

**LCB File No. R008-98**

**Notice of Hearing for the Amendment of  
Regulations of the Nevada State Library and Archives**

The administrator of the Division of State Library and Archives will hold a hearing at 1:00 PM, on Monday, March 2, 1998, at the State Library and Archives Building, 100 N. Stewart Street, Carson City, Nevada in the Board Room. The purpose of this hearing is to receive comments from interested persons regarding the amendment of regulations. If there are no persons present for public presentation, The administrator may proceed immediately to act upon any written submissions. Comments will be accepted regarding the following:

1. Proposed amendment to NAC 239.705, dealing with the interpretation of NRS 239.080 #4 "Official State Record."

A. Statement of need for and purpose of the proposed regulation.

A change is needed to clarify when "workpapers" may be considered to be official state records. This also adds "drafts" of records into the clarification, something that was not done with the original regulation. This needs to be done to state the conditions when and if "drafts" may be considered to be an official state record. These changes will aid records officers of state agencies and staff of the Records Management Program to do a better of job of retaining and disposing of records in a timely manner.

B. Estimated cost to the agency for enforcement.

There will be no added cost to the agency for enforcement.

2. Proposed amendment to NAC 239.720.

A. Statement of need for and purpose of proposed regulation.

At the request of the Audit Division of the Legislative Council Bureau, the requirement to send a copy of the approved records and disposition schedule is to be removed. The Audit Division, when they need to review such schedules, prefers to come to the offices of the Records Management Program. This amendment will save the state money in copy and storage costs.

B. Estimated cost to the agency for enforcement.

This amendment will save the agency and the Audit Division money. There will be no costs to enforce it.

3. Proposed amendment to NAC 239.7211: regulations on the Method for the Sealing of Records.

A. Statement of need for and purpose of the proposed regulation.

This regulation is being amendment is needed to clarify the concept that sealing a record concerns access and does not affect retention and disposition. When a record is sealed (as described in NRS 62.370 #4), access to the record is restricted to the public and all but authorized personnel. Retention and disposition of the record are governed by NRS 239.080. A sealed record may legally be disposed of when it is included on an approved records retention and disposition schedule. The actual legal custodian for the long-term retention of these records is the court system.

The changes to NAC 239.721, section 10, is to clarify what “authorized staff” means, and includes regular staff which may be designated by the appointing authority. It also changes the “director of the department of museums, library and arts” for the administrator of the division of state library and archives.

B. Estimated cost to the agency for enforcement.

There will be no added cost to the agency for enforcement.

4. Proposed regulations to NAC 239.740: facilities for storage of records.

A. Statement of need for and purpose of the proposed regulation.

This is a simple change which allows for these standards to be exceeded. As written, agencies must adhere to the standards without allowance for modern technology which exceeds them, but is nowhere found in them. Without this amendment, we would be forced to change this regulation with each advancement in the technology for the construction, furnishing and protection of records storage facilities.

B. Estimated cost to the agency for enforcement.

There will be no added cost to the agency for enforcement.

5. Proposed amendment to regulations on the on the retention of Local Government records.

A. Statement of need for and purpose of the proposed regulation.

These changes to sections of NAC 239 pertain to the retention of records by local governments and are the results of requests and suggestions from various departments and agencies of local governments. Some are records that were not previously included. Some are records which need to have their retention changed because the requirements no longer exist for longer periods of retention. All changes have been discussed with local government leaders, and fully researched and appraised to assure that the retention periods suggested will provide adequate administrative, legal and fiscal information for the required periods of time.

B. Estimated cost to the agency for enforcement.

There will be no added cost to the agency for enforcement.

Persons wishing to comment upon the proposed action of the administrator of the Division of State Library and Archives may appear at the scheduled hearing or may address their comments, data, views or arguments in written form to the Nevada State Library and Archives, Records Management Program, 100 N. Stewart Street, Carson City, Nevada 89701-4285. Written submissions must be received prior to the scheduled hearing.

A copy of the amendments to these regulations will be on file at the main public libraries in all counties within the state for inspection by members of the public during business hours. This notice and copies of the proposed regulations have also been posted at the following additional locations for inspection and copying and will be available during regular business hours. Copies will also be mailed to members of the public upon request. A reasonable fee may be charged if it is deemed necessary.

North Las Vegas Library  
2300 Civic Center Drive  
North Las Vegas, NV 89030

Grant Sawyer Office Building  
Capitol Police  
555 Washington Ave. Suite 1003  
Las Vegas, NV 89101

Supreme Court Library  
200 S. Stewart St.  
Carson City, NV 89710

Nevada Historical Society  
1650 North Virginia St.  
Reno, NV 89503

**R008-98**  
**Nevada Administrative Code**

Items in **bold brackets [ ]** is to be deleted. Items in *italics* is to be added.

