

State of Nevada Approved Records Retention and Disposition Schedule

SOS: Elections Division

Schedule ID # 1100200

Version Date: 7/10/2019

This version supersedes all previous versions.

2005034 Abstract of Votes

Description: These records document the Abstract of Votes sent to the Secretary of State (SoS) by the counties (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. The records may include but are not limited to: the certified abstracts from the county or city clerk that are sent to the Secretary of State (NRS 293.387(3) and 293.395(1)), the abstract created by the Secretary of State (NRS 293.387(4)) called the State Election Returns, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the abstracts were filed.

Disposition: Permanent: Transfer to State Archives

2005038 Campaign Practices Act: Contributions and Expenses

Description: These records document the filing of campaign contributions and expenses of candidates running for public office in accordance with NRS Chapter 294A and NAC Chapter 294A. The records are received from candidates, Nevada PACs (political action committee), non-profit groups, independent expenditures, political parties, and recall committees. The records 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, signed by the candidate and filed with the Secretary of State, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the affidavits and declarations were filed.

Disposition: Permanent: Transfer to State Archives

2005033 Certificates of Elections

Description: These records document 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 records may include but are not limited to: transmittal letters, official certification by the Governor, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the certificate was issued.

Disposition: Permanent: Transfer to State Archives

2005056 Certification of Candidates for General Election

Description: These records document the certification of candidates for the General election sent to the county clerks in accordance with NRS 293.190. The records may include but are not limited to: list of candidates certified by the Secretary of State, transmittal letters to the county clerk or registrar, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the certification was issued.

Disposition: Permanent: Transfer to State Archives

2005030 Certified List of Candidates

Description: These records document 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 those certified by the Secretary of State for statewide offices (See NRS Chapter 293). The records may include but are not limited to: the Secretary of State's list of statewide and multiple county district candidates, county lists of local candidates, transmittal letters to the county clerk or registrar, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the certification was issued.

Disposition: Permanent: Transfer to State Archives

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2005032 Conviction Notifications

Description: These records document 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 records may include but are not limited to: notices from other state election officers of convicted individuals, court judgments, reports from courts of convictions, list of individuals convicted sent to counties, cover letters, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the list or notice is transmitted to the county.

Disposition: Destroy Securely

2005044 County Precinct Maps and Legal Descriptions

Description: These records document the election precinct maps filed with the Secretary of State by county clerks in accordance with NRS 293.205 to 293.213. The records may include but are not limited to: maps, legal description of the precinct, precinct statistics, transmittal letters, associated documentation, and related correspondence.

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

Disposition: Permanent: Transfer to State Archives

2005040 Declaration of Candidacy

Description: These records document the official declaration of candidacy filed with the Secretary of State in accordance with NRS Chapter 293 (NRS 293.1725, 293.177 and 293.200). The records may include but are not limited to: Declaration of Candidacy (NRS 293.177), Code of Fair Campaign Practices Acknowledgment (NRS 294A.290), Campaign Contributions and Expense Report, Candidate Acknowledgment 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), associated documentation, and related correspondence.

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

Disposition: Permanent: Transfer to State Archives

2005031 Election Complaints

Description: These records document 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 applicable state and federal election laws. The records may include but are not limited to: written complaints, Complaint Contact Information forms, review notes, supportive documentation, 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), associated documentation, and related correspondence.

Retention: Retain for eight (8) calendar years from the end of the calendar year in which the complaint was closed or resolved.

Disposition: Destroy Securely

2005057 Election Contests

Description: These records document the actions involved in election contests in accordance with NRS 293.400 to 293.435 and NAC Chapter 293. The records may include but are not limited to: demand for recount, county Recount Board documentation, Secretary of State's designated observer's report (NAC 293.179), recount cost documentation (NAC 293.180) statement of contest, dismissal, depositions, judgment, court costs documentation (NRS 293.420), related court documentation, statement of contest, depositions, ballots, list of witnesses, amended statement of contest, hearing records, statement of contest delivered to the Speaker of the Assembly, associated election records, withdrawal notices, legislative hearing documentation, certificate of election, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the certificate of election was delivered or the proceedings ended.

