

State of Nevada SOS: Elections Division

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2005034 Abstract of Voters

Reviewed: 06/08/2005

Description: This record series documents the Abstract of Voting sent to the Secretary of State (SoS) by the counties (See NRS 293.387 and 293.395 and NAC 293.195 to 293.197) as well as the compilation and issuance of state election returns by the SOS in accordance with NRS 293.87. There are two types of abstracts: the certified abstracts from the county or city clerk, sent to the Secretary of State (NRS 293.387(3) and 293.395(1)) and the abstract created by the Secretary of State (NRS 293.387(4)) called the State Election Returns.

Retention: Retain for a period of four (4) calendar years from the date the State Election Returns was issued.

Disposition: Permanent: Transfer to State Archives

2005037 Administrative Procedures Act (Regulations)

Reviewed: 06/08/2005

Description: This record series documents the official filing of regulations in accordance with the Administrative Procedures Act (NRS Chapter 233B). The files may include, but are not limited to: Copy of reference materials; Statement of review of regulations; Emergency regulations; Regulations; Register of Administrative Regulations; Similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date the regulation was amended or repealed.

Disposition: Permanent: Transfer to State Archives

2005038 Campaign Practices Act: Contributions and Expenses

Reviewed: 06/08/2005

Description: These records document the filing of campaign contributions and expenses of candidates running for public office in accordance with NRS Chapter 294A (See especially 294A.120, 294.125 & 294A.350 to 294A.373) and NAC Chapter 294. The files include Nevada PACs (political action committee), Ballot Advocacy Groups, Non-Profit Groups, Independent Expenditures, Political Parties, and Recall committees. The record may include but are not limited to: affidavits and declarations on forms designed by the Secretary of State detailing the total amount of campaign contributions and campaign expenses of every candidate running for state-wide, legislative or judicial office, except at a primary or a general election, signed by the candidate and filed with the Secretary of State.

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

Disposition: Permanent: Transfer to State Archives

2005033 Certificates of Elections

Reviewed: 06/08/2005

Description: This record series documents the official certificate of election issued by the Governor in accordance with NRS 293.393 (3) and attested to by the Secretary of State in accordance with NRS 225.080. The files contain transmittal letters, official certification by the Governor and related correspondence.

Retention: Retain this record series for a period of four (4) calendar years from the date of certification.

Disposition: Permanent: Transfer to State Archives

2005056 Certification of Candidates for General Election

Reviewed: 06/08/2005

Description: This record series documents the certification of candidates for the General election sent to the county clerks in accordance with NRS 293.190. The files contain: List of Candidates Certified by the Secretary of State and transmittal letters to the county clerk or registrar. This list is also posted on the Secretary of State's website (approximately two voting periods).

Retention: Retain for a period of four (4) calendar years from the date of certification.

Disposition: Permanent: Transfer to State Archives

2005030 Certified List of Candidates

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Reviewed: 06/08/2005

Description: This record series documents the certification of the list of candidates eligible to be placed on the ballot by the county clerks or registrars in accordance with NRS 293.187, and also those certified by the Secretary of State for statewide offices (See NRS Chapter 293). The files contain: Secretary of State list of statewide and multiple county district candidates, county lists of local candidates (containing the name, address, fax, email, office running for, party affiliation, date of filing and where applicable, date withdrawn) and transmittal letters to the county clerk or registrar. These lists is also posted on the Secretary of State's website (approximately two voting periods).

Retention: Retain for a period of four (4) calendar years from the date of certification.

Disposition: Permanent: Transfer to State Archives

2007051 Colorado River Commission Files

Reviewed: 08/15/2007

Description: This record series consists of filings with the Secretary of Sate. Records may include, but are not limited to: bond resolutions, regulations and amendments, correspondence and similar documents.

Retention: Retain this record series for a period of two (2) calendar years from the date of filing.

Disposition: Permanent: Transfer to State Archives

2007052 Confidential Address Program Files

Reviewed: 08/15/2007

Description: This record series is used by the Secretary of State to approve and assign fictitious address under the Assistance to Victims of Domestic Crime Act (See NRS 217.462 to 217.471). Records may include, but are not limited to: applications with supporting documentation, fictitious address designation, documents from organizations to assist victims of domestic violence (See NAC 217.100), related correspondence and similar documents.

