

**PROPOSED REGULATION OF THE
STATE LIBRARY AND ARCHIVES ADMINISTRATOR**

LCB File No. R090-06

May 18, 2006

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §§1-5 and 10-18, NRS 239.125 and 378.255; §§6-9 and 19-40, NRS 378.255 and 378.280, §41, NRS 239.125, 378.255 and 378.280.

A REGULATION relating to public records; amending provisions relating to the retention of public records by local governmental entities and state agencies; amending provisions relating to the State Archivist; repealing provisions relating to public records; and providing other matters properly relating thereto.

Section 1. Chapter 239 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 9, inclusive, of this regulation.

Sec. 2. *“Division” means the Division of State Library and Archives of the Department of Cultural Affairs.*

Sec. 3. *“Electronic record” means a representation of a record of a local governmental entity in electronic format containing information, knowledge, facts, concepts or instructions which is being prepared or has been formally prepared and is intended to be processed, is being processed or has been processed in a system or network.*

Sec. 4. *“Records management” means the systematic control and management of information throughout the life cycle of the information, including, without limitation, the creation, use, maintenance, retention and ultimate disposition of the information.*

Sec. 5. *If a local governmental entity establishes a records management program pursuant to NRS 239.125, the program must:*

- 1. Document its organization, functions, policies, decisions, procedures and essential transactions; and*
- 2. Include the standards established in the Local Government Records Management Program Manual published by the State Library and Archives Administrator pursuant to NAC 239.161.*

Sec. 6. *“Electronic record” means a representation of an official state record in electronic format containing information, knowledge, facts, concepts or instructions which is being prepared or has been formally prepared and is intended to be processed, is being processed or has been processed in a system or network.*

Sec. 7. *“Records management” means the systematic control and management of information throughout the life cycle of the information, including, without limitation, the creation, use, maintenance, retention and ultimate disposition of the information.*

Sec. 8. *“State archives” means the program within the Division responsible for the selection, preservation and accessibility of records with research or archival value.*

Sec. 9. *A nonrecord may, if not otherwise prohibited by law, be destroyed at any time by a state agency without being scheduled for destruction by the State Library and Archives Administrator.*

Sec. 10. NAC 239.011 is hereby amended to read as follows:

239.011 As used in NAC 239.011 to ~~[239.551,]~~ *239.165*, inclusive, *and sections 2 to 5, inclusive, of this regulation*, unless the context otherwise requires, the words and terms defined in NAC 239.021 to ~~[239.121,]~~ *239.101*, inclusive, *and sections 2, 3 and 4 of this regulation* have the meanings ascribed to them in those sections.

Sec. 11. NAC 239.021 is hereby amended to read as follows:

239.021 “Copy of *a* record” means an original record ~~[, a series of records]~~ or a duplicate which is designated as the official record by an office or department of a local governmental entity.

Sec. 12. NAC 239.051 is hereby amended to read as follows:

239.051 “Nonrecord” means published books and pamphlets, books and pamphlets printed by a governmental printer, worksheets used to collect or compile data after it has been included in a record, answer pads for a telephone or other informal notes, ~~[stenographers’ notebooks after the information contained therein has been transcribed,]~~ unused forms except ballots, brochures, newsletters, magazines, newspapers except those newspapers received pursuant to the provisions of NRS 247.070 or parts of newspapers retained as evidence of publication, scrapbooks, and property left or deposited with an office or department which would otherwise be defined as a record except that the ownership of that property does not reside with a local governmental entity.

Sec. 13. NAC 239.091 is hereby amended to read as follows:

239.091 “Public record” means a record of a local governmental entity that is ~~[made,]~~ *created*, received or kept in the performance of a duty and paid for with public money.

