

# State of Nevada Approved Records Retention and Disposition Schedule

State Parks

Schedule ID # 220800

Version Date: 06/11/2014

This version supersedes all previous versions.

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## 2014179 Exhibits: Accession Records

Last Reviewed: 06/11/2014

Description: These records contain information describing the artifact or item in the collection and are the main source for determining legal title, access rights and similar conditions affecting the artifact or item within the collections of the Division (See NRS 407.073). The record may contain, but is not limited to: deed-of-gift documentation; donor information; description of artifact/item with associated information; documentation on conservation work.

Retention: Retain these records for a period of six (6) calendar years from the date the artifact/item was no longer in possession of the Division of State Parks.

Disposition: Permanent: Transfer to State Archives

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## 2014180 Exhibits: Exhibit and Display Files

Last Reviewed: 06/11/2014

Description: These records document the exhibits and displays within the division's parks and facilities. The file may contain, but is not limited to: proposal with associated documentation; artifact / specimen inventory records; sketches, schematics/diagrams, construction drawings, etc.; photographs; associated documentation.

Retention: Retain for a period of three (3) calendar years from the end of the calendar year in which the exhibit/display was terminated.

Disposition: Permanent: Transfer to State Archives

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## 2014181 Exhibits: Loan/Transaction Records

Last Reviewed: 06/11/2014

Description: These records document the loan of accessioned items to interdepartmental units, other state agencies, county museums, city governments, etc., as well as documenting incoming loans of collection items from other entities to the programs of the Division (See NRS 407.073). The file may contain, but is not limited to: loan agreements; insurance documentation; item descriptions; supportive documentation.

Retention: Retain for a period of three (3) calendar years from the date of the return of the loaned item.

Disposition: Permanent: Transfer to State Archives

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## 1997010 Internal Affairs Investigations

Last Reviewed: 06/11/2014

Description: These records document allegations of criminal and administrative misconduct against Division employees and track the investigation process through the final report and any corrective/disciplinary action. The records may include, but are not limited to: personnel records, complaints, investigative reports and related supportive documentation.

Retention: Retain for a period of three (3) calendar years from the closing/resolution of the investigation and subsequent action(s).

Disposition: Destroy Securely

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## 2014177 Park and Facility Inspection Records

Last Reviewed: 06/11/2014

Description: These records document the inspections made on parks and facilities to check for maintenance needs, repair damage, recommend modifications or new additions. The records may include, but are not limited to: inspection and maintenance reports, recommendations and related supportive documentation.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

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## 2014178 Permits

Last Reviewed: 06/11/2014

Description: These records document the issuance of permits to authorize the entrance and use of parks and recreational areas. These include, but are not limited to: entrance permits, multi-use permits, veterans and senior permits,

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special use permits, research permits, commercial photography permits and other multi-purpose permits; all with supportive documentation.

Retention: Retain for a period of three (3) fiscal years from the end of the fiscal year in which the permit expired or was terminated.

Disposition: Destroy Securely

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

*NRS 239.073 et seq.*

**Scott Anderson, Chairman**

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## **Retention Guidelines**

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, 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 the State Archives, may be initiated. You 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 to the regular destruction, recycling or normal tossing of records.

## **Disposition Holds include:**

### **Audits.**

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

### **Investigations.**

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

### **Litigation.**

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention and Disposition Schedule or the General Records Retention and Disposition Schedule. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

## **Disposition Guidelines**

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). 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 such records. Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.