

# Nevada Local Government Retention Schedule

Administrative Records

Section Number C-1001

## Accreditation Records

LRDA Number 20070787

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the standards and guidelines outlined by professional accreditation programs. Records may include but are not limited to accreditation application, annual compliance reports, records documenting rules and regulations, records documenting standard operating procedures, general or special orders, internal reports, forms, correspondence, and other supporting documentation and backup material. This series may also include a formal written assessment statement of the agency's compliance or noncompliance and subsequent follow-up reports.	Retain certificate/final report of accreditation Permanently. Retain other documents and backup material related to the accreditation process for the length of the current accreditation cycle plus an additional one (1) calendar year or for the period required by the accrediting entity, whichever is longer. If not accredited retain all records for a minimum period of one (1) calendar year from the date of notification of non-accreditation.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	42 CFR 493.55 to 493.63, NRS 449.445, NRS 459.500, NRS 394.241, NRS 388A.366, NRS 289.510, NAC 289.310, NAC 652.320, NAC 450B.570, and others.	

## Activity Reports

LRDA Number 20071558

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document the program or primary activities and accomplishments of various local government units for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information.	Retain annual activity reports permanently. Retain other activity and statistical reports (not scheduled elsewhere) for two (2) calendar years from the year created.	If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.0105, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

**Administrative Hearing Files**

LRDA Number 20121869

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents administrative hearings/appeals usually performed by individual departments addressing specific actions. Files may contain but are not limited to notices, citations, motions, pleadings, supporting documents, decision documents, and related correspondence. Note**These are not Public Hearing Files [LRDA# 20070011] which are to be retained permanently.	Three (3) calendar years from the date of the decision.	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 11.190 (3)(a)(d), NAC 239.165	None.

**Annexations of Property**

LRDA Number 20070176

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the governmental annexation of areas into municipal boundaries. This series may include but is not limited to annexation petitions, annexation agreements, copies of annexing and zoning ordinances for the property, annexation maps, surveys, staff reports, census reports, franchise notices, service plans, certifying statements, supporting documentation, and related correspondence.	Permanent.	None	NRS 268.570 to 268.670, NRS 318.261 to 318.272, NRS 269.650 to 269.652 and others.	This series is used to fulfill legal requirements and document the acquisition process.

**Annual Audit Plan Files**

LRDA Number 20101771

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the annual plan for auditing agencies and governmental departments based on need, risk assessment, or rotational review requirements. The files may contain but are not limited to annual plan, revisions to the plan, summary sheets, staff reports, calculations, analysis, developmental findings, recommendations, related correspondence and similar documents.	Six (6) calendar years from the date the plan was submitted as finalized	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 11.190 (1)(b)	None

**Applications and Resumes for Appointive Positions - Appointed**

LRDA Number 20070256

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were appointed and may contain but is not limited to name, address, phone or contact number, social security number, job skills, employment history, education and similar documents.	Add to Master Personnel File.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NAC 239.165 (1)(2)	None.

**Applications and Resumes for Appointive Positions - Not Appointed**

LRDA Number 20070257

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were not appointed and may contain but is not limited to name, address, phone or contact number, social security number, job skills, employment history, education and similar documents.	Four (4) years after position is filled.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

**Board and Commission Volunteer Interest Forms**

LRDA Number 20071553

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests to be a volunteer on a local government board or commission. Forms often contain name, address, contact information, title of the board or commission, category of interest, conflict of interest statement, related correspondence and similar information.	If appointed: Retain for a minimum period of three (3) calendar years from the separation of service. If not appointed: Retain one (1) calendar year from the date an appointment is made.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

**Calendars**

LRDA Number 20101769

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities. Series may include calendars, appointment books, diaries, journals, daily planners, and similar records with routine content. Records may be in hardcopy and/or electronic format.	Retain calendars of elected officials, directors, department heads, appointed/key staff for a minimum period of one (1) calendar year from the end of the calendar year to which the record pertains. Retain calendars of supporting staff until no longer 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

**Cemetery Records**

LRDA Number 20070027

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the administration and management of local government owned or operated cemeteries. This series may include but is not limited to lists of names and maps of grave locations, deeds, purchase information on lots and burials, deed register, interment and disinterment registers, copy of burial permit, copy of death certificate, plot index records and logs, section maps, certificates of perpetual care, state licensing and reporting documentation, related correspondence and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS Chapter 452, NRS 239B.030, NRS 205.4617	None.

**Census of Government and Survey of Government Employment**

LRDA Number 20070051

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are voluntary reports and/or surveys submitted to the U.S. Census Bureau detailing governmental organization, public employment, and governmental finances.	Two (2) years after reports submission to U.S. Census Bureau.	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

**Certificate of Transfer - Recipient Department or Office**

LRDA Number 20161941

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the receipt and transfer of legal custody of governmental records from an originating department or office to a local governmental entity. Series may include but is not limited to transfer certificates or forms, deeds of gift, accession materials, related correspondence, and similar documents.	Retain for the same authorized retention period as the records being transferred.	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)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code	None

**Certificate of Transfer - Transferring Department or Office**

LRDA Number 20161940

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to transfer legal custody (See NAC 239.041) of local government records from an originating department or office to another entity (such as an archives, museum, library, state or federal agency, etc...). Series may include but is not limited to copy of transfer certificate or form, transfer receipt from recipient, related correspondence, and similar documents.	Six (6) calendar years from the date of transfer.	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)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code	None

**Charter Records**

LRDA Number 20070028

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records relating to the adoption, amendment or repeal of charters or provisions of the charter.	Permanent.	None	NRS 267.010 to 267.140	None

**Citizen Awards**

LRDA Number 20070029

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents awards presented to citizens in honor of their civic contributions. This series may include but is not limited to award nominations, award certificates, background information on the honoree, lists of past recipients, presentation or ceremony records, photographs, audio-visual recordings, correspondence and related documents.	Two (2) calendar years from the year to which it pertains.	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	Review for historical value.

**Committee Records, Ad Hoc**

LRDA Number 20071243

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, etc.) committees. These types of committees are usually formed for a specific and often temporary function, usually on an informal basis. These types of committees do not always produce minutes, but this series may contain agendas, original minutes, media articles, newsletters, reports, summaries, notes, related correspondence and similar documents.	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this series Permanently. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.	If this series contains any confidential or sensitive information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS 241.015 (3), NRS 241.035, The Open Meeting Law Manual (Office of the Attorney General), NRS 11.190 (3)(d), NAC 239.850	The determination on whether an ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

**Committee/Board Records-External Agencies**

LRDA Number 20081760

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records received from or provided to external committees/boards for informational purposes only.	Retain for 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.

