

# Nevada Local Government Retention Schedule

Constable

Section Number S-1009

<b>Dockets</b>		<b>LRDA Number 20070334</b>		
Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual court cases and may contain entries on papers filed, court actions, judgments, and similar documents.	Dockets must be retained in accordance with the retention periods found in the "Local Courts Records Retention Manual" adopted by the Nevada Supreme Court.	None	"Local Courts Records Retention Manual" - Nevada Supreme Court, NRS 239.110 (4)	None

<b>Mistakes and Refunds</b>		<b>LRDA Number 20070339</b>		
Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents credits or refunds for the overpayment of fines or fees.	Until annual audit is completed.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

<b>Record of Evictions</b>		<b>LRDA Number 20070336</b>		
Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents eviction proceedings and may contain, but is not limited to, execution affidavit, tenant affidavit, order, copies of court documents, date notice served, summary notice, date of eviction, related correspondence, and similar documents.	Six (6) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(a)	None

**Record of Notices of Eviction**

LRDA Number 20070337

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the receipt and service or return of eviction notices.	90 days after date of service or return	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Revocation Files**

LRDA Number 20070341

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the revocation and/or forfeiture of bail and may include, but is not limited to, legal notices, receipts, related correspondence and similar documents.	Six (6) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(a)	None

**Unserved Papers**

LRDA Number 20070342

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of court related documents which for various reasons were unable to be served.	90 days after date received.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None