institution or unit website and in the NSHE Procedures and Guidelines Manual.

All NSHE institutions and units shall appoint at least one individual to serve as the Records Retention Officer. The Records Retention Officer shall assist the institution or unit in the management of records in accordance with the records management program and records retention schedule. The Records Retention Officer shall assist personnel in learning and complying with the Schedule. Each employee shall comply with the Schedule for the records they create and/or receive. Each institution and unit must manage their records in accordance with the Schedule or any Special Schedule. Employees should contact their supervisors with any questions regarding the Schedule. The supervisor should contact the Records Retention Officer for assistance as needed.

If an institution or unit identifies records that are not covered in the Schedule or where revisions may be needed, the institution or unit should contact the Records Retention Officer to discuss the Records Retention Schedule. Additions or revisions to the Schedule must be recommended for approval by the institution or unit Records Retention Officer and General Counsel, and approved by the Chancellor after review by the state records committee.

RETENTION GUIDELINES

The Schedule is a comprehensive list of records, indicating for each the official repository, length of time the records are to be maintained and their disposition. The Schedule identifies the minimum time period



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

the listed records must be retained, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to either the State Archives or institution/unit archives, may be initiated. All NSHE employees are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "Disposition Holds" may occur that will require a stop or delay to the regular destruction, recycling or normal disposal of records.

In the event an employee believes a record should be considered for archival review, the employee shall consult with the Records Retention Officer, who shall make the final decision.

GENERAL RULE REGARDING RETENTION OF ELECTRONIC RECORD OR PAPER RECORD

Records should be maintained in the most efficient cost effective format consistent with sound records management principles, and any applicable laws, rules, regulations or court decisions. When a document is maintained only in electronic format, delete it only after expiration of the retention period authorized by this schedule.

DISPOSITION HOLDS INCLUDE:

Audits

When an audit of your area or function is begun, all destruction of records in your custody must cease. During the audit, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, you may begin to dispose of records in accordance with the Schedule.

Investigations

When you are notified of an investigation involving your area or function, all records must be preserved until the investigation is completed. You should consult with your legal counsel for specific advice.

Litigation

When you receive notification of or reasonably anticipate litigation, you must suspend the destruction or other disposition of all records reasonably related to the subject matter of the litigation and put in place a litigation hold on the records to ensure the preservation of documents and consult with General Counsel.

All destruction of records pertaining to the litigation hold must be stopped until the matter has been resolved. You will be notified by your System or General Counsel when the matter is resolved and advised regarding the proper disposition of the records. All questions regarding litigation or disposition holds must be directed to System or institution General Counsel.

STATUTORY DEFINED TERMS

"Administrative value" means the value found in records that help an agency perform its function. (NAC 239.575)

"Fiscal value" means the value found in a record relating to the financial transactions and the auditing, budgeting and accounting functions of a state agency. (NAC 239.600)



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

“Legal value” means the value found in a record which contains proof of enforceable rights, obligations or other legal standing. The term includes any record establishing:

1. Ownership, such as in titles or deeds;
2. Rights or privileges, such as in marriage licenses or drivers’ licenses;
3. Obligations, such as in contracts, leases and agreements;
4. Legal conditions, such as court rulings, approved laws and regulations; or
5. Action taken by a governing body (e.g., Board of Regents, student government and foundation boards) which affects the public, such as minutes of meetings or proclamations. (NAC 239.625)

“Research or archival value” means the long-term historical value remaining in a record in which the administrative, fiscal or legal value may have expired. (NAC 239.675)

“OFFICIAL STATE RECORD” AND “NON-RECORDS”

1. For the purposes of NRS 239.080, an “official state record” means information created or received by a state agency under authority of law, regulation or other legal mandate or in connection with the transaction of public business that is preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the state agency, including, without limitation, all papers, unpublished books, maps, photographs, machine readable materials including audio and audiovisual materials, or other documentary materials, regardless of physical form or characteristics.

2. The phrase does not include non-record materials. Nonrecord materials include, without limitation:

- (a) Published books and pamphlets, books and pamphlets printed by a governmental printer, answer pads for a telephone or other informal notes, desk calendars, stenographers’ notebooks after the information contained therein has been transcribed, unused forms except ballots and as indicated in a retention schedule, brochures, newsletters, magazines, newspapers except those excerpts used as evidence of publication, scrapbooks, physical property, artifacts, library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, or stocks of publications and processed documents.

- (b) Work papers used to collect or compile data, or drafts developed from those work papers, unless an appraisal conducted that indicates the work papers or drafts have legal, fiscal, research or archival value. (NAC 239.705)

DESTRUCTION OF NON-RECORDS

A non-record may, if not otherwise prohibited by law, be destroyed at any time without being scheduled for destruction.

FORM OF OFFICIAL RECORDS

An official record can be in electronic or digital form, original paper, or may be a digital surrogate, at the discretion of the official repository.



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

DUTIES OF BOARD OF REGENTS

NAC 239.745

1. The Board of Regents shall establish a records management program. The Board of Regents shall provide a facility for the storage of the records on each campus of the Nevada System of Higher Education. The records of each institution must remain with and be preserved by that institution. The Board of Regents shall furnish the Division with general information relating to the operation of the facilities, such as the names, addresses and telephone numbers of the persons managing the program on each campus. Under such a program, each series of records produced and stored by an institution of the Nevada System of Higher Education must be inventoried, appraised and scheduled on forms approved by the Division. The results of the inventory and appraisal must be submitted to the Division for review. The Division shall submit the schedules of the Nevada System of Higher Education to the Committee for approval.

2. The Board of Regents shall provide for the preservation of records from the Nevada System of Higher Education with legal, research or archival value. Except as otherwise provided in this subsection, these records must be stored in facilities which meet the standards set forth in NAC 239.740 or transferred to the State Archives.

WHO SHOULD READ THIS POLICY

All members of the NSHE community.

PROCEDURES - INSTITUTION/UNITS

Responsibilities for Managing Records

1. Each institution or unit's administrator or a designee must do the following:
 - a. Implement the institution or unit's records management practices;
 - b. Ensure that the records management practices are consistent with this policy.
 - c. Assist staff within the institution or unit in understanding sound records management practices.
 - d. Preserve inactive records of legal, fiscal, administrative, or historical value. These records should be transferred to the appropriate archives.
 - e. Ensure that access to confidential files is restricted. Long-term restrictions on access to selected archival records should be specified at the time of their transfer to the appropriate archives.



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

- f. Set an annual period for reviewing and appropriate disposition of records.
2. Departments and divisions that maintain institution or unit records are responsible to do the following:
 - a. Implement the records management practices identified in this policy.

The four columns in the Record Retention Schedule are explained below.

