

**The Committee to Approve Schedules for the Retention and
Disposition of Official State Records
Barbara Cegavske, Chairwoman**



**General Retention Schedule
March 14, 2018**

This version supersedes all previous versions

Nevada State Library, Archives
and Public Records
Records Management Program

State of Nevada General Records Retention and Disposition Schedule

2015008 Administrative: Agency Special Event Files

Description: This series pertains to documentation of an agency program history for a special anniversary, event or publication. These documents may include materials of significant historical importance, such as photographs, audio or video recordings, oral histories, newspaper articles, event materials, and significant accomplishments of the officials or employees of the agency or program.

Retention: Retain no more than one calendar year after the special anniversary, event or publication.

Disposition: Permanent: Transfer to State Archives

2015022 Administrative: Calendars Agency Staff

Description: Records documenting day-to-day activities of agency's staff. Records may include but are not limited to: calendars, task lists, and meeting schedules.

Retention: Retain for one (1) calendar year from the end of the calendar year to which the record pertains.

Disposition: Destroy

2015003 Administrative: Calendars Constitutional Officers

Description: Records documenting day-to-day official activities of constitutional officers. Records may include but are not limited to: calendars, task lists, meeting schedules. See also: Governor's Office RDA 2011046 Appointment/Scheduling Calendars.

Retention: Retain until end of the term of office

Disposition: Permanent: Transfer to State Archives

1995148 Administrative: Certificates of Destruction

Description: These records document the destruction of confidential records in accordance with NAC 239.722. The file will consist of certificates containing the name of the vendor, date the records were received, a general description of what the records were, a statement certifying that the vendor has destroyed the records in a secure manner and a signature from the vendor. Related correspondence may also be placed in the file.

Retention: Retain for a period of three (3) calendar years from the date the certificate was issued.

Disposition: Destroy

2004234 Administrative: Complaint Files

Description: These records are used administratively to investigate general complaints received over service related issues. The files may contain, but are not limited to: Letter of complaint; Administrative determination; Investigation reports with supportive material; Related correspondence.
Note: this record series does not include "fair hearing" or other formal procedures (usually established in law or regulation) used for resolution of complaints. These would appear on an agency specific records retention and disposition schedule.

Retention: Retain for a period of three (3) calendar years from the date the action was resolved.

Disposition: Destroy Securely

2010034 Administrative: Correspondence Files Official

Description: Internal and external communications (letters, memos, emails, social media, etc.) to and from constitutional officers, department heads, and board or commission directors or executives regarding official actions and/or policy issues not covered by another records series RDA.

Retention: Retain for four (4) calendar years from the end of the calendar year to which they pertain in which the record was created.

Disposition: Permanent: Transfer to State Archives

2010033 Administrative: Correspondence Files Routine Business

Description: Correspondence (letters, memos, emails, social media, etc.) that is work related and deal with the day-to-day office administration and activities. Examples may include, but are not limited to: Internal correspondence; External correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business and other routine inquiries.
Note: Correspondence that is part of a specific subject file, e.g.; case file, client file, contract file, purchasing file, personnel file, budget/fiscal file, etc., is retained with that subject file and according to the authorized retention period for that subject file.

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which it pertains or for the authorized retention period per subject file.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2009023 Administrative: Correspondence Files Transitory

Description: These records consist of correspondence (letters, memos, emails, social media, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include, but are not limited to: General announcements including meeting reminders, notices of upcoming events; Informational copies (cc or bc) of correspondence which do not document administrative action; Correspondence kept only for convenience, follow-up or suspense (tickler); Transmittal letters that do not add information to the transmitted material or attachments; Requests for routine information or publications provided to the public by the agency which are answered by standard form letters; Spam, junk mail, unsolicited vendor mail, personal mail.

Retention: Retain only as long as the record holds value to the agency, but no longer than one (1) year.

Disposition: Destroy

1998165 Administrative: Delegation of Authority Records

Description: These records are used to authorize, assign authority for and verify approval of various governmental actions. The files may contain: list or documents of individuals who have been delegated authority to verify approvals for purchasing, grant authorized entry to restricted areas, to grant use of vehicles or equipment, to perform personnel actions, to grant authorization for access to computers and computer systems, etc.; as well as all supporting documentation required to establish such an authorization and verification process.

Retention: Retain this record series for a period of three (3) fiscal years from the end of the fiscal year in which the authorization was withdrawn.

Disposition: Destroy Securely

2012047 Administrative: Executive Reports

Description: This record series documents the routine and/or special request narrative and statistical reports and may be produced on an annual, semi-annual, biennial or periodic basis. These reports can be required by law or regulation or produced at the direction of the legislature, by executive order, a court order, the Federal Government or a regulatory agency.

Retention: Unless otherwise found on an Agency Specific schedule, retain these records for a period of three (3) calendar years from submission of the report.

Disposition: Permanent: Transfer to State Archives

2015015 Administrative: Gift and Donation Records

Description: Records document public and/or private gifts and donations to state agencies. Records may include, but are not limited to, donor information, copies of court documents, acknowledgement letters, records documenting conditions or restraints of gift or contribution, letters and agreements of gift, donation forms, related correspondence and similar documents.

Retention: Retain for a minimum period of six (6) calendar years following the expenditure of funds, expiration of agreement, or in accordance with the terms of the gift or donation, whichever is longer.

Disposition: Destroy Securely

2012010 Administrative: HIPAA Compliance Records

Description: These records document compliance to the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). The files may include, but are not limited to: Policies and procedures (45 CFR 164.316(b)(2)(i)); Disclosure and access training records (45 CFR 164.530(j)); Disclosure records including authorizations (45 CFR 164.508(b)(6) & 45 CFR 164.524(e)); Notice of Privacy Practices (45 CFR 164.520(e)).

Retention: Retain these records for a period of six (6) calendar years from the date of receipt or creation of the record.

Disposition: Destroy Securely

2006138 Administrative: Insurance Policies

Description: These records document insurance purchased by those state agencies authorized to do so in accordance with NRS 334.060, including, but not limited to, property, casualty, liability, automobile and worker's compensation (when purchased outside of the general state system). The record may include, but is not limited to: Insurance policies including amendments, terminations, declarations and summaries; Supporting documentation; Related Correspondence.

Note: most insurance policies for state agencies are found in the Risk Management Division. Fiscal files related to insurance policies and are scheduled separately from this RDA. Fiscal and accounting records relating to insurance policies are retained in accordance with RDA 2007016 "Accounting Records - Agency Copy."

Retention: Retain these records for a period of six (6) calendar years from the termination of the policy.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2013047 Administrative: Internal Procedures

Description: These records document the general office procedures of an agency.
Retention: Retain these records for no more than one (1) calendar year from the date it was superseded.
Disposition: Destroy

1995120 Administrative: Logs

Description: These records are used to control the status of work functions, correspondence, reports, etc. They may include, but are not limited to:
Mail logs; Telephone logs; Lists & schedules used to monitor work functions
Retention: Retain these records for a period of one (1) fiscal year from the fiscal year to which the records pertain.
Disposition: Destroy Securely

2002106 Administrative: Organizational Charts

Description: These records are used by an agency to chart the organization and/or lines of authority within the agency. The record may contain, but is not limited to: Computer files and printouts; Sketches, drawings, etc.; Related correspondence.
Retention: Retain until superseded.
Disposition: Permanent: Transfer to State Archives

2015014 Administrative: Personal Information Security Breach Notification Records

Description: This record series documents data collectors (as defined by NRS 603A.030) actions following the discovery or notification of a breach (as defined by NRS 603A.020) of sensitive and/or personally identifying information it collects, stores, or maintains. Records may include but are not limited to, breach investigative records, documentation of the notification process, and related correspondence.
Retention: Retain for six (6) calendar years from the conclusion of the breach notification process.
Disposition: Destroy Securely

2004171 Administrative: Public Information Officer (PIO) Records

Description: These records pertain to the public relations activities of an agency, usually administered by a public information officer. The files may contain, but are not limited to: Public service announcements, news releases, speeches and presentations; audio-visual material; and related correspondence.
Retention: Retains for six (6) calendar years from the end of the calendar year in which the record was created.
Disposition: Permanent: Transfer to State Archives

2015013 Administrative: Public Records Requests

Description: Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms and response letters; legal citations for redaction or denial; orders to grant or deny request; and related correspondence. Excludes copies of the records which are the subject of the public records request.
Retention: Retain for three (3) calendar years from the end of the calendar year in which the response was completed.
Disposition: Destroy

2011017 Administrative: Quality Assurance Recordings

Description: These recordings (usually from the telephone) are used to monitor calls into the office for quality of service.
Retention: Retain recordings used as evidence or those subpoenaed until all legal action has been resolved. Retain all other recordings for a period of thirty (30) days from the date of the recording.
Disposition: Destroy Securely

2002057 Administrative: Quality Assurance Review Audits & Reports

Description: These records consist of quality control reviews performed by an agency to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency and similar procedures]. The record may contain, but is not limited to: investigative reports; checklists; supportive documents; staff reviews; regular and final reports; and related correspondence.
Retention: Retain these records for three (3) calendar years from the end of the calendar year to which they pertain.
Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2004170 Administrative: Restricted Document Log (Homeland Security Act)

Description: These records document the access granted to restricted records in accordance with the Homeland Security Act (See NRS 239C.090) and contains information on the date access was granted, the individual's name, a copy of a photographic form of identity, the name of his/her employer, citizenship status, and purpose for accessing the restricted documents.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2005112 Administrative: Strategic Plan Files

Description: These records document the long-term objectives of an agency and a specific action plan for attaining these objectives. The record may contain but is not limited to: the approved strategic plan.

Retention: Retain these records until superseded.

Disposition: Permanent: Transfer to State Archives

2005105 Administrative: Surveys

Description: These records document surveys created and/or conducted by an agency either on a regular, periodic or special (one-time) manner to support the administrative functions of that agency, and may or may not result in a final report analyzing the survey data. The files may contain, but are not limited to: Formal report plus direct support documents such as photos, renderings, maps, charts, etc.; Surveys; Staff reports; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the completion of the survey.

Disposition: Permanent: Transfer to State Archives

2005095 Audits: Audit Records

Description: These records are used to document financial, performance and other types of audits. They may be performed by the LCB, private audit firms, the Internal Audits Division or other auditing entities. The files may consist of, but are not limited to: Reports from auditors including the Final Audit Report with supportive material; internal agency reports; copies of accounting records; corrective action documentation; and related correspondence.

Retention: Retain this records series for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy

2004021 Budget: Budget Development Files

Description: These records document the budget prepared and submitted to the Budget Division by a state agency for inclusion in the "Executive Budget" that goes to the State Legislature. These files may consist of but are not limited to: "Agency Requested (Proposed) Budgets" with supportive documentation; Mission Statement; report values of Performance Indicators; and related correspondence.

Retention: For items entered into or otherwise found in NEBS (Nevada Executive Budget System), and for copies of the budget instructions; retain for thirty (30) days after the end of the legislative session for which they were prepared. For items not in NEBS, retain these records for a period of three (3) fiscal years from the fiscal year in which the budget was submitted to the Budget Division.

Disposition: Destroy

2004023 Budget: Budget Files

Description: These records document the managing of the legislatively approved budget. These files may contain, but are not limited to: Work Programs; Work Program Revisions; supportive documentation; and related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which it pertains.

Disposition: Destroy

2002108 Budget: Capital Improvement Project Files

Description: These records document the development and justification for projects for the physical improvement (modification) or new construction of buildings, parks, structures, warehouses, communication & utility facilities and similar physical state owned or controlled facilities. The record may include but is not limited to: drawings, blueprints, renderings, etc.; architect and/or engineering reports; financial estimates, budgets, site proposals; contractors proposals; photos, maps, etc.; and related correspondence.

NOTE: these are not the CIP files in the custody of the State Public Works Division.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year in which the project was completed, rejected, withdrawn or administratively stopped.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2008023 Budget: Cost Allocation Files (Administrators)

Description: These records are used to report cost allocations (including State Wide Cost Allocation, Attorney General, etc.) by program/division administrators. The record may include but is not limited to: Copy of employee reports; Employee Time Computation reports (summary reports); Related correspondence; Supporting documentation.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of the summary report.

Disposition: Destroy Securely

2000042 Budget: Mission Statement Files

Description: This record series consists of the official mission statement of the agency and its divisions, sections, programs, offices, branches and/or activities.

Retention: Retain until superseded.

Disposition: Permanent: Transfer to State Archives

2001066 Budget: Performance Indicators Computation Files

Description: These records administer the gathering of raw data and computation of performance measures. The record may contain but is not limited to: spreadsheets; statistical databases and computer printouts; surveys with summaries; and related correspondence.

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year to which they pertain.

Disposition: Destroy

2001065 Budget: Performance Indicators Files

Description: These records document the reported values of performance measures with definitions and corresponding internal guidelines of an agency. Some of the values are reported to the Department of Administration and printed in the Executive Budget. These records are needed to justify the reported values for a Legislative and/or an internal performance audit. The record may consist of, but is not limited to: agency policy statements and guidelines; agency definitions and outlines of performance measures; reported values of performance measures for each reporting period with supportive documentation, and; related correspondence.

Retention: Retain for six (6) fiscal years from the end of the fiscal year in which the record was created.

Disposition: Permanent: Transfer to State Archives

2006055 Employee Development: Continuing Education (CE) Files

Description: These records document the CE and/or training that may be required for renewal of a professional license/certificate or to strengthen the talents and skills of employees. The record may consist of, but is not limited to: educational transcripts; attendance rolls; course/workshop documentation; CE credit slips; CE/Training forms; training program course approval documentation; training plans; stipend and educational leave approvals; evaluations; training reports.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2007020 Environmental: Chemical Accident Prevention Program Files

Description: These records documents the Chemical Accident Prevention Program (CAPP) of an agency (See NRS 459.3833 and NAC 459.95348 to 459.95435). The record may consist of, but is not limited to: Registration documentation; Accident history; Hazard assessment; Emergency response program; Process hazard analysis; Operating procedures; Training procedures; Incident reports; Related correspondence.

Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2013017 Environmental: Habitat Conservation Plan Records

Description: These records document the compliance with the Endangered Species Act (ESA) in relation to permits for scientific purposes; enhancement of propagation or survival, or; for incidental taking. Permits are required for all governmental agencies prior to any activity in a habitat declared protected by the ESA (See 50 CFR 17.22, 17.32 and 17.62). The records may include, but are not limited to: Applications with supportive documentation; Permits; Habitat Conservation Plans; Safe Harbor and other agreements; related correspondence; etc.

Retention: Retain these records for a period of ten (10) calendar years from the expiration or revocation of the permit.

Disposition: Permanent: Transfer to State Archives

State of Nevada General Records Retention and Disposition Schedule

2004162 Environmental: Hazardous Waste Files

Description: These records document the annual registration (See NRS 459.3818 to 459.3874 and NAC 449.952 to 459.95528) and operation of generators of hazardous waste (See NRS 459.485, NAC 444.8655 et seq. and 40 CFR Part 262). The files may consist of, but are not limited to: registration forms with associated documentation; summary of off-site consequence analysis; 5-year accident history; emergency response program; hazard assessment with related reports; Executive Summary; biennial reports; waste shipment manifests; inspections; variances; and similar records.

Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2007016 Fiscal: Accounting Files (Agency Copy)

Description: These records administer and document the financial transactions and accounting functions of an agency (See the state accounting system in NRS Chapter 353). The record may consist of, but is not limited to: Bank statements; Cash receipts; Deposit receipts; IFS Advantage™ reports and supporting documentation; Ledgers; Journal entries and work files; Disbursement logs; Reconciliation documentation; Billing claims; Work program documentation; Purchasing documentation; Invoices; Accounting spreadsheets; Travel documentation including Fleet Services records, travel requests and authorizations, etc.; checks and associated documents.

Retention: Retain this records series for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely

2002158 Fiscal: Bids, Requests for Proposals and Informal Quotes

Description: These records document the procedures used by state agencies in the process for gathering information about or to purchase supplies, equipment and/or services. The files may include, but are not limited to: Request for Quotation and responses; Requests for Proposals and responses; Invitation to Bid and responses; List of vendors; Evaluations and related documentation; Related correspondence.
Note: these are not files in the custody of the Purchasing Division nor are they contracts although they may lead to contracts.

Retention: Retain for three (3) fiscal years from the end of or from the date of the cancellation of the process for which the records were created. Records that result in a purchase, contract or agreement must be retained for a six (6) year period [see General Records Retention Schedule: "Contracts and Agreements"].

Disposition: Destroy Securely

2011035 Fiscal: Debt Files Paid Off

Description: These records document the payment of debts, including fines, fees and penalties. The record may consist of, but is not limited to: Copy of fine and penalty records; Copy of Hearing documentation; Fiscal records; Demand letters; Copy of citations; Related correspondence.

Retention: Retain this records series for a period of three (3) fiscal years from the end of the fiscal year in which the debt was paid off.

Disposition: Destroy Securely

2006143 Fiscal: Debt Files, Uncollectible (Written Off)

Description: These records documents the agency copy of financial records relating to bad debts in accordance with NRS 353C.220 and other state Law. The record may consist of, but is not limited to: Invoices; Billing statements; Returned (uncashed) checks; Payment statements; Statements from collection agencies; Copies of State Controller's records; Request to remove debt as uncollectible; Related correspondence.

Retention: Retain this records series for a period of three (3) fiscal years from the fiscal year in which the removal of the debt was approved by the State Board of Examiners or as otherwise approved in state law.

Disposition: Destroy Securely

2004284 Fiscal: Freight Records

Description: These records document the transactions with private carriers concerning freight services for heavy and large items. The files may contain but are not limited to: Shipping company information; Invoices, bills of lading, shipping tags, shipping receipts, shipment log, documentation on the item's being shipped, etc.; Insurance documentation; Loss and/or damage reports with supportive documentation; Related correspondence.

Retention: Retain this records series for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2004283 Fiscal: Postal Tracking Records

Description: These records administer and document the transactions with the U.S. Postal Services and other private couriers (such as FedEx, UPS, etc.) concerning letter and parcel post type postal services. The files may contain, but are not limited to: Postal meter records; Receipts for postage stamps, registered and/or certified mail, insured mail, etc.; Insurance documentation; Special delivery records; Loss reports; Related correspondence.

Retention: Retain this records series for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy

2010047 Fiscal: Tax Abatement Records

Description: These records document the decisions made in administering tax abatements including but not limited to: the Renewable Energy Partial Tax Abatement Program (See NRS 701A.300 to 701A.390 and adopted regulations found in R094-10); the Leadership in Energy Efficiency and Design (LEED) and Green Buildings Tax Abatement Program (See NRS 701A.110 and NAC 701A.220 to 701A.290), and; partial tax abatements issued by the Commission on Economic Development (See NRS 360.750, NRS 372.397, NRS 374.357, NRS 361.0687, NRS 363B.120 and NRS 701A.210). The files may contain but are not limited to: pre-application and processing documentation; application with supportive documentation including denied and incomplete applications; redacted application; fiscal notes; Public Hearing Documentation; Certificate of Eligibility with associated documentation, including agreements; Abatement Certification/Verification from Department of Taxation; compliance determination and associated documentation; termination records.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the termination of the abatement occurred.

Disposition: Permanent: Transfer to State Archives

2009027 Fiscal: Unclaimed Property Files

Description: These records document the abandoned accounts and property in accordance with NRS Chapter 120A. The record may contain, but is not limited to: Financial documentation; Reports of unclaimed property; Supportive documentation; Related correspondence.

Retention: Retain this record series for a period of seven (7) calendar years from the end of the calendar year in which the report was filed with the State Treasurer.

Disposition: Destroy Securely

2001036 Fiscal: Vendor Files

Description: These records document vendors for services, equipment or supplies. The record may contain, but is not limited to: Vendor contact information; Copies of accounting documents with supportive material; Related correspondence.

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely

1998151 Fiscal: W-9 Tax I.D. Files

Description: This record series is used to document tax I.D. #'s from vendors. The files may also be used to produce IRS 1099 reports. The files may contain, but are not limited to: Reports of vendors receiving payments; Original W-9 forms returned from vendor; IRS 1099 reports; Internal forms used to adjust totals, and; related correspondence.

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely

2005123 Grants: Applications Not Funded - Applying Agency Records

Description: These records are used by an agency to apply for a grant (federal, state or private organization) that was denied and not funded. The files consist of but are not limited to: Application material which may include federal forms such as SF- 424 "Application for Federal Assistance" or "Facesheet"; Grant narrative; Transmittal letter, denial letter and related correspondence.

Retention: Retain these records for as long as administratively useful but no longer than a period of three (3) calendar years from the date the application was denied, or final action was taken.

Disposition: Destroy Securely

2005124 Grants: Applications Not Funded - Granting Agency Records

Description: These records document applications for a grant that was denied and not funded when the state agency receiving the application is the granting (or subgranting) agency. The files may consist of but are not limited to: Application material; Grant narrative; Transmittal letters; Staff reports; Denial letter, appeal documentation; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date the application was denied or final action was taken (such as an appeal), whichever is later.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2005127 Grants: Federal Grant - Real Property & Equipment Records

Description: These records are used to document real property and equipment purchased with funds from federal grants subject to the "Common Rule for Grants Management." Some federal granting agencies make exceptions to this "Common Rule," please see <http://www.whitehouse.gov/omb/grants/chart.html>. The files may include, but are not limited to: Copy of grant application documents; Real property documentation including maps, plots, title records, etc.; Equipment records including purchase documentation, user manuals, property ID documentation, etc.; Tax documentation including assessment records, IRS tax documents, state and local government tax documentation, etc.; Disposition records including sales, transfers or discarding records; Related correspondence.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of the disposition, replacement or transfer of the property or equipment. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for your agency.

Disposition: Destroy Securely

2005125 Grants: Federal Grants - Administrative Records

Description: These records are used in the program administration of federal grants subject to the "Common Rule for Grants Management." Some federal granting agencies make exceptions to this "Common Rule," please see <http://www.whitehouse.gov/omb/grants/chart.html>. The files may include, but are not limited to: Copy of grant application documents [including forms SF-424 Facesheet, SF-424a Budget Information (Non-construction), SF-424b Standard Assurances (Non-construction), SF-424c Budget Information (Construction) and SF-424d Standard Assurances (Construction)]; Grant narrative, amendments and copy of cooperative agreements; Copies of accounting & budget records; Performance reports (annual, semi-annual and/or quarterly); Subgrantee reports; Related correspondence.

Retention: Retain these records for the entire funding period plus three (3) federal fiscal years from the submission of the last expenditure report.

Disposition: Destroy Securely

2005129 Grants: Federal Grants - Appeals and Compliance Reviews

Description: These records are used to document the appeals made to the federal regulatory agency concerning actions against state plans and the compliance reviews that occur during the life of the state plan. The files may include, but is not limited to: Complaints; Investigation reports; Documentation of informal meetings to resolve differences; Hearing and Appeal documentation; Plan of corrective action; Compliance reviews; Documentation of debarment and/or suspension; Related correspondence.

Retention: Retain these records for a period of five (5) federal fiscal years from the date of final action. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for your agency.

Disposition: Permanent: Transfer to State Archives

2005126 Grants: Federal Grants - Financial Management Records

Description: These records are used in the financial management of federal grants subject to the "Common Rule for Grants Management." Some federal granting agencies make exceptions to this "Common Rule." See <http://www.whitehouse.gov/omb/grants/chart.html>. The files may include, but are not limited to: Financial reports, including Financial Status Report, Request for Advance or Reimbursement, Outlay Report and Request for Reimbursement for Construction Programs, Report of Federal Cash Transactions, etc.; Indirect cost rate proposals, cost allocation plans, cost adjustment documents, etc.; Cash adjustment documents, invoices, etc.; Audit records including Auditor Reports, audit data collection forms, financial statements, schedule of expenditures, summary schedule of prior audit findings, corrective action plans, etc.; Supportive documentation including copies of IFS Advantage printouts, executive budget printouts, accounting workpapers, spreadsheets, etc; Related correspondence.

Retention: Retain these records for the entire funding period plus three (3) federal fiscal years from the submission of the last expenditure report.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2005128 Grants: Federal Grants - State Plan

Description: These records are used to document state plans required by various laws and regulations. The files may include, but are not limited to: Plan narrative including amendments; Identification of the sole state agency; Statewide program objectives; Resource allocation plan; State assurances; Area plans; State and federal certifications; Funding formulas; Evaluations; Related correspondence.

Retention: Retain these records for a period of five (5) federal fiscal years from the date the plan was accepted or superseded. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for your agency.

Disposition: Permanent: Transfer to State Archives

2005130 Grants: Private Grants

Description: These records document the management of grants received from private sources. The files may include, but are not limited to: Grant application documents; Financial reports with supportive documentation; Audit records with supportive documentation; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the date of the annual or final financial status report. When the granting entity requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for your agency.

Disposition: Destroy Securely

2005131 Grants: State Grants - Applying Agency Records

Description: These records document grants funded solely with state funds administered by a state agency when they concern the government agency, private and/or non-profit organization that applies for such a grant. These files may include, but are not limited to: Application materials; Assurances; Financial and budget documentation; Audit records with supportive documentation; Closure documentation; Program narrative; Progress reports; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2005132 Grants: State Grants - Granting Agency Records

Description: These records document grants funded solely with state funds administered by a state agency that is the granting agency. These files may include, but are not limited to: Application materials; Assurances; Financial and budget documentation; Audit records with supportive documentation; Compliance review documentation; Program narrative; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1998121 IT: Audit Trail

Description: This record series consists of notes created when files are being modified to create an audit trail to document why changes were made. This is used to verify successful completion of the process.

Retention: Review on a continuous basis, disposing of records which are no longer administratively useful or are duplicates of records maintained elsewhere.

Disposition: Destroy Securely

2002122 IT: Assets Inventory

Description: This record series administers and documents the IT inventories created and maintained by an agency in accordance with various PSP's (Policies, Standards and Procedures) of the IT Security Committee. The files may include, but are not limited to: Physical equipment inventory; Software inventory; Software libraries; Software audits; Data communications equipment inventory; Other IT related inventories and lists, work station (and port) diagrams & assignments, inventory reports, network configuration diagrams & documentation, system communication configuration diagrams & documentation, documentation of audits of equipment, etc.

Retention: Retain documents within these files three (3) calendar years from end of the calendar year in which the inventory is superseded or an audit/review is concluded.

Disposition: Destroy

State of Nevada General Records Retention and Disposition Schedule

2005099 IT: Computer Access Log

Description: This record series is used to document the access to an employee's computer (See NRS 281.195). The log consists of information relating to the name of the employee, the date and time of access, a reasonable explanation of the circumstances & considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store / maintain and/or destroy that information, details of inappropriate use or access to the computer.

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2002121 IT: Employee Access Control and Security Awareness Files

Description: This record series documents employee security awareness training and signed documentation of agreements concerning use and access of applications and data. These files are created and maintained in accordance with the State IT Security Committee PSP (Policies, Standards and Procedures). The files may include, but are not limited to: Employee access letter of agreement and/or non-disclosure agreements; Employee security awareness training documentation; Password disclosure statement; Employee email (and other application) agreements; Related correspondence.

Retention: Retain these files three (3) calendar years from the end of the calendar year in which the form was modified or the employees' access rights were terminated.

Disposition: Destroy Securely

2002111 IT: Error Reports

Description: This record series administers reports produced to detect errors or potential errors of data within the system. The files may consist of paper printouts and/or on-line reports. The reports may be run on a regular or special basis.

Retention: Retain these files until a superseding report is run or until the action for which they were produced has been accomplished.

Disposition: Destroy Securely

2008022 IT: Hardware Documentation

Description: These records document the purchase of hardware. The record may include but is not limited to: Copy of the Purchase Order; Warranty documentation; Related correspondence; Supporting documentation.

Retention: Retain for a period of five (5) calendar years from the purchase date.

Disposition: Destroy

2011002 IT: Security Logs

Description: These records are logs documenting access to IT systems (See IT Security Committee Policies, Standards and Procedures (PSP's)). The records may contain, but are not limited to: Security and access control logs; Firewall traffic log; Similar logs.

