

# State of Nevada Approved Records Retention and Disposition Schedule

Public Works Division

Schedule ID # 1060100

Version Date: 7/10/2019

This version supersedes all previous versions.

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## 2009046 "B" Project Plan Reviews

Description: These records document the evaluation of project plans for plan check and code review. The record may include but is not limited to: Plans, blueprints, calculations & specifications; Approval and/or disapproval letters; Associated correspondence, and; Related supportive documentation.

Retention: Retain these records for a period of three (3) calendar years from the date of approval by the State Public Works Board (SPWB) or final action in the file, whichever is later.

Disposition: Destroy Securely

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## 2004026 Capital Complex Development Plan Files

Description: This record series administers and documents the functioning of the planning for the needs of state agencies within the Capitol Complex area. This work is done to produce the Master Plan for the Capitol Complex. The files may include, but are not limited to: agendas and minutes of the Committee meetings, reports from contractors and state agencies, space needs assessments, development plans (including drawings and photos), the State Capitol Complex Master Plan with amendments and exhibits (including renderings, drawings and maps), and similar documents.

Retention: Retain these records for a period of three (3) calendar years from the date the plan is superseded.

Disposition: Permanent: Transfer to State Archives

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## 2004027 Capital Improvement Projects - Agency Requests

Description: This record series administers and documents the requests received by the SPWB (State Public Works Board) for consideration of projects. The files may include, but are not limited to: (a) reports, summaries, project narratives, cost estimates, recommendations and drawings, and (b) SPWB summaries ("CIP Agency Requests" a computer printout), Project Cost Estimate and Project Narrative Report.

Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

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## 2005090 Capital Improvements: Bond Availability

Description: These records document the projected net bond availability for the current and long-run Capital Improvement Program (NRS 353.185 (3)). The records may include but are not limited to Bond Availability Reports, reports from the Treasurer's office, consultants, and state agencies, associated documentation, and related correspondence.

Retention: Retain for two (2) fiscal years from the end of the legislative session in which the report was submitted.

Disposition: Destroy

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## 2005091 Capital Improvements: Lease Purchase Buildings Funded

Description: These records document the plans for the funding and occupancy of lease-purchase buildings in accordance with NRS 353.500 to 353.630. The records may include but are not limited to: tenant lists with lease payment and square footage requirements, consultant's final payment projection worksheet (Treasurer's Office), employee growth rate projections, final State Public Works Board (SPWB) Project Cost Estimate emails, notes, associated documentation, and related correspondence.

Retention: Retain for three (3) fiscal years from the end of the fiscal year of the occupancy of the building.

Disposition: Permanent: Transfer to State Archives

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## 2005092 Capital Improvements: Lease Purchase Buildings Not Funded

Description: These records document the plans for the funding and occupancy of lease-purchase buildings in accordance with NRS 353.500 to 353.630. The records may include but are not limited to: tenant lists with lease payment and square footage requirements, consultant's payment projection worksheet (Treasurer's Office), employee growth rate projections, emails, notes, associated documentation, and related correspondence.

Retention: Retain for six (6) fiscal years from the end of the fiscal year in which the decision was made not to fund the project.

Disposition: Destroy

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## 2005093 Capital Improvements: Long-Run Capital Improvement Plan

Description: These records document the determination of the possible long-term consequences of Capital Improvement Project decisions and is done in accordance with NRS 353.185 (3). The records may include but are not limited to: Long-Run Capital Improvement Plans, Department of Corrections Long-Run Projections, associated documentation, and related correspondence.

Retention: Retain for two (2) fiscal years from the end of the legislative session in which the report was submitted.

Disposition: Permanent: Transfer to State Archives

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## 2007043 CIP Project Drawings

Description: These are the drawings made for CIP's, and complement the CIP Project File. The records may contain, but are not limited to: (a) Original and copies of: site plans, working drawings (structural, mechanical, electrical and landscape), as built drawings, schematics, presentation drawings, architectural renderings and similar records, and; (b) Project specifications, bid documents and similar documents.

Retention: Retain these records for a period of twelve (12) calendar years from the completion of the project. Transfer an original copy of the drawings to the legal custodian of the project after completion.