Retention: Retain these records for a period of four (4) calendar years from the date of the cancelation of the approved application.

Disposition: Destroy Securely

2007053 Confidential Address Program Files: Non-approved Applications

Reviewed: 08/15/2007

Description: This record series documents the applications for a fictitious address under the Assistance to Victims of Domestic Crime Act (See NRS 217.462 to 217.471) that were not approved by the Secretary of State. Records may include, but are not limited to: applications with supporting documentation, fictitious address designation, documents from organizations to assist victims of domestic violence (See NAC 217.100), related correspondence and similar documents.

Retention: Retain these records for a period of one (1) calendar years from the date the application was not approved by the Secretary of State.

Disposition: Destroy Securely

2005044 County Precinct Maps and Legal Descriptions

Reviewed: 06/08/2005

Description: This record series documents the election precinct maps filed with the Secretary of State by county clerks in accordance with NRS 293.205 to 293.213. The files consist of: copy of map (may also be in electronic form), legal description of the precinct, precinct statistics, transmittal letters and related correspondence.

Retention: Retain for a period of four (4) calendar years from the end of the year in which the map was superseded.

Disposition: Permanent: Transfer to State Archives

2005040 Declaration of Candidacy

Reviewed: 06/08/2005

Description: This record series documents the official declaration of candidacy filed with the Secretary of State in accordance with NRS Chapter 293 (See especially NRS 293.1725, 293.177 & 293.200). The files consist of: Declaration of Candidacy (See NRS 293.177), Code of Fair Campaign Practices Acknowledgement (See NRS

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294A.290), Campaign Contributions and Expense Report Candidate Acknowledgement Form (NRS 294A.420, NRS 294A.120 and NRS 294A.200), Candidate Media Sheet, Candidate Filing Form, Candidate Withdrawals (NRS 293.202), Candidate Written Challenges (NRS 293.182) and related correspondence.

Retention: Retain for a period of four (4) calendar years from the end of the year in which the election was held.

Disposition: Permanent: Transfer to State Archives

2005031 Election Complaints

Reviewed: 06/08/2005

Description: This record series documents the complaints alleging violations of voting rights in accordance with NRS 293.4685, NAC 293.500 to 293.560, 42 U.S.C. § 15481 et seq. (Title III of the Help America Vote Act, see especially 42 U.S.C. § 15512) and other election laws. The files may contain: written complaint (See NAC 293.515), Complaint Contact Information form (listing the name, address, phone number of the complainant, subject of complaint, date contacted and notes), review notes and supportive documentation (which may include copies of various records from other sources, copies of financial documents, copies of medical records, copies of affidavits, etc.), correspondence to and from other individuals requesting information or responding to allegations, documents and reports to and from the Nevada Division of Investigations (confidential per NRS 199.520 and other laws), similar documentation and related correspondence.

Retention: Retain for a period of eight (8) calendar years from the date of final resolution or closure of the file.

Disposition: Destroy Securely

2005057 Election Contests

Reviewed: 06/08/2005

Description: This record series documents the actions involved in election contests in accordance with NRS 293.400 to 293.435 and NAC Chapter 293. The files may contain: (1) When the contested election involves more than one county: demand for recount, county Recount Board documentation, Secretary of State's designated observer's report (See NAC 293.179), recount cost documentation (deposits, receipts, invoices, etc. See also NAC 293.180). (2) When the contest is submitted to the district court: statement of contest, dismissal, depositions, judgment, court costs documentation (See NRS 293.420), and related court documentation. (3) In contests over State Assemblyman or Senator: statement of contest, depositions, ballots, list of witnesses, amended statement of contest, hearing records, and similar documentation. (4) In contests for the office of Governor, Lieutenant Governor or Justice of the Supreme Court: copy of statement of contest delivered to the Speaker of the Assembly, copies of associated election records, withdrawal notices, legislative hearing documentation, certificate of election and related documentation.