Retention: Retain these records for a period of three (3) months from the date of the log.

Disposition: Destroy Securely

2007031 IT: Security Records

Description: These records document the security of IT systems (See IT Security Committee Policies, Standards and Procedures (PSP's)). The records may contain, but are not limited to: physical security reviews; Security Breach Reports; Reports of Suspicious Activities; Reports of Suspected Violations; risk analysis documentation and reports; security evaluations and reviews with supportive documentation.

Retention: Retain these files three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2008021 IT: Software Licensing Files

Description: These records document the license to use software. The record may include but is not limited to: Copy of the Purchase Order; License including license confirmation, upgrade licenses, etc.; Related correspondence; Supporting documentation.

Retention: Retain for a period of six (6) calendar years from the date the software was discarded.

Disposition: Destroy

State of Nevada General Records Retention and Disposition Schedule

1999110 IT: Software, System and Program Documentation

Description: This record series consists of program specifications and documentation concerned with a particular program or system as used by the agency including individual software applications. This record series may include, but is not limited to: system/program programming, modification & technical reports; programmer's notes & memos; general system design reports, test plans & results, conversion reports & addendums; specification architecture reports; and supportive records.

Retention: Retain this record series for a period of six (6) years after a program or system is discontinued.

Disposition: Destroy Securely

2002129 IT: System User Master List

Description: This record series administers and documents the creation, maintenance and management of IT system user access rights in accordance with the State IT Security Committee PSP [Policies, Standards and Procedures] 4.60 "Access Controls and Auditing." The master file consists of an on-line electronic file containing user names, user ID codes, access rights and privileges (to data, applications, communications and other system devices).

Retention: These on-line files may be modified and/or purged as needed in accordance with the written agency access controls (see State IT Security Committee Policies, Standards and Procedures P 4.60 "Access Controls and Auditing").

Disposition: Destroy Securely

2013018 Law Enforcement: Breath-Testing Device Files

Description: These records document the calibration of breath-testing devices used by law enforcement agencies to show compliance with the requirements of the Nevada Commission on Testing for Intoxication (See NRS 484C.600-640, NAC 484C.070-080 and NAC 484C.120-140). The files may contain, but are not limited to: calibration verification documentation, response to breath samples, monthly accuracy tests, operator certifications, certified forensic analyst reports, Commission calibration forms, chronological testing records (NAC 484C.140) and related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of calibration.

Disposition: Destroy

2013019 Law Enforcement: Citations

Description: These records document citations issued by law enforcement officers for violations of Nevada laws and/or regulations (including traffic, parking, misdemeanors, criminal, boating, hunting, fishing, etc.). The documentation may include, but is not limited to: copy of citation, citation log, etc.

Retention: Retain these records for a period of three (3) calendar years from the date of the citation.

Disposition: Destroy Securely

2002004 Law Enforcement: Crime / Incident Reports

Description: These records document the reports by law enforcement officers on incidents they were involved with. Incidents and crimes may include: traffic offenses, burglary, trespass, stalking, assault, suspicious activity, etc. and may result in the arrest of individuals. The records may contain but are not limited to: Crime/Incident Reports with supportive documentation (including arrest records, lab reports, victim information, etc.) and related correspondence.

Retention: Retain these records for a period of five (5) calendar years from the date of report.

Disposition: Destroy Securely

2013039 Law Enforcement: Criminal Intelligence Information Files

Description: This record series contains all available information, gathered from many sources, concerning individuals and organizations that are suspected of criminal activity. The records may include, but are not limited to: police intelligence, surveillance, informant and communications reports including wire taps, research documents, validation documentation, etc., and analysis.

Retention: Retain these records for no longer than five (5) calendar years from the date of last validation.

Disposition: Destroy Securely

2013020 Law Enforcement: Dispatch Unit Transmission Log

Description: These records document transmissions by emergency dispatch units. Data may include, but is not limited to: name of dispatcher, date and time call was received, type of call (phone, radio, in-person, computer, etc.), complainant name and contact information, nature of call, units dispatched, time dispatched, action taken, and related data.

Retention: Retain these records for a period of three (3) calendar years from the date of the dispatch.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2013021 Law Enforcement: Dispatch Unit Transmission Recordings

Description: These records consist of recordings of incoming emergency calls, police and emergency dispatches, radio activity, etc.

Retention: Retain these recordings for a period of ninety (90) days from the date of the recording. Recordings subpoenaed for litigation or used in criminal proceedings (including investigations) should be retained until all action has been resolved.

Disposition: Destroy Securely

2003072 Law Enforcement: Electronic Recordings

Description: These recordings document law enforcement electronic recordings of law enforcement contacts including but not limited to: traffic stops, traffic crash investigations, investigatory detentions, arrests and other actions. They may be used for prosecution, in training, and/or as a support in determining events in an interaction. The record series consists of electronic recordings regardless of media type.

Retention: Retain non-event recordings for thirty (30) days from the date of recording. Event recordings must be retained in accordance with the approved schedule for those types of records.

Disposition: Destroy Securely

2002006 Law Enforcement: Equipment Issued Files

Description: These records document equipment that has been issued to law enforcement officers and support staff. The files may include, but are not limited to: equipment lists, returned equipment reports, individual acknowledgements, equipment inspection reports, damage/lost/stolen reports and related correspondence.

Retention: Retain these records for a period of one (1) calendar year from the date the equipment is accounted for.

Disposition: Destroy Securely

2013022 Law Enforcement: Firearm / Weapon Discharge Records

Description: These records document the report and investigation of firearm/weapon discharges by law enforcement officers while in the line of duty (See NRS Chapter 289 generally and NRS 289.010 to 289.120 for investigations and administrative actions). This series may contain, but is not limited to: use of force incident reports, investigation records, ballistic and other tests, summary and analysis of all relevant evidence, report of findings, correspondence and supportive documentation.

Retention: Retain these records for three (3) calendar years from the date of the report or if disciplinary action occurs, from the date of final action.

Disposition: Destroy Securely

2013023 Law Enforcement: Firearm / Weapon Inventory

Description: This record series documents the inventory of firearms and weapons of law enforcement agencies. Information may include but is not limited to: weapon registration information (such as weapon type, make, model, serial number), inventory information (such as total number of weapons, value), records documenting weapon assignment and transfer, records documenting weapon disposition, supportive documentation (including manuals) and related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date the weapon is disposed of.

Disposition: Destroy

2013024 Law Enforcement: Impounded, Abandoned and Seized Property Files

Description: These records document the retrieval, storage and disposition of impounded, abandoned or seized property (See: boats NRS 488.291-293, motor vehicles NRS 487.205-300 and NRS 484B.443-447, hunting & fishing NRS 501.375-395 and property in general NRS 179.1156-165). The files may include, but are not limited to: required notices, identifying information of property, owner information (if known), officer information, impoundment documents, copy of towing report, documentation of action taken, storage information, appraisal documents, property disposition records, records of fees and payments, supportive documentation and related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the final disposition of the property.

Disposition: Destroy Securely

2016034 Law Enforcement: Individual Student (Cadet) Training Records

Description: This record series is used to document the cadets' activities in the basic training courses in law enforcement offered by the Academy. The files may include, but are not limited to: applications, medical reports, test responses, writing assignments, counseling notices, disciplinary records, memorandums, evaluations, investigations and related documents.

Retention: Retain for three (3) years from the end of the calendar year in which the individual separated from service.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

1997010 Law Enforcement: Internal Affairs Investigations

Description: These records document allegations of criminal and administrative misconduct against employees, and tracks the investigation process through the final report and any corrective/disciplinary action. The files may include, but are not limited to: copies of personnel records; complaints; investigative reports, and; supportive documentation.

Retention: Retain these records for a period of three (3) calendar years from the closing/resolution of the investigation and subsequent action(s).

Disposition: Destroy Securely

2013025 Law Enforcement: Mobile Data Computer (MDC) Transmissions

Description: These records document mobile data computer transmissions such as dispatch related transactions, information checks, status updating, and messaging transactions between patrol units.

Retention: Retain these recordings for a period of ninety (90) days from the date of the recording. Recordings subpoenaed for litigation or used in criminal proceedings (including investigations) should be retained until all action has been resolved.

Disposition: Destroy Securely

2013026 Law Enforcement: Officer Medical Files

Description: These records document an individual law enforcement officer's work related medical history (See NRS 616C.052, NRS 617.135, NRS 617.454-457, NRS 616A.400 and NAC Chapter 617). These files may contain, but are not limited to: medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, medical release authorizations, signed consent forms, supportive documentation and related correspondence.

Retention: Retain these records for a period of one hundred (100) calendar years from the birth date of the individual, or six (6) years from the known death of the individual, whichever occurs first.

Disposition: Destroy Securely

2012041 Law Enforcement: POST Course Certification Documentation

Description: This record series documents the law enforcement training courses certified by the Peace Officers Standards and Training Commission (POST) (See NRS 289.510 and 289.590 and NAC 289.300 to 289.320). The files may contain, but are not limited to: A concise synopsis of the course, including, the title of the course, the intended goals of the course and specific objectives for the students in the course; A detailed lesson plan; A list of the intended instructors; The total amount of hours of instruction; A description of the written or practical examinations; A bibliography of all resource materials used to prepare the course; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the decertification of the course or from the date the course has been superseded or no longer taught.

Disposition: Destroy Securely

2013028 Law Enforcement: Speed-Timing Equipment Files

Description: These records document the maintenance and calibration of radar guns, camera radar, and similar speed-timing devices (See NRS 459.920). The files may contain, but are not limited to: factory certification of calibration, testing records, inspection records, records of results, maintenance and repair records, date of service or repair, equipment number, make and model, certificates and supporting documents.