**Community Histories**

LRDA Number 20070030

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of narrative histories of the community prepared for special events, reference and other informational purposes. This series may include but is not limited to narrative reports, artifacts, memorabilia, photographs, maps, brochures, guides, pamphlets, and other documents which provide a "snapshot in time" of the community.	Permanent.	None	None	None

**Contracts and Agreements**

LRDA Number 20070474

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents products and services provided to a governmental entity for a specified cost and period of time. This series may contain but is not limited to lease/rental agreements, service contracts, contracts for program services, copies of bid documents, copies of legal notices, related correspondence, and similar documents.	Six (6) fiscal years from the termination/completion of the contract or agreement.	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)(b)	None

**Cooperative Agreements**

LRDA Number 20071024

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents cooperative agreements between political subdivisions for performance of any government function. Such agreements may include but are not limited to purchasing, the furnishing or exchange of personnel, equipment, property or facilities of any kind, or the payment of money.	If the agreement is for more than \$25,000: Retain permanently. If the agreement is for \$25,000 or less: Retain for a minimum period of six (6) fiscal years after the agreement is terminated.	If this series contains confidential, restricted or sensitive information, that information should be protected from disclosure or if the agreement is for \$25,000 or less destroyed in a secure manner that will prevent its reconstruction.	NRS 277.045, NRS 277.110, NRS 11.190 (1)(b)	If it is reasonably foreseeable that a political subdivision of this State will be required to expend more than \$25,000 to carry out such an agreement, the agreement must be by formal resolution or ordinance of the governing body of each political subdivision included, and must be spread at large upon the minutes, or attached in full thereto as an exhibit, of each governing body.

**Correspondence: Complaints**

LRDA Number 20070055

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents complaints, and may include but is not limited to name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, resolution of complaint, correspondence and related records. This series includes electronic mail that communicates the above.	Three (3) calendar years after response or resolution.	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 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

**Correspondence: Executive**

LRDA Number 20070007

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records not duplicated elsewhere that contain executive level correspondence (emails, social media, letters, memos, etc...) documenting the entities functions, pattern of action, policies and achievements. Correspondence may pertain to but is not limited to budgeting and financial, decisions, official positions, planning, directing, policy and rulemaking, prominent; celebrated and/or noteworthy achievements, formal announcements, awards and/or events.	Permanent.	None	None	None

**Correspondence: Project or Case**

LRDA Number 20071674

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents correspondence related to a specific case or project and may contain but is not limited to incoming and outgoing letters, memoranda, faxes, notes and their attachments, notices, enclosures, and similar documents. This series includes electronic mail that communicates the above.	This series should be filed with and retained for the same retention period as the associated project or case file.	Same as the associated project or case file.	Same as the associated project or case file.	Same as the associated project or case file.

**Correspondence: Routine Business**

LRDA Number 20141919

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of correspondence (emails, social media, letters, memos, etc.) that is work related and deals with the day-to-day office administration and activities. Examples may include but are not limited to internal correspondence, external correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business, and other routine inquiries.	One (1) calendar year from the date of the correspondence.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	None	If you have questions on whether a request for information is routine correspondence or a public records request, it is recommended to treat it as a public records request.

**Correspondence: Transitory**

LRDA Number 20070056

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of correspondence (emails, social media, letters, memos, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include but are not limited to general announcements including meeting reminders, notices of upcoming events, informational copies (cc or bcc) of correspondence which do not document administrative action, follow-up or suspense (tickler), transmittal letters that do not add information to the transmitted material or attachments, requests for routine information or publications provided to the public by the agency which are answered by standard form letters, spam, junk mail, unsolicited vendor mail, and personal/non-work related mail.	Retain only as long as the record holds value to the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	It is recommended this type of correspondence be retained for no longer than thirty (30) days.

**Delegation of Authority Records**

LRDA Number 20071280

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to authorize, assign authority for and verify approval of various governmental actions. The files may contain but are limited to list or documents of individuals who have been delegated authority to verify approvals for purchasing, grant authorized entry to restricted areas, to grant use of vehicles or equipment, to perform personnel actions, to grant authorization for access to computers and computer systems, etc.; as well as all supporting documentation required to establish such an authorization and verification process	Three (3) fiscal years from the date authorization was withdrawn.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN] and NRS 205.4617 (Identity Theft), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

**Departmental Regulations, Policies and Procedures**

LRDA Number 20070057

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the methods for accomplishing the functions and activities assigned to the department. This series may contain but is not limited to policy and procedure manuals, directives, policy statements, correspondence, and similar documents.	Six (6) calendar years after superseded or abandoned officially.	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)(b)	Review for historical value.

**Directives of Manager****LRDA Number 20070008**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Direction or instruction by manager or executive officer. This series may include but is not limited to executive orders, bulletins and advisories, directives, policy statements, notes on policy and procedures, related correspondence, and similar documents.	Permanent.	None	None	None

**Electronic Mail (E-mail)****LRDA Number 20070245**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Electronic mail is a technology that allows for the written exchange of information in machine readable format. E-mail represents not the system, but the information communicated through the system. E-mail messages are public records when they are created or received in the transaction of public business. They must be retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats. E-mail is managed by its content, not its format. For additional information on E-mail see the State of Nevada - Guidelines for Developing an Agency Email Policy.	Retain for the retention period required for equivalent hardcopy.	Same as the equivalent hardcopy (if applicable).	Same as the equivalent hardcopy (if applicable).	Same as the equivalent hardcopy (if applicable).

**Employee Suggestion Forms****LRDA Number 20071238**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents "employee suggestions", "good ideas", "action needed" and similar agency programs.	Until no longer 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

**Final Plan for Capital Improvement**

LRDA Number 20070009

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the planning of projects for the physical improvement or new construction of buildings, parks, structures, warehouses, communication & utility facilities and similar local government owned or controlled facilities. This series may include but is not limited to drawings, maps, blueprints, renderings, financial estimates, budget reports, fee schedules, related correspondence and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 354.59801, NRS 239C.090, NRS 239C.210	None

**Financial Impact Analysis Records**

LRDA Number 20071529

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the financial analysis of various governmental practices. This series may include but is not limited to reports, studies, worksheets, related correspondence and similar records.	Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value.	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 series is useful for planning future budget proposals.

**Fleet GPS Monitoring Reports**

LRDA Number 20101775

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains data created by Global Positioning System (GPS) units placed in local government owned or leased fleet vehicles in order to monitor their use and to discourage their misuse. Information in these reports may include the vehicle ID number as well as the date, time, location, and time spent performing government business while using the vehicle.	One (1) calendar year from the end of the calendar year to which the report pertains.	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 482.5536	None.

**Generators of Hazardous Waste Records**

LRDA Number 20071704

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the requirements for generators of hazardous waste to produce records and reports in accordance with state and federal law or regulation. This series may contain but is not limited to hazardous waste shipment manifests, biennial reports, exception reports, records documenting test results/waste analysis, inspection reports, variances, storage container labeling reports, related correspondence and similar records.	Three (3) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 262, 40 CFR 262.40, 40 CFR 268.7, NRS 459.550, NRS 459.3822, NAC 444.8655 to 444.8688	None.