Sec. 14. NAC 239.101 is hereby amended to read as follows:

239.101 “Record ~~[“]~~ *of a local government*” means *information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation*, all documents, papers, letters, ~~[pamphlets,]~~ *unpublished* books, maps, charts, blueprints, drawings, photographs, films, ~~[software used to process electronic data,]~~ computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in any proceeding in any court,

information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine, including microforms and audio and visual materials, and any other evidence, including all copies thereof. ~~[, made or received pursuant to a law or ordinance or in connection with the transaction of the official business of any office or department of a local governmental entity.]~~

Sec. 15. NAC 239.131 is hereby amended to read as follows:

239.131 A nonrecord may, if not otherwise prohibited by law, be destroyed at any time by an official or the head of a department without being scheduled for destruction by the State Library and Archives Administrator. ~~[, or a retention schedule that has been approved by the State Archivist pursuant to NAC 239.155.]~~

Sec. 16. NAC 239.155 is hereby amended to read as follows:

239.155 1. A local governmental entity shall not dispose of any public record except in accordance with a schedule for the retention of such records approved by the State ~~[Archivist.]~~ *Library and Archives Administrator pursuant to this section.*

2. Before adopting a schedule for the retention of public records, a local governmental entity shall submit a proposed schedule to the State ~~[Archivist for his]~~ *Library and Archives Administrator for* review and approval.

3. The proposed schedule must include:

(a) The title of each series of records;

(b) A brief description of the contents and purpose of each series of records; ~~[and]~~

(c) The proposed minimum period of retention for each series of records ~~[;]~~ *; and*

(d) The proposed method of disposition.

4. After review, the State ~~[Archivist shall]~~ *Library and Archives Administrator will* return the proposed schedule to the local governmental entity with a signed and dated cover sheet. ~~[[If the State Archivist requires the local governmental entity to make any changes to the schedule as a condition of approval, he shall note such changes on the cover sheet.]]~~

5. The local governmental entity shall adopt the schedule approved pursuant to this section by ordinance or regulation.

Sec. 17. NAC 239.161 is hereby amended to read as follows:

239.161 1. *The State Library and Archives Administrator will:*

(a) Publish the schedules for the retention of public records established pursuant to NRS 239.125 in the Local Government Records Management Program Manual; and

(b) Provide a current copy of the Manual to each local governmental entity.

2. The periods established in ~~[NAC 239.171 to 239.551, inclusive,]~~ *the Local Government Records Management Program Manual* indicate the minimum length of time that an original record or series of records of a local governmental entity must be retained in legal custody by the custodian of the record or series of records, regardless of its physical location.

~~[2.]~~ 3. All duplicates of records maintained within a local governmental office or within the files of a department, except those that must be kept until completion of an annual audit, may be disposed of as provided by the local governmental entity or department unless periods of minimum retention for the duplicates are specifically imposed by ~~[this chapter.]~~ *the Local Government Records Management Program Manual.*

Sec. 18. NAC 239.165 is hereby amended to read as follows:

239.165 1. To protect the confidentiality of records of local governments that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule ~~by:~~

~~(a) Witnessed burial in a sanitary landfill;~~

~~(b) Shredding;~~

~~(c) Pulping;~~

~~(d) Burning,]~~ :

(a) By shredding in a manner that ensures the information cannot be reconstructed;

(b) By burning if allowed by federal, state and local regulations; or

~~[(e) Recycling by a bonded dealer.~~

~~2.— If the records are recycled by a bonded dealer, after completion of the recycling, the bonded dealer shall submit to the local governmental entity a certificate of destruction which confirms that the dealer received the records and destroyed them in a proper manner.]~~

(c) As required by the laws, regulations, established standards, policies and procedures of the State or Federal Government.

2. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media.

3. All copies of a record must be destroyed at the same time without regard to the type of media used for the physical storage of such record.

Sec. 19. NAC 239.570 is hereby amended to read as follows:

239.570 As used in NAC 239.570 to ~~[239.848,]~~ *239.764*, inclusive, *and sections 6 to 9, inclusive, of this regulation*, unless the context otherwise requires, the words and terms defined

in NAC 239.575 to 239.695, inclusive, *and sections 6, 7 and 8 of this regulation* have the meanings ascribed to them in those sections.

