

# Nevada Local Government Retention Schedule

Public Works

Section Number S-1028

## Acceptance Letters

LRDA Number 20071591

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of letters from local governmental entities to external agencies/developers accepting responsibility for future maintenance and management of public infrastructure.	Permanent.	None	None	None

## Aerial Photographs

LRDA Number 20071589

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains color and black and white photographs and negatives documenting topographical and physical features of a specific area at a specific date and time. Information often includes date, location, frame sequence numbers, and other descriptive information. This series is often used for planning and land management purposes.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090	None.

## Alternative Fuel Vehicle Records

LRDA Number 20071592

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of monthly reports to the State Department of Conservation and Natural Resources documenting compliance with NAC 486A.180.	Three (3) fiscal years after the end of the month for which the records were compiled.	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 486A.160 to 486A.180	None.

## Approval of Payments

LRDA Number 20070966

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the approval of payments to contractors (and others) for work performed and completed.	One (1) fiscal year after project completed.	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

**Asbestos Abatement Records**

LRDA Number 20161932

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents asbestos abatement projects and may include but is not limited to project identification, scope of work (including contractors documents, notice to proceed, etc.), project tracking documentation (including status checks, change orders, etc.), project review, exposure control documentation, budget documentation and post-closing review, related correspondence, and supportive documentation.	Thirty (30) calendar years from the close of the project.	This record series does not contain employee medical records. If this record series contains confidential or restricted information that should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.1001, 29 CFR 1910.1020, 29 CFR 1910.1200, NRS 618.750, NAC 618.953	Employee medical records can be found in the "Personnel" section of the manual. For Employee Medical Records -Hazard Exposure see LRDA # 20071289.

**Barricade Plans**

LRDA Number 20070967

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents approved or denied barricade plans.	Three (3) calendar years after denied, superseded or removed.	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 (3)(d), NRS 11.190 (4)(e)	None

**Bridge and Culvert Files**

LRDA Number 20071590

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documents relating to the construction and repair of bridges and culverts. Records may include but are not limited to plans, drawings and blueprints of substructure and superstructure, specifications for materials and types of construction, estimates of cost, notices to bidders, bids, copy of contract or agreement, construction reports, inspection reports, maintenance and repair reports, reports to the board of county commissioners, related correspondence, and similar documents	Life of the structure.	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 403.580 to 403.610, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

**Certified Payroll Reports**

LRDA Number 20071521

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports from contractors and subcontractors of public works projects documenting compliance with NRS 338.010 to 338.090 and NAC 338.005 to 338.125. This series may include but is not limited to certified payroll reports, compliance statements, investigative reports, verifications, nonperformance payroll reports, applicable forms, related correspondence, and similar documents.	Three (3) calendar years after the final payment is made by the public body for the public work.	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 3.4 (b), NRS 338.010 to 338.090, NRS 608.115, NAC 338.005 to 338.125, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

**Construction Tests, Results**

LRDA Number 20070971

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of construction and construction materials testing.	Six (6) calendar years after the substantial completion of construction or improvement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.202, NRS 11.2055	None

**Disaster / Damage Reports**

LRDA Number 20070974

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the extent and impact of natural or manmade disasters and emergency incidents and the actions taken by the public works department in response to such incidents. This series may include but is not limited to incident plans, damage assessment and response records, resource allocation reports, situation reports to the governing body, activity logs, communication logs, incident summary reports, copies of FEMA reports, photographs, public information releases, related correspondence and similar incident-related documentation.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

**Equipment Maintenance Reports**

LRDA Number 20070975

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports which document the maintenance of equipment in the possession of public works departments. This series may contain but is not limited to description of item, make and model, operating instructions, identification or license numbers, registrations, owner's manual, maintenance schedules, maintenance and repair reports, repair history, copies of work orders, control logs or lists, vendor information, location of item, repair inspection reports, photographs, correspondence and related documents.	Life of equipment	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

**Facility Equipment Inspection Files- OSHA Required**

LRDA Number 20101824

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series records documents the inspections of elevators, escalators, boilers, pressure vessels, and other related equipment from installation through the life of the unit. The files may contain but are not limited to inspection reports, copy of permits, OSHA and OSHES forms, copies of maintenance records, equipment standards, reports and regulations, related correspondence, and similar material.	Retain for the life of the asset. If equipment is involved in an accident retain for life of asset plus three (3) calendar years.	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 455C.100 to 455C.160, NAC Chapter 455C, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165	None.