Retention: Retain these records for a period of three (3) calendar years from the date the equipment is taken out of service.

Disposition: Destroy

1997007 Law Enforcement: Warrant / Wanted Files

Description: These records document orders from a state or federal court for the arrest of an individual. The files may include, but are not limited to: arrest warrants, notice of wanted persons, recall of warrant and similar documentation.

Retention: Retain for a period of one (1) calendar year from the date of execution, recall or cancelation.

Disposition: Destroy

1995086 Legal: Contracts and Agreements

Description: These records document instruments of obligation, including contracts, cooperative agreements (both in and out of state), etc., and may include, but is not limited to: Lease/rental agreements; Contracts for program services; Personnel contracts; Related correspondence

Retention: Retain these records for a period of six (6) fiscal years from the date of termination, completion or cancelation.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2000032 Legal: Declaratory Orders and Advisory Opinions

Description: These records document the issuance of orders determining whether a project, circumstance, organization or business falls under the regulatory functions and/or authority of this office and orders and decrees of a regulatory nature affecting such entities. The record may contain but is not limited to: Petitions with backup documents describing the problem and asking for a declaratory order and/or advisory opinion; Copy of the resulting order or opinion; Related correspondence.

Retention: Retain for a period of ten (10) calendar years from the year of the order or opinion, unless required otherwise by an Agency Specific Records Retention Schedule.

Disposition: Destroy Securely

2006002 Legal: Legal Files (Agency Copy)

Description: These records are used by the agency director and staff in keeping track of court cases, pending legal action, or any other legal matter. The record may consist of, but is not limited to: Correspondence; Copies of court documents; Notes; Transmittals; Memos.
Note: These are not Attorney General, agency legal counsel, or actual court records although to some extent, they may duplicate these records.

Retention: Retain for as long as administratively useful to the agency. It is recommended that they be retained no longer than a period of six (6) calendar years from the close or other disposition of the case.

Disposition: Destroy Securely

2000044 Legal: Opinions and Letters of Advice

Description: Legal opinions and letters of advice received from either the agency legal counsel or the Attorney General, State of Nevada. These opinions are used by the agency for guidance in certain types of situations which may occur.

Retention: Agency copies are to be retained until superseded, or overturned, either in court or by an opinion of the Attorney General.

Disposition: Permanent: Transfer to State Archives

1995122 Legal: Policies and Standards

Description: These records document official standards and policies created under authority of law. These are not internal policies or desk manuals which are governed by RDA 2013047. The records may include, but are not limited to: Approved policies and standards.

Retention: Retain for one (1) calendar year from the end of the calendar year in which the standard, policy or procedure was superseded.

Disposition: Permanent: Transfer to State Archives

2000047 Legal: Rule Making Files

Description: These records are used to develop, amend, establish, or abolish regulations (See NRS 233B Nevada Administrative Procedure Act). These records may include, but are not limited to: Agency development records including proposals, ad hoc committee records and supportive documentation; Adoption records including public hearing documentation, supportive records, etc.; Reports and surveys; Related correspondence

Retention: Retain for six (6) calendar years from end of the calendar year in which the adoption of the regulation occurred or the date the proposal was abandoned.

Disposition: Permanent: Transfer to State Archives

1995141 Legal: Summons and Subpoenas

Description: These records document summons and subpoenas received or affecting an agency. The records may include related documentation.

Retention: Retain these records for a period of one (1) calendar year from the date of the summons/subpoena.

Disposition: Destroy Securely

2006053 Licensing: Applications - Denied, Incomplete or Withdrawn

Description: These records document the application process for licenses and certificates which have been denied due to incompleteness, those deemed unqualified or for other reasons. The record may consist of, but is not limited to: Application with supportive documentation; School transcripts, etc.; Waivers; A record of fees paid; Related correspondence.

Retention: Please check your agency specific records schedule first. Unless otherwise required on an agency specific records schedule, retain for a period of three (3) calendar years from the date of denial or from the expiration of the validity period of the application. Note: if an agency needs to retain these records for a longer period of time, this must be brought to the attention of the Records Management Program and must appear on an agency specific records schedule.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2002086 Licensing: Child Support Questionnaire

Description: These records document the compliance of federal and state law regarding a declaration of child support. NRS 425.393 and 45 USC s.666 requires occupational licensing boards to disclose information related to child support. The questionnaire consists of questions regarding compliance to child support laws along with the name and social security number of the individual and may include related correspondence.

Retention: Retain this record series for a period of one (1) calendar year from the calendar year which the license or certificate was issued or renewed. When licenses or certificates are not issued: retain this record series as part of the application file, for a period of three (3) calendar years from the date of application or as appearing on the Agency Specific Records Retention Schedule, whichever is later.

Disposition: Destroy Securely

2014216 Licensing: Enforcement actions against unlicensed activities

Description: These records document actions taken against unlicensed persons or entities. The record may include, but is not limited to: complaints, investigations, administrative actions and civil or criminal actions.

Retention: Retain these records for a period of ten (10) calendar years from the close of the action.

Disposition: Destroy Securely

2006058 Licensing: Examination Development and Validation Files

Description: These records document the research and reviews that are done to create exams by agencies that create their own exams, and/or to validate examinations offered by other organizations. The record may consist of, but is not limited to: Subject matter expert profiles; Examination evaluations with sample testing; Test analysis; Examinee evaluations; Copies of tests that have been developed; Background documentation of organizations offering professional examinations; Related correspondence.

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year in which the test is discarded and no longer used.

Disposition: Destroy Securely

2006057 Licensing: Examination Files

Description: These records are used to document examinations given to individuals either by an agency or an approved examination organization. The record may consist of, but is not limited to: Exams; Attendance rosters; Documentation of appeals; Documentation of re-examinations; supportive documentation.

Retention: Retain for a period of three (3) calendar years from date of the examination or resolution of any appeal process, whichever is later.

Disposition: Destroy Securely

1998110 Licensing: Index and List of Licensees and/or Certificate Holders

Description: These records are used in the administration of departments, divisions, bureaus, boards, committees, councils, commissions, offices, etc., who grant licenses, registrations, certificates, etc. Information which may be contained on these lists are the name (and possibly address and telephone number) of the individual or organization, name of the license, registration, certificate (etc.) granted and dates of issue and expiration.

Retention: Retain these records 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

2006054 Licensing: Investigations

Description: These records document investigations of professional & occupational licensees and other individuals who may not hold a license/certificate/registration, etc. The record may include, but is not limited to: consumer complaint or other documents that initiate an investigation; investigation reports and supporting documentation.

Retention: Retain these records for a period of ten (10) calendar years from the close of the case.

Disposition: Destroy Securely

2006059 Licensing: Professional and Occupational Licensing

Description: These records document the process and monitoring of individuals receiving professional and occupational licenses, certification, registration and similar functions from a licensing agency. The record may consist of, but is not limited to: Original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Retention: Retain these records for a period of thirty (30) calendar years from the expiration, termination, suspension or revocation of the license.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2014205 Licensing: Professional and Occupational Licensing, Renewals

Description: These records document the invoice and payment process for renewal of licenses/certifications/etc. The record may include, but is not limited to: renewal notices; renewal applications; fee documentation and; supporting documentation.

Retention: These fiscal records must be retained for three (3) calendar years from end of the licensing period to which they pertain.

Disposition: Destroy Securely

2012042 Occupational Safety: Accident Reports

Description: This record series documents the reports of accidents involving vehicles, property or equipment. The files may contain, but are not limited to: Accident report form with associated documentation including police reports; Witness statements; Insurance information; Reports and records from other state agencies including the Attorney General, Risk Management Division and Budget Division; Injury reports including copies of medical records; Copies of repair statements; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the resolution of all claims or any legal action, or from the date of the accident if no claims or legal action is involved.

Disposition: Destroy Securely

2007017 Occupational Safety: Exposure Control Files

Description: These records document the control activities used to avoid occupational exposure to blood or other potentially infectious materials (See OSHA standards in 29 CFR 1910.1030). The records may consist of, but are not limited to: Exposure Control Plan; Exposure determination documentation; Housekeeping documentation; Communication of hazards documentation; Exposure training; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2004213 Occupational Safety: First Aid Records

Description: These records document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters and other injuries which do not ordinarily require medical care. Such treatment and any follow up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care provider (See NAC 618.5506). The file may contain, but is not limited to: Incident report of minor injuries; First aid log; Supply requests including supply expenditure reports; First-aid kit inspection reports.

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

Disposition: Destroy Securely

2007023 Occupational Safety: Hazard Communication Program

Description: These records document the Hazard Communication Program of an agency (See 29 CFR 1910.1200). The record may consist of, but are not limited to: Written Hazard Communication Program; Written information produced and received by the agency on hazardous material including first-aid bulletins; Training documentation; Emergency first aid procedures; Related correspondence.

Retention: Retain for a period of three (3) calendar years from the creation or receipt of material or supersession of the written Hazard Communication Program.

Disposition: Destroy

2007024 Occupational Safety: Hazardous Material Safety Data Sheets

Description: These records are used to provide information on hazardous materials stored and/or used by the agency as part of the Hazard Communication Program (See 29 CFR 1910.1200(e)). This record series is specifically limited to (a) hazardous material safety data sheets (HMDS) and (b) lists of hazardous materials in the workplace.

Retention: Retain for a period of thirty (30) calendar years from the creation or receipt of material.