Sec. 20. NAC 239.585 is hereby amended to read as follows:

239.585 “Division” ~~[has the meaning ascribed to it in subsection 2 of NRS 239.005.]~~ *means the Division of State Library and Archives of the Department of Cultural Affairs.*

Sec. 21. NAC 239.590 is hereby amended to read as follows:

239.590 “Duplicate” ~~[means a counterpart produced:~~

- ~~—1. By the same impression as the original;~~
- ~~—2. From the same matrix;~~
- ~~—3. By means of photography, including enlargements and miniatures;~~
- ~~—4. By mechanical or electronic recording;~~
- ~~—5. By chemical reproduction; or~~
- ~~—6. By other equivalent technique designed to ensure an accurate reproduction of the original.~~

~~↪ The term includes an accurate and unabridged copy of a record or series of records that is not an original.]~~ *has the meaning ascribed to it in NRS 52.195.*

Sec. 22. NAC 239.630 is hereby amended to read as follows:

239.630 “Long-term record” means a record which must be retained for more than ~~[6]~~ **10** years.

Sec. 23. NAC 239.680 is hereby amended to read as follows:

239.680 “Schedule” means a schedule for the retention and disposition of *official state* records developed by a state agency and approved by the Committee pursuant to NRS 239.080.

Sec. 24. NAC 239.690 is hereby amended to read as follows:

239.690 “State agency” means an office, department, board, commission, committee, agency or any other subdivision of the Executive Branch of the Government of the State of Nevada where records are made, received or kept. ~~[The term includes the Department of Transportation unless the Director of the Department establishes a program for the management of the Department’s records pursuant to NRS 378.280.]~~

Sec. 25. NAC 239.696 is hereby amended to read as follows:

239.696 A state agency shall establish a ~~[program for the management of records of the state agency]~~ *records management program* which documents its organization, functions, policies, decisions, procedures and essential transactions.

Sec. 26. NAC 239.697 is hereby amended to read as follows:

239.697 The ~~[program for the management of the]~~ records *management program* established pursuant to NAC 239.696 must include:

1. A directive which establishes the objectives, authority, standards, guidelines and instructions of the ~~[program for the management of the records.]~~ *records management program.*
2. Controls for the creation, maintenance, use, security and distribution of the records of the agency to ensure that the agency:
 - (a) Refrains from accumulating unnecessary records or gathering ~~[data]~~ *information* which is not essential to the proper functioning of the agency;
 - (b) Adheres to the appropriate schedule ~~[for retention and disposition of the records in the custody of the agency,]~~ *developed and approved* in accordance with NRS 239.080 ; ~~[and NAC 239.710 and 239.720;]~~
 - (c) Refrains from creating any form or report which inefficiently or unnecessarily collects information;

(d) Annually reviews each of its forms and reports to determine whether the form or report needs to be improved or eliminated;

(e) Designs and revises each of its forms and reports so that the form or report:

(1) Is easy to use;

(2) Is easy to read and process;

(3) Presents the information in a manner that provides for the easy retrieval of the information ; ~~in the form or report;~~ and

(4) Refrains from requesting information which is not needed for the proper functioning of the agency;

(f) To reduce cost, eliminates each unnecessary form and report and limits the distribution of a form or report to only those persons or other governmental agencies which need the information contained on that report;

(g) Maintains its records in a manner which is cost-effective and which allows for the rapid retrieval and protection of the information contained within that record;

(h) If the record is recorded by electronic means, provides for the security of the record in a manner which is consistent with ~~the~~ *established policies*, standards and procedures for security and recovery of *an* electronic ~~records~~ *record* in a disaster as established by the ~~Department of Information Services;~~ *Information Technology Strategic Planning Committee or its successor;*

(i) Establishes a written organized filing system which:

(1) Is standardized for each of the divisions or bureaus within the state agency; and

(2) Provides for an ongoing training program in the use of the filing system for the staff of the agency;

(j) Provides for the transfer of its records which are of research and archival value to the state archives in accordance with NRS 239.080, 239.085, 239.090 and 378.250 and NAC 239.760; and

(k) Establishes written procedures for the proper access or denial of access to the public or other governmental agencies to records which have been declared by law to be confidential.

