

State of Nevada Governor's Finance Office, Budget

Version Date: 9/18/2013

2005119 AmeriCorps Files

Description: This record series documents the administrative help to the Governor's Office in the review and approval process for volunteers submitted by the AmeriCorps *VISTA* Program (a federal program). The files may contain, but are not limited to: Requests related to approval of volunteers; Letter of review, sample approval letters for the Governor, copies of signed replies, etc., and; Related correspondence

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2006087 Bill Draft Requests

Description: This record series contains Bill Draft Requests (BDR) produced by a state agency and sent for review in accordance with NRS 218.245 and 218.455 (1). The files may contain, but are not limited to: LCB Summaries; BDR From Executive Agency, BDR From LCB, with fiscal notes (See NRS 218.275), and; Related correspondence

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

Disposition: Permanent: Transfer to State Archives

2006088 Budget Amendments

Description: This record series documents the amendments made to the Governor's Executive Budget during the Legislative Session (See NRS 353.230). The files may contain, but are not limited to: Budget amendment requests with supportive documentation, and; Related correspondence

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

Disposition: Permanent: Transfer to State Archives

2006089 Budget Closing Documents

Description: This record series documents changes made to the Governor's recommended Executive Budget during the legislative session.

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

Disposition: Permanent: Transfer to State Archives

2005090 Capital Improvements: Bond Availability

Description: This record series is used to project net bond availability for the current and long-run Capital Improvement Program (See NRS 353.185 (3)). The files may consist of, but are not limited to: Bond Availability Report; Reports from the Treasurer's Office, consultants, and state agencies, and; Related correspondence

Retention: Retain these records for a period of two (2) fiscal years from the end of the legislative session to which they pertain.

Disposition: Destroy

State of Nevada Governor's Finance Office, Budget

Version Date: 9/18/2013

2005091 Capital Improvements: Lease Purchase Buildings Funded

Description: This record series is used to plan for the funding and occupancy of lease-purchase building in accordance with NRS 353.500 to 353.630. The files may contain, but are not limited to:
(a) tenant lists with lease payment and square footage requirements, consultant's final payment projection worksheet (Treasurer's Office), employee growth rate projections, Final SPWB Project Cost Estimate (copy) and;
(b) copies of emails, notes, related correspondence

Retention: Retain the records listed under item (a) of the description statement for a period of three (3) fiscal years from the occupancy of the building. Records listed under item (b) of the description statement may be disposed of at the end of the legislative session to which they pertain.

Disposition: Permanent: Transfer to State Archives

2005092 Capital Improvements: Lease Purchase Buildings Not Funded

Description: This record series is used to plan for the funding and occupancy of lease-purchase buildings in accordance with NRS 353.500 to 353.630. The files may contain, but not limited to: (a) tenant lists with lease payment and square footage requirements, consultant's payment projection worksheet (Treasurer's Office), employee growth rate projections and;
(b) copies of emails, notes, related correspondence

Retention: Retain the records listed under item (a) of the description statement for a period of six (6) fiscal years from the Executive Branch or Legislative decision not to fund the project. Records listed under item (b) of the description statement may be disposed of at the end of the legislative session to which they pertain.

Disposition: Destroy

2005093 Capital Improvements: Long-Run Capital Improvement Plan

Description: This record series is used to determine the possible long-term consequences of Capital Improvement Project decisions and is done in accordance with NRS 353.185 (3). The files may contain, but are not limited to:
(a) Long-Run Capital Improvement Plan;
(b) Related correspondence, copies of agency requests for CIP's, copies of bond availability reports, prioritized list of CIP requests, computation files, draft Long-Run Improvement Plan, and;
(c) Department of Corrections Long-Run Projections

Retention: Retain the records listed under items (a) and (c) of the description statement for a period of two (2) fiscal years from the end of the legislative session to which they pertain. Records listed under item (b) of the description statement may be disposed of at the end of the legislative session to which they pertain.

Disposition: Permanent: Transfer to State Archives

2006090 Economic Forum Files

Description: This record series documents the support provided by the Budget Division to the Economic Forum in accordance with NRS 353.227 (2), and the interaction between the division and the forum. The files may include, but are not limited to:
(a) reports to the Economic Forum, copies of meeting packets, supportive documents, related correspondence and;
(b) material gathered and used for report preparation, draft reports and similar documents.

Retention: Retain the records listed under (a) in the description for a period of twenty-five (25) calendar years from the end of the calendar year to which it pertains. Items listed under (b) in the description may be disposed of when no longer needed.