**Field Books**

LRDA Number 20101823

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides a history (raw data) of the activities of survey field crews and documents work on civil projects, land boundaries, roads and streets, and similar surveying and mapping activities.	Permanent	None	NRS 255.110	None

**Field Reports, On-Site Inspections: Commercial and Public**

LRDA Number 20070976

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site commercial / public building or structure inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with uniform building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, copy of applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, inspector's signature, correspondence and related documents.	Six (6) calendar years after the completion of the improvement or 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 11.190 (1)(b), NRS 239C.090, NAC 239.165 (1)(2)	None.

**Field Reports, On-Site Inspections: Residential**

LRDA Number 20070977

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site residential inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with uniform building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, copy of applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, inspector's signature, correspondence and related documents.	One (1) calendar year after certificate of occupancy is issued.	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.

**Fuel Summary Reports**

LRDA Number 20071594

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports of daily, weekly, or monthly fuel disbursements. Information may include but is not limited to type of fuel dispersed, pump locations, meter or stick readings, gallons delivered, and total gallons consumed. This series may also indicate oil and antifreeze disbursement.	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)	None

**Highway/Road Maintenance Schedules**

LRDA Number 20070980

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of highway/road maintenance schedules which document the starting date and projected date of completion for routine maintenance and repair, pavement marking, snow and ice removal, and similar maintenance or repair activities.	One (1) calendar year after superseded or revised or completed.	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

**Intersection Files and Records**

LRDA Number 20121872

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of drawings, maps, plans, permits, photographs, traffic count reports, copies of accident reports, related correspondence and similar records.	Permanent	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	23 USC Chapter 4, NRS 484A.105	None.

**Maps, Plans, and Drawings**

LRDA Number 20070983

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains various maps, blueprints, and drawings which may pertain to zoning, soil, land use, utilities, water supplies, road and bridge construction and repair, water mains, sewer lines, sewer line connections, fire hydrants, sewer district boundaries, valve locations, and similar engineering and construction related projects.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

**Master Plan and Amendments**

LRDA Number 20070984

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the present and projected needs of the local government for water, sewer, storm drainage, flood control, telephone systems, streets, utilities, bikeways, and other systems. Records may include but are not limited to reports, evaluations, cost analyses, plans; maps; and drawings, correspondence and related documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

**Parking: Fees for Permits**

LRDA Number 20070986

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees for parking permits and may include but is not limited to copy of fee schedule, copy of permit issued, permit log or report, copy of receipts issued, and similar documents.	While active or until completion of an annual audit, 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.	NRS 354.624	None

**Parking: Handicapped Permit Applications**

LRDA Number 20070987

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application and issuance of special parking permits, placards or stickers.	Three (3) calendar years from the expiration or renewal of the permit	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 482.384, NRS 481.063, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

**Permits to Work in the Public Right of Way**

LRDA Number 20121873

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents permits issued for private use or construction in/on municipal right-of-way such as streets sidewalks, or adjacent land for demolitions, excavations, street cuts, crane operations, concrete construction of curbs, gutters, sidewalks, and similar activities.	Three (3) calendar years after expiration, revocation or discontinuance of the permit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

**Permits, Industrial Waste Discharge**

LRDA Number 20070989

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of logbooks, registers, or comparable documents providing a record of industrial waste discharge permits issued by a local government or any of its departments or subdivisions.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 459.520, NAC 445A.228, NRS 239C.090	None.

**Plans for Capital Improvement (Rejected, Withdrawn, or Administratively Stopped)**

LRDA Number 20181983

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the planning of projects for the physical improvement or new construction of local government owned or controlled facilities which were never started, rejected, withdrawn, or administratively stopped. This series may include but is not limited to drawings, maps, blueprints, renderings, financial estimates, budget reports, fee schedules, records documenting reason for withdrawal or rejection, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the project was rejected, withdrawn, or administratively stopped.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.59801, NRS 354.5945, NRS 350.013, NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165	None.