1. TYPE OF RECORD

Column 1 describes the various types of records which can include:

- **Record:** Any form of recorded information, regardless of physical characteristics, that is created, received, recorded, maintained or legally filed in the course of institution or unit's business or in legal obligations. Institution/Unit Records serve as evidence of the institution or unit's organization, functions, policies, decisions, procedures, operations, transactions or other activities.
- **Non-record:** Nonrecord materials include, without limitation, published materials printed by a governmental printer, informal notes, unused blank forms except ballots, brochures, newsletters, magazines, catalogs, price lists, drafts, convenience copies, ad hoc reports, reference materials not relating to a specific project and any other documentation that does not serve as the record of an official action of a state agency. Nonrecord includes forms, databases, backup files, work papers used to collect or compile data, or drafts developed from those work papers, unless an appraisal conducted by the institution/unit or state archivist indicates that the work papers or drafts have legal, fiscal, research or archival value; and Drafts or documents that are clearly pre-decisional or deliberative.
- **Transient:** Documents including telephone messages, some emails, drafts and other documents, which serve to convey information of a temporary value, have a very short-lived administrative, legal and/or fiscal value and should be disposed in an appropriate manner once that administration, legal or fiscal use has expired.
 - Typically, the retention is not a fixed period of time and is event driven; it may be as short as a few hours and could be as long as several days or weeks. A transient record is considered a non-record which may be destroyed or disposed of at any time, unless destruction is otherwise prohibited or it is subject to a legal hold.
- **Note:** Where a record falls into more than one category, the longer period governs.
- **Caution:** Departments and divisions that are not official repositories are not required to retain duplicate or multiple copies of records. However, destruction of such duplicates or copies must be in a secure manner if confidential.
- **Caution:** Certain records, for example in clinical practices, have set destruction policies based on when they are electronically scanned. Such specific policies take precedence over this general policy.



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

What is Email? Email is not a record type, but is a means of conveying information similar to the United States Postal Service. Its retention is based upon the content of the email message, not the fact that it is an email message.

An email (electronic mail) message is comprised of the following components:

- textual message
- metadata (To, From, Subject, Time, Date, System, etc.)
- attachments

E-mail has largely taken over the role of “general correspondence” and memoranda, as well as the telephone message. If the email message meets the criteria of a record, it must be managed in accordance with the Schedule.

Email Management: The key to effectively managing email is to get rid of the non-records and any transient/transitory records that have outlived their administrative/legal/fiscal value as quick as possible so only those e-mails that need to be managed on an on-going basis are left. One should approach the management of email in a manner similar to the handling “snail mail” at work and home:

- Open the email and review the document’s content; this may mean thoroughly reading the document, but usually, only a cursory look at the document, the subject line, and/or the sender is needed to determine whether:
 - It is a **non-record** and should be deleted immediately, just as “junk snail-mail” non-records are thrown into the trash can or recycle bin.
 - It is a **transient/transitory record** which should be disposed of as soon as the information is no longer of administrative, legal or fiscal value. A “Transient/Transitory” folder or a sub-folder in a series for the transient/transitory messages can be created to help manage these records.
 - It is a **record** and therefore, should be placed in an appropriate folder by record type/series, project, retention time, or other filing schema that works for one’s office/organization and allows that unit to effectively manage the life cycle of the record.

2. OFFICIAL REPOSITORY

Column 2 identifies the Official Repository for each record.

- **Official Repository:** The unit, department, or division designated as having responsibility for retention and timely destruction of particular types of institution or unit records or that is the office of the final action or final decision. Such responsibility is assigned to the unit, department or division administrator or a designee.
- **Institution/Unit Archives:** The office, department or division designated as having responsibility for collecting and preserving records of historical, legal, fiscal, and administrative value. It provides permanent retention of official records of the institution, its officers, and component parts; maps and architectural records; audiovisual materials; and publications documenting the institution’s history.



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

3. RETENTION PERIOD

Column 3 sets forth the record retention periods, which can either be set periods of time or event-driven periods. Below is an explanation of retention period terminology:

- Documents are typically retained until they are no longer required for administrative purposes, and then they may be immediately disposed of or there may be a retention period set forth after the documents are no longer in use. Examples: Strategic Plans must be retained for 1 year after a new strategic plan is adopted. For employee or student records the retention period begins when the employee terminates service, the student graduates, or from the date the student last enrolled.
- Fiscal Year in which the document is created or an event occurs plus a specified time or number of fiscal years, e.g. "FY + 4 years," which means the document is to be kept for the fiscal year in which it was created plus 4 more fiscal years; "FY last date of enrollment + 7 years," which means the document is to be kept for the fiscal year in which the student last enrolled plus seven more fiscal years.
- Calendar Year in which the document is created plus a specified time or number of calendar years, e.g. "CY + 4 years," which means the document is to be kept for the calendar year in which it was created plus 4 more calendar years.
- **3 Cycles:** This retention period pertains to the retention of electronic back-up files.
- **Life of Building:** This retention period pertains specifically to buildings. The final retention period begins when a building is destroyed or sold.
- **Life of Product:** This retention period pertains specifically to products. The final retention period begins when the product is no longer in use.
- **Permanent:** Do not destroy. Maintain on site or send to Archives.
- **Until Superseded:** This retention period pertains to documents that are routinely updated and therefore, superseded by the current version.

4. DISPOSITION

Column 4 sets forth the proper disposition of the records following the expiration of the retention period.

Most records may be disposed of by regular means, such as recycling or deleting. Some record types are identified on retention schedules as confidential or restricted. These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information including but not limited to incineration, shredding, pulping or secure electronic destruction by overwriting, degaussing or physical destruction of the storage media. However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." NRS Chapter 239B "Disclosure of Personal Information to Governmental Agencies" (See especially NRS 239B.030) also describes



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

such records. Serious consequences may result if these records are improperly disclosed and you must destroy these records in accordance with the Schedule. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your supervisor.

If any record identified for regular disposition contains confidential or restricted information, then the record shall be destroyed after the period specified in the schedule, but in a secure manner.

The following are the proper disposition methods that are referred to in the Schedule:

“Regular”--Regular disposal includes, for example, discarding, throwing away, deleting or other method of disposal that does not necessarily prevent reconstruction or retrieval.

“Secure”--Secure disposal means destruction of the record that ensures the information cannot be reconstructed or retrieved, and includes, for example, incineration, maceration, shredding, pulping, or secure electronic destruction, for example, overwriting, degaussing or physical destruction of the storage media. Shred or otherwise render unreadable records with confidential information, including records containing social security numbers, credit card information, drivers' license numbers, patient treatment information, or other information as designated by an information steward.

“Archival Review”--Records with content that may be of value to the documenting the institution, unit or NSHE's history, should be submitted to the institution/unit archives or State Archives for review prior to destruction. When the prescribed retention period for institution or unit records has passed, a determination of whether to preserve or dispose of the documents must be made. To decide if the record is of historic value, consult the appropriate archivist, who has the authority to designate which records are archival.

“Archives”--Records with long-term historical value in documenting the institution, unit or NSHE's history must be transferred to the institution/unit archives or State Archives. These are records for which the legal, administrative or fiscal value to the institution or unit may have expired and therefore, the records can be transferred to the appropriate archives for preservation. All institutions must send any records (paper-based or electronic) that have enduring historical value to the institution or State Archives. These records include, but are not limited to, the following items: annual reports, biographical information of faculty and staff, any information related to the history of the institution or unit and its facilities.

Institution/Unit Archives: The office, department or division designated as having responsibility for collecting and preserving records of historical, legal, fiscal, and administrative value. It provides permanent retention of official records of the institution, its officers, and component parts; maps and architectural records; audiovisual materials; publications; and other materials documenting the institution's history.