**239.181 Records of administration.**

Title of Series of Records of Administration	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Annual budgets:						
Files	X		X			5 years
Final budget	X	X	X	X		Permanent
Auditors' reports	X		X	X		Permanent
Auditors' workpapers	X		X			Until completion of audit
Correspondence	X	X				Permanent
Directives of manager	X	X		<i>X</i>		Permanent
Final plan for capital improvements	X	X	X	X		Permanent
Hearings:						
Notice of public hearing	X	X		X		Permanent
Records of hearings	X	X		X		Permanent
Minutes of formal negotiations	X	X				Permanent
Proclamations	X	X				Permanent
Property and equipment records	X	X	X	X	X	5 years following update
Quarterly report of resources and expenditures	X	X	X	X		3 years
Report of proposed expenditures	X	X	X	X		Permanent
Schedules for retention of records	X			X		<b>[Until superseded by revised schedule]</b> <i>6 calendar years from the date a schedule is superseded by an updated version</i>

**239.196 Records of animal control.**

Title of Series of Records of Animal Control	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
<i>Bite Reports</i>	X			X		<i>2 years</i>
<i>Counter receipts/logs</i>	X		X	X		<i>3 years</i>
<i>Daily intake statistics</i>	X	X				<i>4 years</i>
Dog citations	X					1 year
<i>Dog license forfeits</i>	X		X			<i>1 year following an audit</i>
Lab reports, rabies	X					2 years
<i>Officer statistics</i>	X	X				<i>4 years</i>
<i>Officer truck logs</i>	X					<i>2 years</i>
Pet impound records	X		X	X		2 years
Pet license records	X					2 years
Receipts for registration	X		X	X		Until completion of annual audit
Records relating to the use, storage and disposition of sodium pentobarbital	X			X		4 years
Reports of injured animals	X					2 years
Violation notices to owners	X					2 years

**239.201 Records of assessor.**

Title of Series of Records of Assessor	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Affidavits of tax exemption (annual)	X		X	X		2 years after last claimed
Appraisal records	X		X		X	5 years
Assessment rolls	X	X	X	X	X	Permanent
Declarations of value	X		X			5 years
<i>Escrow confirmation reports</i>	<i>X</i>			<i>X</i>		<i>1 year</i>
Maps	X			X	X	Until superseded
Property files (records of parcels)	X	X			X	Permanent
Receipts for payment of personal property tax	X		X			5 years
Receipts for payment of poll tax	X		X			5 years

**239.231 Records for building and safety.**

Title of Series of Records for Building and Safety	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Addresses in subdivisions	X					Until superseded
<i>Affidavits of non-use</i>	<i>X</i>			<i>X</i>		<i>Until property in-use</i>
Agreements for temporary power	X					1 year
Agreements to hold harmless	X				X	5 years
Allocation of sewers	X					5 years
<i>Annexations of property</i>	<i>X</i>	<i>X</i>		<i>X</i>		<i>Permanent</i>
Applications for license and licenses	X					2 years after license expires
Applications for master electricians	X					2 years
Applications for temporary placement of trailer	X			X	X	1 year
Billings for plumbing and electrical permits	X		X			Until annual audit is completed
Bookkeeping records	X		X			Until annual audit is completed
Buildings permits and logs	X					Permanent
Buildings, record of street addresses	X					Permanent
Certificates of occupancy	X					Permanent
Complaints and logs	X					5 years
Daily reports of analysis of inspections	X			X		1 year
Examinations for journeymen and master electricians	X					2 years
Fire and life safety files	X				X	Permanent
Inspection records for electrical inspections	X					5 years
Inspection reports of fire damage	X					6 years
Inspection reports of special inspections	X					6 years
Inspections of mobile home parks	X					2 years
Inventory control sheets	X					Until superseded
Lists of bids purged	X					1 year
Master control log	X					5 years
Moved buildings	X					2 years



Title of Series of Records for Building and Safety	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Performance bonds	X				X	1 year after contract is completed
Permits:						
<i>Applications for permits</i>	<i>X</i>			<i>X</i>		<i>1 year</i>
Checks on active permits	X					1 year
Electrical, plumbing and sewer	X					5 years
Signs	X					2 years after expiration date
Plans:						
Checkers, records of persons reviewing plans and blueprints	X					Until superseded
Fees for checking plans	X		X	X		Until annual audit is completed
Plans for commercial and public buildings	X	X				Life of the building or 6 years after a disaster involving the building
Plans for residential buildings	X					1 year after certificate of occupancy issued
Plot plans	X			X		25 years
Project files	X			X		25 years
Reference log	X					1 year
Reference to plumbers, welders and electricians	X					Until superseded
Remodelings:						
Commercial and public buildings	X					Life of the building or 6 years after a disaster involving the building
Hotels and motels	X					Life of the building or 6 years after a disaster involving the building
Reports of revenue	X		X	X		Until annual audit is completed
Safety rules	X					Until superseded
Sales of code books	X		X	X		Until annual audit is completed
Sewer taps	X					25 years