**Gift and Donation Records**

LRDA Number 20071568

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gifts and donations to the local governmental entity. This series may contain but is not limited to donor information, copies of wills, bequest documents, endowment documents, trust documents, acknowledgement letters, award guidelines, records documenting conditions or restraints of gift or contribution, letters and agreements of gift, copy of gift disclosure, donation forms, donation lists, deeds, related correspondence and similar documents.	Retain for a minimum period of six (6) calendar years following the expenditure of funds, expiration of agreement, or in accordance with the terms of the gift or donation, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 239B.030, NRS 205.4617	None.

**Gift Disclosures**

LRDA Number 20071658

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gift disclosures in accordance with state law.	Six (6) fiscal years after the date on which the disclosure was filed.	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 281A.400 , NRS 281A.420, Nevada Ethics in Government Manual	None

**History Files****LRDA Number 20070033**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the history of an agency, department, division, or other governmental body, and is usually used as an informational source for the governmental entity. This series may contain but is not limited to narratives, copies of legislative bills, artifacts, memorabilia, photos, negatives, slides, audio-visual recordings, subject files, reports, newspaper clippings, scrapbooks, certificates, correspondence, and documents of a similar nature.	Permanent.	None	None	None

**In Memorial Records****LRDA Number 20081752**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gifts or donations to memorialize individuals or events and are often associated with special programs such as adopt a tree, donor brick, exemplary public service, friends of the library, 911 remembrance and similar programs. This series may contain but is not limited to honoree information, donor information, acknowledgement letters, program information, letters and agreements of gift, disclosure forms, donation forms, copies of plaques, copy of placement maps, accounting documents, reports, log books, forms, related correspondence and similar documents.	Permanent.	None	None	None

**Interlocal Contracts**

LRDA Number 20181979

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents interlocal contracts between political subdivisions for performance of any government function. Such interlocal contracts may include but are not limited to the joint and cooperative use of hospitals, road construction and repair equipment, county and city personnel, equipment and facilities, including sewer systems, drainage systems, street lighting systems, fire alarm systems, sewage disposal plants, playgrounds, parks and recreational facilities, fire-fighting and fire-protection equipment for the protection of property and the prevention and suppression of fire, joint and cooperative use of law enforcement agencies, the joint use or operation of a system of public transportation and such other facilities or services as may and can be reasonably used for the promotion and protection of the health and welfare of the inhabitants of this State.	If the interlocal contract is for more than \$25,000: Retain permanently. If the interlocal contract is for \$25,000 or less: Retain for a minimum period of six (6) fiscal years after the contract is terminated.	If this series contains confidential, restricted or sensitive information, that information should be protected from disclosure or if the interlocal contract is for \$25,000 or less destroyed in a secure manner that will prevent its reconstruction.	NRS 277.080 to NRS 277.180, NRS 11.190 (1)(b), NAC 239.165	NRS 277.180: If it is reasonably foreseeable that a public agency of this State will be required to expend more than \$25,000 to carry out an interlocal contract, the contract must set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties, be ratified by appropriate official action of the governing body of each party to the contract as a condition precedent to its entry into force, if an agency of this State is a party to the contract, be approved by the Attorney General as to form and compliance with law, and be in writing.

**Jury Duty, Exemption Requests**

LRDA Number 20070620

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for jury duty exemption or excuse.	One (1) calendar year from the date of request.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 6.020 to 6.030	None

**Key and Keycard Records**

LRDA Number 20070078

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of keycards to agency staff to enable access to agency buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records.	Three (3) calendar years after key/keycard is turned in.	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

**Legal Opinions**

LRDA Number 20071115

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains formal opinions rendered by the Attorney General's office, District Attorney's office or other legal counsel. Opinions document the rationale for local government policies and help maintain consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.	Permanent.	None	None	None

**Legislative Relations Records**

LRDA Number 20070034

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series may be used to review and/or plan a local government's position on impacting legislative actions. This series may include but is not limited to bill review and tracking forms, opinion requests, bill tracking reports, copies of pending or approved legislation, notes, memorandum, related correspondence and similar documentation. Information in this series may also be used in lobbying efforts and recommending legislative changes.	As long as administratively useful to the agency.	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 354.59803	Review for historical value.

**Lobbyist Forms**

LRDA Number 20071659

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document lobbyist and lobbyist employer activities. This series may include but is not limited to expenditure reports, registration statements, supplementary registration statements, termination records, guidelines, related correspondence and similar documents.	Five (5) fiscal years from the date of filing.	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 218H.500	None

**Mailings: Mailing and Distribution Lists**

LRDA Number 20070063

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is usually a list of names and addresses compiled for various mailings, such as billings, notifications, community outreach, and other administrative purposes.	Until superseded by a new or revised list.	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

**Mailings: Records of Mailing**

LRDA Number 20070070

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Documentation of mailing dates, content of mailings, and addressees for mailing sent by the local government for various purposes.	One (1) calendar year from date of mailing.	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

**Mailings: Undeliverable Mailings**

LRDA Number 20070072

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Mailings (excluding mailed ballots) sent by local governments that were returned as undeliverable.	One (1) calendar year after the matter referenced in mailing is concluded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 278.0217	None

**Membership of Boards and Commissions**

LRDA Number 20070281

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the membership of boards, commissions, councils, and similar organized bodies. Records may include but are not limited to copies of oath of office forms, appointment and commission forms, related correspondence and supporting documentation.	Permanent.	None	NRS 282.010, NRS 232A.010 to 232A.020, NRS 283.030	None

**Microfilm Quality Control Records**

LRDA Number 20071359

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents that microfilm produced by or for governmental entities conforms to the specifications required by NRS 239.051(2). Records in this series may include but are not limited to microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, security copy depository transmittals, camera/processor/duplicator inspection reports, equipment and operator logs, related correspondence, and similar documents.	Retain this record series for the same retention period as related microfilm.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.051(2), NAC 239.635 to 239.638, NAC 239.763	None

**Mission Statement**

LRDA Number 20071301

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the mission statement of a local governmental entity and its divisions, sections, offices and branches listing its goals and objectives.	Until superseded with an updated or amended statement.	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	Review for historical value.

**Museum Records**

LRDA Number 0101776

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the acquisition, and ownership of materials in museums, local history collections, and similar repositories owned and/or operated by local governments. Records may include but are not limited to exhibit files, temporary custody forms, collection catalogs, gift or deed forms, acquisition forms, collection permits, inventory forms, loan forms, specimen catalogs, deaccession records, records of purchases, records of loans and/or trades, and similar documents.	Permanent	This record series may contain confidential or sensitive information.	NRS 205.4617	None.

**Naming of Local Government Buildings/Facilities Files**

LRDA Number 20141908

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the naming of local government owned buildings and/or facilities and may contain but is not limited to naming requests, application forms, opinion surveys, copies of contracts, naming rights lease agreements, enterprise fund records (if applicable), lease agreement renegotiation and renewal records, copies of agenda items, approvals, related correspondence, and similar records.	Permanent.	None	NRS 266.275, 244.30701, NRS 450.810, NRS 338.200, County and Municipal Code	None

**Nevada Acknowledgement of Ethical Standards for Public Officials**

LRDA Number 20141885

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the filing of the Acknowledgement of Ethical Standards form by all elected and appointed public officials. The record may contain but is not limited to Nevada Acknowledgement of Ethical Standards form and related correspondence.	Three (3) years from the date of submission to the Nevada Commission on Ethics.	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 281A.500, NRS 11.190 (3)(d)	The Nevada Commission on Ethics is the office of record for this record series.