“On Site”--Records with a demonstrated on-going legal, fiscal or administrative need to a particular area of the institution or unit shall be maintained permanently at that location which may include maintenance in an electronic system retrievable at that location.

“Other”--Other specific directions for disposition may be provided in the Schedule.

Unless a different **“Official Repository”** is set forth below, all records should be maintained in the office where they are generated.



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
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ACCOUNTING & FINANCIAL RECORDS

Accounts Payable/Invoice Records	<i>Administration & Finance or Office Where Generated</i>	FY + 5 years	<i>Regular</i>
Bad Debt Documentation: Overdue accounts, such as library fines parking tickets, loans, payment for service rendered	<i>Controller's Office or Business Center</i>	FY + 4 years after payment or write-off	<i>Regular</i>
Bank Reconciliations and Related Documents <u>Workpapers</u>	<i>Administration & Finance</i>	FY + 7 years	<i>Regular</i>
Bids, Accepted: For purchases	<i>Purchasing</i>	FY + 7 years	<i>Regular</i>
Bids, Rejected: For purchases	<i>Purchasing</i>	FY + 3 years	<i>Regular</i>
Bonds/Securities/Certificates of Participation Files	<i>Administration & Finance</i>	FY final redemption + 4 years	<i>Archives</i>
Cash Register Tapes/Cash & <u>Credit Card</u> Receipt Documentation	<i>Administration & Finance; Controller's Office or Office Where Generated</i>	FY + 4 years	<i>Regular</i>
Chart of Accounts: An institutional list of the accounts and their identification coding	<i>Administration & Finance; Controller's Office</i>	FY + 4 years	<i>Regular</i>
Cost Accounting Documentation: Records analyzing the cost of producing certain items or performing certain tasks	<i>Office Where Generated and/or Controller's Office</i>	FY + 3 years	<i>Regular</i>
Credit Card Receipts	<i>Office Where Generated or Controller's Office</i>	FY + 5 years	<i>Secure</i>
Delivery Slips: Documents sent with purchased goods indicating item(s) shipped	<i>Office Where Generated or Controller's Office</i>	FY + 5 3 years	<i>Regular</i>
Endowment Fund Reports, Annual: Report of funds received and expended by endowment accounts. May be in form of report to donors	<i>Foundation or System Office Where Reports Generated</i>	FY + 7 years	<i>Archives</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Endowment Fund Reports, Periodic: Periodic report of funds collected or expended by endowment accounts	<i>Foundation or System Office Where Generated</i>	FY + 7 years	<i>Secure</i>
Financial Reports/Work Papers, Annual: Consolidated year-end report of financial documentation showing assets and liabilities, broken down by major funding areas, such as academic and student services areas	<i>Administration & Finance</i>	FY + 3 years	<i>Archives</i>
Financial Reports, Quarterly/Interim: A report of institutional assets, liabilities, expenditures, income and equities. A periodic report, not the year-end report	<i>Administration & Finance</i>	FY + 1 year	<i>Regular</i>
Fraud Files	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Fraudulent Checks	<i>Office Where Received or Where Investigated</i>	FY received + 3 years	<i>Secure</i>
Inventory Control Record	<i>Office Where Generated</i>	FY + 7 years	<i>Regular</i>
Journals: Documentation of institutional cash transactions, petty cash transactions/replenishments, including disbursements and receipts	<i>Institution Controller's Office</i>	FY + 5 years	<i>Regular</i>
Records used to transfer charges between accounts and for summarizing account information	<i>Institution Controller's Office</i>	FY + 5 years	<i>Regular</i>
Purchase Orders (POs)	<i>Controller's Office</i>	FY + 7 years	<i>Regular</i>
Purchasing Card (PCard) & Travel Card/Travel Claim Documentation: Including statements from bank regarding PCard and Travel Card use, transaction forms, and other supporting documentation	<i>Controller's Office</i>	FY + 5 years	<i>Regular</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Registers-Bond: Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	<i>Administration & Finance</i>	FY of final redemption + 4 years	<i>Regular</i>
Registers-Check: Book or original entry for all cash disbursements paid by check	<i>Administration & Finance; Controller's Office</i>	FY + 5 years	<i>Regular</i>
Requisitions	<i>Business Center</i>	FY + 4 years	<i>Regular</i>
Student Account Records	<i>Office Where Generated</i>	FY last date of enrollment + 7 years	<i>Secure</i>
Surplus Property Records	<i>Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Timekeeping Documentation: Includes documentation of staff, work-study students, and non-work-study students	<i>Office Where Generated or Human Resources</i>	FY + 3 years	<i>Regular</i>
Trusts/Bequests	<i>Foundation; Fundraising Office</i>	Permanent	<i>On Site or Archives</i>
Warranties (e.g., products, construction, etc.)	<i>Administration & Finance</i>	Life of product + 7 FY	<i>Regular</i>
ADMINISTRATIVE RECORDS			
Accreditation Records	<i>Office of the President</i>	FY + 10 years	<i>Archives</i>
Advertising	<i>Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Articles of Incorporation/ Bylaws and Records of NSHE or Related Entities: Including foundations, research corporations, etc.	<i>Office Where Generated</i>	Permanent	<i>On Site or Archives</i>
Calendars of Events	<i>Office Where Generated</i>	Until superseded	<i>Archival Review; Regular</i>
Camp or Activity Involving Children: Registration and other documents	<i>Office Where Generated</i>	FY + 25 years, or age of majority plus 7 FY	<i>Secure</i>
Chancellor Files	<i>Chancellor's Office</i>	FY + 4 years	<i>Archival Review; Secure</i>
Councils/Committees Records	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review; Secure</i>
Day Care Center Licensing	<i>Office Where Generated</i>	FY + 25 years, or age of majority plus 7 FY	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Drug-Free Schools and Communities Act Records	<i>Office Where Generated</i>	FY + 4 years	<i>Archival Review; Secure</i>
Environmental Monitoring Records	<i>Environmental, Health & Safety (EH&S)</i>	FY + 5 years	<i>Regular</i>
General Files: Consists of correspondence, memoranda, reports, email and publications of other departments of NSHE and external agencies	<i>Office Where Generated</i>	FY + 5 years	<i>Secure</i>
General Files-Upper Administration: Consists of files of the vice chancellors, vice presidents, provosts, deans, directors, chairs and upper-level administrators including email	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review; Secure</i>
Incident/Accident Reports	<i>Office Where Generated; Risk Management</i>	FY + 7 years, or age of majority plus 7 FY	<i>Archives</i>
Logs: Includes but not limited to mail logs, telephone logs, lists and schedules used to monitor work functions	<i>Office Where Generated</i>	FY + 1 year	<i>Regular</i>
Mailing Lists	<i>Office Where Generated</i>	Until superseded	<i>Secure</i>
Motor Vehicle Records: Including copies of title, maintenance and usage	<i>Administration & Finance</i>	FY + 7 years	<i>Regular</i>
Organizational Charts	<i>Office Where Generated</i>	FY + 5 years	<i>Archives</i>
President Files	<i>Office Where Generated</i>	FY + 4 years	<i>Archival Review; Secure</i>
Public Records Request Files	<i>Public Records Officer or Counsel</i>	FY + 3 years	<i>Secure</i>
Reports-General	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review; Secure</i>
Strategic Plans	<i>President; Provost; Office Where Generated</i>	FY + 1 year	<i>Archives</i>
Surplus Property Records	<i>Business Center</i>	FY + 3 years	<i>Regular</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
System, Institution or Unit Policy: Policies provide specific direction for operations, administration, or programs. Policies are applicable institution- or unit-wide Policies enhance the institution or unit's mission and operational efficiency, mandate action or constraints, and must be consistent with relevant statutes, regulations, bylaws, or rules	<i>Board of Regents; Chancellor; President or Office Where Generated</i>	Until superseded	<i>Archives or On Site</i>
Telephone Records	<i>Office Where Generated</i>	FY + 1 year	<i>Regular</i>
<u>Mandatory</u> Training Course Documentation: Memoranda, flyers, catalogues, registration forms, rosters and other records relating to training courses	<i>Office Where Generated</i>	FY + 7 years	<i>Regular</i>
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY			
Affirmative Action Programs Pursuant to Qualified Disabled Veterans and Vietnam Veterans Act	<i>EEOC Office; Office Where Generated</i>	FY + 2 years	<i>Regular</i>
Americans with Disabilities (ADA) Compliance Records	<i>EEOC Office</i>	FY + 7 years	<i>Secure</i>
Americans with Disabilities (ADA) Requests for Accommodation, Responses and Related Documentation	<i>EEOC Office</i>	FY + 7 years	<i>Secure</i>
Complaints of Prohibited Discrimination, Protected Status (including Sexual Harassment)	<i>Student Conduct Office; EEOC Office; Title IX Coordinator; Title VII Office; Human Resources</i>	FY + 7 years	<i>Secure</i>
Investigated Complaints of Discrimination that are Dismissed or that Result in Finding of Merit Maintained	<i>Student Conduct Office; EEOC Office; Title IX Coordinator; Title VII Office; Human Resources</i>	100 years	<i>On Site</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Title VII, ADA, and/or GINA Required Reports (Higher Education Staff Information Report EEO-6)	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
ATHLETICS			
Academic Progress Rate	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Athletic Scholarships (<u>non-Title IV</u>)	<i>Athletic Department</i>	FY + 5 years	<i>Secure</i>
Coach and Assistant Coach Files	<i>Athletic Department</i>	FY + 5 years	<i>Secure</i>
Conference Waivers	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Eligibility Certification	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Equity in Athletics Disclosure Act (EADA) Disclosures	<i>Athletic Department</i>	Federal Requirements	<i>Regular</i>
Financial Aid Documents	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Fitness Facility Use Records & Waiver Forms	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Graduation Success Report	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
NCAA Squad List	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
NCAA Violations	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
NCAA Waivers	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Player Recruiting Records	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Recruiting Rules & Regulations	<i>Athletic Department</i>	FY + 7 years	<i>Regular</i>
Rules & Regulations	<i>Athletic Department</i>	FY + 7 years	<i>Regular</i>
Scouting Reports	<i>Athletic Department</i>	FY + 1 year	<i>Secure</i>
Sport Schedules	<i>Athletic Department</i>	FY + 1 year	<i>Regular</i>
Sports Program (for events)	<i>Athletic Department</i>	FY + 1 year	<i>Regular</i>
Statement of Revenues and Expenses Filed with NCAA Annually	<i>Athletic Department</i>	NCAA Requirements	<i>Regular</i>
Student Affidavits	<i>Athletic Department</i>	FY + 5 years	<i>Secure</i>
AUDIT			
Audit Reports Files-External	<i>Office Where Generated</i>	FY + 7 years	<i>Secure</i>
Audit Reports Files-Internal	<i>Office Where Generated</i>	FY + 7 years	<i>Secure</i>
Working Papers	<i>Office Where Generated</i>	FY + 7 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
BOARD OF REGENTS			
Agendas & Supporting Material for Board or Committee Meetings	<i>Board of Regents Office</i>	Permanent	<i>Archives or On Site</i>
Audiotape	<i>Board of Regents Office</i>	FY + 5 years; Permanent if no minutes are generated	<i>Secure</i>
General Files: Including correspondence, memoranda; procedures, announcements, etc.	<i>Board of Regents Office</i>	FY + 3 years	<i>Archival Review; Secure</i>
Minutes of Board or Committee Meetings	<i>Board of Regents Office</i>	Permanent	<i>Archives or On Site</i>
Reports: Generated by or submitted to the Board/Board Office	<i>Board of Regents Office or Office Where Generated</i>	FY + 3 years	<i>Archival Review; Secure</i>
BUDGET RECORDS			
Work Papers: Legislative approved budget, summaries, work papers, work programs, revisions, supportive documentation	<i>Administration & Finance</i>	FY + 6 years	<i>Regular</i>
CONTRACTS			
Service, Independent Contracts, MOUs, Cooperative Agreements & Related Documentation	<i>System; Office Where Generated; Business Center North; Business Center South</i>	FY <u>of termination</u> + 7 years	<i>Regular</i>
ENVIRONMENTAL, HEALTH AND SAFETY			
Asbestos Sampling/Evaluation Records	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Secure</i>
Asbestos Training Records: Employee Training	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY last date of employment + 1 year	<i>Secure</i>
Audiograms & Threshold Inspections	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 5 years	<i>Regular</i>
Exposure Control Files	<i>Environmental Health & Safety (EH&S)EH&S</i>	FY + 3 years	<i>Regular</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Fire & Safety Inspections: Includes but not limited to elevators, escalators, boilers, pressure vessels and related equipment	<i>Office Where Generated</i>	FY + 5 years	<i>Regular</i>
First Aid Reports	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Hazmat: CAPP Chemical Accident Prevention Program Files	<i>Environmental Health & Safety (EH&S)</i>	FY + 5 years	<i>Secure</i>
Hazmat: Generators of Hazardous Waste Records	<i>Environmental Health & Safety (EH&S)</i>	FY + 5 years	<i>Secure</i>
Hazmat: Hazard Communication Program	<i>Environmental Health & Safety (EH&S)</i>	FY + 4 years	<i>Regular</i>
Hazmat: Hazardous Material Safety File	<i>Environmental Health & Safety (EH&S)</i>	FY + 30 years	<i>Regular</i>
Hazmat: Registration Files of Generators of Hazardous Waste	<i>Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Regular</i>
Laboratory Inspection Reports: Periodic inspections of laboratories	<i>Environmental Health & Safety (EH&S)</i>	FY + 3 years	<i>Regular</i>
Occupational Health and Safety Inspections	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 5 years	<i>Regular</i>
OSHA Citation Postings	<i>Where Posted</i>	3 days	<i>Regular</i>
OSHA Employee Medical Records	<i>Human Resources-- Separate Confidential File</i>	FY + 30 years	<i>Secure</i>
OSHA Exposure Records	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 30 years	<i>Secure</i>
OSHA Illness & Injury Files	<i>Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Secure</i>
OSHA Inspection & Violation Files	<i>Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Regular</i>
OSHA Notices Postings (not citations)	<i>Where posted</i>	Until superseded	<i>Regular</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
OSHA Personnel Protective Equipment	<i>Environmental Health & Safety (EH&S)</i>	FY + 4 years	<i>Regular</i>
OSHA Required Logs & Summaries of Occupational Injuries and Illnesses	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Secure</i>
Radiation Safety Records	<i>Office Where Generated</i>	State and Federal Requirements, whichever is longer	<i>Secure</i>
Respirator Fit Test Records	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 1 year	<i>Regular</i>
Safety Program Files	<i>Environmental Health & Safety (EH&S)</i>	FY + 4 years	<i>Regular</i>
Safety Training Course Documentation: Rosters and Other Records Relating to Training Course	<i>Risk Management or Environmental Health & Safety (EH&S)</i>	FY + 3 years	<i>Regular</i>
FACILITIES OR STUDENT HOUSING MAINTENANCE			
Boiler Inspection Report Files	<i>Facilities or Compliance Manager</i>	FY + 5 years	<i>Regular</i>
Building Security & Protection System Maintenance Records (e.g., key authorization, fire alarm inspections)	<i>Facilities</i>	FY + 7 years	<i>Secure</i>
Capital Improvement Bid & Contract Documentation	<i>Purchasing</i>	FY termination of contract end of warranty period + 7 years	<i>Regular</i>
Capital Improvement Projects Files: Including blue prints, plans, drawings, etc.	<i>Planning & Construction or Facilities</i>	Life of Building	<i>Archival Review; Regular</i>
General Files: Administrative documents, correspondence, reports, time sheets	<i>Facilities</i>	FY + 5 years	<i>Regular</i>
Pending & Completed Work Orders; Maintenance Services Records	<i>Facilities</i>	FY + 2 years	<i>Regular</i>
Safety Program Files	<i>Facilities or Risk Management</i>	FY + 5 years	<i>Regular</i>
Training Documentation	<i>Risk Management</i>	FY + 7 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
FACULTY			
Faculty Senate Records	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review; Secure</i>
HOMELAND SECURITY			
Restricted Document Log	<i>System or General Counsel</i>	FY + 4 years	<i>Secure</i>
HUMAN RESOURCES RECORDS (PROFESSIONAL, CLASSIFIED & STUDENT)			
Alcohol & Drug Testing Records	<i>Human Resources-- (maintained separately from personnel records)</i>	FY last date of employment + 7 years	<i>Secure</i>
Applications for Employment: Hired	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Applications for Employment: Non-Hired	<i>Human Resources</i>	FY + 1 year	<i>Secure</i>
Background Checks & All Related Documents: Hired Employee	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Background Checks & All Related Documents: Non-Hired	<i>Human Resources</i>	FY + 1 year	<i>Secure</i>
Benefits Documentation	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Board of Regents Decisions: Regarding personnel and designated executives	<i>Secretary of the Board of Regents</i>	Permanent	<i>Archives or On Site</i>
Paycheck & Direct Deposit Distribution List & Forms	<i>Controller's Office or Business Center</i>	FY + 3 years	<i>Secure</i>
Disciplinary Records: Classified	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Disciplinary Records: Faculty	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Disciplinary Records: Faculty-Dismissed Charges	<i>President</i>	1 year (Code, Ch. 6, Sec. 6.15)	<i>Secure or Release to person charged if requested</i>
Equal Pay Act Records: (e.g., any records that describe or explain the basis for payment of any wage differential to employees of the opposite sex in the same institution)	<i>Human Resources; Office Where Generated</i>	FY + 7 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Evaluation of Work Performance: Faculty and Staff (See also Evaluations, Class/Course)	<i>Human Resources; Office Where Generated</i>	FY last date of employment + 7 years	<i>Secure</i>
Faculty Employment Documents: Appointments, tenure, promotions, evaluations	<i>Provost; Academic Affairs; Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Family Medical Leave Act (FMLA)	<i>Human Resources-- (maintained separately from other personnel records)</i>	FY last date of employment + 7 years	<i>Secure</i>
Fitness for Duty	<i>Human Resources-- (maintained separately from personnel files)</i>	FY last date of employment + 7 years	<i>Secure</i>
Grievances-Classified	<i>Business Center North; Business Center South</i>	FY last date of employment + 7 years	<i>Secure</i>
Grievances-Faculty	<i>Human Resources; Faculty Senate</i>	FY last date of employment + 7 years	<i>Secure</i>
Immigration & Naturalization Records, I-9 Forms	<i>Human Resources; Office Where Generated; Office of International Students & Scholars (OISS)</i>	FY of date of hire plus 3 years, or FY of termination plus 1 year, whichever is later	<i>Secure</i>
Immigration Reform & Control Act Records	<i>Human Resources</i>	FY + 7 years	<i>Secure</i>
Leave Records	<i>Human Resources; Office Where Generated</i>	FY last date of employment + 7 years	<i>Secure</i>
Letters, Congratulatory	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Regular</i>
Nevada Ethics Acknowledgment Statement	<i>Human Resources; Board of Regents</i>	FY last date of employment + 7 years	<i>Regular</i>
Oaths	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Personnel, Payroll & Retirement Information	<i>Human Resources; Payroll; Office Where Generated or Maintained</i>	FY last date of employment + 7 years	<i>Secure</i>
Personnel Records, Student: Includes documentation of work-study and non-work study students	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Personnel Requisition for Classified Staff Department: Request placed whenever a position within the department becomes vacant	<i>Human Resources</i>	FY + 3 years	<i>Regular</i>
Polygraph Records	<i>Human Resources; Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Position Description	<i>Human Resources</i>	FY <u>Active</u> + 3 years	<i>Regular</i>
Recruitment Records	<i>Human Resources</i>	FY + 7 <u>3</u> years	<i>Secure</i>
Self-Disclosure of Criminal Convictions Documentation	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Unemployment Compensation Records	<i>Human Resources</i>	FY + 7 years	<i>Secure</i>
Visa Related Documents	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Volunteer Records	<i>Human Resources</i>	FY last date of volunteering + 7 years	<i>Secure</i>
Worker's Compensation Records: Work related injuries and illnesses	<i>Human Resources & Risk Management</i>	FY last date of employment + 7 years	<i>Secure</i>
INFORMATION TECHNOLOGY RECORDS			
Application Development Files: Records created and used in the development, redesign, or modification of an automated system of application	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>
Assets Inventory	<i>System Computing Services or Institution IT Office</i>	FY + 7 years	<i>Regular</i>
Conversion/Migration Plans: Records that deal with the replacement of equipment or computer operating systems due to hardware/software obsolescence or maintenance	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>
Data Documentation: Records necessary to access, retrieve, manipulate and interpret data in an automated system	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Disaster Preparedness & Recovery Plans: Records related to reestablishment of data processing services in case of a disaster	<i>System Computing Services or Institution IT Office</i>	Until superseded	<i>Secure</i>
Employee Access Control & Security Awareness Files	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>
Equipment Support Files: Information on data processing equipment, software, and other products and their vendors. Record of support services provided for specific data processing equipment, including site visit reports, service reports, service histories, and correspondence	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Regular</i>
Hardware Documentation: Records documenting the use, operational, and maintenance of an agency's data processing equipment	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>
Help Desk Logs and Reports	<i>System Computing Services or Institution IT Office</i>	FY + 1 year	<i>Regular</i>
Policies for Data Processing: Including access, security, systems development, data retention and disposition, and data ownership. Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation	<i>System Computing Services or Institution IT Office</i>	Until superseded + 7 FY	<i>Secure</i>
Risk Analysis	<i>System Computing Services or Institution IT Office</i>	FY + 7 years	<i>Secure</i>
Security Evaluations & Reviews	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Source Code; Information System Specifications	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>
Systems Log Files	<i>System Computing Services or Institution IT Office</i>	90 days	<i>Secure</i>
Usage Files: Records created to monitor computer system and network usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage	<i>System Computing Services or Institution IT Office</i>	90 days	<i>Secure</i>
Users Access Records: Records created to control individual access to a system for administrative and security purposes	<i>System Computing Services or Institution IT Office</i>	FY + 7 years	<i>Secure</i>