Title of Series of Records for Building and Safety	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Statement of subsequent injury	X					25 years
Surety bonds	X				X	Until bond expires
Temporary power, requests	X					1 year
Tract fees	X		X	X		Until annual audit is completed

**239.251 Records of city clerk.**

Title of Series of Records of City Clerk	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Affidavits of publications	X			X		Permanent
Agendas:						
Agendas of boards, commissions, committees and councils	X	X		X		Permanent
Agreements	X	X		X		6 years after termination or expiration of agreement
Applications and résumés for appointive positions from persons subsequently appointed	X			X		2 years after termination
Applications and résumés for appointive positions from persons subsequently not appointed	X			X		3 years after position is filled
Applications to solicit money	X	X		X		4 years
<i>Bad checks &amp; files</i>	<i>X</i>		<i>X</i>	<i>X</i>		<i>3 years from date collected or written off</i>
Bids:						
Bids for contracts	X		X	X		Permanent
Requests to bid for contracts	X		X	X		Permanent
Bond issues	X		X			10 years after bond retired
Bonds and oaths of city officials	X	X		X		Permanent
Bonds for excavators	X			X		10 years
Bonds for subdivisions	X			X		10 years
Candidates' petitions for city officials	X					5 years

Title of Series of Records of City Clerk	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Claims against a city	X				X	1 year after resolution
Contracts	X	X		X		6 years after termination or completion
Deeds to property owned by a city	X			X	X	Permanent
Filings of all items required by law to be filed with the city clerk	X	X	X	X	X	Permanent unless stated otherwise in this chapter
Final budget	X	X	X	X		Permanent
Final plan for capital improvements	X	X	X	X		Permanent
Financial statements of solicitors of money	X			X		4 years
Franchise reports	X					1 year after termination of franchise agreement
Leases	X	X		X		3 years after expiration of the lease
Legal notices for bids and contracts	X					1 year
Maps showing uses of land	X	X				Permanent
Material for city elections	X					5 years
Membership lists of boards and commissions	X	X				Permanent
Minutes of all boards, commis- sions, committees and councils	X	X		X	X	Permanent
Ordinances:						
Ordinances	X	X		X	X	Permanent
Records of ordinances	X	X		X		Permanent
Organizational charts	X	X				Until superseded
<i>Parking citations, records</i>	X		X	X		<i>2 years from date issued</i>
Petitions submitted to council	X	X				5 years after consideration
Proposed expenditures	X		X	X		6 years
Reimbursements including claims	X		X	X		Until annual audit is completed
Reports to city council	X	X				1 year, if recorded in minutes. If not recorded in minutes, must retain permanently

Title of Series of Records of City Clerk	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Resignations of elective and appointive officials	X				X	1 year after resignation is effective
Resolutions:						
Record of resolutions	X	X		X		Permanent
Resolutions	X	X		X	X	Permanent
Solicitation permits:						
Receipts for solicitation permits	X		X	X		Until annual audit is completed
Tape recordings, either audio or visual, of [council] meetings <i>of public bodies</i>	X			X		1 year if written minutes exist. If minutes not written, must retain permanently
[Tape recordings, either audio or visual, of meetings other than council meetings	X			X		Until transcribed or minutes extracted]

**239.271 Records for civil service.**

Title of Series of Records for Civil Service	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Affirmative actions:						
Completed forms	X			X		3 years
Summaries	X	X		X		3 years
Examinations:						
Copies of examinations	X			X		2 years
Lists of applicants who failed to qualify for employment	X			X		2 years
Lists of applicants who failed to take examination	X			X		2 years
List of applicants who received a grade below passing	X			X		2 years
Lists of applicants eligible for employment	X			X		2 years after expiration of list
Minutes of commission or board meetings	X	X		X		Permanent
Report of oral ratings	X			X		2 years
<i>Tape recordings of commission or     board meetings</i>	<i>X</i>	<i>X</i>		<i>X</i>		<i>1 year if transcribed minutes exist. If minutes not transcribed, must retain tapes permanently</i>
Transcripts of hearings of civil service board involving appeals	X	X		X		2 years after determination of appeal