**Project Files - External Agency / Developer**

LRDA Number 20070995

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents projects initiated and administered by external agencies/ developers such as Nevada Department of Transportation, The Army Corps of Engineers, Nevada Division of Environmental Protection, and similar agencies. The files may contain but are not limited to requests for comment, responses, records documenting project need, letters of support, copies of plans; blueprints; and drawings, related correspondence and similar documents.	Three (3) calendar years after project completed.	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, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

**Projects, Reports of Expenditures**

LRDA Number 20070992

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports of expenditures related to public works projects.	One (1) fiscal year after project 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 354.5945	Review for historical value.

**Property Acquisition Records**

LRDA Number 20070970

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the acquisition of properties for public works projects. This series may contain but is not limited to feasibility studies, engineering drawings and reports, survey of land, property appraisals, property acquisition negotiations, property acquisition agreements, eminent domain documents, copies of rights-of-way acquisition documents, petitions, copy of property condemnation notice, notice of proceedings, copy of deed, notes and reports, hearing files, legal documents, correspondence, and related documents	Permanent.	Portions of this record series may contain confidential or sensitive information.	NRS Chapter 340	None.

**Public Works Project Files**

LRDA Number 20070991

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents public works projects and may contain but is not limited to copies of bid documents, award and endorsements records, copy of applications and permits, contractor's bonds, preconstruction engineering reports, structural design calculations, specifications, plan check files, lab testing reports, utility and land surveys, notice to proceed, weekly status reports, inspector memos and reports, evaluations, construction field meeting reports, progress schedules, change orders/proposals, variances, easement and rights of-way documents, project orders, copies of plans; maps; blueprints; profiles; and as-built drawings, requests for information, guarantees, notice of completion, certificate of occupancy, copies of accounting records, photographs, memos, various forms and reports, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 338.010, NRS 239C.090, NRS 239C.210	NRS 338.010 (17) Public work" means any project for the new construction, repair or reconstruction of a project financed in whole or in part from public money for: public buildings, jails and prisons, public roads, public highways, public streets and alleys, public utilities, publicly owned water mains and sewers, public parks and playgrounds, public convention facilities which are financed at least in part with public money, and all other publicly owned works and property.

**Refrigerant Usage Log**

LRDA Number 20071425

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and tracks the usage of CFC & HCFC refrigerants used in mechanical systems and appliances.	Three (3) calendar years from the last date in log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 82.166 (m)	None

**Revenue Expenditure Reports**

LRDA Number 20070994

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports which summarize expenditures, revenue, encumbrances, and other budgetary information. Reports are often used to monitor and control expenditures.	One (1) fiscal year after resolution of an 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.	NRS 354.624	Review for historical value.

**Sewer Maintenance Records**

LRDA Number 20070997

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents sewer maintenance and may include but is not limited to service requests, inspection reports, maintenance and repair orders, maintenance and repair reports, related correspondence and similar documents.	Ten (10) calendar years from the completion of the maintenance or repair.	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.

**Signs and Road Marking Records**

LRDA Number 20071522

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of signs and other road or street markings and may include but is not limited to planning reports, installation reports, drawings, maintenance and repair reports, correspondence, and related documents.	Three (3) calendar years from the date of repair or replacement.	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

**Special Assessment Districts, Files**

LRDA Number 20070998

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of files on public works projects related to redevelopment projects requiring extraordinary maintenance, repair and improvement and may contain but is not limited to plans, maps, blueprints, as-built drawings, inspection reports, project orders, project reports, billing and payment information, correspondence and related documents.	Five (5) fiscal years after the fiscal year in which the notice of completion is issued.	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 (1)(a)(b), NRS 318.350, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

**Specifications**

LRDA Number 20070999

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the specifications of buildings, structures, and equipment that public works departments are responsible for constructing, maintaining or repairing.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.

**Street Light Records and Plans**

LRDA Number 20071000

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of street lights and may include but is not limited to planning reports, installation reports, schematics and drawings, maintenance and repair reports, correspondence, and related documents.	Retain installation records and plans until the light is removed or replaced. Retain maintenance and repair records for three (3) calendar years from the date of last action.	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

**Street Maintenance**

LRDA Number 20071001

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of reports and/or logs which document the scheduled and unscheduled maintenance and repair of streets. This series may also contain work orders, inspection reports, related correspondence, and similar documents.	Ten (10) calendar years from the completion of maintenance or repair.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

**Street Name Changes**

LRDA Number 20071002

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads.	Permanent.	None	None	None

**Structure Which is Moved**

LRDA Number 20071004

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records related to structures which have been moved.	Two (2) calendar years after relocation.	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.