Retention: Retain for a period of four (4) calendar years from the date the Certificate of Election was delivered or the end of the proceedings.

Disposition: Permanent: Transfer to State Archives

2005049 Election Costs Files

Reviewed: 06/08/2005

Description: This record series documents the reimbursements to the counties for costs related to cardstock for ballots (See NAC 293.200 and NRS 293B.210) and publication of constitutional amendments and statewide measures (NRS 293.253 and NAC 293.071). The files may contain: claims from the counties, copies of manufacturers or vendors invoices, related supportive documentation and related correspondence.

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

Disposition: Destroy

2005052 Elections for US President and Vice President

Reviewed: 06/08/2005

Description: This record series documents the filing of certified nominees by political parties with the Secretary of State in accordance with NRS Chapter 298 . The files may contain: certified lists of party nominees (detailing the names and addresses: see NRS 298.020), independent presidential candidate documentation (NRS 298.109), related correspondence and similar documents.

Retention: Retain for a period of four (4) calendar years from the end of the end of the election.

Disposition: Permanent: Transfer to State Archives

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2007049 Facsimile Signatures of Public Officers

Reviewed: 08/15/2007

Description: This record series consists of the filings of certified manual signatures of state and local government officials (See NRS 351.030). The files may include, but are not limited to: notarized affidavits of manual signature and related documentation.

Retention: Retain for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives

2005032 Felons

Reviewed: 06/08/2005

Description: This record series documents the reporting to counties of individuals convicted of felonies and thus ineligible to register to vote in elections in accordance with 42 U.S.C. § 1973gg-6 (a)(3)(B) and (g), NRS 293.540 (3) and (4) and NAC 293.414. The files may contain: notices from other state election officers of convicted individuals, copies of court judgments, reports from courts of convictions, List of Individuals Convicted (containing the name, SSN, date of birth and official residence) sent to counties, cover letters and related correspondence.

Retention: Retain for a period of four (4) calendar years from the date the list or notice is transmitted to the county.

Disposition: Destroy Securely

2007062 Financial Disclosure Statements

Reviewed: 02/13/2013

Description: These are the financial disclosure statements filed with the Secretary of State (See NRS 281.561). The files may include, but are not limited to: Financial disclosure statements of individuals seeking election to public office; Annual financial disclosure statements of elected officials; Similar documents and related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of filing.

Disposition: Permanent: Transfer to State Archives

1999055 Governor's Executive Orders

Reviewed: 06/10/1999

Description: These are copies of executive orders issued by the governor and sent to the Secretary of State in accordance with Constitution of Nevada Art. 5., Sect., 20 and NRS 225.080 (1).

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

Disposition: Permanent: Transfer to State Archives

1999056 Governor's Proclamations

Reviewed: 06/10/1999

Description: These are the proclamations by the Governor sent to the Secretary of State in accordance with Constitution of Nevada Art. 5, Sect. 20 and NRS 225.080(1). The records series includes the signed original.

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

Disposition: Permanent: Transfer to State Archives

2007047 Legislative Records

Reviewed: 08/15/2007

Description: These are the official documents filed with the Secretary of State by the Nevada Legislature (See NRS Chapter 218). The files may include, but are not limited to: Engrossed Bills; Enrolled Bills and Joint Resolutions; Enrolled Joint Resolutions Proposing Constitutional Amendments; Bill or Joint Resolution passed upon consideration by the Legislature after Governor's Veto; Bill or Joint Resolution with the Governor's objections when the Legislature adjourns before action by the Governor; Bill or Joint Resolution that the Governor objects to and

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does not return to the Legislature by its final adjournment; Vetoed Bills; Statutes of Nevada; Attachments to Legislative Districts; Similar documents.

Retention: Retain for a period of two (2) calendar years from the end of the legislative session.

Disposition: Permanent: Transfer to State Archives

2005050 Nevada Voter Registration Act and Motor Voter Program Files

Reviewed: 06/08/2005

Description: This record series documents the Secretary of State's administrative duties in complying with the Nevada Voter Registration Act (NRS 293.485 to 293.675), Motor Voter Program (NRS 293.504 and 293.524) and the Help America Vote Act (provisions found in 42 U.S.C. § 15483). The files may contain: minutes of meetings, documents related to voter registration agencies, assignment of voter registration form identification numbers to counties (See NAC 293.411 and 42 U.S.C. § 15483 (a)(1)(iii)), documentation relating to the maintenance of a statewide computerized voter registration list (See 42 U.S.C. § 15483), reports and related correspondence.

