

State of Nevada Approved Records Retention and Disposition Schedule

NSLAPR: State Library Services

Schedule ID # 680800

Version Date: 9/9/2020

This version supersedes all previous versions.

1999090 Federal Publications: Biennial Surveys

Description: These records document data compiled for the Biennial Survey submitted to the U.S. Government Printing Office (GPO). The records may include but are not limited to: operational statistics, media statistics, collection statistics, patron statistics, associated documentation, and related correspondence.

Retention: Retain for the three (3) most current surveys.

Disposition: Destroy

1999088 Federal Publications: Inspection Report

Description: These records contain the evaluation report from the Federal Superintendent of Documents, Government Printing Office, which evaluates and rates the Nevada State Library as a selective depository library. The records may include but are not limited to: U.S. Depository Library Inspection Reports, associated documentation, and related correspondence.

Retention: Retain the two (2) most current inspection reports.

Disposition: Destroy

2000025 Library Services' Annual Report

Description: These records document the report compiled by Library Services for the annual Comprehensive Annual Financial Report (CAFR). The records may include but are not limited to: reference transaction information, interlibrary loans through the Online Computer Library Center (OCLC), inter library loan requests through the Nevada Library Cooperative (CoOP), circulation information, gate count information, federal publications collection additions (shipping lists), state publications collection additions (shipping lists), general collection additions, Nevada related collection additions, total publication additions, applicable Federal Biennial Survey data, number of tours or workshops given by library staff, associated documentation, and related correspondence.

Retention: Retain for three (3) fiscal years from the end of the fiscal year in which the report was completed.

Disposition: Destroy

2017017 Public Librarian Certification

Description: These records document the certification of public librarians by the Administrator of the Nevada State Library, Archives and Public Records as required by NRS Chapter 379. The records may include but are not limited to: application form, fingerprint cards, academic transcripts, letter of recommendation, proof of experience, renewal form or request, continuing education and training verification records, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the certificate expired or is revoked.

Disposition: Destroy Securely

1987128 Talking Book Program: Patron Applications - Activated

Description: These records document the applications of patrons who use the services of the Talking Book Program. The records may include but are not limited to: applications associated documentation, and related correspondence.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the patron becomes inactive.

Disposition: Destroy Securely

2016009 Talking Book Program: Patron Applications - Non Activated

Description: These records document potential patrons who have applied for the Nevada Talking Book Program but who did not complete the application process. The records may include but are not limited to: applications, associated documentation, and related correspondence.

Retention: Retain for one (1) year from the end of the calendar year in which the application was received.

Disposition: Destroy Securely
