

Nevada Local Government Retention Schedule

Public Guardian

Section Number S-1035

Client Financial Records

LRDA Number 20101818

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--|--|--|-------|
| This record series consists of financial records for clients and/or wards of public guardian's offices. Records include check requests, invoices, statements, check registers, balance sheets, cancelled checks, stop pay forms, stale date check reports, representative payee reports, and positive pay reports, impound forms and burial forms, Account receivable records including but not limited to, daily deposit reports, check reconciliation reports, burial and impound account forms, monthly bank and investment statements, interest apportionment reports, monthly bank reconciliation reports, administrative records including daily exception reports, fraudulent check files, investment/checking fund transfer files, IRS reports, and similar records. | Seven (7) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

Client/Ward Case Files- Public Guardian & Representative Payee

LRDA Number 20101821

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|---|---|--|---|-------|
| This record series consists of case management records for clients and wards consisting of personal, financial, medical, legal documents required to manage the individual and/or individual's property. May include, but is not limited to, referral information, correspondence, case documentation including but not limited to; financial, medical, personal information, court documents, case activity fee information, case notes, copies of medical records., originals of wills, birth/marriage certificates, car titles, life insurance policies, receipts, medical insurance cards, ID cards and wage stubs. | Seven (7) calendar years after the termination of the guardianship. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

Client/Ward Fees Paid

LRDA Number 20101819

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|---|--|--|--|-------|
| This record series documents fees paid to county treasurer. Fee records include reports and request for refund forms relating to fees remitted to treasurer's office. | Seven (7) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

Client/Ward Personal Property Liquidation Records**LRDA Number 20101820**

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|--|--|--|---|-------|
| This record series documents the inventory, sales and proceeds of client/ward's personal property liquidated on electronic/public auction. | Seven (7) fiscal years from the end of the fiscal year in which the property was liquidated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

Client/Ward Property Inventory Records**LRDA Number 20101822**

| Description | Minimum Retention Period | Disposition | Legal Citations | Note |
|---|--|--|---|-------|
| This record series documents inventories of client/ward property managed by Public Guardian offices and may contain personal property inventories, vehicle inventories, work orders and inventory sheets. | Seven (7) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |