

Nevada Local Government Retention Schedule

County Recorder

Section Number S-1014

Certificates for Appropriation of Water

LRDA Number 20070489

Description	Minimum Retention Period	Disposition	Legal Citations	Note
In accordance with NRS 533.382, every conveyance of an application or permit to appropriate any of the public waters, a certificate of appropriation, an adjudicated or unadjudicated water right or an application or permit to change the place of diversion, manner of use or place of use of water must be made by deed; acknowledged in the manner provided in NRS 240.161 to 240.168, inclusive; and recorded in the office of the County Recorder of each county in which the water is applied to beneficial use and in each county in which the water is diverted from its natural source.	Permanent.	None	NRS 533.382 to 533.383, NRS 240.161 to 240.168	The certificates are issued by the Department of Conservation and Natural Resources-Division of Water Resources and the Nevada State Engineer's Office.

General Receiving /Fee Records

LRDA Number 20070497

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all transactions conducted and fees collected by the County Recorder's office.	Permanent.	None	NRS 247.100	None

Monthly Report of Recorded Documents

LRDA Number 20070513

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the type and number of documents recorded on a monthly basis.	One (1) calendar year from the date of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and similar activities.

Notices of Federal Tax Liens

LRDA Number 20070516

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents notices of federal tax liens placed on specific property to secure payment of back taxes on that property or on property in general to secure payment of back taxes. This series also includes certificates/records of tax lien discharges.	Permanent.	This record series may contain confidential or sensitive information.	NRS 239B.030	None.

Recorded Documents

LRDA Number 20070517

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all records recorded by the County Recorder's office and may include, but is not limited to, Deeds, Trust deeds, Mortgages, Maps and plats, Certificates of marriage and marriage contracts, Mining records, Military records, Wills admitted to probate, Official bonds, Notice of mechanics' liens, Transcripts of judgments, Certificates of delinquency, Affidavits of labor (patented mines), Notices of attachment upon real estate, Notices of the pendency of an action affecting real estate (such as title or possession), Redemption certificates, Instruments describing or relating to the separate property of married persons, Notice of preemption claims, Certificates of sale, Judgments or decrees, Declarations of homestead, Appointments and Oaths of Deputy Sheriffs, and all other documents required or permitted by law to be recorded. This series also includes all indexes to this record series.	Permanent.	This record series may contain confidential, restricted, or sensitive information. This series is not intended to be used by cities or other municipalities to document records submitted for recordation.	NRS 247.110 to 247.150, NRS 375.060, NRS 375.120 to 375.200, NRS 239B.030	None.