**Oaths**

LRDA Number 20081768

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents constitutional and loyalty oaths administered to elected officials/officers, firefighters, marshals, teachers or other licensed employees, non-elected or non-appointed staff, board and commission members, and others required to take the oath of office as prescribed by law.	Permanent.	None	NRS 282.010, NRS 253.020, NRS 281.030, NRS 391.080, NRS 142.010, and others.	None

**Occupational Safety: First Aid Records****LRDA Number 20071325**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters and other injuries which do not ordinarily require medical care. Such treatment and any follow up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care provider (NAC 618.5506). The records may contain incident report of minor injuries, first aid log, supply requests, supply expenditure reports, first-aid kit inspection reports, and similar documentation.	One (1) calendar year from the end of the calendar year to which they pertain.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1904.7 (b)(5)(ii), 29 CFR 1904.4	First aid injuries, as defined by 29 CFR 1904.7 (b)(5)(ii), do not have to be reported to OSHA (See also 29 CFR 1904.4). These records do not fall under the provisions of HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.) -- see the definition of "protected health information" found in 45 CFR 164.501.

**Occupational Safety: Hazard Communication Program****LRDA Number 20071706**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the Hazard Communication Program established in accordance with federal law and may include but is not limited to a written Hazard Communication Program, written information produced and received by the agency on hazardous material (including first-aid bulletins), training documentation, emergency first aid procedures, related correspondence and similar documents.	Three (3) calendar years from the creation or receipt of material or supersession of the written Hazard Communication Program.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.120 (e)(f)(g) and (h)),	None

**Occupational Safety: Hazardous Material Safety File****LRDA Number 20070064**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to provide information on hazardous materials stored, manufactured or used by the agency as part of the Hazard Communication Program. This series includes material safety data sheets (MSDS) and a listing of hazardous material in the workplace.	Thirty (30) calendar years from the creation or receipt of material.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.1200 (a)(e)(f)(g) and (h)	None

**Occupational Safety: Occupational Noise Exposure Measurement Record**

LRDA Number 20121837

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of studies and measurements of the noise levels employees are exposed to by location or job classification. This series may include but is not limited to measurement of background sound pressure reports, monitoring reports, risk management assessments, related correspondence, and similar information used to support the possibility of exposure.	Two (2) calendar years from the date of the record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.95 (m)(3)(i)	None

**Occupational Safety: OSHA Citation Postings**

LRDA Number 20101780

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are the postings of citations required to be posted by federal law/regulation.	Keep posted until the violation has been abated or closed, or for three (3) working days, whichever is longer.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1903.16	None

**Occupational Safety: OSHA Files**

LRDA Number 20071552

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of local governmental agencies in administering federal and state requirements for Occupational Safety and Health. The files may contain but are not limited to various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, correspondence, and related documents.	Five (5) calendar years from the end of the calendar year to which they 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.	29 CFR 1904.29, 29 CFR 1904.33, NAC 239.165 (1) (2)	None.

**Occupational Safety: OSHA Inspection and Violation Files**

LRDA Number 20101779

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents citations received due to OSHA inspections and/or complaints about safety issues. The files may contain but are not limited to complaints, inspections, conferences, reviews, consultations, OSHA citations, abatement documentation, supportive documentation, and related correspondence.	Five (5) calendar years from the date of the inspection or abatement or closing of the citation, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 USC section 651, 29 CFR Part 1903	None

**Occupational Safety: OSHA Notices Postings**

LRDA Number 20101781

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are the notices required to be posted by federal law/regulation and usually includes OSHA Notices, State approved OSHA notices, Copy of the federal Occupational Safety and Health Act, and similar notices.	Keep posted until the notice has been superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1903.2, 29 USC section 651, 29 CFR Part 1903	None

**Occupational Safety: Personal Protective Equipment (PPE) Records**

LRDA Number 20071700

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the authorization and acquisition of specialized safety devices and clothing for employees working in hazardous situations. This series may include but is not limited to employer hazard assessments, equipment selection records, defective and/or damaged equipment reports, PPE request forms, authorization forms, PPE training and written certification records, copies of purchase orders, manufactures warranties, related correspondence and similar documents	Three (3) calendar years after the disposal of the protective equipment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.132 to 1910.138, NRS 11.190 (3) (d), NRS 11.190 (4) (e)	If this record series contains employee hazard exposure or employee medical records those records must be retained in accordance with those record series found in Personnel Section. (See Employee Medical Records and Employee Medical Records - Hazard Exposure)

**Occupational Safety: Records and Reports of Safety Committees**

LRDA Number 20070297

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents safety committees established to promote a safe work environment for employees. This series may include but is not limited to safety plans, policies and procedures, safety and health training records, safety committee meeting records, vulnerability assessments, reports on inspections conducted by safety officers, staff reports, attendance reports, correspondence, and related documents.	Three (3) calendar years from the date of the report or record.	Portions of 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 618.295, NAC 618.538 to 618.544, NRS 239C.210, NAC 239.165 (1)(2)	None.

**Occupational Safety: Respirator Fit Test**

LRDA Number 20121838

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document qualitative and quantitative fit tests administered to employees. Information includes name or identification of the employee tested, type of fit test performed, specific make, model, style, and size of respirator tested, date of test, and the pass/fail results for Qualitative fit test (QLFT) or the fit factor and strip chart recording or other recording of the test results for Quantitative fit test. (QNFT)	Retain until the next fit test is administered.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.134 (m) (2) (ii)	None

**Occupational Safety: Respiratory Protection Program Records**

LRDA Number 20121839

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document Respirator Protection Program's established in accordance with federal law. Records may include but are not limited to worksite-specific procedures, equipment inspections, program evaluations and assessments, correspondence, and related documents.	Two (2) calendar years after revised or superseded.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.134 (c)(1), NRS 11.190 (4)(e)	None

**Occupational Safety: Workers' Compensation Claim Files - Insurer Copy**

LRDA Number 20071423

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recording and reporting of occupational injuries and illnesses. This series may include but is not limited to employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim.	Six (6) calendar years after the death of the injured employee.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, NRS Chapters 616A to 617, NAC 616C.070, NAC 616C.088, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

**Occupational Safety: Workers' Compensation Claims File - Agency Copy**

LRDA Number 20071424

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recording and reporting of occupational injuries and illnesses. This series may include but is not limited to employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim.	Three (3) calendar years from the closure, resolution or cancellation of the claim or case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, NRS Chapters 616A to 617, NRS 11.190 3(d), NAC 239.165 (1)(2)	The long-term retention of this record series is the responsibility of the "Insurer". The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

**Open Meeting Law: Agendas - Annotated**

LRDA Number 20071638

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a summary document listing all the items discussed during public meetings and the action taken on those items. This series is not the official/final agenda which are retained permanently as part of the official meeting minutes.	One (1) calendar year after the year in which they were created.	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 241.035	None