INSURANCE			
Certificates of Insurance, Indemnification Agreements, Hold-Harmless Agreements, Contracts (See also "Minors")	<i>System Risk Manager, System Contract Coordinator or Office Where Generated</i>	FY + 7 years or if claim If claim is presented, turn over to Office of Risk Management and Insurance	<i>Regular</i>
Potential Claims Records	<i>Risk Management; Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Property Insurance Inspection Reports	<i>Risk Management</i>	FY + 5 years	<i>Regular</i>
Property Losses File	<i>Risk Management</i>	FY + 3 years	<i>Regular</i>
IRS TAX DOCUMENTATION			
IRS Tax Documentation: Includes such documents as 1099s for revenue received by institution ; records of state or federal taxes paid	<i>Administration & Finance; Payroll</i>	CY + 4 years	<i>Secure</i>
LEGAL			
Legal Files: Includes all litigation, research, correspondence, etc.	<i>General or System Counsel</i>	FY + 7 years; Counsel may direct longer retention period	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Legal Opinions	<i>General or System Counsel</i>	Permanent	<i>Archives or On Site</i>
Medical Professional Liability Claims/Cases/Judgments/Settlements	<i>NSHE Risk Management/ UNSOM General Counsel</i>	Permanent	<i>Archives or On Site</i>
Subpoenas	<i>General or System Counsel</i>	FY + 1 year	<i>Regular</i>
Trademark Registrations/ Patents: Including all related correspondence and documents	<i>Tech Transfer, Office Where Generated or Other Designated Office</i>	FY + 10 years	<i>Archival Review; Regular</i>
LIBRARY			
Circulation, Patron ID, Reference Requests	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Interlibrary Borrowed File <u>For inventory purposes (record of material's physical location, not of the user)</u>	<i>Office Where Generated</i>	FY + 3 years	<i>SecureRegular</i>
Interlibrary Loan File <u>For inventory purposes (record of material's physical location, not of the user)</u>	<i>Office Where Generated</i>	Until administrative need is satisfied	<i>Regular</i>
Miscellaneous Administrative: Including documents, correspondence, inventory lists, etc.	<i>Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Records of Overdue Materials	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Videotape Production Records, Collections	<i>Office Where Generated</i>	FY + 3 years	<i>Archival Review; Regular</i>
MEDICAL			
Business Associate Agreements	<i>Office Where Generated</i>	FY + 7 years	<i>Regular</i>
Clinical Patient Billing Records	<i>Office Where Generated or Institution Controller</i>	FY + 7 years	<i>Secure</i>
Clinical Patient Medical Records	<i>Office Where Generated</i>	Minors to age 18 + 7 years; All others - FY + 7 years	<i>Secure</i>
Controlled Drug Administrative, Audit & Dispensing Records	<i>Office Where Generated</i>	FY + 5 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Daily Drug Dispensing Records	<i>Office Where Generated</i>	FY + 5 years	<i>Secure</i>
HIPAA-Related Forms, Compliance & Audit Documents	<i>Office Where Generated</i>	FY + 7 years	<i>Secure</i>
Prescription Records	<i>Office Where Generated</i>	FY + 5 years	<i>Secure</i>
MINORS			
Releases/Waivers/Hold Harmless/Indemnification Documents for Activities Involving Minors (e.g. camps)	<i>Office Where Generated</i>	FY + 25 years or age of majority plus 7 FY	<i>Secure</i>
OPEN MEETING LAW RECORDS (SEE BOARD OF REGENTS)			
Audiotape	<i>Foundation; Student Government</i>	FY + 5 years; or permanent if no minutes generated	<i>Secure</i>
Minutes, Notices, Agenda, Support Materials, etc.	<i>Foundation; Student Government</i>	Permanent	<i>Archival Review; Regular</i>
POLICE SERVICES			
Background Checks	<i>Police Department</i>	FY + 7 years	<i>Secure</i>
Citations:			
Criminal citations	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Parking citations	<i>Parking Enforcement</i>	FY + 2 years	<i>Secure</i>
Traffic citations	<i>Police Department</i>	FY + 2 years	<i>Secure</i>
Crime/Incident Reports Includes all incidents involving officers such as traffic, burglary, assault, etc. and supporting documentation, arrest records, lab reports, victim information	<i>Police Department</i>	FY + 5 years	<i>Secure</i>
Crime Statistics for Clery Act Reports, etc.	<i>Police Department</i>	FY of public disclosure/publishing + 7 years	<i>Secure</i>
Department Reports	<i>Police Department</i>	Permanent	<i>On Site</i>
Dispatch Unit Transmission Log	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Dispatch Unit Transmission Recordings	<i>Police Department</i>	90 days	<i>Secure</i>
Equipment: Issued to personnel	<i>Police Department</i>	Life of the equipment	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Evidence & Seized Property	<i>Police Department</i>	Same as applicable incident/crime report or case	<i>Secure</i>
Evidence Destruction Records	<i>Police Department</i>	Same as applicable incident/crime report or case	<i>Secure</i>
General Records: Correspondence, community service programs, miscellaneous records	<i>Police Department</i>	FY + 4 years	<i>Secure</i>
In-Car Recordings	<i>Police Department</i>	90 days	<i>Secure</i>
Intelligence Research, Reports & Information	<i>Police Department</i>	5 years	<i>Secure</i>
Internal Affairs	<i>Police Department</i>	7 years	<i>Secure</i>
Interstate Identification Index	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Investigation Files not resulting in arrest (all others are part of the applicable incident/crime report or case file)	<i>Police Department</i>	Statute of limitations	<i>Secure</i>
K9 Records	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
POST Certification Records	<i>Police Department</i>	FY last date of employment + 7 years	<i>Secure</i>
Radio & Car Logs	<i>Police Department</i>	FY + 1 year	<i>Secure</i>
Recorded Communications	<i>Police Department</i>	Until superseded	<i>Secure</i>
Security Surveillance Tapes	<i>Police Department</i>	Minimum retention 7 days (unless needed or subpoenaed as evidence)	<i>Secure</i>
Sex Offender Registration Records	<i>Police Department</i>	Life of individual	<i>Secure</i>
Specific Crime Records:			
DUI and Domestic Violence	<i>Police Department</i>	FY close of case + 7 years	<i>Secure</i>
Homicides and sex crimes	<i>Police Department</i>	FY close of case + 65 years	<i>Secure</i>
Misdemeanors	<i>Police Department</i>	FY close of case + 7 years	<i>Secure</i>
Other Felonies	<i>Police Department</i>	FY close of case + 25 years	<i>Secure</i>
Unsolved Cases	<i>Police Department</i>	Permanent	<i>On Site</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Training Records	<i>Police Department</i>	FY last date of employment + 7 years	<i>Secure</i>
Warrants/Wanted Files	<i>Police Department</i>	FY + 3 years	<i>Regular</i>
Weapons Discharge Records	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Weapons Inventory Records	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Weapons Qualification Records	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
PUBLIC RELATIONS RECORDS			
Public Service Announcement, News Releases, Information Flyers, Brochures, Newsletters, Other Publications, etc.	<i>Government Relations or Public Relations</i>	FY + 5 years	<i>Archival Review; Regular</i>
PUBLICATIONS, STATISTICAL DATA/DOCUMENTS, AND REPORTS			
Reports to Board of Regents	<i>Board of Regents or Chancellor's Office</i>	Permanent	<i>Archives or On Site</i>
State or Federal Reports	<i>Office Where Generated</i>	Permanent	<i>Archives or On Site</i>
REAL ESTATE RECORDS			
Copies of Deeds, Easements: Including other documents related to real property transactions	<i>System, Institution Facilities or Real Estate Office</i>	Permanent	<i>Archives or On Site</i>
Leases	<i>System, Institution Facilities or Real Estate Office</i>	FY of expiration date + 7 years	<i>Regular</i>
RESEARCH, GRANTS AND SPONSORED PROJECTS			
