

State of Nevada Lieutenant Governor

Version Date: 2/28/2014

1990068 Commissions and Committee Minutes File

Reviewed: 04/30/1990

Description: This records series contains copies of minutes of the commissions and the committee which the Lieutenant Governor serves as chairman or vice chairman: the Commission on Economic Development [NRS 231.040(1)], the Commission on Tourism [NRS 231.170(1)], and the Interagency Committee for Coordinating Tourism and Economic Development [NRS 231.015(1)]. In addition to minutes, the files may contain agendas, exhibits, appendixes, transcripts, reports, announcements, and similar material.

Retention: Retain until end of the term of office.

Disposition: Permanent: Transfer to State Archives

1990067 Correspondence File

Reviewed: 04/30/1990

Description: This record series includes correspondence sent or received by the Lieutenant Governor or employees of his office in the performance of governmental duties (Art 5, Sec 17). The file consists of correspondence (original plus attachments, and copies of replies), memos, notes, reports, bulletins, informational flyers, brochures, pamphlets and similar material. Some correspondence may be interfiled in the Subject record series files.

Retention: Retain until end of the term of office.

Disposition: Permanent: Transfer to State Archives

1990069 News Releases File

Reviewed: 04/30/1990

Description: This record series contains the copies of the news releases issued from the Lieutenant Governor's office and is used to reference them. The file consists of original or copies of news releases, general correspondence, notes, charts, graphs, and related informational flyers. Some information may be interfiled in other records series files.

Retention: Retain until end of the term of office.

Disposition: Permanent: Transfer to State Archives

1990070 Presentations and Speeches File

Reviewed: 04/30/1990

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

Retention: Retain until end of the term of office.

Disposition: Permanent: Transfer to State Archives

1990071 Subject Files

Reviewed: 04/30/1990

Description: This record series is an informational retrieval system used to document and reference correspondence of the Lieutenant Governor to and from the federal government, state and local governments, plus other organizations or subjects of interest. Some of the material may be duplicated or interfiled with the Correspondence records 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. The files are arranged alphabetically by subject, and includes staff records which are subject filed.

Retention: Retain until end of the term of office.

Disposition: Permanent: Transfer to State Archives