

# State of Nevada Museums and History, Division of

Version Date: 10/16/2013

## **1992206 Accession Records**

Reviewed: 05/12/2010

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. The record may contain, but is not limited to: Deed-of-gift documentation; Donor information; Description of artifact/item with associated information; Conservation work.

Retention: Retain these records for a period of six (6) calendar years from the date the artifact/item was disposed of.

Disposition: Destroy Securely

## **1992231 Archeological Site Records**

Reviewed: 05/12/2010

Description: These records contain documentation arranged by county of the exact physical location and description of archaeological sites in Nevada. The file may include, but is not limited to: Maps, photos, drawings, etc.; Land ownership data; Status of site; Description of artifacts or other archaeological features collected or observed; Field notes and research reports.

Retention: Retain these records as long as the Division of Museums and History is the officially designated repository (See NAC 239.750).

Disposition: Permanent: Transfer to State Archives

## **1992215 Catalogs**

Reviewed: 05/12/2010

Description: These records are the major index and finding aids for the various collections throughout the Division of Museums and History.

Retention: Update these records as needed, retaining the data as long as administratively useful.

Disposition: Destroy

## **1992209 Exhibit Files**

Reviewed: 05/12/2010

Description: These records document the creation of exhibits within the Division. The file may contain, but is not limited to: Proposal with associated documentation; Artifact / specimen inventory form; Sketches; schematics/diagrams; construction drawings, etc.; Photographs of construction and final product; Text of material in gallery; Publications, news clippings, etc.; Related correspondence.

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

Disposition: Destroy

## **1992207 Loan/Transaction Records**

Reviewed: 05/12/2010

Description: These records document the loan of collection items to interdepartmental units, other state agencies, county museums, city governments, etc., as well as incoming loans of collection items to the programs of the Division.

Retention: Retain for a period of three (3) calendar years from the return of the loaned item.

Disposition: Destroy Securely

## **1992219 Permit Files**

Reviewed: 05/12/2010

Description: These records document the permits issued to or by the division. The files may include, but are not limited to: Application with associated documentation; Copy of permit with related instructions (etc.); Reports; Related correspondence.

Retention: Retain for a period of three (3) calendar years after the expiration date of the permit.

Disposition: Destroy Securely

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### **1992226 Research Project Files**

Reviewed: 05/12/2010

Description: These records document the historical, anthropological, archeological and other research projects conducted by the Division. The file may contain, but is not limited to: Field notes, manuscripts, research notes, etc.; Artifact descriptions; Photo / audio-visual log; Reports; Related correspondence.

Retention: Retain these records as long as the Division of Museums and History is the officially designated repository (See NAC 239.750).

Disposition: Permanent: Transfer to State Archives