

Nevada Local Government Retention Schedule

Purchasing

Section Number C-1006

Assignment of Vehicles

LRDA Number 20070361

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the assignment of purchased and/or leased vehicles to an agency. This series may include but is not limited to vehicle description, agency request forms, budget account information, terms and conditions, correspondence and related documents.	Until superseded.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

Bid Files

LRDA Number 20070364

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations and provides recorded evidence of accepted and rejected bids. This series may include but is not limited to requests to bid, requests for proposals (RFP), bid exemption documents, bid specifications, bid estimates, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid registers, related correspondence, and similar records.	Seven (7) fiscal years after the date of execution of the contract.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 332.039, NAC 239.165 (1)(2)	None.

Cancelled Bid Files

LRDA Number 20071305

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents bids to provide goods or services which were cancelled prior to the awarding of a contract. This series may include but is not limited to bid specifications, copies of bids received prior to cancellation, documentation on reason for cancellation, documentation of action up to the time of cancellation, evidence of cancellation, correspondence and related documentation.	Three (3) fiscal years after cancellation. Unopened bids should be returned to the bidder.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Contract Appeals Files

LRDA Number 20071306

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contract appeals. This series may contain but is not limited to notices of appeal and acknowledgments, specifications, bid documents, contract copies, change orders and amendments, exhibits, correspondence, documents received from parties, hearing records, final decisions and related documents.	Six (6) calendar years from the date of final disposition.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 333.333 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None

Distribution Records

LRDA Number 20071308

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the distribution of office supplies, commodities, parts, and other expendable materials. This series may contain but is not limited to supply requests, requisitions, inventory control information, stock reduction forms, inventory sign-out sheets, requesting agency information, billing and budget account information, correspondence and similar documents.	One (1) year after completion of an annual audit.	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

Excess, Lost and Stolen Property Files

LRDA Number 20071234

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the property in the custody of a local government which has been lost, stolen, exchanged, or declared excess. The files may include but are not limited to monthly property reports, copies of purchase orders and other fiscal records, police and internal incident reports, memos, correspondence and related documents.	Three (3) fiscal years from the fiscal year to which they pertain.	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 354.625, NRS 11.190 (3)(d)	None

Labor Prevailing Wage Violations

LRDA Number 20121875

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents the investigation and determination of violations of labor prevailing wage, overtime wage disputes, minimum wage requirements charged in local government contracts.	Three (3) calendar years from the final outcome or disposition of the case.	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 338.020 to 338.030, NRS 332.390, NRS 11.190 3(d)	None.

Product Recall Records

LRDA Number 20101825

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of manufacturer recall notices and response forms for items purchased/used by local governmental entities.	Three (3) calendar years from the date of notification.	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

Receiving Reports

LRDA Number 20071302

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents items or services actually delivered or provided to the purchaser and may contain but is not limited to packing slips, copies of requisitions and purchase orders, description of goods or services ordered, signature of individual signing for receipt of goods or services, delivery receipts, service receipts, notations of shortages or damaged goods, correspondence and related documents.	One (1) fiscal year after completion of an annual audit.	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 354.624, NAC 239.165 (1)(2)	None.

Requisitions and Purchase Orders

LRDA Number 20070371

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the request and purchase of goods and services. This series may include but is not limited to requisition forms, supply orders, orders from stock, purchase orders, purchase order log books, records documenting voided or cancelled purchase orders, cost specifications, authorizations, vendor information, shipping instructions, unit of issue, description of goods/services ordered, unit price, extended price, blanket orders, running orders, purchasing agent signature, billing and budget account information, correspondence and related records.	One (1) fiscal year after completion of an annual audit.	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 354.624, NAC 239.165 (1)(2)	None.

Sale of Surplus Goods to the Public, Records of

LRDA Number 20070377

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the sale of surplus goods and equipment. This series may include but is not limited to advertisements, posting notices, inventory of sale items, price list, billing records, receipts or transmittals for funds received, title information, title transfers, correspondence and related documents.	Three (3) fiscal years from the fiscal year of the sale.	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.

Supplies

LRDA Number 20070368

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents supply inventories and requests and may contain but is not limited to supply requests, supply inventories, packing slips, receiving reports, copies of delivery receipts, copies of requisitions, requisition log, copies of purchase orders, inventory control forms, sign-out sheets, correspondence and related documents.	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	None

Vendor Code Requests

LRDA Number 20071309

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are forms or applications used to request vendor code numbers for vendors not currently listed as providing goods or services to the governmental entity. Information may include but is not limited to vendor name, address, phone number, type of goods or services provided, contact name, assigned vendor number, and related documents.	Until superseded, updated, or no longer needed for reference.	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.

Vendor Files**LRDA Number 20070378**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents vendors providing goods and services to governmental entities. This series may include but is not limited to name of vendor or company, name of contact or agent, address, telephone and fax numbers, e-mail and web site address, description of goods and services provided, vendor and/or tax ID number, vendor evaluation forms, information on past performance, price lists, correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which it 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 205.4617, NAC 239.165 (1)(2)	None.

Vendor Master List**LRDA Number 20070379**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Master list of vendors providing goods and services to the local government. It may include but is not limited to vendors name, address, phone number, fax number, e-mail address, product and service information, vendor identification number, tax ID number, contact name, and related information.	Until superseded by new master list.	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 205.4617, NAC 239.165 (1)(2)	None.

Vendor Performance Case Files**LRDA Number 20071300**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents problems or special cases involving purchasing of commodities or services. Records may include but are not limited to documentation of vendors and contractors who have failed to meet terms and specifications of purchasing contracts or who have failed to deliver commodities or services in a timely manner.	Six (6) calendar years after closed.	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 (1)(b), NAC 239.165 (1)(2)	Closed is usually defined as the date the information contained in the file is deemed no longer relevant due to vendor performance improvement or when the vendor no longer conducts business with the local government.

Warranties

LRDA Number 20070080

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents manufacturer's/vendor's warranties to replace and/or repair defective equipment.	Expiration of warranty plus one (1) fiscal year.	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