

State of Nevada EDU: Deputy Superintendent for Administrative and Fiscal

Version Date: 10/16/2013

2009074 Annual Reports

Reviewed: 1/13/2010

Description: These reports are produced in accordance with various state laws (See NRS 386.600, NRS 387.303, NRS 392A.073 and 392A.100). Each school district, each charter school and the university school for the profoundly gifted pupils, submits a report which is consolidated into a statewide report by the Department. The final report contains both the individual and consolidated reports. The records may include, but are not limited to, information and statistics concerning: Enrollments; Revenue and expenditures; Class size reduction; Adult high school; Teacher and staff positions; Technology; Grant programs; Professional development programs; Licensed salaries and benefits, and: Similar information

Retention: Transfer a copy of these reports to the State Archives at the end of each school year. Retain a use copy for as long as administratively useful.

Disposition: Permanent: Transfer to State Archives

1986189 Apportionment Workpapers

Reviewed: 1/13/2010

Description: These files are used to calculate funding to the districts, charter schools and university schools for the profoundly gifted pupils from the Distributive School Account. The files may contain but are not limited to: Distributive School Account Apportionment Worksheet; Distributive School Account biennial budget request workpapers; Count of students; Related correspondence, and; Similar documentation

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

Disposition: Permanent: Transfer to State Archives

1986188 Enrollment and Attendance Report

Reviewed: 1/13/2010

Description: These reports are sent by each district and charter school for apportionment purposes (See NRS 387.123). The records may include but are not limited to: Monthly Enrollment and Attendance Reports; Certified Enrollment Report by Grade, Gender and Ethnicity; Compliance reviews, and; Related correspondence

Retention: Retain these records for a period of five (5) school years from the end of the school year to which they pertain.

Disposition: Permanent: Transfer to State Archives