3. Written policies and procedures to protect access to and the use of personal identifying information. Such written policies and procedures must:

(a) Identify the use and need for collecting the personal identifying information in accordance with applicable state and federal law;

(b) Restrict the access to personal identifying information within the agency to staff authorized to access such information;

(c) Reduce the exposure of personal identifying information in electronic format in accordance with the policies, standards and procedures established by the Information Technology Strategic Planning Committee or its successor;

(d) Reduce the exposure of personal identifying information in paper files by never leaving such information unattended by an authorized person except when in a secure storage area;

(e) Store personal identifying information that is in paper files in a secure manner, including:

(1) A locked and monitored room;

(2) A locked file cabinet;

(3) A locked box; or

(4) As otherwise required by a regulation or a law of this State or the Federal

Government;

(f) Create and maintain an access log detailing, for all unauthorized staff, the general public and representatives of other governmental entities, who accessed the personal identifying information, when access was granted and for what purpose the information was accessed;

(g) Produce and maintain a procedure whereby a file containing personal identifying information must be replaced with an insert which indicates that the file is out, the person who took the file and the date on which the file was removed; and

(h) Include any requirements of a law of this State and the Federal Government relating to who may access personal identifying information, how such information may be accessed and where access may be granted.

4. Each state agency shall establish a training program for all staff, to be provided on an ongoing basis, concerning all laws, regulations, policies and procedures relating to accessing, using, maintaining, storing and disposing of personal identifying information.

5. As used in this section, “personal identifying information” has the meaning ascribed to it in NRS 205.4617.

Sec. 27. NAC 239.698 is hereby amended to read as follows:

239.698 Before establishing a ~~[filing]~~ system for electronic records within the ~~[program of management for the]~~ records *management program* pursuant to NAC 239.696, the head of the state agency shall:

1. Consult with the Department of Information ~~[Services,]~~ *Technology*, in accordance with chapter 242 of NRS and chapter 242 of NAC, on the implementation of its ~~[filing]~~ system, including, but not limited to, a strategic plan for the use of information resources and information

technology, the purchase and use of hardware and software, and the establishment of programs relating to training in the use of and security for the system.

2. Work with the Division to:

(a) Ensure the proper use, maintenance, retention, preservation and disposition of the records of the state agency; and

(b) Carry out the procedures required for the retention of records in accordance with the provisions of chapters 239 and 378 of NRS, and the regulations adopted pursuant thereto.

3. Establish *in writing* a strategy for migration . ~~[that must be included in the agency's written plan established in accordance with this section.]~~ As used in this subsection, a “strategy for migration” means a ~~[strategy or plan which is established and carried out for a state agency to ensure that the medium on which the records]~~ *plan which ensures that the:*

(a) *Records* of the state agency ~~[have been filed, including, but not limited to, hardware and software for a computer system,]~~ *will be preserved and accessible for a period of retention established in accordance with NRS 239.080;*

(b) *Long-term records* can be used with or transferred to updated technological advances ~~[in that medium.]; and~~

(c) *State agency adheres to all policies, standards and procedures adopted by the Information Technology Strategic Planning Committee or its successor.*

4. Establish measures which provide for access into and security backup of all of its electronic records . ~~[, including, but not limited to, computer tape, computer discs and electronic mail.]~~

Sec. 28. NAC 239.699 is hereby amended to read as follows:

239.699 1. A state agency shall take such measures as are necessary to ensure that the records in its legal custody are protected from unlawful removal, misuse, damage, alteration, destruction or loss. The state agency shall notify the appropriate prosecuting attorney or law enforcement agency of any actual, impending or threatened unlawful acts toward the records in the custody of the agency.

2. A state agency shall provide for ongoing training for its employees on the measures which the agency has taken pursuant to subsection 1. The training must include:

(a) Instruction in procedures which ensure that the records in the legal custody of the agency will not be destroyed or otherwise disposed of except in accordance with the provisions of NRS 239.080 ; ~~[and NAC 239.715, 239.720 and 239.722;]~~ and

(b) A review of the penalties for the unlawful removal, misuse, damage, alteration, destruction or loss of records, as set forth in *chapter 205 of NRS and* NRS ~~[205.473 to 205.491, inclusive,]~~ 239.300 to 239.330, inclusive, 281.180, 281.190, 603.080 and 603.090.

