

# State of Nevada Office of the Governor

Version Date: 2/28/2014

## **1998086 Agency Files - Governor**

Reviewed: 08/12/1998

Description: This record series consists of the correspondence, reports and similar material documenting activities of state executive branch agencies (Art 5, Sec 7; NRS 225.120) and is used as an information retrieval system. The files may contain correspondence (original or copy plus attachments, and copy of reply), memos, minutes of meetings, reports, manuals, books, brochures, informational flyers, state forms, proposals, studies, audit reports and papers, court records, police and institutional reports, medical and psychological evaluations, and similar material. The files are arranged alphabetically by agency and chronologically in the file for each year an agency file is maintained. Some of the material may be duplicated or interfiled in a Subject record series file.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

## **2011046 Appointment/Scheduling Calendar(s)**

Reviewed: 02/08/2012

Description: Office appointment and scheduling calendar(s) used by the governor and governor's staff to schedule the governor's official appointments and events.

Retention: Retain for term of office and then transfer to the State Archives.

Disposition: Permanent: Transfer to State Archives

## **1998087 Appointments and Resume Files**

Reviewed: 08/12/1998

Description: This record series is used to document and reference appointments of persons by the Governor to boards, commissions and similar bodies as required by NRS 232A.010. The records may contain: correspondence (original or copy plus attachments, and copy of reply), resumes, letters of recommendation, notes and similar material. The file is arranged by appointments to boards, commissions, councils and committees.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

## **1998088 Associations File**

Reviewed: 08/12/1998

Description: This record series is used to reference the national or regional associations (e.g., National Governors' Association and Western Governors' Association) of which the Governor is a member or has an interest in. The files may contain: correspondence (original or copy plus attachments, and copy of reply), notes, agendas, calendars, newsletters, informational brochures and pamphlets, bound reports and publications, books and similar material.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

## **1998089 Boards, Commissions and Committee Minutes File**

Reviewed: 08/12/1998

Description: This record series contains copies of minutes of the boards and the commissions on which the Governor serves including (but not limited to): Board of Examiners; Board of State Prison Commissioners; State Board of Pardons Commissioners; State Board of Finance; Interagency Committee for Coordinating Tourism and Economic Development; and others. In addition to minutes, the files may contain agendas, exhibits, appendixes, transcripts, reports, announcements and similar material.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

## **1998090 Commissions of State Officers File**

Reviewed: 08/12/1998

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**Description:** This record series contains copies of commissions signed by the Governor for state officers elected or appointed IAW Art 5, Sec 16, and NRS 281.005 through 281.020. The official copy of the commission is filed with the Secretary of State (NRS 225.080 (1)). All persons elected or appointed to a position which is established by the Constitution or a statute of this state, or by a charter or ordinance of a political subdivision of this state, which involves the continuous exercise, as part of the regular and permanent administration of the government, of a public power, trust or duty (NRS 281.005 and 281.010), shall receive their commissions from the Governor. All commissions of public officers shall be in the name and by the authority of the State of Nevada, and shall be sealed with the great seal of the state, signed by the Governor, and countersigned by the Secretary of State (See Nevada Constitution, Art 5, Sec 16 and NRS 281.020).

**Retention:** Retain until the end of term in office..

**Disposition:** Permanent: Transfer to State Archives

### **1998091 Correspondence File**

**Reviewed:** 08/12/1998

**Description:** This record series includes correspondence sent or received by the Governor or employees of his office in the performance of governmental duties (NRS 378.290). The file consists of original correspondence and copies of replies concerning: (1) constituent issues and (2) federal correspondence, i.e., congressional delegation and federal agencies. Correspondence may include: congratulation letters, invitations, thank you letters, citizen and kid requests, requests for autographed photos, eccentric letters, alpha and reader files, staff files, memos, notes, reports, bulletins, informational flyers, brochures, pamphlets and similar material.