**239.311 Records of county clerk.**

Title of Series of Records of County Clerk	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Adoption petitions	X	X		X		Permanent
Affidavits of labor (patented mines)	X			X		Permanent
Affidavits of posting	X			X		Permanent
Affidavits of publication	X			X		Permanent
Agendas: Agendas of all boards, commissions and committees that are filed with county clerk	X	X			X	Permanent
Agreements	X			X	X	6 years after termination of the agreement
Auditor's reports	X		X	X		3 years
Bail bonds records (district courts)	X			X		6 years after disposition
Bank liquidations (formal records)	X	X		X		Permanent
Bids:						
Bids for contracts	X		X	X		Permanent
Requests to bid for contracts	X		X	X		Permanent
Bond issues	X		X			10 years after bond retired
Bonding companies:						
Powers of attorney	X		X			Until superseded or canceled
Reports	X					5 years
Bonds and oaths of notaries public	X					While notaries are active
Certificates of delinquency	X			X		Permanent

Title of Series of Records of County Clerk	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Certificates of ministers authorized to perform marriages:						
Record of active certificates	X	X		X		5 years after no longer active
Record of revoked certificates	X	X		X		5 years after no longer active
Certificates of title	X	X				Permanent
Contracts	X			X		6 years after termination of contract
County officials' reports	X	X				Permanent
District attorney's opinions	X	X		X	X	Permanent
Fee statements of county officials	X		X			5 years
Filings of all records required to be filed with county clerk	X	X	X	X	X	Permanent, unless otherwise stated in this schedule
Final budget	X	X	X	X		Permanent
Final plan for capital improvements	X	X	X	X		Permanent
Insolvent (liquidated) bank records	X	X		X		10 years after final order filed
Leases	X			X		1 year after lease expires
Maps showing the use of land	X	X				Permanent
Marriage licenses, applications for	X	X		X		Permanent
Marriage licenses, receipt for	X	X		X		Permanent
Minutes of boards, commissions and committees	X	X		X	X	Permanent
Notices for bids and contracts	X	X				1 year
Official bonds	X	X		X		Permanent
Ordinances of county	X	X		X	X	Permanent
Outdoor advertising permits	X			X		1 calendar year after terminated
Proclamations	X	X				Permanent
Proposed expenditures	X		X	X		6 years



Title of Series of Records of County Clerk	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Record of incorporations and articles of incorporation	X		[X]	X	X	Permanent
Resources and expenditures, quarterly report	X		X	X		3 years
Surveys and established boundaries, including maps	X	X		X	X	Permanent

**239.331 Records for elections.**

Title of Series of Records for Elections	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Absent voters:						
Requests for absent voters’ ballots	X			X		2 years
Reports of and records pertaining to absent voters	X			X		2 years
Affidavits of registration	X			X		3 years after date canceled
Ballots and ballot stubs	X			X		2 years
Canceled affidavits of registration	X			X		3 years after date canceled
Challenge lists	X			X		2 years
Codes used for ballots	X					Until superseded
Declarations of candidacy	X					6 years
<i>Lists of official candidates</i>	<i>X</i>	<i>X</i>				<i>Permanent</i>
Lists of persons who failed to vote in a previous election	X					2 years
Lists of streets included within the boundaries of a voting precinct	X					Until superseded
Maps:						
Maps and mylar copies of maps showing the boundaries of precincts and districts	X	X				10 years
Pages	X					Until no longer of use to staff
Record of maps sold	X		X	X		Until annual audit is completed
Official returns	X	X				Permanent
Precincts:						
Abstracts of votes cast	X					2 years
Totals	X					2 years
Records of election board officers	X					2 years
Records of persons assigned to work at polling places, including daily logs	X					2 years
Reports of expenditures made by a candidate	X					6 years
Requests for change of information	X					2 years

Title of Series of Records for Elections	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Revised lists of persons registered to vote	X					2 years
Rosters of registered voters and pollbooks	X					2 years
Tally lists	X			X		2 years

**239.341 Records of fire department.**

Title of Series of Records of Fire Department	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Accidents:						
Reports of accidents involving personal injury	X			X		3 years
<i>Reports of accidents involving         property</i>	<i>X</i>			<i>X</i>		<i>2 years</i>
Reports of accidents involving vehicles	X			X		2 years
Address backups	X					Until superseded
Agreements for mutual aid	X			X	X	3 years after agreement expires
Ambulance:						
Operating permit	X			X		2 years after permit is renewed or canceled
Record of runs	X			X		2 years
Release forms	X			X		2 years
Reports	X			X		2 years
Apparatus:						
Breathing apparatus test reports	X					1 year
Inspection reports	X					Life of the unit
Inventory change authorizations	X					2 years
Inventory lists	X			X		2 years after update
Maintenance schedules	X					Life of the unit
Repair history of apparatus and vehicles	X					Life of the unit
Reserve apparatus control log	X					Life of the unit
<i>Billings for mutual aid</i>	<i>X</i>			<i>X</i>		<i>3 years</i>
Billings for services	X	X				1 year after final payment or date written off as uncollectible
Building inspections	X			X		12 years
Building plans	X					For life of building
Complaints of bad service	X					1 year after resolved or dismissed
Daily log of fire alarm soundings	X					90 days
Daily log of paramedics	X					3 years
Dispatcher audiotape transcripts	X				X	30 days
Dispatcher audiotapes	X				X	30 days if not transcribed