**Open Meeting Law: Hearings - Notice of Public Hearing**

LRDA Number 20070010

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the posting of notices of public hearings. Usually includes information on date, time, place and location of hearing, list of locations where notice has been posted, agenda, and related records.	Five (5) calendar years from the date of the meeting.	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 241.020	None

**Open Meeting Law: Hearings - Records of Hearing**

LRDA Number 20070011

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents hearings usually conducted as part of the regulatory process and/or hearings on proposed rules and changes, and the conclusions reached. This series may include but is not limited to agenda, testimony, public comment, forms, reports, conclusions reached, minutes, correspondence, and related records.	Permanent.	None	NRS 241.035	None

**Open Meeting Law: Legal Notices**

LRDA Number 20071717

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with state laws requiring public notice of governmental activities. This series may include but is not limited to Affidavits of Publication, Certificates of Mailing, Affidavits of Posting, Public Hearing Notices, other required public or legal notices and similar documents.	Five (5) calendar years from the date of the meeting.	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 241.020, NRS 241.035	None

**Open Meeting Law: Meeting Notification Lists**

LRDA Number 20070065

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of listings kept of persons who have requested advance notification of all meetings or meetings with specific content.	Until superseded by a new or revised list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 241.020 (3)(b)	A request for notice lapses 6 months after it is made. The public body shall inform the requester of this fact by enclosure with, notation upon or text included within the first notice sent. It is the requester's responsibility to inform the governmental entity if they wish to continue receiving meeting notifications after the 6-month period has elapsed.

**Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils**

LRDA Number 20070107

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These minutes are the official record of the proceedings of regularly scheduled, special and emergency meetings. They include the date, time, and meeting place, members present and absent, "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken, the names of citizens who appeared and the substance in brief of their testimony, any other information that any member requests be entered in the minutes" in accordance with NRS 241.035. This series may include but is not limited to meeting notice and agenda including amendments, committee packets, minutes, and any supplemental materials presented during the meeting which were requested by a member of the public body or a member of the public to be included with the minutes.	Permanent.	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.015, NRS 241.020, NRS 241.035 (1)(d)(e), NRS 241.035, Open Meeting Law Manual (Office of the Attorney General), NAC 239.850	None.

**Open Meeting Law: Posting Requests Received from Public Bodies**

LRDA Number 20141894

Description	Minimum Retention Period	Disposition	Legal Citations	Note
In accordance with NRS 241.020 (3)(a), public meeting notices must be posted at the principal office of the public body or, if there is no principal office, at the building in which the meeting is to be held, and at not less than three other separate, prominent places within the jurisdiction of the public body. This series documents posting requests received by local governmental entities for and in behalf of public bodies and may include but is not limited to notice of meeting and agenda.	Retain the posting until the date of the meeting or if the meeting is cancelled the date of cancellation.	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 241.020, NRS 241.035	The public body that is holding the meeting has the obligation to retain the official record of posting (See NRS 241.020 and NRS 241.035). These records should be retained until the date of the meeting as proof of compliance for and in behalf of the public body which requested the posting.

**Open Meeting Law: Recordings of Meetings**

LRDA Number 20070109

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to record the proceedings of regularly scheduled, special and emergency meetings and may also be used to transcribe, verify and correct the minutes of public meetings. The written minutes may be taken from these recordings, transcribed, corrected as needed, and presented to the meeting body for approval. This record series includes audio and /or audio/visual recordings.	Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later.	The recordings of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.035 (1), NRS 241.035 (4)(a), NRS 241.030	For additional information on public meetings See the Open Meeting Law Manual (Office of the Attorney General).

**Open Meeting Law: Speaker/Comment Cards**

LRDA Number 20071640

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information cards of citizens requesting to speak at public meetings. The substance of the remarks made by the public are included in the meeting minutes.	Retain until minutes of the associated meeting are created and approved.	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 241.035 (1)(d)	None

**Open Meeting Law: Supplemental Material**

LRDA Number 20141907

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records consist of the supplemental material used during a meeting of a public body which was not requested to be included with the minutes.	One (1) calendar year from the adjournment of the meeting.	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 241.035 (1)(d)(e)	None

**Ordinances and Resolutions**

LRDA Number 20071676

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents ordinances and resolutions issued by local governments and may contain but is not limited to notice of filing, proof of publication, proof of posting, supporting documentation relating to preparation, drafting, passage, and implementation of the ordinance or resolution, date of adoption or passage, applicable signatures, related correspondence and similar documents. This series includes documentation related to ordinances or resolutions which have been repealed, revoked, or amended.	Permanent.	None	NRS 266.105 to 266.118, NRS 244.095 to 244.115, NRS 269.155	None

**Organizational Charts**

LRDA Number 20070285

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of organizational charts that show lines of authority and responsibility within and between the various departments of the local government.	Until modified, superseded, or no longer created.	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	Review for historical value.

**Parking Permits, Employee**

LRDA Number 20070988

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application and issuance of employee parking permits.	Until updated or cancelled.	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

**Passport Transmittals**

LRDA Number 20101773

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides verification that passport documents have been completed, documentation verified, and the information has been transmitted to the US Passport Office. Information may include date received, applicant's personal information, date transmitted, and similar data.	Two (2) calendar years from the end of the calendar year to which the record pertains.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	22 CFR 51.22, NRS 205.4617, NAC 239.165	None.

**Performance Audits by External Agencies (Non-Financial)**

LRDA Number 20121835

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of quality control audits performed by external (usually regulatory) agencies. Audits may be used to assess effectiveness, economy, and efficiency of specific programs or functions, verify compliance with legal requirements, document internal control and compliance policies and procedures, and may include recommendations for improvement. Records in this series may include but are not limited to investigative reports, checklists, copies of documents involved in the review or audit, studies, questionnaires, staff training documentation, recommendations, regular and final reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain, or for the period required by the regulatory agency, whichever is longer.	Portions of 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 11.190 (3)(d), NAC 239.165 (1)(2)	Review for historical value

**Permission to Use Municipal Logo****LRDA Number 20141906**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documentation authorizing the use by others of trademarked municipal logos. Records may include but are not limited to application for use, terms and conditions, approval forms, use permit, related correspondence, and similar records.	Six (6) calendar years from the expiration of the use permit.	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)(b)	Review for historical value.

**Personal Information Security Breach Notification Records****LRDA Number 20161926**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents data collectors' actions following the discovery or notification of a breach of sensitive and/or personally identifying information it collects, stores, or maintains. Records may include but are not limited to breach investigative records, documentation of the notification process, and related correspondence.	Six (6) calendar years from the conclusion of the breach notification process.	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 603A.010 to 603A.920, 45 CFR 164.400 to 164.414, NRS 11.190 (1) (a), NRS 11.190 (3)(d), NRS 41.1345	NRS 603A.030- Data collector defined. Data collector means any governmental agency, institution of higher education, corporation, financial institution or retail operator or any other type of business entity or association that, for any purpose, whether by automated collection or otherwise, handles, collects, disseminates or otherwise deals with nonpublic personal information.

