

# Nevada Local Government Retention Schedule

Coroner / Medical Examiner

Section Number S-1011

## Autopsies: Protocol

LRDA Number 20070354

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the methods and practices used by coroners/medical examiners performing an autopsy.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.

## Autopsies: Reports

LRDA Number 20070355

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the examination of an individual to determine cause of death.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.

## Case Files

LRDA Number 20070356

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations into the manner and cause of an individual's death. This series may include, but is not limited to, preliminary report of death, report of death, identification records, notification of family records, autopsy authorizations, autopsy waiver requests, reports of field investigations, body diagrams, copies of police reports, copies of medical records, copies of fire department or EMS reports, copies of hospital reports, examination records, consultation reports, accident reconstruction reports, laboratory requests, laboratory reports and results, autopsy reports, subpoenas and other material relating to a proceeding of a court, evidence logs, evidence receipts, photographic evidence, receipts for personal property, authorizations to release a body to next of kin or mortuary, worksheets, checklists, certificate of death, and related correspondence.	Permanent.	This record series may contain confidential or sensitive information.	NRS 244.163, NRS 259.050, NRS 432B.407	None.

**Decedent Personal Property Records****LRDA Number 20071485**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of an inventory of the money and/or personal property which may have been found on or about a deceased individual.	Three (3) fiscal years after the inventory, money and/or property is delivered to the County Treasurer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 259.150 to 259.180, NRS 11.190 (3)(d)	The coroner is required by law to inventory in the presence of at least one witness any money or personal property which may have been found on or about a deceased individual, unless taken from his possession by legal authority, and must submit the signed inventory and any money and/or personal property to the County Treasurer. See NRS 259.150 (1)

**Deputies Appointments and Oaths****LRDA Number 20070357**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the appointment and oath of office of deputies appointed by Coroners in accordance with NRS 259.040.	Retain this record series while deputy is active.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 259.040	All appointments of deputies must be made in writing and must, with the oath of office, be filed in the Office of the Recorder of the county within which the principal holds and exercises his office. [NRS 259.040 (2)]

**Inquests****LRDA Number 20070358**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inquiries of violent or sudden deaths. This series may contain, but is not limited to, report of facts, report of circumstances, medical evidence, investigative reports, professional reports (autopsy, toxicology, x-ray laboratory reports, etc.), consultation reports, witness statements, subpoenas, hearing testimony, findings, verdict, recordings, District Attorney correspondence, court documents, jury notes, forms, reports, other related correspondence, and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.090 to 259.140, NRS 440.420 to 440.430, NRS 440.170	None.

**Laboratory Equipment Repair and Maintenance Records**

LRDA Number 20071484

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance, service, and repair of equipment/instruments used to conduct toxicology, histology, and similar procedures.	Life of the equipment plus an additional three (3) calendar years.	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 (3)(d)	None

**Missing Persons Bulletins**

LRDA Number 20071486

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of bulletins, flyers, or reports on missing persons received from law enforcement and other agencies.	As long as administratively useful.	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	None

**Register of Cases**

LRDA Number 20070359

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of a register, report, or log of the deaths investigated and/or autopsies performed.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.