

State of Nevada Approved Records Retention and Disposition Schedule

Governor's Finance Office, Budget

Schedule ID # 20502

Version Date: 7/10/2019

This version supersedes all previous versions.

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

2006090 Economic Forum Files

Description: These records document 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 records may include but are not limited to: reports to the Economic Forum, meeting packets, associated documentation, and related correspondence.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the forum was held.

Disposition: Permanent: Transfer to State Archives

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

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

State of Nevada Approved Records Retention and Disposition Schedule

Governor's Finance Office, Budget

Schedule ID # 20502

Version Date: 7/10/2019

This version supersedes all previous versions.

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

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

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 Governor's Office of Finance 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

State of Nevada Approved Records Retention and Disposition Schedule

Governor's Finance Office, Budget

Schedule ID # 20502

Version Date: 7/10/2019

This version supersedes all previous versions.

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