**Retention:** Retain until the end of term in office.

**Disposition:** Permanent: Transfer to State Archives

### **1998092 Executive Orders File**

**Reviewed:** 08/12/1998

**Description:** This records series contains the executive orders issued by the Governor, including those issued upon request of the Supreme Court. The file consists of copies of executive orders, correspondence (original or copy plus attachments, and copy of reply), requests, memos, notes, reports and similar documents. The files are arranged chronologically and are used to document the production and presentation of executive orders from the Governor's office. The signed original of the executive order should be filed with the Secretary of State as the official copy (as all official acts of the Governor are filed in that office in accordance with the Constitution of Nevada, Art 5, Sec 20 and NRS 225.080 (1)).

**Retention:** Retain until the end of term in office.

**Disposition:** Permanent: Transfer to State Archives

### **1998094 Legislative Audit Reports File**

**Reviewed:** 08/12/1998

**Description:** This record series contains the legislative auditor's biennial report for the Governor and members of the legislature in even-numbered years, and copies of audit reports made to various agencies of the state in accordance with NRS 218.830 (1).

**Retention:** Retain until the end of term in office.

**Disposition:** Permanent: Transfer to State Archives

### **1998095 Legislative Files**

**Reviewed:** 08/12/1998

**Description:** This record series is used as a work and reference file for the activities of the legislature during the session. The files may consist of copies of legislative documents (computer printouts, agendas, senate and assembly bills and actions, copies of BDR's, etc.), correspondence (original or copy plus attachments, and copy of reply), memos, notes position papers, reports, statistical studies, newspaper and magazine articles and similar material.

**Retention:** Retain until the end of term in office.

**Disposition:** Permanent: Transfer to State Archives

### **1998096 Mansion File**

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Reviewed: 08/12/1998

Description: This record series consists of information used to document the activities and history of the Governor's mansion. The file may contain memorabilia of historical significance.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

### **1998097 Messages File**

Reviewed: 08/12/1998

Description: This record series contains the original (bound) Governor's Messages to the Legislature delivered at every regular session on the condition of the State and with the recommended measures he deems expedient (See Nevada Constitution, Art 5, Sec 10.) Also, included are addresses delivered in even-numbered years. The file may consist of typed messages, notes, charts, graphs and similar material.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

### **1998098 News Releases File**

Reviewed: 08/12/1998

Description: This record series contains copies of the news releases issued from the Governor's office and is used to reference them. The file consists of originals or copies of news releases, general correspondence, notes, charts, graphs, and related informational flyers.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

### **1998099 Photo File**

Reviewed: 08/12/1998

Description: This record series contains photographs produced by and for the Governor's office and consists of black and white or color photos and slides, negatives, notes and similar material; and includes staff files (especially the Press Secretary).

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

### **1998100 Presentations and Speeches File**

Reviewed: 08/12/1998

Description: This record series contains copies of presentations and speeches delivered by the Governor or his employees in the performance of governmental duties, and is used to document public appearances, speeches and presentations. The file consists of originals or copies of speeches or presentations, and may contain notes, agendas, charts, graphs, brochures, pamphlets, information on organizations and similar material.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

### **1998101 Proclamations File**

Reviewed: 08/12/1998

Description: This record series contains the proclamations issued by the Governor. The file consists of copies of proclamations, general correspondence, requests for proclamations, memos, notes, reports and similar material. The files are arranged chronologically and are used to document the production and presentation of proclamations by the Governor. A copy of the signed original proclamation is filed with the Secretary of State as the official copy (as all official acts of the Governor are filed in that office in accordance with the Constitution of Nevada, Art 5, Sec 20 and NRS 225.080(1)).

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

### **1998102 Subject Files**

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Version Date: 2/28/2014

Reviewed: 08/12/1998

Description: This record series is an information retrieval system used to document and reference correspondence to and from the Governor concerning national and international organizations, the federal government, local governments, plus other organizations or subjects of interest. Some of the material may be duplicated or interfiled in the Agency record series. The files may consist of: correspondence (original or copies plus attachments, and copies of replies), notes, informational flyers, newsletters, news articles, brochures, pamphlets, press clippings, books, magazines, art work, photos and similar material.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives

### **1998103 Washington Office File**

Reviewed: 08/12/1998

Description: This record series consists of material furnished by the Washington Office, and is used as an information source to the Governor's Office. The files may contain general correspondence and informational material of historical significance.

Retention: Retain until the end of term in office.

Disposition: Permanent: Transfer to State Archives