

Nevada Local Government Retention Schedule

City Clerk

Section Number S-1007

Applications to Solicit Money

LRDA Number 20070258

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents applications for permits to solicit money and may contain but is not limited to application, personal or business information, supporting documents, and related correspondence.	Four (4) fiscal years from expiration of the permit.	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 11.190 (2)(c), NAC 239.165 (1)(2)	None.

Bonds (Construction)

LRDA Number 20070265

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents performance and payment bonds required by contracting bodies for public works or public improvement projects.	One (1) calendar year after the contract is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 339.015 to 339.065	NRS 339.055: Actions on payment bonds: Venue; limitation of actions. Every action on a payment bond as provided in NRS 339.035 shall be brought in the appropriate court of the political subdivision where the contract for which the bond was given was to be performed. No such action may be commenced after the expiration of 1 year from the date on which the claimant performed the last of the labor or furnished the last of the materials for the payment of which such action is brought.

Claims Against a City

LRDA Number 20070268

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various types of insurance claims filed against local government. Claims include personal injury, property damage, motor vehicle accident, and others. Series may include but is not limited to insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim.	Three (3) fiscal years after resolution.	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 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Filings of all items required by law to be filed with the City Clerk

LRDA Number 20070271

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records filed with the city clerk and may contain but is not limited to Annexation files; Assessment rolls; Bonds and oaths of city officials; Certificates of title; City official's reports; Deeds to property owned by the city; Final plans for capital improvements; Land use maps; Meeting minutes and agendas; Membership lists of boards or commissions; Ordinances; Proclamations; Public hearing notices and records; Resolutions; and any other record required or permitted by law to be filed with the city clerk.	Permanent, unless otherwise stated in this schedule.	Some records in this record series may contain confidential and/or sensitive information.	NRS 266.425, NRS 266.480, NRS 241.035, NRS 270.040, NRS 268.490, NRS 239B.030, NRS 205.4617	None.

Financial Disclosure List

LRDA Number 20070275

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the City Clerk to the Commission on Ethics and to the Secretary of State.	One (1) calendar year from the submission of the list.	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 281.574 to 281.575, NRS 281.573	The Financial Disclosure Statements themselves are retained by the Secretary of State.

Financial Statements of Solicitors of Money

LRDA Number 20070276

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of financial statements of solicitors of money.	Four (4) fiscal years from date of statement	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 (2)(c), NAC 239.165 (1)(2)	None.

Franchise Agreements

LRDA Number 20070277

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents franchises granted by the city to public utilities, communications, transportation or other individuals or entities. This series may include, but is not limited to, applications, record of negotiations, franchise bonds, consumer surveys, reports and related correspondence.	Six (6) fiscal year after termination of franchise agreement.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.90 (1)(b)	Review for historical value.

Leases

LRDA Number 20070278

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of leases for property or equipment leased by the city. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents.	Six (6) fiscal years after expiration of the lease.	If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Proposed Expenditures

LRDA Number 20070287

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents proposed expenditures and may contain but is not limited to financial reports, staff reports, budget information, expenditure requests, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the report 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.	NRS 354.59801	None

Sister City Programs

LRDA Number 20071264

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the participation of the city in sister programs with cities in other countries. This series may include but is not limited to documentation of selection of sister city, administration of the program, exchange visits, photographs, correspondence, and related documentation.	Permanent.	None	None	None

Solicitation Permits, Receipts

LRDA Number 20070292

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents receipts for solicitation permits.	Until annual audit is completed	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None