Disposition: Permanent: Transfer to State Archives

State of Nevada Governor's Finance Office, Budget

Version Date: 9/18/2013

2006091 Fiscal Year-End Reconciliation and Reversions Records

Description: This record series documents the year end summary of revenues and expenditures and a statement of how ending balances will be reverted to the General Fund or Highway Fund, balanced forward within the same budget account or balanced forward to another budget account(s). The files consists of various reports, related correspondence and supportive documentation.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Permanent: Transfer to State Archives

2005106 Grants: Form 424

Description: This record series documents the receipt and review of a section of federal grant applications (Form 424) as the designated "Single Point of Contact" (SPOC) in accordance with Presidential Executive Order 12372 (dated July 14, 1982), the Cash Management Improvement Act (31 U.S.C. §§ 6501 et seq. "Intergovernmental Cooperation") and 2 CFR 215.12 "Pre-Award Requirements." The files consist of Form 424 "Application for Federal Assistance" (grants) and transmittal letters.

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Disposition: Destroy

2006092 Home Storage of Vehicles

Description: This record series documents the review and approval process to authorize the home storage of state owned vehicles. The files may contain, but are not limited to: Request form (which includes name, address, SSN and other personal identifying information), and supportive documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2006093 Interim Finance Committee (IFC) Action and Information Items

Description: This record series documents the reports sent by state agencies upon the request of the IFC, on projects, programs or upon legislative mandate. The files may contain, but are not limited to: Summary of reports, IFC report and supportive documentation, and; Related correspondence

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

Disposition: Permanent: Transfer to State Archives

2006094 Interim Finance Committee (IFC) Packets

Description: This record series documents the meetings of the IFC and the participation of Executive Branch agencies. This files may contain, but are not limited to: IFC packet with supportive documentation, and; Related correspondence

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

Disposition: Permanent: Transfer to State Archives

2006096 NEBS (Nevada Electronic Budget System) Data Mart

Description: This record series is used to store earlier versions of budget records in a data warehouse environment. This database contains more detail then the published Executive Budget. It may contain data on: agency requests not included within the Executive Budget, position information (no names or SSN), budget information by object code (the General Ledger) and similar information.

Retention: Update data as needed, retaining current data for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy

State of Nevada Governor's Finance Office, Budget

Version Date: 9/18/2013

2006095 NEBS (Nevada Electronic Budget System) Operational Section

Description: This record series is used to create and administer agency requested budgets, the Governor's Executive Budget and to document the Legislative Approved Budget. This database contains more detail than the published Executive Budget. It may contain data on: agency requests not included within the Executive Budget, position information (no names or SSN), budget information by object code (the General Ledger) and similar information.

Retention: Update data as needed, retaining current data for a period of two (2) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy

1988119 Revenue Files

Description: This record series is used to gather information concerning revenue earnings so proper decisions on budget spending can be made. The files may consist of, but are not limited to: Revenue documentation from state and local governments; Tax revenue reports; Revenue deposit and spending reports, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year to which they pertain.

Disposition: Destroy

2006109 Stale Claims

Description: This record series documents claims (invoices) presented for payment after the funds from which the claims should have been paid were reverted or balanced forward. The files may include, but are not limited to: Cover letter describing why the state did not pay the invoice before the close of the fiscal year; Copy of the invoice with supportive documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year in which they were paid.

Disposition: Destroy Securely

2005113 Strategic Plan - Agency Plans

Description: These records document the Planning Section's help given to state agencies in the process of creating and modifying Strategic Plans. The record series may contain, but are not limited to:
(a) Agency strategic plans with related correspondence
(b) Drafts of strategic plans and related supportive documents
(c) Copies of training materials and similar documents.

Retention: Retain the records listed under (a) in the description for a period of three (3) calendar years from the end of the calendar year to which they pertain. Records listed under (b) and (c) in the description may be disposed of when no longer needed (See NAC 239.705 (2)(b)).

Disposition: Permanent: Transfer to State Archives

2005118 Strategic Planning - State Plan

Description: This record series documents the planning and preparation of the state strategic plan. The files may include:
(a) Final strategic plan
(b) Material gathered during preparation of the plan, drafts and similar documents.

Retention: Retain records listed under (a) in the description for a period of six (6) calendar years from the end of the calendar year to which it pertains. Items listed under (b) in the description may be disposed of when no longer needed.

Disposition: Permanent: Transfer to State Archives

State of Nevada Governor's Finance Office, Budget

Version Date: 9/18/2013

1988115 Tort Claims

Description: These are claims made against the state for various reasons. All claims are investigated by the Attorney General's Office, and validity for payment is determined by that office. Those under \$1,000.00 are sent to the Director of the Dept. of Administration for signature; all others are sent to the Board of Examiners for action. The files may contain, but are not limited to: Application by claimant with associated documentation; Determination documentation including referral letter to the AG's Office and the AG's recommendations; Payment documentation, and; Related correspondence

Retention: Retain these records for a period of (3) calendar years from the date of the claim.

Disposition: Destroy

2007085 Work Program Files

Description: This record series documents the changes made to the legislatively approved budgets (See NRS 353.253). The files may contain but are not limited to: Work program forms; Copy of work program description; Summary sheets; Agency justification letter; supportive documentation.

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

Disposition: Destroy