

State of Nevada Approved Records Retention and Disposition Schedule

SOS: Operations

Schedule ID # 1100500

Version Date: 7/10/2019

This version supersedes all previous versions.

2005037 Administrative Procedures Act (Regulations)

Description: These records document the official filing of regulations in accordance with the Administrative Procedures Act (NRS Chapter 233B). The records may include but are not limited to: reference materials, statements of review of regulations, emergency regulations, regulations, register of Administrative Regulations, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the regulation was amended or repealed.

Disposition: Permanent: Transfer to State Archives

2007051 Colorado River Commission Filing

Description: These records contain the filing with the Secretary of State of the ratified Colorado River Compact (NRS 538.010). The records may include but are not limited to: bond resolutions, regulations, amendments, associated documentation, and related correspondence.

Retention: Retain for two (2) calendar years from the end of the calendar year in which the filing was received.

Disposition: Permanent: Transfer to State Archives

1999055 Governor's Executive Orders

Description: These records consist of executive orders issued by the Governor and sent to the Secretary of State in accordance with the Constitution of Nevada Art. 5, Sect. 20 and NRS 225.080 (1), associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the order was given.

Disposition: Permanent: Transfer to State Archives

1999056 Governor's Proclamations

Description: These records consist of the proclamations by the Governor sent to the Secretary of State in accordance with the Constitution of Nevada Art. 5, Sect. 20 and NRS 225.080(1). The records may include but are not limited to: the signed original proclamation, associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the proclamation was made.

Disposition: Permanent: Transfer to State Archives

2007047 Legislative Records

Description: These records consist of the official documents filed with the Secretary of State by the Nevada Legislature (NRS Chapter 218, NRS 225.085). The records may include but are not limited to: Engrossed Bills, Enrolled Bills and Joint Resolutions, Enrolled Joint Resolutions Proposing Constitutional Amendments, Bill or Joint Resolutions passed upon consideration by the Legislature after Governor's Veto, Bill or Joint Resolution with the Governor's objections when the Legislature adjourns before action by the Governor, Bill or Joint Resolutions that the Governor objects to and does not return to the Legislature by its final adjournment; Vetoed Bills, Statutes of Nevada, Attachments to Legislative Districts, associated documentation, and related correspondence.

Retention: Retain for two (2) calendar years from the end of the calendar year in which they were filed.

Disposition: Permanent: Transfer to State Archives

2007050 Oaths and Commissions Files

Description: These records consist of the signed oaths of office of persons elected or appointed to a position in accordance with Constitution of Nevada Art. 5 Sections 16 and 20, NRS chapters 225, 281 and 282. The records may include but are not limited to: oath of office forms, appointment and commission forms, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the oath was taken.

Disposition: Permanent: Transfer to State Archives

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2019002 Official Filings

Description: These records consist of filings that by law are filed with the Secretary of State (NRS 225.085). The records may include but are not limited to: filings from Education (NRS 396.035), Emergency Management (NRS 414.070), Government (NRS 243.450, NRS 245.020, NRS 245.150, NRS 277.140, NRS 283.450, NRS 349.060, NRS 445A.040, NRS 463.050, NRS 703.060, NRS 679B.050), Property (NRS 111.315 and NRS 119.130), Rules and Regulations (NRS 286.200, NRS 396.435, NRS 459.004, NRS 428.015, NRS 704.215), associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the filing was dated.

Disposition: Permanent: Transfer to State Archives

2007063 Official Filings: Reports

Description: These records consist of official report filings that by law are filed with the Secretary of State (SOS) in accordance with (NRS 225.085). The records may include but are not limited to: annual filing of summary of claims made against state agencies and local governments for tortuous conduct (NRS 41.0385), biennial report of the Legislative Auditor (NRS 218.830), Biennial Report and Statistical Abstract (NRS 345.120), report of Legislative Auditor of the count of state money, funds and securities (NRS 353.075), annual report of banks under liquidation (NRS 667.205), associated documentation, and related correspondence.

Retention: Retain for two (2) calendar years from the end of the calendar year in which the filing was received.

Disposition: Permanent: Transfer to State Archives