Disposition: Destroy

2013027 Occupational Safety: Medical Files, Hazard Exposure

Description: These records document an individual law enforcement officer's exposure to toxic substances or harmful physical agents (See 29 CFR 1910.1020 (b) and 29 CFR 1910.1020 (d)(i)). These files may contain, but are not limited to: medical and/or physical examination records, required tests, X-rays, hazard exposure records, medical release authorizations, signed consent forms, supportive documentation and related correspondence.

Retention: Retain these records for a period of thirty (30) years from the termination from service of the individual.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2009029 Occupational Safety: OSHA Inspection and Violation Files

Description: These records document the citations received due to state or federal OSHA inspections and/or complaints about safety issues (See 29 U.S.C. § 651 et seq. and 29 CFR Part 1903). The record may contain, but is not limited to: Complaints with supportive documentation; Inspections, conferences, reviews, consultations, etc.; OSHA citations, postings and notices; Abatement documentation.

Retention: Retain these records for a period of five (5) calendar years from the date of the inspection or abatement (close) of the citation, whichever is longer.

Disposition: Destroy

2002076 Occupational Safety: OSHA Reports

Description: These records document the activities of state agencies in administering federal and state requirements for Occupational Safety and Health. The records may contain, but are not limited to: OSHA forms including OSHA 300 "Log of Work-Related Injuries and Illnesses," 300-A "Summary of Work-Related Injuries and Illnesses," 301 "Injury and Illness Incident Report," with supportive documentation; Privacy log and related documents.

Retention: Retain these records for five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2007018 Occupational Safety: Personal Protective Equipment (PPE) Files

Description: These records document the authorization, acquisition, training for and maintenance of PPE for an agency (See OSHA standards 29 CFR 1910.132 to 141 and 29 CFR 1910.1030). The record may consist of, but is not limited to, information on: Workplace hazard assessments; PPE selection and purchase documentation; Damaged/defective equipment reports; PPE request and authorization records; PPE training records; PPE certification records.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2006060 Occupational Safety: Safety Program Files

Description: These records document the activities and functions of the safety program established by state agencies in accordance with NRS 618.195. The record may consist of, but is not limited to: Documentation of health and safety issues; Copies of Year End and Mid-Year Safety Reports; Copies of Safety committee minutes; Copies of OSHA forms; Emergency Action Plans (29 CFR 1910.38, NRS 239C.090); Training program attendance documentation.

Retention: Retain these records for three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2014206 Open Meeting Law: Meeting Notification Requests

Description: This record series documents the requests for notification of upcoming meetings (see NRS 241.020 (3)(c)). The information may include but is not limited to: request and notification.

Retention: Retain these records for a period of one (1) calendar year from the date of the notification.

Disposition: Destroy Securely

2005140 Open Meeting Law: Minutes of Public Bodies

Description: These records document the meetings of all public bodies (NRS 241.015) held in accordance with the "Open Meeting Law" (See NRS chapter 241). The record may include, but is not limited to: Meeting Notice and Agenda including amendments; Committee packets; Minutes including copies of documents presented during the meeting which were requested by a member of the public body or a member of the public to be included with the minutes (see NRS 241.035 (1)(d) and (e)).

Retention: Retain in a readily accessible location for a period of five (5) calendar years from the date of the meeting and then transfer to the State Archives. Records of decommissioned and inactive public bodies must be transferred immediately upon decommissioning to the State Archives for preservation (See NRS 241.035 (2)).

Disposition: Permanent: Transfer to State Archives

2008032 Open Meeting Law: Posting Documentation

Description: These records document the posting of agendas and associated materials in accordance with the "Open Meeting Law" (See NRS chapter 241). The record may include, but is not limited to: Fax cover sheets including confirmations of Faxing; Confirmation of Posting forms; Mailing lists.

Retention: Retain for a period of five (5) calendar years from the date of the meeting.

Disposition: Destroy

State of Nevada General Records Retention and Disposition Schedule

2013016 Open Meeting Law: Posting Records Received from Public Bodies

Description: These records document the posting of meetings for and in behalf of other public bodies in accordance with NRS 241.020. The records may include, but are not limited to: Notice of Meetings, including adoption of regulations, and Agendas.

Retention: Retain these records until the date of the meeting or notice of cancelation of the meeting.

Disposition: Destroy

2006001 Open Meeting Law: Recordings of Meetings

Description: These records are used to record the proceedings of meetings and to transcribe the minutes of public bodies (including boards, commissions, councils, committees, etc.). The records series includes audio and/or audio/visual recordings regardless of physical format.

Retention: Retain these records for a period of one (1) calendar year from the date of the meeting.

Disposition: Destroy

2014174 Open Meeting Law: Supplemental Material

Description: These records document the supplemental material used during a meeting of a public body which were not requested to be included with the minutes (see NRS 241.035 (1)(d and e)).

Retention: Retain for a period of one (1) calendar year from the date of the adjournment of the meeting.

Disposition: Destroy

2004218 Personnel Actions: Alcohol and Drug Testing Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document any investigation and follow-up work concerning employees suspected of being under the influence of alcohol and/or controlled substances while on the job (See NRS 284.406 and 284.407). The record may include, but is not limited to: Copy of the "Acknowledgement of Employee's Receipt of the State's Policy Concerning Drugs and Alcohol" with related documentation; Alcohol/Drug Test Consent Form; Report Form for Suspected Alcohol/Drug Impairment; Breath Test Request Form; Laboratory report forms with results of tests. Note: the form names may change; contact the Division of Human Resource Management.

Retention: Retain this record series for five (5) calendar years from the date the screening was completed. This record series must be maintained separately from other personnel files as required by NRS 284.4068 (2).

Disposition: Destroy Securely

2004233 Personnel Actions: Disciplinary Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document and monitor disciplinary actions taken against employees. The files may contain but are not limited to: Work Performance Standards; Employee Appraisal and Evaluations; Specificity of Charges; Written Reprimand; Forms from the Division of Human Resource Management and Employee-Management Committee; Letters of advice from the Attorney General's Office; letters of instruction/memos of understanding or other coaching related documents dealing with work performance and conditions; Notes concerning oral warnings; Notes on meetings with employee; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the final action in the case.

Disposition: Destroy Securely

2004232 Personnel Actions: Grievances Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document and monitor cases concerning grievances filed by an employee. These records should be filed separate from all other personnel records. The records may contain, but are not limited to: Letters of complaint; Formal Grievance documentation; Investigation documentation and Response to Formal Grievance; Hearing and decision documentation from the Employee Management Committee; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the final action in the case.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2004247 Personnel Actions: Sexual Harassment / Discrimination Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document investigations into alleged sexual harassment and/or discrimination in accordance with the Governor's Policy Against Sexual Harassment and Discrimination (See also: NRS 613.330 and NAC 284.711). These files may be related to Disciplinary and/or Legal Case Files. The records may contain, but are not limited to: Copies of the Sexual Harassment and Discrimination Policy Acknowledgement form; Sexual Harassment/Discrimination Investigation Procedures; Sexual Harassment or Discrimination Complaint form; Intake Report of Harassment or Discrimination; Notice of Employee Rights During an Internal Investigation; Formal report from the Sexual Harassment/Discrimination Investigation Unit of the Division of Human Resource Management; Investigative reports & statements; Supportive documentation; Related correspondence.

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year in which the investigation was closed. If the appointing authority (or designee) is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action, or for the five (5) calendar year period, whichever is longer.

Disposition: Destroy Securely

2007014 Personnel: Affirmative Action / Equal Employment Opportunity (EEO) Files

Description: These records document the Affirmative Action (AA) and Equal Employment Opportunity Act (EEO) programs as required by 29 CFR Part 1602, 29 CFR Part 1608 and NRS 613.310 to 613.435. The record may consist of, but is not limited to: EEO reports and supportive documentation; AA Plan documentation; self-analysis surveys; organizational profiles; placement goals; compliance monitoring documentation including investigations, special reports, etc.; and related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2004219 Personnel: Americans with Disabilities Act (ADA) Compliance Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document compliance with the Americans With Disability Act. These files may include but are not limited to: Administrative reports; Public inquiries; Federal ADA inquiries; Copies of compliance reports; Related correspondence.
Note: ADA complaints and disability records must be filed separately (see "Personnel Files: Reasonable Accommodations Records).

Retention: Retain this record series for three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1998153 Personnel: Application Files

Description: This record series documents: (1) unsolicited applications received by an agency from individuals seeking employment other than through the regular recruitment process; (2) applications received to fill volunteer positions; (3) to apply as interested for an opening on a board or commission, or: (4) similar functions. The files may contain, but are not limited to: resumes; application forms with related documentation; educational transcripts, certificates, etc.; letters of recommendation, and; related correspondence.

Retention: Retain for a period of one (1) calendar year from the date the application is received.

Disposition: Destroy Securely

2004266 Personnel: Criminal Background Investigation Files

Description: These records document checks for criminal background of individuals, including those for recruitment and active employment. The files may contain but are not limited to: Reports from the State's Criminal History Repository; FBI records; Fingerprint cards; Authorizations and other release forms; Related correspondence.

Retention: Retain this record series for a period of three (3) calendar years from the date of the report.