Animal Research & Veterinary Records	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Export Control Export controls-related records, including: contracts, license and license applications; invitations to bid; shipping documents; financial and accounting records; license exception records; notifications from regulatory agencies; and all notes, memoranda and correspondence related to export transactions	<i>Office Where Generated</i>	Required federal retention period - for EAR, ITAR, OFAC records + 5 years; longer retention period may apply only if requested by government agency	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Grants & Agreements: Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations	<i>Office Where Generated or Sponsored Projects Office</i>	FY submission of final expenditure report + 7 years, unless otherwise provided in terms of grant or contract	<i>Secure</i>
Grants & Agreements: Uniform and Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments	<i>Office Where Generated or Sponsored Projects Office</i>	FY of starting date + 3 years	<i>Secure</i>
Institution or System Contracts: Subject to specific state, federal or contract requirements	<i>System Office or Office Where Generated</i>	Required state, federal or contract retention period	<i>Destroy in accordance with applicable state, federal or contract requirements or Secure</i>
Institutional Animal Care & Use Records (IACUC)	<i>Office Where Generated</i>	Required state, federal or contract retention period	<i>Destroy in accordance with applicable state, federal or contract requirements or Secure</i>
Institutional Biosafety Review Records: Review of projects involving recombinant DNA	<i>Office Where Generated</i>	Permanent	<i>On site or Archives</i>
Institutional Review Board for Use of Human Subjects in Research (IRB)	<i>Office Where Generated</i>	Required state, federal or contract retention period	<i>Destroy in accordance with applicable state, federal or contract requirements or Secure</i>
Research Projects-Approved: Files containing proposal, budgets, accounting information, correspondence and reports for grant funded and non-grant funded research	<i>Office Where Generated or Office of Sponsored Projects</i>	FY + 5 years or required state, federal or contract retention period	<i>Destroy in accordance with applicable state, federal or contract requirements or Secure</i>
Research Projects-Rejected: Files containing proposal and correspondence for grant funded and non-grant funded research	<i>Office Where Generated or Office of Sponsored Projects</i>	FY + 1 year	<i>Destroy in accordance with applicable state, federal or contract requirements or Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Sponsored Research	<i>Office Where Generated or Office of Sponsored Projects</i>	Follow applicable rules of grant	<i>Destroy in accordance with applicable grant requirements or Secure</i>
STUDENT AND COURSE RECORDS			
Academic Advising Records	Office Where Generated	FY graduation or last term of attendance + 3 years	Secure
Academic Catalogs	<i>Registrar, Admissions and Records or Academic Affairs</i>	Permanent	<i>Secure</i>
Acceptance Letter	<i>Admissions</i>	FY + 1 year	<i>Secure</i>
Administration of Educational Assistance Program Records	<i>Office Where Generated</i>	FY of enrollment + 3 years or FY date of test + 3 years	<i>Secure</i>
Advanced Placement Results	<i>Admission</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Advising Files: Includes notes about student, possible courses the student would take, and correspondence with student	<i>Office Where Generated</i>	FY + 1 year	<i>Secure</i>
Alien Registration Receipt Card	<i>Office Where Generated</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Regular</i>
Annual Interim Federal Grant Fiscal Reports: Reporting to federal government on expenditures for federal grant programs	<i>Office Where Generated</i>	FY + 7 years	<i>Regular</i>
Application for Admission/Readmission	<i>Admissions</i>	FY + 1 year	<i>Secure</i>
Applications for Graduation	<i>Office Where Generated</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Arrival Departure Record	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Athletic Records	<i>Office Where Generated</i>	Athletic Association Rules/NCAA	<i>Secure</i>
Attendance Records/Rosters	<i>Office Where Generated</i>	End of Term	<i>Secure</i>
Audit Authorization	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Campus Newspaper Records	<i>Office where Generated</i>	Permanent	<i>On Site or Archives</i>
Catalogs	<i>Registrar</i>	Permanent	<i>Archives</i>
Certificate of Eligibility for Visa Status	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Change in Major	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Change of Course (Drop/Add)	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Change of Grade Record	<i>Registrar</i>	Permanent	<i>On Site or Archives</i>
Change of Personal Data Record	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Class List/Class Roster	<i>Registrar, Admissions & Records</i>	FY + 1 year	<i>Secure</i>
Class Lists-Original	<i>Registrar, Admissions & Records</i>	Permanent	<i>On Site or Archives</i>
Class Schedule (Student)	<i>Registrar, Admissions & Records</i>	FY end of term + 1 year	<i>Secure</i>
Commencement Programs	<i>Registrar</i>	Permanent	<i>On Site or Archives</i>
Correspondence (Student)	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Counseling Records	<i>Office Where Generated or Department Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Course Syllabi	<i>Office Where Generated or Department Where Generated</i>	FY + 3 years	<i>Regular</i>
Coursework: Student tests, examinations, quizzes, papers, projects, etc., leading to a grade and to a posting on the official student record of the registrar	<i>Instructor</i>	End of class + 120 calendar days	<i>Secure</i>
Credit by Exam	<i>Registrar, Admissions & Records</i>	FY applied to record + 1 year	<i>Secure</i>
Credit by Exam Report/Scores	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Credit/No Credit Approval (Audit, Pass/Fail)	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Curriculum Change Authorizations	<i>Registrar, Admissions & Records</i>	FY graduation + 3 years or FY last term of attendance + 5 years	<i>Secure</i>
Curriculum Development Documentation: Files documenting approval of new programs and degrees	<i>Provost or Academic Affairs Office</i>	Permanent	<i>Archival Review; Regular</i>
Degree Audit Record	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Direct Loan Program	<i>Financial Aid Office</i>	FY end of award year + 3 years <u>Federal Student Aid (Title IV) Requirements</u>	<i>Secure</i>
Disciplinary Action Record-Expulsion	<i>Office where generated or Student Conduct Office</i>	Permanent	<i>On Site</i>
Disciplinary Action Record-General	<i>Office Where Generated or Student Conduct Office</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Dual Enrollment Forms (High School)	<i>Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
eLearning: In web-based platforms, exams, assessments, chats, discussions, blog postings, wiki postings, etc.	<i>Provost or Academic Affairs Office</i>	FY graduation + 2 years or FY last term of attendance + 2 years <u>End of class + 120 calendar days</u>	<i>Secure</i>
eLearning Course Records: Used for grading	<i>Student Services or Academic Affairs Office</i>	FY graduation + 2 years or FY last term of attendance + 2 years <u>End of class + 120 calendar days</u>	<i>Secure</i>
Employment Authorization (Work Permit)	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Enrollment Verification	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Entrance Exam Results/Scores	<i>Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Evaluations, Class/Course: Summary evaluations of course by students	<i>Provost or Academic Affairs Office</i>	FY + 1 year	<i>Secure</i>
Federal Perkins Loan Program	<i>Financial Aid Office</i>	FY date the loan is cancelled, repaid, or otherwise satisfied + 3 years	<i>Secure</i>