Title of Series of Records of Fire Department	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Eligibility lists for firefighters	X					Until superseded
Equipment:						
Cost analysis of equipment	X		X			1 year
List of equipment	X			X		3 years after update
<i>Maintenance checklists</i>	X			X		<i>1 year after superseded</i>
Results of tests of equipment	X					2 years
Summary of equipment	X					Until superseded
Explosives:						
Guidelines on use	X			X		6 years after superseded
Permits for use	X			X		4 years
Fire codes	X			X		Until superseded
Fire department's record of ad- dresses to be used in emergencies	X					Until superseded
Fire investigations	X			X		Permanent
Fire reports for structures	X	X				Permanent
Grievances:						
Files	X			X		3 years
Hearings, including personal interviews	X			X		3 years after resolution
Hoses:						
Inventories	X					Until superseded
Tests	X			X		2 years
Hydrants:						
Damage reports	X					1 year
Flow cards	X				X	Permanent
Inspections	X					2 years
Locations	X				X	5 years after permanently removed
Tests and maintenance records	X					Life of the hydrant
Injury reports	X			X		2 years
Inspections of child care facilities	X			X		1 year
Inspections of commercial and public buildings	X			X		12 years
Interdepartmental reports	X					As required. Review annually

Title of Series of Records of Fire Department	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Investigations of arson	X			X		4 years
Investigations of fires	X			X		[6] 4 years
Investigations of juvenile offenders relating to fires	X				X	Permanent (files sealed at age 24)
Liability insurance policies	X			X		3 years after policy expires
List of apparatus	X					Until superseded
List of applicants	X			X		3 years
List of rookies (trainees)	X					Until superseded
Log kept by dispatchers	X					1 year
Malpractice insurance policies for paramedics	X			X		3 years after policy expires
Maps	X					Until superseded
Material safety data sheets	X			X		30 years
Minutes of commission and committee meetings	X	X		X		Permanent
Morning reports	X	X				2 years
Notices of promotions	X					90 days after date of exam
Operations, surveys and statistics	X	X				5 years
Organizational charts	X	X				Until superseded
Personnel folders (departmental)	X					1 year after termination (department of personnel file is permanent)
Photographs	X					Until office use ends
Prefire planning reports	X					[10 years] 1 year after updated report produced
Preventative maintenance & <i>maintenance</i> schedules <i>for</i> <i>equipment</i>	X					10 years
Probationary employee files	X			X		3 years after end of probation
Procedure manuals	X					Until superseded
Progress reports concerning training of cadets	X					2 years
Promotion lists	X			X		2 years
Promotional examinations and scores of exams	X			X		3 years
Radio frequencies	X					Until superseded

Title of Series of Records of Fire Department	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Radio transcripts of fire at MGM Grand Hotel in Las Vegas	X	X				Permanent
Releases from responsibility for treatment by paramedics	X			X	X	2 years
Report of drills	X					2 years
Reports and logs of training hours	X					3 years
Reports concerning violations of code	X					1 year from date of notification of violation
Reports of fires where no structure is involved	X					[5] 2 years
Reports of incidents	X					1 year
Reports of medical aid	X					2 years
Reports of physical fitness	X					3 years
Reports of scheduled reinspections	X					90 days after date of reinspection
Reports on major fires	X	X				Permanent
Requests for exemption from jury duty	X					1 year
Responses to calls which do not involve fires or casualties	X					[5] 2 years
Retrofitting files	X					3 years
Roster of employees on duty	X					1 year
Schedules for fire academy	X					1 year
Schedules of vehicle maintenance and service	X	X				5 years
School master files	X			X		For life of building
Seniority lists	X					Until superseded
Standard operating procedures	X	X				5 years after superseded
Station logs	X					10 years
Survey forms for rescues made by firefighters	X					1 year
Surveys of household safety	X					Until office use ends

Title of Series of Records of Fire Department	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Training:						
Bulletins	X					Until office use ends
Reports of supervisor	X					[5] 3 years
Summaries	X					1 year
Vacation rosters	X					1 year
Water:						
Maps	X				X	Until superseded
Plans of water system	X				X	Until superseded



**239.391 Records for law enforcement.**

Title of Series of Records for Law Enforcement	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Activity reports	X					1 year
Administrative investigations	X					1 year after resolution
Auxiliary police files	X	X				10 years
Bicycles:						
Receipts for bicycle licenses	X		X	X		Until annual audit is completed
Registrations of bicycles	X					2 years
Billings for records of checks requested by casinos	X		X	X		Until annual audit is completed
Booking records for jail and station	X					5 years, add copy to inmates' files or identification jackets
Case files of arrested persons	X	X			X	50 years, add copy to inmates' files or identification jackets
Case log, daily	X					2 years
Cases referred to district attorney	X					1 year after disposition of case
Check sheets for discrepancy reports	X					1 year
Citations:						
Disposition file	X					1 year
Hard copies	X			X		2 years
Community service programs	X					1 year after termination of program
Concealed weapons (permits)	X					25 years after issuance or 5 years after the confirmed death of the permit holder, whichever is earlier
Control books, first reports of police activity	X					2 years