Retention: Retain this record series for a period of four (4) calendar years from the end of the calendar year to which they pertain. Note: this is an exception to the General Records Retention and Disposition Schedules retention period of five years for minutes of meetings.

Disposition: Permanent: Transfer to State Archives

2007048 NevVoter Database

Reviewed: 09/12/2007

Description: This database contains statewide voter registration data used to create and maintain the official statewide voter registration list to conduct all state and federal elections. Each registration record may include, but is not limited to: Name; Voter registration number; ID number (including driver's license number); Social Security Number; Address; Voter status. Applicable fields are set forth in SOS issued data exchange standards.

Retention: Update on a continuous basis, purging the files of data no longer needed, retaining the final freeze list of each state election's official statewide voter registration data until the next state election cycle.

Disposition: Destroy Securely

2007050 Oaths and Commissions Files

Reviewed: 08/15/2007

Description: This record series consists of the signed oaths of office of persons elected or appointed to a position. (See Constitution of Nevada Art. 5 Sections 16 & 20, NRS chapters 225, 281 & 282). The files may include but are not limited to: oath of office forms, appointment & commission forms, related correspondence and supportive documentation.

Retention: Retain these records for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives

2005058 Observers of Election Procedures Plans

Reviewed: 06/08/2005

Description: This record series documents the submittal by county clerks, and approval by the Secretary of State, of plans for the accommodation of observers of election proceedings in accordance with NRS 293B.354. The files may contain: county plan for accommodation of members of the general public observing election proceedings (including the location of the counting place and polling place, procedure for observers, requirements for observers, security and other provisions), transmittal letters, approval notice, request for amendment, related correspondence and similar documentation.

Retention: Retain for a period of four (4) calendar years from the date the end of the election.

Disposition: Permanent: Transfer to State Archives

2007066 Official Filings: Education

Reviewed: 08/15/2007

Description: This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: State Board of Education: maps and attachments of districts and sub-districts (See NRS 385.018 et seq.); State Board of Regents: maps and attachments of districts and sub-districts (See NRS 396.035 et seq.); Similar documents and related correspondence.

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Retention: Retain these records for a period of six (6) calendar years from the date of filing.

Disposition: Permanent: Transfer to State Archives

2007067 Official Filings: Emergency Management

Reviewed: 08/15/2007

Description: This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: Notice to property owner of state taking title to property for temporary use during emergency (See NRS 414.070); Proclamation of emergency for water or energy (See NRS 416.050); Notice of official action taken by governor (See NRS 416.090); Similar documents and related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of filing.

Disposition: Permanent: Transfer to State Archives

2007065 Official Filings: Government

Reviewed: 08/15/2007

Description: This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: Certified abstract of returns of special election to abolish a county (See NRS 243.450); Certification of election or appointment of county officer authorized to take acknowledgements or administer oaths (See NRS 245.020); Certification of vacancy in county office (See NRS 245.150); Notice of results of election for incorporation of cities and towns (See NRS 265.033); Governor's proclamation regarding the attainment of a higher class by a city (See NRS 265.060); Cooperative agreements of state, counties, cities, districts and other public agencies (NRS 277.140); Certified copy of the judgment roll involving the conviction of a state officer (See NRS 283.450); Abstract of votes in state election for issuance of bonds (See NRS 349.060); Certification of votes against water proposals (See NRS 445A.040); Record of proceedings for removal of a member of the Gaming Control Board (See NRS 463.050); Record of removal of a member of the Public Utilities Commission (See NRS 703.060).

* Official seal of the Commissioner for Insurance (NRS 679B.050)

* Similar documents and related correspondence

Retention: Retain these records for a period of six (6) calendar years from the date of filing.