Disposition: Destroy Securely

2002074 Personnel: Employee Benefit Records

Description: These records are used by the agency personnel representative to document and administer the benefit and Insurance coverage of employees. The record may include but are not limited to: insurance and benefit enrollment forms including changes and corrections; authorization statements; COBRA actions including all related forms and documentation; and related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year in which the records become inactive, expired or were superseded.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2008014 Personnel: Employee Insurance and Benefit Claim Files

Description: These records are used by the agency personnel representative to document and keep track of claims filed by agency staff and document claims filed on behalf of the agency or those filed against the agency. The record may include but are not limited to: Health insurance claims including copies of invoices, medical records, etc.; Life and disability claims (not ADA files); Property loss (Risk Management) claims including all related forms & documents; Supportive documentation; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the close of the claim or case.

Disposition: Destroy Securely

2003155 Personnel: Employee Records

Description: These records are maintained by the agency appointing authority or agency personnel officer to document and administer the activities of agency personnel. The record may contain but is not limited to: Division of Human Resource Management forms and printouts including IFS reports; Workplace safety acknowledgement and other OSHA forms; Copies of the Work Performance Standards, Employee Appraisal and Evaluation Forms and supportive documentation; Alcohol and Drug Free Workplace and other acknowledgements; Discretionary information such as letters of commendation, letters of instruction/memo of understanding or other coaching related documents, resumes, news media articles, etc.; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year in which the employee separated from service or transferred to another agency. Discretionary information may be purged at the direction of the appointing authority or personnel representative when no longer useful to the agency. Original letters of commendation may, at the discretion of the appointing authority, be sent to the Division of Human Resource Management, Records Section. Records may be purged from the files under the following circumstances: By order of a Nevada Court of record; By order of a hearing officer -- see NRS 284.091 & 284.390; By order of the Employee - Management Committee (see NRS 284.073 (5) and Attorney General Letter of Opinion dated Sept. 29, 1993); By order of stipulation, agreed statement, consent order or default in accordance with NRS 233B.12; The Division of Human Resource Management may remove any record which they determine by law or regulation should not be filed or any duplications of records, or as ordered by the Personnel Commission; By order of the Department Director or Agency Administrator in accordance with the instructions found in the Attorney General Letter of Opinion dated Sept. 29, 1993.

Disposition: Destroy Securely

2003156 Personnel: Employee Records Hired by Independent Boards, Commissions and

Description: These records are used to document the work history and activities of employees of independent Boards, Commissions, Committees, etc., who were typically not hired through the State Human Resource Management Division. The record may contain, but is not limited to: Job description, hire documents (including performance tests and rating sheets), employee appraisals, letters of commendation, reprimands, performance reports & standards, and similar documents.

Retention: Retain the records for a period of ten (10) calendar years from the end of the calendar year in which the individual separated from service.

Disposition: Destroy Securely

2004246 Personnel: Employment Eligibility Verification Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document the verification of employment eligibility in accordance with the Immigration Reform and Control Act of 1986 as found in Title 8 of United States Code section 1324a. The record may contain, but is not limited to: US Department of Justice Immigration and Naturalization Form I-9 "Employment Eligibility Verification" (OMB No. 1115-0136) with attachments and associated documents.

Retention: For state agencies who hire through the State Personnel System: Send the I-9 and related documents to the Division of Human Resource Management, Records Section. Do not retain a copy of the I-9 and related forms: it is not required to make a copy of the documents presented as verification (the I-9 form when signed, is legal proof that the documents presented by the applicant were acceptable). For state agencies whose personnel files are not maintained by the State Personnel System: Retain the signed verification document for three (3) calendar years from the date of hire, or one (1) calendar year from the separation from service of the employee, whichever is later.

Disposition: Destroy Securely

2007027 Personnel: HR Management Reports

Description: These records are used to administer general personnel matters within the agency in cooperation with the Human Resource Management Division. The record may consist of but not limited to: classification; recruitment; appointments; performance reporting; employee training reporting; unemployment insurance coverage; performance requirement reporting; with supportive documentation.

Retention: Retain this records series for three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2013046 Personnel: Internal Study Files

Description: These records document an internal study conducted by an agency to assess and evaluate the culture, effectiveness of management, employee morale and internal communication of an organization (See NAC chapter 284 as amended by LCB file R045-13). The records may include, but are not limited to: summaries of surveys and interviews; personnel and management reviews, and; findings and recommendations.

Retention: Retain these records for a period of three (3) calendar years from the closure of the study.

Disposition: Destroy Securely

2005098 Personnel: IRS Tax Documentation

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document the collection of income tax and federal insurance (See 26 CFR 31.6001-1, 26 CFR 31.6001-2 and 26 CFR 31.6001-5). The files may consist of but are not limited to: Payroll records documenting beginning and ending pay periods, total amount of wages earned in each payroll period, total wages, date of pay, account number, taxes collected with date of collection, etc.; Personnel records documenting name, address, Social Security Number, rate of pay, date of hire, date of separation from service, dates worked, and related information; Records documenting the adjustment and settlement of taxes, copies of returns including schedules and statements; Copies of any statements furnished by employees; Documentation of absence from work; Withholding exemption certificates including W-4 and W-4E; Related correspondence.

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: Destroy Securely

2013048 Personnel: Medical Related Records

Description: These records document actions relating to medical conditions of employees. The records may include, but are not limited to: Fitness for Duty records; Federal Family and Medical Leave Act documentation; Nevada State Parental Leave Without Pay Act records; pre-employment medical screenings; sick leave documentation; catastrophic leave records, and; similar types of records.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2007028 Personnel: Payroll Records

Description: These records are used to administer the payroll activities of an agency. The record may consist of electronic records, computer generated reports from the IFS Advantage™ system, other state agencies, the federal government and/or in-house work product), and paper based files. These records pertain to, but are not limited to, information on employee: wages and salary; time and attendance; longevity; work schedules including authorizations for flex time and any alterations from a regular 40-hour work week or 8-hour work day; deductions to wages; retirement contributions; benefits; leave donations; taxes; unemployment insurance coverage; workers compensation; and related correspondence.

Retention: Retain this record series for three (3) fiscal years from the end of the fiscal year to which it pertains.

Disposition: Destroy Securely

2004212 Personnel: Reasonable Accommodations Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document requests for "reasonable accommodation" in the work place. This includes information regarding the medical and mental condition, history and work-related restrictions of an employee or applicant as permitted by the Americans with Disabilities Act (ADA, See 42 U.S.C. § 12101 et seq.). The files may contain but are not limited to: Essential function forms; Self-evaluations; Copies of medical records including certifications from health care providers; Documents relating to work related accommodations including formal requests for accommodations, responses, and related supportive documentations; Related correspondence.

Retention: Retain this record series for a period of three (3) calendar years from the date of separation of employment with the agency, or for applicants that are subsequently not hired, from the date the recruitment was closed. NOTE: All records pertaining to any disability of an employee or applicant are confidential per 29 CFR 1630.14 and NAC 284.726 and must be filed separately from other personnel files and stored in a secure manner.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

1998158 Personnel: Recruitment Files

Description: This record series is used by state agencies in the recruitment process for classified, unclassified and non-classified positions. These positions may be permanent, temporary, provisional, emergency, seasonal or intermittent appointments. This record series is created by state agencies that do their own recruitment: the State Division of Human Resource Management handles most recruitments and is responsible for maintaining those records. The files may contain but are not limited to: Job descriptions and other personnel forms; Copies of applications, applicant lists, etc.; Examination documents including tests, questions for oral exams, workbooks, etc.; Notices of scheduled exams and/or oral interviews; Training and experience evaluation forms, physical performance forms; Letters and notification to applicants; Internal (agency) recruitment (or Hiring) committee documentation including member score sheets, interview questions, etc., and; Related correspondence.

Retention: Retain for a period of three (3) calendar years from the date of the close of the recruitment process. NOTE: State agencies are not required to maintain recruitment files for classified positions -- this is the responsibility of the Division of Human Resource Management. However, if the agency chooses to retain the recruitment file, they need to be maintained in accordance with these requirements. If the agency chooses to do recruitment for unclassified and/or non-classified positions, the recruitment files must be retained in accordance with these requirements.

Disposition: Destroy Securely

1998157 Personnel: Supervisory Review Records

Description: This record series is used by the supervisor in the process of work performance evaluation and settlement of grievances. Access to these files is governed by NAC 284.718-726. The record may contain, but is not limited to: copies of personnel forms and supportive documentation; letters of complaint and commendation; letters of instruction dealing with work performance and conditions; notes on oral warnings, notes on meetings with employee-supervisor; work plans and goals, and related correspondence.

Retention: Retain these records for no longer than one review period.

Disposition: Destroy Securely

2005097 Personnel: Unemployment Insurance Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document the payroll of employees for Unemployment Insurance purposes (See 26 CFR 31.6001-4, NRS 612.220, NRS 612.260 and NAC 612.020). The files may consist of, but are not limited to: Payroll records documenting beginning and ending periods, total wages and date of pay, etc; Personnel records documenting name, Social Security Number, rate of pay, date of hire, date of separation from service, dates worked, total amount of wages earned in each payroll period and related information; Records documenting amounts paid into the State Unemployment Insurance Fund (See 26 CFR 31.6001-4); Related correspondence.

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: Destroy Securely

2004235 Personnel: Volunteer Records

Description: These records are used by the person designated by the appointing authority (such as a personnel officer) to document the volunteer employees working for an agency. The files usually contain information on all volunteer employees instead of individualized files. The files may consist of but are not limited to: Applications with supportive documentation; Personal information sheets; RSVP and similar organizations documentation; Policy acknowledgement forms; Position descriptions; Internship agreements; Coursework credit documentation; Confidentiality agreements; Related correspondence.
Note: related timesheets, Industrial Insurance records and similar documents are kept separately and appear in other record series on the General Schedules.