FERPA: Requests, 3rd party authorizations, appeals and hearing decisions	<i>Registrar, Admissions & Records</i>	Permanent	<i>Secure</i>
Financial Aid Records <u>(non-Title IV):</u> Applicants who enroll Millennium, SSOG, state & institutional aid programs scholarships (non-Title IV)	<i>Financial Aid Office</i>	FY graduation <u>award year + 3 years</u>	<i>Secure</i>
Foreign Students: Exchange Visitor Program-J-1 Visa; all records	<i>Office of International Students & Scholars (OISS)</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Foreign Students: SEVP Reporting Documents (SEVP-Certified Schools only)	<i>Office of International Students & Scholars (OISS)</i>	FY in which student is no longer pursuing a full course of study (or FY date of denial)	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Grade Book	<i>Office Where Generated</i>	if reinstatement is denied) + 3 years FY course completion + 5 years	<i>Secure</i>
Grade Change & Appeal Documents	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Graduation Authorization	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Graduation Lists	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Regular</i>
Health Professions Student Loan	<i>Financial Aid Office</i>	FY retirement of loan/ceases to be a full-time student + 5 years <u>US Department of Health & Human Services Requirements</u>	<i>Secure</i>
Higher Education Assistance Programs (“HEA” or “Title IV”) Financial Aid Records: Federal Perkins Loan, Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, ACG, National SMART Grant, William D. Ford Federal Loan or TEACH Grant Program	<i>Financial Aid Office</i>	FY award year (or final action) + 3 years <u>Federal Student Aid (Title IV) Requirements</u>	<i>Secure</i>
Hold or Encumbrance Authorizations	<i>Held by Originating Office</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Housing/Residence Hall Records	<i>Office Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Immuni//zation Records	<i>Admissions</i>	FY graduation + 3 years or FY last term	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Instructor Evaluations-by students	<i>Dean or Department Chair's Office</i>	of attendance + 3 years FY + 1 year	<i>Secure</i>
Internship/Service Learning	<i>Office Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Legal Services	<i>Office Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Letters of Recommendation Regarding Admission	<i>Admissions & Records or Graduate or Professional School</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Letters of Recommendation Other Purposes	<i>Office Where Generated</i>	<u>FY graduation + 3 years or FY last term of attendance + 3 years</u>	<u><i>Secure</i></u>
Military Documents	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Name Change Authorization	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Nursing Student Loans	<i>Financial Aid Office</i>	FY retirement of loan or from when ceases to be a full-time or half-time student + 5 years <u>US Department of Health & Human Services Requirements</u>	<i>Secure</i>
Organizations: Clubs, other student groups	<i>Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Organizations: Student government-- constitution, bylaws and other records	<i>Office Where Generated</i>	FY + 3 years	<i>Archival Review; Regular</i>
Pass/Fail Record	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Passport Number	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Petitions	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Placement Test Results/ Scores	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Probation/Suspension/ Dismissal Records	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Readmission Records	<i>Academic Affairs</i> <u><i>Admissions & Records or Graduate or Professional School</i></u>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Recruitment Records	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
REG Email Correspondence (All)	<i>Registrar</i>	FY term admitted + 1 year	<i>Secure</i>
Registration Record	<i>Registrar</i>	FY registered term + 1 year	<i>Secure</i>
Releases/Waivers/Hold Harmless/Indemnification Documents for Activities: Non-minor students	<i>Office Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Request for Formal Hearing (FERPA)	<i>Office Where Generated</i>	Permanent	<i>On Site</i>
Requests and Disclosure of Personally Identifiable Information (FERPA)	<i>Office Where Generated</i>	Permanent	<i>On Site</i>
Scholarships Administered by University/College/ Departments: Administrative Information regarding local scholarship programs including applications, awards,	<i>Financial Aid</i>	FY graduation + 5 years or FY last term of attendance + 5 years	<i>Regular</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
recipients, etc., but not fiscal data			
Statement of Educational Costs	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Statement of Financial Responsibility	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Student Exams/Papers	<i>Academic Affairs</i>	FY course completion + 1 year	<i>Secure</i>
Student Records-Accepted & Enrolled: Change of course, audit authorization, email, correspondence, transcript requests, enrollment verification, name change	<i>Registrar; Admissions and Records</i>	FY + 1 year	<i>Secure</i>
Student Records-Accepted & Enrolled: Grade change appeals, graduation authorization, admission acceptance, advance placement results, dual enrollment forms, entrance exam results/scores, immunization records, recruitment records, waiver of right to access letters of recommendation, external transcripts, change of personal data record, transfer credit or hours accepted, residency documentation, Form I-20 (VISA) for foreign students, overload petitions, application for graduation, and placement documentation, withdrawal Authorizations/Leaves of Absence	<i>Registrar; Admissions and Records</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Student Records-Accepted & Not Enrolled: Student-specific correspondence relating to admission and enrollment at	<i>Student Services or Academic Affairs Office</i>	FY + 18 months	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
the institution. Correspondence, recruitment, references and recommendations, entrance exams, Advanced Placement documentation			
Student Records-Denied: Letters notifying students of non-acceptance to the institution. Correspondence, recruitment, references and recommendations, entrance exams, and Advanced Placement documentation	<i>Student Services or Academic Affairs Office</i>	FY application term + 1 year	<i>Secure</i>
Student Recruitment Materials-General: Videos, publications, poster, advertisements, etc. used to recruit students to attend the institution	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review; Regular</i>
Student Registration-Related	<i>Registrar, Admissions & Records</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Student Request for Non-Disclosure of Directory Information	<i>Student Services</i>	Permanent	<i>On Site</i>
Student Waivers for Rights to Access to Letters of Recommendation	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Student Written Consent for Records Disclosure	<i>Student Services</i>	Permanent	<i>On Site</i>
Transcript Request (Student)	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Transcripts (High School and College)	<i>Registrar</i>	Permanent	<i>On site</i>
Transfer Credit Evaluation	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Veterans Administration Certifications/Benefits	<i>Registrar, Admissions & Records</i>	FY graduation + 5 years or FY last term of attendance + 5 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Visa Related Documents	<i>International Student Office</i>	FY graduation + 5 years or FY last term of attendance + 5 years	<i>Secure</i>
Vocational Rehabilitation & Education Records	<i>Office Where Generated</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Withdrawal Authorization	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>