Disposition: Permanent: Transfer to State Archives

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2005049 Election Costs Files

Description: These records document the reimbursements to the counties for costs related to card stock for ballots (NAC 293.200 and NRS 293B.210), publication of constitutional amendments, and statewide measures (NRS 293.253 and NAC 293.071). The records may include but are not limited to: claims from the counties, manufacturers' or vendors' invoices, associated documentation, and related correspondence.

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

Disposition: Destroy

2005052 Elections for US President and Vice President

Description: These records document the filing of certified nominees by political parties with the Secretary of State in accordance with NRS Chapter 298. The records may include but are not limited to: certified lists of party nominees (NRS 298.020), independent presidential candidate documentation (NRS 298.109), associated documentation, and related correspondence.

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

Disposition: Permanent: Transfer to State Archives

2007049 Facsimile Signatures of Public Officers

Description: These records contain the filings of certified manual signatures of state and local government officials (See NRS 351.030). The records may include but are not limited to: notarized affidavits of manual signature, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the filing was received.

Disposition: Permanent: Transfer to State Archives

2005050 Federal Grants for Election Registration

Description: These records document the Secretary of State's administrative duties in compliance with federal voting and voting rights laws and requirements. These include, but are not limited to National Voter Registration Act (NRS 293.485 to 293.675), voter registration agencies (NRS 293.504 and 293.524), and the Help America Vote Act (HAVA) (42 U.S.C. § 15483). The records may include but are not limited to: documents related to voter registration agencies, documentation relating to the maintenance of a statewide computerized voter registration list (42 U.S.C. § 15483), reports, program audits, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the grant closed.

Disposition: Permanent: Transfer to State Archives

2007062 Financial Disclosure Statements

Description: These records document the financial disclosure statements filed with the Secretary of State (NRS 281.561). The records may include but are not limited to: financial disclosure statements of individuals seeking election or appointment to public office, annual financial disclosure statements of elected officials, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the statement was filed.

Disposition: Permanent: Transfer to State Archives

2005058 Observers of Election Procedures Plans

Description: These records document plans for the accommodation of observers of election proceedings in accordance with NRS 293B.354, submitted by county clerks, and approved by the Secretary of State. The records may include but are not limited to: county plans for accommodation of members of the general public observing election proceedings, transmittal letters, approval notices, requests for amendment, associated documentation, and related correspondence.

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

Disposition: Permanent: Transfer to State Archives

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2011021 Petition Sign-up Site Complaint Records

Description: These records document grievances concerning the area within a public building that has been designated for the gathering of signatures on a petition (NRS 293.127565). The records may include but are not limited to: complaints, investigation/determination records, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the complaint was resolved.

Disposition: Destroy

2011020 Petition Sign-up Site Records

Description: These records contain the documents received by the Secretary of State that designate an area within a public building for the gathering of signatures on a petition (NRS 293.127565). The records may include but are not limited to: designation forms/letters, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the site designation expired.

Disposition: Destroy

2005054 Petitions for Initiative or Referendum

Description: These records document 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 include but are not limited to: petitions for initiatives and referendums (NRS 295.009), certificates of sufficiency, documentation of challenges to legal sufficiency (NRS 295.061), associated documentation, and related correspondence.

Retention: Retain for 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

2019001 Petitions for Initiatives and Referendum - Constitutional Amendments: Documentation of Signatures of

Description: The record contains the list of registered voters that signed petitions dealing with constitutional amendments (NRS 293.126 - NRS 293.1279), associated documentation, and related correspondence.

Retention: Retain for two (2) calendar years from the end of the calendar year in which the petitions were either approved or defeated.

Disposition: Destroy Securely

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

Description: These records contain the list of registered voters that signed petitions for statewide ballot issues (NRS 293.1277 (4)), associated documentation, and related correspondence.