Disposition: Destroy Securely

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## 2016027 CIP Project Drawings (Post 2015)

Description: These are the drawings made for Capital Improvement Projects (CIP), and compliment the CIP Project File which are created after 2015 (NRS 11.202(1)). The records may contain, but are not limited to: (a) Original and copies of: site plans; working drawings (structural, mechanical, electrical and landscape), as built drawings, schematics, presentation drawings, architectural renderings and similar records, and; (b) Project specifications, bid documents and similar documents.

Retention: Retain these records for a period six (6) calendar years from the completion of the project. Transfer an original copy of the drawings to the legal custodian of the project after completion.

Disposition: Destroy Securely

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## 2007044 CIP Project Files

Description: These records are used to oversee and monitor Capital Improvement Projects (CIP's) that have been authorized by the Legislature and under the administration of the State Public Works Board. The files may include, but are not limited to: A/E (Awards and Endorsements) Contracts / Endorsements File; Owner-Contractor Agreements / Insurance / Change Orders / Advertising Information File; Preconstruction Engineering Reports / Inspector Reports / Lab Testing / Plan Check File; Budgets, Schedules and Estimates File; Energy Retrofit File, and; Correspondence File.

Retention: Retain these records for a period of twelve (12) calendar years from the completion of the project.

Disposition: Destroy Securely

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## 2016028 CIP Project Files (Post 2015)

Description: These records are used to oversee and monitor Capital Improvement Projects (CIP's) that have been authorized by the Legislature and under the administration of the State Public Works board which were created after 2015 (NRS 11.202(1)). The files may include, but are not limited to: A/E (Awards and Endorsements), Contracts/Endorsements File; Owner-Contractor Agreements/Insurance/Change Orders/Advertising Information File; Preconstruction Engineering Reports/ Inspector Reports/Lab Testing/Plan Check File; Budgets, Schedules and Estimates file; Energy Retrofit File, and, Correspondence File.

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

Disposition: Destroy Securely

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## 2016029 CIP Project Files: Structural and Testing Records (Post 2015)

Description: These records document the structural calculations, testing and related records associated with capital improvement projects which were created after 2015 that are required to be filed (See NRS 341.145 (9) and NRS 11.202(1)). The files may contain, but are not limited to: Certificates of Occupancy, Soils testing records, Geothermal testing documents and Structural calculations.

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

Disposition: Destroy Securely

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## 2011028 CIP Project Files: Structural and Testing Records

Description: These records document the structural calculations, testing and related records associated with capital improvement projects that are required to be filed (See NRS 341.145 (9)). The files may contain, but are not limited to: Certificates of Occupancy, Soils testing records, Geothermal testing documents and Structural calculations.

Retention: Retain these records for a period of twelve (12) calendar years from the date of the disposition of the structure.

Disposition: Destroy Securely

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## 2010023 Qualification for Bidding Records

Description: These records document the process of prequalification for bidding for public works projects (See NRS 338.1375 et seq. and NAC 338.240 et seq.). The files may contain, but are not limited to: Applications with bonding information and other supportive documentation; Investigation records including application scoring; Approval / Denial documentation; Hearing documentation, and; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the expiration of the approval, denial or revocation of the application.

Disposition: Destroy Securely

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## 2004105 Recommended Capital Improvement Program: Board Report

Description: This record series administers and documents the Capitol Improvement Projects (CIP's) requested by state agencies and those presented to the State Public Works Board (SPWB) for action, those presented to the Governor for consideration, and those submitted by the Governor to the Legislature for action. The files may include, but are not limited to: "Agency CIP Presentations" (CIP's presented to the SPWB), "Recommended CIP Program" (from SPWB to the Governor), and "Capitol Improvement Program Recommended by the Governor" (from the Governor to the Legislature); all of which include project narratives and project cost estimates.

Retention: Retain these records for a period of ten (10) calendar years from the end of the Legislative Session in which they were prepared for consideration.

Disposition: Permanent: Transfer to State Archives

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## 2004031 Restricted Document Log (Homeland Security Act)

Description: This record series documents the access granted to "Restricted Records" (NRS 239.090). The log may include, but is not limited to: the date access was granted, the individual's name, a copy of a photographic form of identity, the name of his/her employer, citizenship status, and purpose for accessing the restricted documents.

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

Disposition: Destroy Securely

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