Title of Series of Records for Law Enforcement	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Crime prevention programs	X	X				1 year after termination of program
Daily reports of field activities	X					6 months after date of report
Disciplinary actions and departmental information	X					6 years (add copy to personnel file)
Dispatcher's transmission records	X					1 year
Driving under the influence, record of tests administered	X	X			X	6 years
Equipment violations	X					2 years
Evaluation report of officer's activity	X					1 year (add copy to personnel file)
Fee records	X		X	X		Until annual audit is completed
Files relating to accreditation of department	X			X		Permanent
Fingerprint cards which are not subsequently forwarded to the Federal Bureau of Investigation	X			X		Until notified of final disposition of court case
Firearms: Inventories of firearms	X					Until superseded
Record of firearms which are checked out	X					3 years after date record is returned
Record of policemen qualified to carry firearms	X					5 years
First-aid examinations	X					3 years
Food log for jail	X		X	X		Until annual audit is completed
Forms for release from liability	X			X		2 years
Gaming and liquor licenses: Applications	X					5 years after application or expiration of license
Licenses issued	X	X				5 years after expiration of license

Title of Series of Records for Law Enforcement	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Identification jackets (This series of records includes, but is not limited to, criminal histories.)	X	X				85 years or 5 years after the confirmed death of the person, whichever is first <i>1 calendar year after statute of limitations expires. Review for historical value</i>
<i>Incident/crime reports</i>	<i>X</i>			<i>X</i>		
<i>Investigation files:</i>						
<i>Homicide</i>	<i>X</i>	<i>X</i>		<i>X</i>	<i>Permanent</i>	
<i>Felony</i>	<i>X</i>			<i>X</i>	<i>50 years</i>	
<i>Other</i>	<i>X</i>			<i>X</i>	<i>10 years</i>	
Jail:						
Commissary records	X		X	X	Until annual audit is completed 2 years	
Incident reports	X					
Inmate funds (records)	X		X	X	Until annual audit is completed (copy to inmate's files)	
Inmates' files	X	X			85 years or 5 years after the confirmed death of the inmate, whichever is first 10 years	
Register	X				3 years (copy to inmate's files)	
Release orders	X				90 days after date of roster	
Roster of inmates	X				Permanent (sealed when juvenile reaches age 24, or before by court order)	
Juvenile arrests	X			X		
Licenses issued by Federal Communications Commission:						
Employee	X	X			Add to personnel file of employee	
Station	X				X 5 years after license expires	
Licensing investigations, records	X				10 years	
Lists of stolen property	X			X	3 years	
Log books of case assignments	X	X			5 years	
Log books of dissemination of records	X			X	1 year after record is provided	
Maintenance and repairs of vehicles	X				Life of vehicle (plus 3 years if	

Medical management records	X	X				involved in an accident)
Medical treatment log (call book)	X					5 years 5 years

Title of Series of Records for Law Enforcement	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Minutes of police commission meetings	X			X		Permanent
Minutes of staff meeting	X					1 year
National Crime Information Center, reports submitted to center	X					6 months after date of report
Official receipts for work cards	X			X		Until annual audit is completed
Pawn shops:						
Record of tickets	X					1 year
Tickets	X					3 months after date of ticket
Photographs (mug shots)	X					1 year (1 print to inmate's file)
Polygraph examinations	X					3 years
Processes pertaining to civil cases	X					1 year after date of service or return
Publicity files and press releases	X					Until office use ends
Radar certificates:						
Equipment	X				X	2 years after life of the equipment
Operator	X	X				5 years (add copy to operator's personnel file)
Radio and car logs	X					1 year
Rap sheets	X					1 year
Rebooking sheets	X					2 years (add copy to inmate's files or identification jacket)
Record of firearms which are checked out	X					3 years
Records of bail ( <i>copies</i> )	X					1 year
Records of suspects wanted	X					Until office use ends
Records ordered sealed by a court	X			X		Until ordered by the court to be destroyed
Registrations of convicted persons and sex offenders	X			X		Permanent

