

# Nevada Local Government Retention Schedule

Improvement Districts and Boards

Section Number S-1019

## Applications for Service

LRDA Number 20070754

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents applications for service and may contain but is not limited to applicant personal information, related forms, correspondence and similar documents.	Ninety (90) days from application date.	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.

## Covenants, Restrictions and Amendments thereto

LRDA Number 20070768

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of copies of covenants, conditions, and restrictions and any amendments to them.	Permanent.	None	None	None

## Drains, Locations and Maintenance

LRDA Number 20070769

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the locations of storm and similar types of drains used for flood control.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

## Easements

LRDA Number 20070773

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains copies of legal instruments allowing right-of-way to make limited use of private property. This series may include but is not limited to names of parties, purposes and terms, access records, terms of easement, legal documents and similar records.	Permanent.	This record series may contain confidential or sensitive information.	NRS 205.4617	None.

**Elections of Board-Records**

LRDA Number 20070774

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the biennial election of trustees.	Six (6) calendar years from the date of the election.	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

**Financial Reports**

LRDA Number 20070775

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain but is not limited to expenditure reports, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Six (6) fiscal years from the end of the fiscal year to which the reports pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

**General Ledger**

LRDA Number 20070763

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions.	Permanent.	None	NRS 318.085	None

**LID Foreclosure Files**

LRDA Number 20141892

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Local Improvement District foreclosure proceedings and may include but is not limited to delinquency notices, notice of lien, legal notices, court documents, judgments, certificates of redemption, certificates of sale, and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 271.615, NRS 271.625, NRS 271.595, NRS 271.410	None.

**Maps**

LRDA Number 20070770

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains various maps depicting the location of lots and blocks, annexations, easements, property lines, zoning boundaries, and similar classifications. These maps are used for reference purposes and are frequently updated.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

**Proceedings of the Board of Trustees (records)**

LRDA Number 20070772

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actions of the Board of Trustees in accordance with state law.	Permanent.	None	NRS 241.035, NRS 318.085	None

**Project files for Construction**

LRDA Number 20070776

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents new construction or modification to existing structures and may contain but is not limited to copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents.	Ten (10) calendar years after completion of project	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 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

**Reapportionments**

LRDA Number 20070777

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents changes in the boundaries of improvement districts due to merger, consolidation, dissolution and similar actions.	Permanent.	None	None	None

**Specifications of Wells**

LRDA Number 20070780

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents engineering and design specifications of wells.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

**Water Flow of Wells**

**LRDA Number 20070781**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the water pressure and flow of well water.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.