

State of Nevada State Historic Preservation Office

Version Date: 2/28/2014

1995143 Covenants

Reviewed: 1/8/2014

Description: These records consist of legal documents and associated records required in association with grants or other undertakings. These covenants create and define restrictions to alterations of historic sites, and in many cases, are the only record of renovation or changes made to historic buildings/sites within the State of Nevada. The files may include, but are not limited to: covenant contract documents, scope of work, final review of project, associated grant documentation and related correspondence.

Retention: Retain these records for a period of five (5) calendar years from the expiration of the covenant.

Disposition: Permanent: Transfer to State Archives

1995144 Historic Markers File

Reviewed: 5/20/1998

Description: This records series contains all applications, correspondence, contracts, agreements, manuals, purchasing and installation documents, location documents and all other documentation relating to the State Historic Marker Program. These records are filed by location within county.

Retention: Retain for a period of five (5) calendar years from the date a marker is installed, or if not installed, from the date of such determination.

Disposition: Permanent: Transfer to State Archives

1995145 National/State Register of Historic Places

Reviewed: 5/20/1998

Description: Documentation of all sites in Nevada which have been placed on the National or State Registry of Historic Places. Includes all applications, correspondence and other documentation for each site registered or applied for.

Retention: Retain for a period of five (5) calendar years from the date placed on register, or if not, the date of such determination. Following this minimum period of retention, when no longer administratively useful, transfer to the Nevada State Library and Archives for appraisal and preservation in the State Archives.

Disposition: Permanent: Transfer to State Archives

1998034 Review and Compliance

Reviewed: 5/20/1998

Description: This records series documents compliance with federal requirements for eligibility and project effect. (Title 16 U.S.C. Sub Chap II, 470e and 470f). Files will include a transmittal letter from the federal agency involved, an accompanying map or other supporting project information, and a response letter.

Retention: Retain for a period of twelve (12) calendar years from the date of submittal to the awarding agency the single or last expenditure report for the period involved.

Disposition: Destroy Securely