Title of Series of Records for Law Enforcement	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Registrations of guns	X					50 years
Reports of citations issued or cases worked	X					1 year
Reports of work hours	X		X			1 year
Security contracts and agreements	X			X		6 years after expiration of contract or agreement
Special reports (This series of records includes, but is not limited to, reports of open cases, cases closed, lists of control numbers, violations, summaries of responses to alarms, incidents by beat, annual review of offenders and activity at location.)	X					1 year
Statistical reports:						
Annual	X	X				Permanent
Daily	X					1 year
Monthly	X					1 year
Summary of activity	X					1 year for statistical development
Suspects wanted (records)	X					As long as useful
Suspensions and revocations of liquor and gaming licenses	X	X				25 years
Tapes of bookings	X	X				1 year
Teletypes	X					1 year
Traffic:						
Accident investigations (injury or fatality)	X					10 years
Accident investigations (noninjury)	X					5 years
Cases that are not investigated	X					3 years
Citations	X			X		2 years
Counts	X					1 year
Fatalities	X			X		5 years
Reports of incidents	X					2 years

Title of Series of Records for Law Enforcement	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Training:						
Attendance records	X					3 years
Outline of course	X					3 years
Records of completion of requirements	X					3 years
Trustees, work assignments	X					90 days (copy to inmates' files)
Violations of motor vehicle laws (records of county sheriffs)	X			X		2 years
Visitor's log for jail	X					1 year
Warrants ( <i>copy of court records</i> )	X					1 year
Weapons discharge reports	X					2 years (add a copy to personnel file)
Work cards:						
Applications	X					2 years after card expires
Fingerprint cards	X					2 years after card expires
Investigative reports	X					2 years after card expires
Photographs	X					10 years after card expires
Record of work cards issued	X					10 years
Work cards for prostitutes, all records	X	X				20 years
Work schedule cards for patrolmen	X					1 year

**239.511 Records of school districts.**

Title of Series of Records of School Districts	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Accidents:						
Reports of injured students	X			X		3 years
Reports of vehicles involved	X				X	2 years
Alternative high school programs	X					3 years after program is discontinued
Annual attendance	X					10 years
Annual reports of auditors	X			X		Permanent
Annual summary of average daily attendance and enrollment	X					10 years
Applications for federal aid	X					5 years
Applications for free meals or for meals at reduced prices	X					3 years
Athletics:						
Applications for reinstatement of eligibility	X					2 years
Contracts for interscholastic athletics	X			X		6 years after termination of the contract
Injury reports	X			X		3 years
Reports of ticket sales	X		X	X		Until annual audit is completed
Statements of income	X		X	X		Until annual audit is completed
Travel expenses	X		X	X		Until annual audit is completed
Waivers for transfer of eligibility for junior high school	X					2 years
Waivers for transfer of eligibility for senior high school	X					[5 years] <i>Until student graduation</i>
Attendance:						
Form for department of education	X					5 years
Registers for homerooms	X					5 years
Reports from nonresident students	X					2 years



Title of Series of Records of School Districts	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Burglary and vandalism, reports	X					2 years
Certificated employees:						
Admonitions	X			X		3 months, or until standards set by the administrator are met, whichever is shorter
Appraisals of competency	X			X		2 years or until termination, whichever is longer
Appraisals of permanent certificated employees	X			X		2 years or until termination, whichever is longer
Appraisals of probationary certificated employee	X					1 year after termination
Authorization for extra pay	X		X			5 years
Credentials	X			X		Permanent
Evaluations	X			X		Permanent
Notice of short-term suspensions	X					2 years or until termination, whichever is longer
Record of notifications of personnel	X					10 years
Requisitions	X			X		2 years after the position is filled
Class record books and grade books	X			X	X	3 years
Classified employees:						
Performance evaluations	X			X		Permanent
Performance evaluations reports	X			X		Permanent
Requisitions	X			X		2 years after the position is filled
Substitute aides	X					6 years
Comparative analysis of percentages of attendance	X					5 years

Title of Series of Records of School Districts	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Criteria log for administrative performance	X					2 years
District attendance and enrollment	X	X				Permanent
Elementary pupils' current data	X					3 years after graduation
Employees' reports of industrial injury	X			X		5 years
Employees' responses	X					1 year after termination
Engineering contracts	X			X		6 years after termination
Evaluations of equipment supplies	X					3 years
Evidence of insurability	X					2 years
Fact-finding material and expenditures	X					6 years
Federal programs:						
Audit reports	X			X		3 years
Breakfast program, reports	X			X		3 years
Budget unit printouts	X			X		5 years
Files	X			X		5 years
Warehouse requisitions	X			X		5 years
Federal state returns (#941, NIC, PERB)	X					5 years
Federal survey cards, pupils eligible for federal programs	X					3 years
Federal survey cards, pupils not eligible for federal programs	X					2 years
Financial surveys	X		X			5 years
Food service	X		X			5 years
Grievance records	X			X		3 years or until termination, whichever is longer
Health inventory (K-8)	X					5 years
Health inventory (9-12)	X					6 years

