

State of Nevada State Parks

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Department ID /CNR/220800/

2014179 Exhibits: Accession Records

Description: These records contain information describing the artifact or item in the collection and are the main source for determining legal title, access rights and similar conditions affecting the artifact or item within the collections of the Division (See NRS 407.073). The record may contain, but is not limited to: deed-of-gift documentation; donor information; description of artifact/item with associated information; documentation on conservation work.

Minimum

Retention: Retain for three (3) calendar years from the end of the calendar year in which the artifact/item was no longer in possession of the Division of State Parks.

Disposition: Permanent: Transfer to State Archives

2014180 Exhibits: Exhibit and Display Files

Description: These records document the exhibits and displays within the division's parks and facilities. The file may contain, but is not limited to: proposal with associated documentation; artifact / specimen inventory records; sketches, schematics/diagrams, construction drawings, etc.; photographs; associated documentation.

Minimum

Retention: Retain for a period of three (3) calendar years from the end of the calendar year in which the exhibit/display was terminated.

Disposition: Permanent: Transfer to State Archives

2014181 Exhibits: Loan/Transaction Records

Description: These records document the loan of accessioned items to interdepartmental units, other state agencies, county museums, city governments, etc., as well as documenting incoming loans of collection items from other entities to the programs of the Division (See NRS 407.073). The file may contain, but is not limited to: loan agreements; insurance documentation; item descriptions; supportive documentation.

Minimum

Retention: Retain for three (3) calendar years from the end of the calendar year in which the loaned item was returned.

Disposition: Permanent: Transfer to State Archives

2014177 Park and Facility Inspection Records

Description: These records document the inspections made on parks and facilities to check for maintenance needs, repair damage, recommend modifications or new additions. The records may include, but are not limited to: inspection and maintenance reports, recommendations and related supportive documentation.

Minimum

Retention: Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2014178 Permits

Description: These records document the issuance of permits to authorize the entrance and use of parks and recreational areas. These include, but are not limited to: entrance permits, multi-use permits, veterans and senior permits, special use permits, research permits, commercial photography permits, other multi-purpose permits, and associated tracking logs; and; related correspondence and similar documentation.

Minimum

Retention: Retain for one (1) calendar year from the end of the calendar year in which the permit expired or was terminated.

Disposition: Destroy Securely