Retention: Retain these records for three (3) fiscal years from the date of separation from service.

Disposition: Destroy Securely

2003098 Personnel: Work Performance Standards

Description: This record series is used by the agency appointing authority and supervising officers to establish a statement of principal assignments and responsibilities with the results expected to each employee in the agency. This Work Performance Standard (WPS) is the basis for the required probationary and annual work performance evaluations, and is also used when special and periodic evaluations are conducted. These assignments, responsibilities and expected results are placed upon the "Work Performance Standards" form and signed by the appointing authority, supervising officers and employee.

Retention: The WPS should be filed within the agency copy of the employee personnel file (see: General Records Retention Schedule, Personnel Records, "Personnel Files: Agency Copy"). The WPS on the NPD-14 form should NOT be sent to the Division of Human Resource Management for filing in the official employee service jacket. For use in grievances, the official copy of the WPS is the signed form at the appointing authority's office.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2002075 Personnel: Workers Compensation Files

Description: These records are used by the agency personnel representative, agency safety officer or other designated staff, to keep track of workers compensation claims filed by agency staff. The record may contain, but is not limited to: Workers Compensation claims, including subsequent injury claims, and related forms; reports and forms from insurers; reports from health care providers; OSHA reports and forms; supportive documentation; documents from Hearings and Appeals Officers; and related correspondence.

Retention: Retain this record series for three (3) fiscal years from the closure, resolution or cancellation of the claim or case.

Disposition: Destroy Securely

2012018 Property Management: Aircraft Maintenance File

Description: These records document the maintenance on aircraft (including helicopters) operated by state agencies. The files may contain, but are not limited to: Records of the maintenance, preventive maintenance, and alteration and records of the 100-hour, annual, progressive, and other FAA required or approved inspections, as appropriate, for each aircraft (including the airframe) and each engine, propeller, rotor, and appliance of an aircraft. The records must include: a description (or reference to data acceptable to the Administrator) of the work performed; the date of completion of the work performed, and; the signature, and certificate number of the person approving the aircraft for return to service. May also contain related correspondence.

Retention: Retain these records until the work is repeated or superseded by other work or one (1) calendar year after the work is preformed, whichever is later.

Disposition: Destroy Securely

2012017 Property Management: Aircraft Operations File

Description: These records document the operation of aircraft (including helicopters) by state agencies. The files may contain, but are not limited to: Purchase documentation; The total time in service of the airframe, each engine, each propeller, and each rotor; The current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance; The time since last overhaul of all items installed on the aircraft which are required to be overhauled on a specified time basis; The current inspection status of the aircraft, including the time since the last inspection required by the inspection program under which the aircraft and its appliances are maintained; The current status of applicable airworthiness directives (AD) and safety directives including, for each, the method of compliance, the AD or safety directive number and revision date, and if the AD or safety directive involves recurring action, the time and date when the next action is required; Copies of the forms prescribed by 14 CFR 43.9(d) for each major alteration to the airframe and currently installed engines, rotors, propellers, and appliances. Also includes related correspondence.

Retention: Retain original or copies of these records for a period of three (3) calendar years from the date the aircraft is no longer in service or has been sold. When an aircraft is sold, all records pertaining to airworthiness (See 14 CFR 91.417 (b)(2)) must be transferred to the new owner.

Disposition: Destroy Securely

2003010 Property Management: Asset Files

Description: These records document the management of assets (other than vehicles and structures) in the possession of an agency. The record series may contain but is not limited to: Records which contain a description of the item, original cost, location of item, budget account information, copies of purchase orders with related correspondence, and; Service and maintenance records for assets & equipment including maintenance history, copies of invoices of labor and parts, routine maintenance logs and related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year in which the item was disposed of by the agency.

Disposition: Destroy

2004222 Property Management: Blueprints of Buildings

Description: These records are used as an administrative tool for maintenance (repair, upkeep, etc.) and remodeling functions. The files may contain, but are not limited to: Blueprints, engineering drawings, etc.; Grounds (landscape) drawings; Photos.

Retention: Retain this record series for a period of three (3) calendar years from the date the building was abandoned, sold, demolished or otherwise vacated.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2009028 Property Management: Building Security and Protection System Maintenance Records

Description: These records document the service and maintenance of security and fire protection systems and equipment, including fire extinguishers, emergency lighting systems, exit signs, intrusion alarm systems, etc. The record may contain, but is not limited to: Inspection records; Maintenance reports; Service logs & tags; Supportive documentation; Related correspondence.

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year to which the record pertains.

Disposition: Destroy Securely

1998159 Property Management: Excess, Lost & Stolen Property Files

Description: This record series documents the property in the custody of a state agency which has been lost, stolen or declared excess. The files may include: Monthly Property Report (Purchasing Div.) which specifies all equipment for which the agency is responsible which is lost, stolen, exchanged or deemed excess within the previous month; copies of purchase orders and other fiscal records, police and internal incident reports, memos and related correspondence.

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year to which they pertain.

Disposition: Destroy Securely

1998160 Property Management: Fixed Asset Inventory

Description: These records document and administer the process of an agency updating and reconciling an inventory of all the fixed assets having a value of \$500.00 or more in its' possession. The files may consist of, but are not limited to: A computer generated report from the Purchasing Division (Fixed Asset Inventory); Copies of purchase orders and other fiscal records; Copies of the Monthly Property Reports, and; Related correspondence.

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year to which they pertain.

Disposition: Destroy Securely

2003009 Property Management: Inventory Files

Description: These records consist of files used to inventory assets, equipment, supplies, evidence and similar items. The files may consist of, but are not limited to: Investigative reports; Checklists; Copies of documents involved in a review or audit; Copies of inventories; Inventory reports; Related correspondence.

Retention: Retain these records for three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy

2004268 Property Management: Pest Control (Extermination) Records

Description: These records are used to administer a pest control program (See 29 CFR 1910.141 (a)(5) - OSHA). The files may contain, but are not limited to: "Extermination Log"; Incident reports; Exterminator (contractor) reports; Related correspondence.

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

2004267 Property Management: Security Records

Description: These records are used to document the administration of the security program. The files may contain but are not limited to: Personnel Identification (Photograph) records; Crime/Incident reports; Vehicle registration files; Visitor control log; Inspection reports; Key accountability records; Investigation reports; Associated correspondence.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2012044 Property Management: Security Surveillance Recordings

Description: This record series documents routine surveillance recordings.

Retention: Retain recordings used as evidence or subpoenaed until all legal action has been resolved. Retain other recordings for a minimum period of seven (7) days or for the period needed to review the recordings, whichever is longer.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

2012043 Property Management: Service Requests

Description: This record series documents requests for service or minor repair to buildings or equipment excluding fiscal documentation (fiscal documentation is included within RDA 2007-016 "Accounting Files: Agency Copy"). The files may contain, but are not limited to: Service/repair requests including trouble tickets and other requests for help; Notice of completion; Satisfaction survey.

Retention: Retain these records for a period of three (3) months from the date the service is satisfactorily completed or cancelled.

Disposition: Destroy Securely

2010010 Property Management: State Lands

Description: These records document the use, maintenance and monitoring of state lands placed in the custody and/or care of state agencies (See NRS 321.003). The record may include, but is not limited to: Maps, blueprints, diagrams, etc.; Photographs, etc.; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the disposition of the property or when custody is transferred.

Disposition: Permanent: Transfer to State Archives

1995138 Property Management: Vehicle Files

Description: These records document and administer the use and repair history of vehicles in the possession of an agency. The record series may contain but is not limited to: Documents which contain a description of the vehicle, manufacturers owners and repair manuals, budget account information and copies of purchase orders; Service and maintenance records for vehicles including copies of invoices of labor and parts, routine maintenance logs and related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year in which the vehicle was disposed of.

Disposition: Destroy Securely

2011019 Voting: Petition Sign-up Site Records

Description: These records document the area within a public building that has been designated for the gathering of signatures on a petition (See NRS 293.127565). The record may consist of, but is not limited to: Designation forms/letters sent to the Secretary of State and related correspondence.

Retention: Retain these records for a period of one (1) calendar year from the submission of the form to the Secretary of State.

Disposition: Destroy

2005101 Voting: Voter Registration Records

Description: These records are used to document the state's voter registration program (See NRS 293.504). The files may consist of, but are not limited to: Training material (NAC 293.410 (9)); County clerk transmittal forms (NAC 293.410 (5)); Copy of transmittal of each application form (NAC 293.410 (10)); Information correction forms (NRS 293.524 (5)); List of serial numbers of completed applications (NRS 293.505 (6)); Receipt from county clerk or voter registrar (NRS 293.505); Related correspondence.

Retention: Retain this record series for a period of two (2) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2005102 Voting: Voter Registration Voided Applications

Description: These records are used to document voided (and spoiled) voter registration applications (See NRS 293.504 and NAC 293.410 (6)(c)). The files consist of copies of voided applications and related correspondence.

Retention: Retain this record series for a period of two (2) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

State of Nevada General Records Retention and Disposition Schedule

The Committee to Approve Schedules for the Retention and Disposition of Official State Records NRS 239.073 et seq.

Barbara Cegavske, Chairman

Retention Guidelines

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "disposition holds" may occur that will require a stop to the regular destruction, recycling or normal tossing of records.

Disposition Holds include:

Audits.

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

Investigations.

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

Litigation.

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention and Disposition Schedule or the General Records Retention and Disposition Schedule. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

Disposition Guidelines

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." NRS chapter 239B "Disclosure of Personal Information to Governmental Agencies" (See especially NRS 239B.030) also describes such records. Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.