**Petitions Submitted to Governing Body (Not Election Related)**

LRDA Number 0101834

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of petitions submitted to local government bodies (councils, boards, districts, etc...) to express the opinions of the signers. These types of petitions are often used to express satisfaction or dissatisfaction with actions taken or under consideration by the governing body.	Two (2) calendar years after response or action by the governing body.	Portions of this series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NRS 241.035, NAC 239.165	Although these types of petitions are usually informational and may require no action, a summary of the petition should be retained in the governing bodies meeting minutes.

**Photo Release Forms**

LRDA Number 20121846

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of release forms signed by citizens, local government employees, visitors granting permission to use their likeness in official publications, on local government websites, at local government sponsored activities/events, and other non-commercial uses.	Three (3) calendar years after photo/image is no longer in use.	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), NRS 597.790 (2)(g), NRS 597.790 (3)	None

**Presentation Materials**

LRDA Number 20101831

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of materials created for use in presentations, demonstrations, classes, or seminars. This series may include but is not limited to slides, overheads, flip charts, handouts, and similar material. This series does not include commercially available materials.	Retain for 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

**Press/Media Releases****LRDA Number 20070853**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of press/media releases issued from the department, agency, or key personnel. This series may contain but is not limited to originals or copies of press releases, publicity files, audio and/or video recordings, informational flyers, notes, charts, graphs, correspondence, and related documents.	Retain media/publicity release files determined by the agency to be of historical value permanently. Retain other press release/publicity files for as long as administratively useful.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	It is recommended that non-permanent press/media releases be retained for no longer than two (2) years.

**Proclamations****LRDA Number 20070013**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the special recognition of local government events, activities, and/or persons.	Permanent.	None	None	None

**Property and Equipment, Records and Inventories (office copies)****LRDA Number 20070067**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents property and equipment records and inventories. This series may contain but is not limited to copies of purchase orders, monthly property reports, descriptions of items, manufactures model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records.	One (1) fiscal year after superseded.	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

**Property Management: Building Protection Systems Records-Agency Copy****LRDA Number 20081755**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the service/maintenance of fire extinguishers, fire alarm systems, sprinklers, fire suppression systems, emergency lighting systems, exit signs, smoke detectors and similar systems. Series may include but is not limited to inspection records, maintenance reports, service logs, copies of bids and contracts for service, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 477.033, NRS 239C.210, NAC 239.165 (1)(2)	None.

**Property Management: Burglary and/or Vandalism, Reports of**

LRDA Number 20071710

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents burglary and/or vandalism of local government equipment and/or property and may contain but is not limited to police reports, damage reports, witness statements, insurance information, related correspondence and similar documents.	Three (3) calendar years from the date of last action.	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 11.190 (3)(b), NAC 239.165 (1)(2)	None.

**Property Management: Pest Control (Extermination) Records**

LRDA Number 20071747

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document pest control programs and the local government use of pesticides and may contain but is not limited to extermination logs, pesticide application record (showing kind and quantity used, dosage rate, method of application, target organism, area, date and time of application and employee name), incident reports, exterminator (contractor) reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they 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.	29 CFR 1910.141(a)(5), NRS Chapter 586, NRS Chapter 555, NRS 11.190 (3)(d), NRS 11.190 (4)(e)	Application logs do not contain medical information. For "Employee Medical Records-Hazard Exposure Records"- See LRDA # 2007-1289 in the Personnel Section.

**Property Management: Security Camera Recordings**

LRDA Number 20071749

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of security camera recordings created to record activities inside and outside of public buildings.	Seven (7) days or for the period needed to review recordings, whichever is longer.	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

**Property Management: Security Records**

LRDA Number 20071279

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents security programs provided for governmental buildings and grounds. Records in this series may include but are not limited to personnel identification (photograph) records, security activity reports, incident reports, crime reports, vehicle files, visitor control log, inspection reports, key accountability records, investigation reports, security logs, correspondence, and related records.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

**Proposed Legislation Records**

LRDA Number 20070039

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records created by governmental agencies for the purpose of proposing legislation. This series may contain but is not limited to research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, correspondence, and other information documenting the proposed legislation.	As long as administratively useful to the agency.	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	Review for historical value.

**Public Records Requests**

LRDA Number 20101782

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms and response letters, legal citations for redaction or denial, and orders to grant or deny request. Excludes copies of the records which are the subject of the public records request.	Three (3) calendar years from the end of the calendar year in which the response was completed.	If this record series contains confidential or sensitive information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.001, NRS 239.010 to 239.012, NRS 603A.040, NRS 205.4617, NRS 11.190(3)(d)	"Nevada Public Records Act: A Manual for State Agencies" provides guidance local governments may wish to incorporate into their own public records policies and procedures.

**Purchase, Sale or Transfer of Real Property Files**

LRDA Number 20101777

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents transactions for the purchase, sale, or trade of land, buildings or other real property by local governmental entities. Records may include but are not limited to public/legal notices, property information, disclosure statements, appraisal reports, bids/purchase offers, copies of acceptance or rejection notices, financial records, legal documents, meeting minutes and exhibits, copies of deeds, bill of sale or transfer, copies of purchase orders, related correspondence and similar documents.	Permanent	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS 244.2795 to 244.282, NRS 268.059 to 268.062, NRS 205.4617, NRS 11.190 (1)(b)	If the financial transaction is summarized in the file, the financial records themselves may be purged from the records six (6) calendar years from the final close of the sale.

**Quality Assurance Recordings**

LRDA Number 20121847

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These recordings (usually telephone) are used to document customer service calls and may be used for staff training and development purposes.	Thirty (30) days from the date of the recording.	These recordings may contain confidential or sensitive information and should be destroyed in a secure manner. (See NAC 239.165 (1)(2)).	None	None.

**Quality Assurance Review Audits and Reports**

LRDA Number 20071256

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of quality control reviews performed by an agency to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency and similar procedures]. The files may consist of investigative reports, checklists, copies of documents involved in the review or audit, staff reviews, copies of policies & procedures, comparison reports, audit workpapers, studies, questionnaires, copies of safety manuals, copies of staff training documentation, regular and final reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they 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 11.190 (3)(d), NAC 239.165 (1)(2)	None.

**Records Destruction Certificate****LRDA Number 20070069**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the destruction of records in accordance with approved retention schedules.	Three (3) calendar years from date the records were destroyed	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 11.190 (3)(d)	None

**Records of Formal Negotiations****LRDA Number 20070012**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents negotiations between the governing body or the governing body's representative and employee representatives. This series may include but is not limited to copies of expired contracts, negotiation notes, letters of agreement, arbitration findings, cost analyses, management counter proposals, negotiation updates, newspaper clippings, press releases, minutes, audio/video recordings, related correspondence and similar records.	Permanent.	Portions of this record series are not subject to the open meeting law (NRS 288.220).	NRS 288.140 to 288.220	None.

