

State of Nevada State Historic Preservation Office

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Department ID /CNR/220602/

1995143 Covenants

Description: These records consist of legal documents and associated records required in association with grants or other undertakings. These covenants create and define restrictions to alterations of historic sites, and in many cases, are the only record of renovation or changes made to historic buildings/sites within the State of Nevada. The files may include, but are not limited to: covenant contract documents, scope of work, final review of project, associated grant documentation and related correspondence.

Minimum

Retention: Retain these records for a period of five (5) calendar years from the expiration of the covenant.

Disposition: Permanent: Transfer to State Archives

1995144 Historic Markers File

Description: This records series contains all applications, correspondence, agreements, manuals, and location documents.

Minimum

Retention: Retain for a period of five (5) calendar years from the date a marker is installed, or from the date the application was determined ineligible.

Disposition: Permanent: Transfer to State Archives

2017033 Historic Markers Maintenance Files

Description: This records series contains all contracts, purchasing and installation documents, and related correspondence.

Minimum

Retention: Retain for a period of five (5) calendar years from the date the marker was removed.

Disposition: Destroy

1995145 National/State Register of Historic Places

Description: Documentation of all sites, structures, objects and districts in Nevada which have been placed on the National or State Register of Historic Places. Includes all applications, correspondence and other documentation for each site, structure, object, and district registered or applied for.

Minimum

Retention: Retain for a period of five (5) calendar years from the date it was deregistered or determined ineligible for listing in the Register by the Nevada Board of Museums and History per NRS 381.002(4)(b) and NRS 381.002 (4)(c).

Disposition: Permanent: Transfer to State Archives

1998034 Review and Compliance

Description: This records series documents compliance with federal requirements for eligibility and project effect. (Title 54 U.S.C. 306108). Files will include a transmittal letter from the federal agency involved, an accompanying map or other supporting project information, and a response letter.

Minimum

Retention: Retain for five (5) calendar years after the fulfillment of all terms of the project or from the date of last action, whichever is later.

Disposition: Destroy Securely