Disposition: Permanent: Transfer to State Archives

2007064 Official Filings: Property

Reviewed: 08/15/2007

Description: This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: Estates in property: conveyances of real property relating to utilities (NRS 111.315); Sale of subdivided land: appointment of SOS for service of process (NRS 119.130); Similar documents and related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of filing.

Disposition: Destroy

2007063 Official Filings: Reports

Reviewed: 08/15/2007

Description: This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: Annual filing of summary of claims made against state agencies and local governments for tortuous conduct (See NRS 41.0385); Biennial report of the Legislative Auditor (See NRS 218.830); Biennial Report and Statistical Abstract (See NRS 345.120); Report of Legislative Auditor of the count of state money, funds and securities (See NRS 353.075); Annual report of banks under liquidation (NRS 667.205); Similar documents and related correspondence.

Retention: Retain these records for a period of two (2) calendar years from the date of filing.

Disposition: Permanent: Transfer to State Archives

2007068 Official Filings: Rules and Regulations

Reviewed: 08/15/2007

Description: Official Filings: Rules, Regulations and Policies
This record series consists of documents that by law are filed with the Secretary of State (SOS). The files

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include, but are not limited to: Rules of the Public Employees Retirement Board (NRS 286.200); State Board of Regents: traffic regulations (See NRS 396.435); Bylaws, rules, regulations and amendments of the Western Interstate Nuclear Board (See NRS 459.004); Ordinances and policies of a Board of County Commissioners concerning indigent persons (See NRS 428.015); Regulations of the Public Utilities Commission (NRS 704.215); Similar documents and related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of filing.

Disposition: Permanent: Transfer to State Archives

2011021 Petition Sign-up Site Complaint Records

Reviewed: 08/10/2011

Description: These records document grievances concerning the area within a public building that has been designated for the gathering of signatures on a petition (See NRS 293.127565). The record may consist of, but is not limited to: Complaints with associated documentation; Investigation/determination records; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the resolution of the complaint.

Disposition: Destroy

2011020 Petition Sign-up Site Records

Reviewed: 08/10/2011

Description: These records document the records received by the Secretary of State that designate an area within a public building for the gathering of signatures on a petition (See NRS 293.127565). The record may consist of, but is not limited to: Designation forms/letters; Related correspondence.

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

Disposition: Destroy

2005054 Petitions for Initiative or Referendum

Reviewed: 06/08/2005

Description: This record series documents the filing of petitions for statewide Initiatives and referendums with the Secretary of State in accordance with NRS Chapters 293 and 295, and NAC Chapter 295. The records may contain but are not limited to: Petitions for initiatives and referendums (including description NRS 295.009); Certificates of sufficiency; Documentation of challenges to legal sufficiency (NRS 295.061); Related correspondence; Similar documents.

Retention: Retain for a period of four (4) calendar years from the end of the calendar year in which all proceedings related to the petition closed.

Disposition: Permanent: Transfer to State Archives

2008034 Petitions for Initiatives and Referendum: Documentation Of Signatures of Registered Voters

Reviewed: 11/12/2008

Description: These records are the documents containing the list of registered voters that signed petitions for statewide ballot issues (See NRS 293.1277 (4)).

Retention: Retain these records for a period of two (2) calendar years from the end of the election period. Note: for petitions dealing with constitutional amendments, the retention period would be from the end of the election cycle in which they were either approved or defeated.

Disposition: Destroy Securely

2005041 Recalls

Reviewed: 06/08/2005

Description: This record series documents the official filing of petitions for recall in accordance with NRS Chapter 306 and NAC Chapter 306 (See also NRS 294A.100 to 294A.130). The files may contain: Secretary of State Recall Checklist, Notice of Intent to Circulate Petition for Recall (NRS 306.015), transmittal letters, Recall Committee Registration Form (NRS 294A.250), Committee for the Recall of a Public Officer Contributions and Expenses Reports (NRS 294A.150, 294A.270 & 294A.280), petition documentation (NRS 293.1276), Request to Remove Name from Petition (NRS 306.015 to 306.040 and NAC 306.010 to 306.012) & copy of corresponding petition signature page, Declaration of Insufficiency, Petition Election Results (from County Clerks), and related

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correspondence.
Retention: Retain this record series for a period of four (4) calendar years from the end of the calendar year in which the petition was filed.
Disposition: Permanent: Transfer to State Archives

2005053 Redistricting Maps (Congressional Elections)

Reviewed: 06/08/2005

Description: This record series documents the congressional voting districts related to elections of US Senators and US Representatives filed with the Secretary of State in accordance with NRS Chapter 304. The files may contain: maps of congressional voting districts from the Legislative Council Bureau, attachments correcting the congressional districts, related correspondence and similar documents.