**Records Retention Schedule****LRDA Number 20070073**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This schedule is a listing of all the record series in the legal custody of a local government, and the minimum retention that is established to satisfy administrative, fiscal, legal and historical requirements for each record series, and has been approved by those necessary within the organization and the State Library, Archives and Public Records Administrator.	Six (6) calendar years after superseded by a changed schedule	This record series does not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 239.155	None

**Reports Required by Law/Regulation**

LRDA Number 20141900

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are reports (not scheduled elsewhere in the Local Government Records Management Program Manual) which are required by law or regulation to be submitted to governing bodies, state or federal agencies, Legislative Counsel Bureau/Legislature, or the Governor.	Retain for a minimum period of five (5) calendar years from the submission of the report.	If this series contains any confidential, restricted or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	Various State/Federal Laws and Regulations	The office of record for this series is usually the entity receiving the report.

**Requisitions / Purchase Orders (office copies)**

LRDA Number 20070074

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to purchase equipment, supplies, and or products for local governments and may include but is not limited to copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence.	Until resolution of annual audit.	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

**Resignations of Elective and Appointive Officials**

LRDA Number 20070290

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents resignations of elected and appointive officials and may contain but is not limited to letter of resignation, copy of oath of office, related correspondence and similar documents.	One (1) calendar year after resignation is effective.	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 283.030, NRS 245.130	None

**Restricted Document Log (Homeland Security Act)**

LRDA Number 20071246

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the access granted to "Restricted Records" and contains information on the date access was granted, the individuals name, a copy of a photographic form of identity, the name of his/her employer, citizenship status, and the purpose for accessing the restricted documents	Three (3) calendar years from the end of the calendar year to which it pertains.	This record series must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.010 thru 239C.270 (Homeland Security Act) - NAC 239.165 (1)(2)	This log is NOT a "Public Record" per NRS 239C.220 and 239C.230 (2).

**Risk Management: Accident Reports**

LRDA Number 20071712

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents involving departmental vehicles or equipment. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes, photos, correspondence, and related documents.	Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident date if no legal action or damage results.	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 11.190 (3)(d), NRS 11.190 (4)(e), NRS 12.080, NRS 12.105, NAC 239.165 (1)(2)	None.

**Risk Management: Emergency Action Plan**

LRDA Number 20101783

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emergency action plans used to coordinate activities during emergencies. Information may include but is not limited to procedures for reporting a fire or other emergency, emergency evacuation plans (including type of evacuation and exit route assignments), physical security plans, environmental control plans, records documenting employee alarm systems, emergency action plan training records, plan reviews, related correspondence, and similar documents.	Five (5) calendar years after revised or superseded.	This series may contain confidential/restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.38, NRS 239C.090, NRS 239C.220, NAC 239.165	None.

**Risk Management: Insurance Policies**

LRDA Number 20070062

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the terms and conditions of insurance policies between the local government and insurers. Types of insurance may include liability, property, motor vehicle, flood, and others. Records usually include policies, endorsements, rate change notices, agent of record, related correspondence and similar documents. This series does not include Group Health and Life Insurance policies which are scheduled in the Personnel Section.	Six (6) calendar years after policy expires.	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)(b), NRS 11.190 (3)(d)	None

**Risk Management: Insurance: Claims**

LRDA Number 20070061

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document various types of liability claims filed against the local government. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents.	Three (3) fiscal years after final settlement of claim	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 11.190 (3)(d), NAC 239.165 (1)(2)	None.

**Risk Management: Job Safety Analysis**

LRDA Number 20161936

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of identifying and analyzing potential hazards in job tasks. Records may include but are not limited to Job Safety Analysis form and any related correspondence and similar material.	Three (3) years after superseded.	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 11.190 (3)(d)	None

**Risk Management: Liability Release Forms**

LRDA Number 20071672

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual liability release forms required for participation in various programs/activities offered by local governmental departments during the year. This series usually consists of event specific liability forms, participant information, contact information, signature of participant or parent/legal guardian, emergency contact information, and similar information.	Three (3) calendar years from the date of the event.	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 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239B.030, NAC 239.165 (1)(2)	None.

**Risk Management: National Flood Insurance Program (CRS) Records**

LRDA Number 20141901

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records relating to the Federal Emergency Management Administration's Community Rating System (CRS) program which allows for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include but are not limited to application, CRS certification forms, recertification and modification forms, flood insurance rate map (FIRM) determination forms, elevation certificates, verification visit documents, public outreach information, hazard disclosures, related correspondence and similar documents.	Retain the application and verification visit documentation until no longer participating in the program. Retain other records in this series for a minimum period of three (3) calendar years from the date of recertification or supersession.	Local governments must recertify annually and undergo in-depth program review/verification every five years.	FEMA-National Flood Insurance Program Community Rating System-CRS Record Keeping Guidance, 42 U.S.C. section 4104 (c)(d), 2 CFR 200.333, NRS 11.190 (3)(d)	Review for historical value.

**Risk Management: Property Insurance Inspection Reports**

LRDA Number 20161931

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used for risk analysis purposes and consist of reports from Independent Loss Control Insurance Inspections. The record may include but is not limited to property/building life safety and fire system reviews, facility condition analysis reports; seismic bracing reviews, related correspondence, and similar documentation	Three (3) calendar years from the date of the report.	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), NRS 11.190 (4)(e), NRS 239C.090	None.

**Risk Management: Red and Amber Light Permits**

LRDA Number 20101772

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents red and/or amber light permits issued by the Nevada Highway Patrol for local governmental vehicles. Series may contain application for permit, permit log or lists, copies of accounting records, related correspondence and similar documents.	One (1) fiscal year after expiration of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 484A.490	Permits expire on June 30 of each calendar year.

**Risk Management: Smog Inspections**

LRDA Number 20121882

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emission inspections of local government owned/operated vehicles.	Retain until superseded by a new inspection.	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 445B.700 to 445B.845, NAC 445B.575 to 445B.601, NAC 445B.737 to NAC 445B.774	None.