**Studies**

LRDA Number 20071005

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies performed by outside consultants or in-house staff. These types of studies may include but are not limited to hydrology, environmental impact, flood control, transportation, traffic engineering, feasibility, growth, neighborhood, studies documenting long range forecasts and projections, and similar studies.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.

**Subdivision Files**

LRDA Number 20071006

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents that developers meet accepted standards for design and construction of the Public Works portion of subdivision development, such as streets, street lights, sidewalks, curbs and gutters, utilities, storm drainage, and fire protection. This series may include but is not limited to copies of tentative maps, review files, inspection reports, applications for deferral of off-site improvements, copies of surveys, various studies and analysis, off-site data sheets, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, final map, project correspondence, and related documents.	Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.	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 278.330 to 278.380, NRS 239C.210, NAC 239.165 (1)(2)	None.

**Tentative Subdivision Files**

LRDA Number 20071009

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents tentative or proposed subdivisions and may include but is not limited to tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents.	Five (5) calendar years after organization or abandonment.	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 278.330 to 278.380, NRS 239C.210, NRS 11.190 (3)(d)	None.

**Traffic Count Reports**

LRDA Number 20071010

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents traffic volume on individual roads and streets, bridges, local government owned parking lots or structures, intersections, etc.	Five (5) 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.	None	Review for historical value.

**Traffic Signal Records**

LRDA Number 20071524

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of traffic signals and may include but is not limited to planning reports, installation reports, schematics and drawings, maintenance / repair requests, maintenance / repair reports, correspondence, and related documents.	Life of traffic signal.	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

**Tree and Plant Files**

LRDA Number 20071429

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planting, trimming, inspection, and removal of trees and shrubs along public streets, roads, sidewalks, and other public areas.	Two (2) calendar years after work completed.	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 (4)(e)	None

**Underground Storage Tank (UST) Records**

LRDA Number 20071426

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the description, location, operation, testing, maintenance, and final disposition of underground storage tanks. This series may contain but is not limited to copies of forms submitted to the Environmental Protection Agency (EPA) and/or the Nevada Division of Environmental Protection, certificates of enrollment (registration), initial site characterization reports, corrosion protection documentation, leak detection system documentation, spill and overfill protection documentation, corrective action plans, investigation reports, monitoring reports, storage tank system maintenance and repair documentation, copies of financial surety records, closure or change in service records, site assessments, related correspondence and similar documents.	Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial activities.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 280, NRS 459.800 to 459.9921 to 459.999, NAC 239.165 (1)(2)	None.

**Underground Storage Tank -Leaking (LUST) Records**

LRDA Number 20071427

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation, reporting and monitoring of storage tanks that have leaked or have been reported of suspected leakage. This series may contain but is not limited to complaint / spill report forms (reports of all releases), initial site characterization reports, free-product removal reports, investigation of soil and ground water reports, assessments, corrective action plan, investigation reports, monitoring reports, storage tank maintenance and repair documentation, copies of financial surety records, copies of reports and forms submitted to the Environmental Protection Agency (EPA) and/or the Nevada Division of Environmental Protection, related correspondence and similar documents.	Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial action.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2)	None.

**Waste Water Monitoring**

LRDA Number 20071018

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents waste water monitoring activities, and may include but is not limited to flow measurement and analyses reports, calibration reports, maintenance reports, duplicates of permits, analytical reports, correspondence and similar documents	Twelve (12) calendar years from the date of 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 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

**Water Rights, Files and Maps**

LRDA Number 20071019

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents water rights and may contain but is not limited to applications, maps, proof of beneficial use, studies, notices of application, letters of protest, approval or rejection notices, water permits, planning documents, construction documents, court documents, copies of judgments, water acquisition agreements, certificates of appropriation, deeds of conveyance, statements of work actually constructed, mitigation plans, cancelled permits, copies of fee schedules, fee payment documents, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS Chapter 533, NRS 239C.110, NRS 239C.210	None.

**Work Orders**

**LRDA Number 20071020**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents service requests and may contain but is not limited to work orders, maintenance/repair requests, correspondence and similar documents.	One (1) year after work completed.	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