Retention: Retain for a period of four (4) calendar years from the end of the election.

Disposition: Permanent: Transfer to State Archives

2005055 Registration of Political Parties

Reviewed: 06/08/2005

Description: This record series documents the registration of major and minor political parties by the Secretary of State in accordance with NRS Chapter 293 (See NRS 293.128, 293.133 and 293.171). The files may contain: petitions for registration, certificate of existence, notice of continued existence, copies of the political party's constitution and/or bylaws, minor party list of candidates for partisan office (NRS 293.1725), related correspondence and similar documents.

Retention: Retain for a period of four (4) calendar years from the end of the election.

Disposition: Permanent: Transfer to State Archives

2005047 Sample Ballots

Reviewed: 06/08/2005

Description: The record series consists of a copy of each sample ballot for a primary and general elections sent by the county or city clerk to the Secretary of State in accordance with NAC 293.120 & 293.130 (See also NRS 293.256 to 293.2693).

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

Disposition: Permanent: Transfer to State Archives

2005059 Security of Ballots Plans

Reviewed: 06/08/2005

Description: This record series documents the submittal by county and city clerks, and approval by the Secretary of State, of plans for the security of ballots in accordance with NRS 293C.3594 and NAC 293B.040. The files may contain: county plan for the security of ballot cards (See NAC 293B.040), transmittal letters, approval notice, request for amendment, related correspondence and similar documentation.

Retention: Retain for a period of four (4) calendar years from the date the end of the election.

Disposition: Permanent: Transfer to State Archives

2005051 Voter Registration County Statistics

Reviewed: 06/08/2005

Description: This record series documents the voter registration statistics sent to the Secretary of State by county clerks in accordance with NRS 293.567. The files consist of: a report by precinct and district of registered voters in the county (and political affiliation), transmittal letters and related correspondence.

Retention: Retain for a period of four (4) calendar years from the end of the election.

Disposition: Permanent: Transfer to State Archives

2005042 Voting Systems - Certified

Reviewed: 06/08/2005

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Description: This record series documents the official certification process for "voting systems" offered by vendors (for sale or lease to counties) for use in elections in accordance with NRS Chapter 293B and NAC Chapter 293B. The files may contain: Mechanical Voting System Application, testing reports (See NRS 293B.105), Secretary of State Certificate of Approval, review documentation (NRS 293B.105 (8)), and related correspondence.

Retention: Retain this record series for a period of six (6) calendar years from the date of certification.

Disposition: Permanent: Transfer to State Archives

2005046 Voting Systems - Computer Programs

Reviewed: 06/08/2005

Description: The record series consists of certified copies of a computer programs by county clerks filed with the Secretary of State in accordance with NRS 293B.135(1). The copies of programs filed pursuant to NRS 293B.130 (1) are not public records and are not available for inspection by the public (See NRS 293B.135(2)). The files consist of: copies of the computer program, Certification by the county Accuracy Certification Board and related correspondence.

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

Disposition: Destroy Securely

2005043 Voting Systems - Not Certified

Reviewed: 06/08/2005

Description: This record series documents the official certification process for "voting systems" offered by vendors (for sale or lease to counties) for use in elections in accordance with NRS Chapter 293B and NAC Chapter 293B, which were unsuccessful and not certified by the Secretary of State. The files may contain: Mechanical Voting System Application, testing reports (See NRS 293B.105), denial letter, review documentation (NRS 293B.105 (8)), related supportive documentation and related correspondence.

Retention: Retain this record series for a period of three (3) calendar years from the date of the last action in the file.

Disposition: Destroy