

State of Nevada Approved Records Retention and Disposition Schedule

SOS: Executive Office

Schedule ID # 1100400

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This version supersedes all previous versions.

1999052 Extraditions Filings

Description: This record series documents the process of extraditions. It contains a copy of the application for issuance of requisition to the Governor by the district attorney for the return of a person charged with crime, with the action of the Governor indicated by endorsement thereon, and one of the certified copies of the indictment, complaint, information and affidavits, or the judgment of conviction or of the sentence which must be filed in the office of the Secretary of State to remain of record in that office. See NRS 179.223(3) and; Constitution of Nevada Art. 5, Sect.20.

Retention: Retain for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

1999060 Legislative Audit Reports

Description: This record series contains copies of the legislative auditor's biennial report for the Governor and members of the legislature in each even-numbered year filed with the Secretary of State (NRS 218.830).

Retention: Retain this record series for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

2008011 Living Will Loxbox

Description: These records document the Registry of Advance Directives for Health Care in accordance with NRS 449.925. The record may contain but is not limited to: Advance Directive (including Power of Attorney, Do-Not Resuscitate Order, etc.); Registration documentation; Correction documentation; Authorization to change form; Similar documentation.

Retention: Retain these records for a period of three (3) calendar years from the date of revocation, notification of death or discontinuation of the program.

Disposition: Destroy Securely