

Nevada Local Government Retention Schedule

Conservation Districts

Section Number S-1037

Conservation District Files

LRDA Number 20121862

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the creation and accomplishments of Nevada's 28 Conservation Districts. Records may include but are not limited to, petition for organization of district and supporting documents, program or project identification, work plans, annual reports, budget documents, final financial documents, minutes of meetings, agendas, election folders, charter and map files, various logs, petition for discontinuance, related correspondence, and similar documents	Five (5) calendar years from the date the records are submitted to the Department of Conservation and Natural Resources.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS Chapter 548, NAC Chapter 548, NRS 241.035, NRS 11.190 (3)(d)	Annual reports including financial information must be submitted to the State Department of Conservation and Natural Resources. (NAC 548.030, NAC 548.080)