**Risk Management: Vehicle Maintenance Records**

LRDA Number 20070079

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and repairs of local government owned or leased vehicles. Series is used to provide a maintenance and repair history and may include but is not limited to work order number, dates, maintenance or repair performed, mileage of vehicle, problem type, warranty information, driver's name, and action taken.	Life of the vehicle (plus three years if the vehicle was involved in an accident)	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), NRS 11.190 (4)(e)	None

**Risk Management: Vehicle Visual Inspections**

LRDA Number 20141897

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents visual inspections of local government owned vehicles for conditions that could affect driver safety. These inspections are usually done by the driver prior to vehicle operation. Series may include but is not limited to pre and/or post inspection report or checklist, related correspondence and similar documents.	If an unsafe condition is found: Retain for a minimum period of three (3) calendar years from the date of repair or correction. If no unsafe conditions are found: Retain until a subsequent vehicle inspection is performed.	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 11.190 (3)(d), NRS 11.190 (4)(e)	None

**Seal and Logo Records**

LRDA Number 20070040

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records pertaining to the creation and establishment of the municipal logo, seal and other similar graphic or symbolic representations of the local government.	Permanent.	None	None	None

**Special Boards, Commissions, Councils, Committees, Offices and Task Force Records**

LRDA Number 20071242

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the governmental administration, activities, and history of specially organized committees, boards, councils, offices and task forces. These entities are usually organized or appointed to address specific problems or situations, and not intended to carry on activity beyond a final report or activity. The purpose of these special entities may involve advising, investigating, planning, recommending, compiling, summarizing and similar activities. Records may include but are not limited to agendas, original minutes of public meetings, meetings and workshops, interim and final reports, news articles and other informational documents, related correspondence and any other material compiled or created by the entity.	Permanent.	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.010 to 241.035, The Open Meeting Law Manual (Office of the Attorney General), NAC 239.850	None

**Special Event and Celebration Records**

**LRDA Number 20070041**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
<p>This record series documents local government sponsored special events and celebrations. This series may include but is not limited to event planning information, cost studies, promotional material, speeches, dedications, public attendance summaries, final reports, correspondence, and related records. May also include routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, volunteer information, and related records.</p>	<p>Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.</p>	<p>This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.</p>	<p>None</p>	<p>None</p>

**Special Study Report Files**

**LRDA Number 20121878**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
<p>This record series documents special studies produced under the direction of governing bodies, department managers, courts, elected officials, but not required by law or regulation. Files may contain but are not limited to reports, exhibits, supporting documentation and related correspondence.</p>	<p>Three (3) calendar years from the completion or termination of the study.</p>	<p>If this record series contains confidential, restricted, or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.</p>	<p>NRS 11.190 (3)(d)</p>	<p>Review for historical value</p>

**Specialized or Local Ethics Committee**

LRDA Number 20141902

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents specialized or local ethics committees established to complement the functions of the State Commission on Ethics. Records may include but are not limited to code of ethical standards, hearing records, agendas, minutes, motions, deliberations, opinions, interpretations, correspondence, and supporting documentation.	Permanent.	Each request for an opinion submitted to a specialized or local ethics committee, each hearing held to obtain information on which to base an opinion, all deliberations relating to an opinion, each opinion rendered by a committee and any motion relating to the opinion are confidential unless: The public officer or employee acts in contravention of the opinion; or the requester discloses the content of the opinion. (NRS 281A.350 (4)(a)(b))	NRS 281A.350	None

**Staff Meeting Records**

LRDA Number 20070846

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actions and activities taking place at internal staff meetings, team meetings, managers meetings, and other internal meetings. These types of meetings do not always produce minutes, but this series may include minutes, agendas, notes, reports, newsletters, correspondence, and related documents.	Retain only as long as the record holds value to the agency.	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	It is recommended these records be retained no longer than one (1) year.

**Strategic Plan Files****LRDA Number 20070047**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents detailed plans (methods) for accomplishing program goals. This series may include but is not limited to records documenting the development and establishment of agency goals and objectives, planning documents, laws and regulations, activity reports, statistical reports, related correspondence and similar records.	Three (3) calendar years from the date superseded. Review for historical value.	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 series may contain historically significant information on the development and modification of agency strategic plans.

**Summons and Subpoenas****LRDA Number 20071281**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These documents are received by representatives of local governments and individuals in their official capacity as local government employees, requiring their appearance at a specified place, date and time. The summons and subpoenas are issued by agencies which are granted this power under law. These may include state and federal courts, boards, commissions, offices, etc. The documents themselves contain a statement of the authority for the summons or subpoena, the reasons for the required appearance, the date, time and place. The documents are signed and dated and may be delivered by mail or by an officer of the summoning institution.	One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena.	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

**Surveys, Polls, and Questionnaires****LRDA Number 20070076**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document public opinion on various issues, actions, and concerns. This series may include but is not limited to surveys, polls, questionnaires, summaries, abstracts, related correspondence, and similar information.	Retain for as long as administratively useful to the agency.	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	Review for historical value.

**Telecommunication System Management Records**

LRDA Number 20071360

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the creation, modification, and disposition of local government telecommunications systems. Records in this series may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts and service agreements, service orders, related correspondence, and similar documents.	Retain service agreements/maintenance contracts for a minimum period of six (6) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later. Retain other telecommunication system records for the life of the system.	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)(b)	None

**Telephone Logs**

LRDA Number 20071008

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a listing or log of telephone calls made and similar telephone activity reports.	90 days from last entry.	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

**Trademarks, Trade Names and Service Marks Files**

LRDA Number 20121861

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the trade names, trademarks and service marks registered with the Secretary of State in accordance with state law. The files may contain but are not limited to application, specimen of mark and/or name, copy of certificate of registration, correction documentation, renewals, receipt for fee payment, copy of checks, cancellation documentation and related correspondence.	Three (3) calendar years after the expiration or cancellation date of the registration.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 600.240 to 600.390, NRS 11.190 (3)(d)	The Nevada Secretary of State is the office of record for this record series. The registration of a mark is effective for 5 years from the date of registration.

**Trust Fund for Retirement Benefits (NRS 287.017)**

LRDA Number 20121868

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the establishment of trust funds for the future retirement of local government employees and their spouses and dependents. Series may contain but is not limited to Board of Trustee records, trust statements, contribution records, enrollment forms, actuarial records, employee/spouse/dependent files, audit reports, investment records, contracts and agreements, financial reports, various forms, related correspondence and similar records.	Retain Board of Trustee records, audit reports, statement of trust records permanently. Retain employee, spouse/dependent files for a minimum period of thirty (30) years from the close of file. Retain other records included in this series for a minimum period of six (6) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 287.017, NAC 287.776, NAC 287.788, NRS 11.190 (1)(b), NAC 239.165	None.

**Unmanned Aerial Vehicle (UAV) Recordings**

LRDA Number 20181946

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV). Public agencies which have registered an UAV with the Department of Public Safety may operate the UAV for one or more of the following public purposes: fire services, emergency medical services, protection of a critical facility that is public property, search and rescue operations, preparation for, response to and recovery from emergencies and disasters, communications relay and delivery, surveying and mapping, inspection of public land and infrastructure, inspection and testing of hazardous materials, inspection and evaluation of natural resources, inspection and evaluation of wildlife, inspection and evaluation of agricultural and environmental conditions, training of employees of a public agency, research and development of unmanned aerial vehicles, maintenance and testing of unmanned aerial vehicles, air quality testing, and evaluation of meteorological conditions.	Retain recordings for the same retention period required for an equivalent hardcopy record. It is recommended that recordings that may contain personally identifiable information (PII) not be retained for more than one-hundred eighty (180) days.	If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction.	Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, Privacy Act of 1974 (5 U.S.C. 552a), NRS 493.115, NRS 493.118, NAC 493.100, NRS 239C.090, NRS 239C.210, NAC 239.101, and others.	In accordance with NRS 493.020 "Public agency" means an agency, office, bureau, board, commission, department or division of this State or a political subdivision of this State other than a law enforcement agency.