

# Nevada Local Government Retention Schedule

Planning Commissions / Districts

Section Number S-1024

## Annual Reports

LRDA Number 20070931

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actions taken within the previous calendar year which furthers or assists in carrying out the policies or programs contained in the comprehensive regional plan, and any work relating to the comprehensive regional plan that is proposed for the next fiscal year. This series may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	NRS 278.0286	None

## Application for Waiver of Standards

LRDA Number 20181982

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications and supporting documentation submitted to planning commissions/districts requesting the waiver of development regulations or standards. Records may include but are not limited to pre-application conference request forms, application checklists, application forms, legal documents, copies of deeds, certification letters, signed and notarized acknowledgements, justification letters, exhibits illustrating waiver(s) requested, related correspondence, and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 278.464, NRS 278.467, NRS 278.0215, NRS 239B.030 to NRS 239B.040	None.

## Distance Separation Analysis Reports

LRDA Number 20161935

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents location analysis of businesses. Records may include but are not limited to request form, site plan, parcel map and reports pertaining to uses for proposed alcohol and liquor, massage/reflexology, smoke shop, check cashing, teenage dancehall, teenage nightclub, sexually-oriented businesses, as well as group homes, and youth drop-in centers.	Two (2) years from date of analysis.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Municipal and County Code	None.

**Facilities Plans**

**LRDA Number 20070934**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of plans, maps, blueprints, drawings, and similar records documenting publicly owned or publicly supported facilities that are necessary or desirable to support intense habitation within a region, including, without limitation, parks, roads, schools, libraries, community centers, police and fire protection, sanitary sewers, facilities for mass transit and facilities for the conveyance of water and the treatment of wastewater.	Until facility ceases to exist.	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.

**Master Plan**

**LRDA Number 20070935**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of comprehensive, long-term general plans for the physical development of the city, county or region as required by the state law. This series includes but is not limited to information on Community Design; Conservation Plans; Economic Plans; Historical Properties Preservation Plans; Housing Plans; Land Use Plans; Population Plans; Public Buildings Plans; Public Services and Facilities; Recreation Plans; Rural Neighborhoods Preservation Plans; Safety Plans; School Facilities Plans; Seismic Safety Plans; Solid Waste Disposal Plans; Streets and Highways Plans; Transit Plans; Transportation Plans, and similar plans and reports which relate to the physical development of the city, county or region.	Permanent.	None	NRS 278.150	None

**Records of Actions Taken Against Commission or District**

**LRDA Number 20070938**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents legal actions taken against Planning Commissions or Districts in accordance with state law.	Six (6) calendar years after action is resolved.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 278.0233, NRS 11.190 (1)(a)	None

**Records of Official Actions**

**LRDA Number 20070939**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the official actions of Planning Commissions or Districts and may include but is not limited to agendas, staff reports, transcripts of proceedings, minutes of public meetings, related correspondence and similar documents.	Permanent.	None	NRS 278.290	None

**Records of Public Hearings**

**LRDA Number 20070940**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents public hearings conducted prior to adoption or amendment of master plans.	Permanent.	None	NRS 278.220	None

**Regional Plan**

**LRDA Number 20070942**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the development, review and/or amendment of regional plans in accordance with state law.	Permanent.	None	NRS 278.0272	None

**Reports from Public Utilities**

**LRDA Number 20070943**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of reports from public utilities which own an interest in or are engaged in the construction or operation of a utility project in a region or county whose population is 100,000 or more. Report documents the location of the utility project to the planning commission of each city, county or region in which project is located.	Three (3) calendar years from the receipt of the report.	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 278.145, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

**Resolutions**

**LRDA Number 20070944**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are formal statements of a decision, or expression of opinion put before or adopted by Planning Commissions or Districts.	Permanent.	None	NRS 278.050	None

**Rules for Transactions of Business**

**LRDA Number 20070945**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are written instructions, rules, and guidelines (usually in manual form) which document a Planning Commission/ District methods for transaction of business.	Six (6) calendar years after superseded or abandoned officially.	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 278.050, NRS 11.190 (1)(b)	Review for historical value.

**Staff Reports**

**LRDA Number 20070932**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the review by agency staff of items submitted to Planning Commissions/Districts for action. This series may include but is not limited to General Information Summaries, Determination and Finding Reports, Land Examination Reports, Transaction Reports, Staff Analysis, Staff Recommendations, Copies of Maps/ Plans, Copies of Applicable Regulations, correspondence and similar documents.	Three (3) calendar years from the date of submission to the Commission or District.	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 278.050, NRS 278.290	Summaries of these types of reports are usually included in the minutes of Planning Commission/ District meetings.