Retention: Retain for two (2) calendar years from the end of the calendar year in which all proceedings related to the petition closed.

Disposition: Destroy Securely

2005041 Recalls

Description: These records document the official filing of petitions for recall in accordance with NRS Chapter 306 and NAC Chapter 306 (NRS 294A.140, 294A.200 and 294A.250 - 294A.280). The records may include but are not limited to: Secretary of State Recall Checklists, Notices of Intent to Circulate Petition for Recall, transmittal letters, Recall Committee Registration Forms, Committee for the Recall of a Public Officer Contributions and Expenses Reports, petition documentation, Requests to Remove Name from Petition with corresponding petition signature pages, Declarations of Insufficiency, Petition Election Results (from County Clerks), associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the petition was filed.

Disposition: Permanent: Transfer to State Archives

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2005053 Redistricting Maps (Congressional Elections)

Description: These records document 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 records may include but are not limited to: maps of congressional voting districts from the Legislative Council Bureau, attachments correcting the congressional districts, associated documentation, and related correspondence.

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

Disposition: Permanent: Transfer to State Archives

2005055 Registration of Political Parties

Description: These records document the registration of major and minor political parties by the Secretary of State in accordance with NRS Chapter 293 (NRS 293.128, 293.133 and 293.171). The records may include but are not limited to: petitions for registration, certificates of existence, notices of continued existence, the political party's constitution and/or bylaws, minor party list of candidates for partisan office (NRS 293.1725), associated documentation, and related correspondence.

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

Disposition: Permanent: Transfer to State Archives

2005047 Sample Ballots

Description: These records contain a copy of each sample ballot for primary and general elections sent by the county or city clerk to the Secretary of State in accordance with NAC 293.120, 293.130, and NRS 293.256 to 293.2693, associated documentation, and related correspondence.

Retention: Retain for two (2) calendar years from the end of the calendar year in which the election was held.

Disposition: Permanent: Transfer to State Archives

2005059 Security of Ballots Plans

Description: These records document 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 records may include but are not limited to: county plan for the security of ballot cards (NAC 293B.040), transmittal letters, approval notice, request for amendment, associated documentation, and related correspondence.

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

Disposition: Permanent: Transfer to State Archives

2007048 Statewide Voter Registration-NevVoter List

Description: These records document the official statewide voter registration list (NAC 293.472, NAC 293.454, NAC 293.476) to conduct all state and federal elections. The records may include but are not limited to: The official list of registered voters, associated documentation, and related correspondence.

Retention: Retain until the list is superseded.

Disposition: Destroy Securely

2005051 Voter Registration County Statistics

Description: These records document the voter registration statistics sent to the Secretary of State by county clerks in accordance with NRS 293.567. The records may include but are not limited to: a report by precinct and district of registered voters and their political affiliation, transmittal letters, associated documentation, and related correspondence.

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

Disposition: Permanent: Transfer to State Archives

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2005042 Voting Systems - Certified

Description: These records document 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 records may include but are not limited to: Mechanical Voting System Applications, testing reports (NRS 293B.105), Secretary of State Certificate of Approval, review documentation (NRS 293B.105 (8)), associated documentation, and related correspondence.

Retention: Retain for two (2) calendar years from the end of the calendar year in which the system is no longer in use.

Disposition: Permanent: Transfer to State Archives

2005046 Voting Systems - Computer Programs Certification

Description: These records consist of certification by the county accuracy certification board of computer programs by county clerks filed with the Secretary of State in accordance with NRS 293B.135(1). The records may include but are not limited to: computer programs, certification by the county Accuracy Certification Board, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the certification expires.

Disposition: Destroy Securely

2005043 Voting Systems - Not Certified

Description: These records document 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 records may include but are not limited to: Mechanical Voting System Applications, testing reports (NRS 293B.105), denial letters, review documentation (NRS 293B.105 (8)), associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the denial letter is dated.

Disposition: Destroy