Title of Series of Records of School Districts	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Industrial injury reports (injuries to employees)	X			X		5 years
Legal opinions	X	X		X	X	Permanent
Lunch program reports	X			X		3 years
Minutes of board meetings	X	X		X		Permanent
Occupational injuries and illnesses:						
Log	X			X		5 years
Summary	X			X		5 years
Out-of-district consultant, authorization and payment	X		X			5 years
Performance evaluation of school principals and administrators	X					10 years after termination
Promotion lists (K-6)	X	X				Permanent
Psychological evaluations of pupils	X				X	6 years after graduation of pupil
Pupils:						
Academic performance	X			X	X	Permanent
Attendance and enrollment reports	X			X		5 years
Cafeteria workers	X		X			2 years
Confidential folders	X					3 years
Cumulative health folder	X					Until graduation of pupil
Cumulative records	X					6 years after graduation of pupil
Current data	X				X	6 years after graduation of pupil
Discipline report	X				X	[6 years after graduation of pupil] <i>Until student graduation</i>
Immunization records	X				X	6 years after graduation of pupil
Individualized educational programs and records of parent consultation	X			X		6 years after graduation of pupil
Informational correspondence	X					3 years

Title of Series of Records of School Districts	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
List of names and numbers	X					5 years
Notices to parents of a handicapped minor	X			X	X	6 years after graduation of pupil
Reading record (K-6)	X					5 years
Reports of handicaps	X				X	6 years after graduation of pupil
Reports of learning disabilities	X				X	6 years after graduation of pupil
School bus drivers' records	X			X		1 year after termination
Supplies:						
Consumption of supplies	X		X			2 years
Requisition logs for supplies	X		X			2 years
Surplus food in cafeteria	X					3 years
Teachers:						
Annual summary	X					Permanent
Daily program	X					5 years
Daily record	X					Permanent
Performance criteria <i>log</i>	X			X		3 years
Request for hearing on suspension	X			X		3 years or termination
Review of folders	X					3 years
<i>Secondary school teacher, performance profile</i>	<i>X</i>			<i>X</i>		<i>3 years</i>
Teachers' register of pupils	X			X		2 years
Tests (aptitude, interest, personality and achievement)	X					Permanent
Transfers	X					6 years
Tuition agreements	X			X		6 years after expiration of the agreement
United States Department of Agriculture's commodity reports	X			X		3 years
United States Postal Service's registry log	X					3 years
Zone exception, request for	X					Permanent

**239.531 Records of treasurer.**

Title of Series of Records of Treasurer	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Bank reconciliations	X		X	X		Until annual audit is completed
Bank statements and deposit slips	X		X	X		Until annual audit is completed
Billings	X		X	X		Until annual audit is completed
Bills for health care and mental health care of indigent persons	X		X			5 years
Bond registers and records	X		X			10 years after expiration of bond
Cash register tapes	X		X	X		Until annual audit is completed
Check registers	X		X	X		6 years
Checks that have been canceled	X		X	X		3 years
Claims	X		X			3 years
Claims, lists	X		X			6 years
Daily cash and receipts, reports	X		X	X		Until annual audit is completed
Encoding sheets	X		X			1 year
Encumbrance listings	X		X			6 years
Expenditures, ledgers	X		X			6 years
Financial cards and lists of transactions	X		X			1 year
Financial statements of revenues and expenditures	X	X	X	X		Permanent
Fixed assets and inventories	X	X	X	X	X	5 years after superseded
Gasoline and repairs, reports	X		X	X		Until annual audit is completed
General ledger	X		X			Permanent
<i>Indebtedness annual report</i>	<i>X</i>		<i>X</i>	<i>X</i>		<i>3 years from date submitted</i>
Investment registers	X		X			6 years
Invoices for accounts receivable	X		X			6 years
Journal entries	X		X			6 years

Title of Series of Records of Treasurer	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Payroll files for employees	X		X	X		3 years after termination
Payroll registers of employees' earnings	X		X			6 years
Payroll reports which indicate areas of expenses	X		X			1 year
Project ledgers	X		X			Permanent
Receipts (all money received)	X		X	X		5 years
Retirement and deduction reports	X		X	X		Permanent
Revenue ledgers	X		X	X		Permanent
Tax bills	X		X			3 years
Tax notices	X					Until office use ends
Tax receipts and stubs	X		X			3 years
Tax redemption certificates	X					Permanent
Tax rolls	X		X			Permanent
Tax sales reports	X					Permanent
Tax sales that have been redeemed	X	X				Permanent
<i>Unclaimed property report</i>	<i>X</i>		<i>X</i>	<i>X</i>		<i>3 years from date property transferred to state</i>
Valuation notices	X					2 years
Voucher sheets (cumulative demands on the county)	X		X			6 years
Warrant registers	X		X	X		6 years