3. The head of the state agency is responsible for taking such measures as are possible to protect the records in the legal custody of the agency from any natural or other disaster. The head of the state agency shall notify the State ~~[Archivist]~~ *Library and Archives Administrator* of any damage to a record in the legal custody of the state agency as a result of a natural or other disaster.

4. A state agency shall protect and preserve an electronic record in its legal custody by:

(a) Ensuring that an official record in electronic format remains accessible and unalterable during the period required for retention of the record; and

(b) Making provisions for an electronic record with research or archival value to be reproduced pursuant to NRS 239.051 or placed on alkaline reserve paper.

Sec. 29. NAC 239.700 is hereby amended to read as follows:

239.700 1. Each state agency shall designate ~~[an officer for the management of]~~ *a* records *officer* and notify the Division, in writing, when its records officer has been replaced.

2. The Division shall cooperate with the agency's records officer ~~[when conducting its inventories]~~ and shall keep him informed concerning all phases of the scheduling of the agency's records.

Sec. 30. NAC 239.705 is hereby amended to read as follows:

239.705 1. For the purposes of NRS 239.080 an "official state record" ~~[includes,]~~ *means information created or received by a state agency under authority of law, regulation or other legal mandate or in connection with the transaction of public business that is preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the state agency, including*, without limitation, all papers, unpublished books, maps, photographs, machine readable materials including audio and audiovisual materials, or other documentary materials, regardless of physical form or characteristics . ~~[, made or received by an agency of the State Government under state law or in connection with the transaction of public business and preserved or appropriate for preservation because of the evidence or information they contain, by the agency or its legitimate successor as evidence of the organization, function, policies, decisions, procedures, operations or other activities of the State Government, or because of the informational value of data in them.]~~

2. The phrase does not include ~~[:]~~ *nonrecord materials. Nonrecord materials include, without limitation:*

(a) Published books and pamphlets, books and pamphlets printed by a governmental printer, answer pads for a telephone or other informal notes, desk calendars, stenographers' notebooks after the information contained therein has been transcribed, unused forms except ballots and as indicated in a retention schedule, brochures, newsletters, magazines, newspapers except those excerpts used as evidence of publication, scrapbooks, physical property, artifacts, library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, or stocks of publications and processed documents.

(b) Workpapers used to collect or compile data, or drafts developed from those workpapers, unless an appraisal conducted by the Division ~~[pursuant to NAC 239.715]~~ indicates that the workpapers or drafts have legal, fiscal, research or archival value.

Sec. 31. NAC 239.721 is hereby amended to read as follows:

239.721 1. A state agency which is required by any statute or court of competent jurisdiction to seal a record which is in the legal custody of the agency shall seal the record by physically removing the record from the filing system of the agency and ~~;~~
~~—(a) Placing]~~ *placing* the record in a separate file which is not accessible to the general public, including, but not limited to, a filing cabinet or drawer which can be locked . ~~;~~ ~~or~~
~~—(b) Sending the record to the records center in accordance with NAC 239.725, 239.730 and 239.735.]~~

2. The state agency shall make a notation in its filing system that the record has been removed. The notation must include the name of the record which has been removed, the date that it was removed and a cite of the legal authority for its removal. The agency shall place the record to be sealed and the court order or a copy of the statutory authority pursuant to which the

record is being sealed into an envelope or closable file and place on the outside of the envelope or file a statement which is substantially in the following form:

Sealed by the authority of (cite the court order or statutory authority pursuant to which the record has been sealed). Access by authorized personnel or by court order only.

3. The state agency shall establish within its filing system a separate confidential file for the purpose of locating and retrieving the sealed records in the legal custody of the agency. The separate file may contain only such information as may be necessary to facilitate the location and retrieval of the sealed record. The authorized personnel of the agency may disclose to the public whether a record is in the legal custody of the state agency, but no other details relating to the sealed record may be disclosed to the public.

4. Once a record is sealed, the authorized personnel of the state agency may review the record for administrative purposes only. The actual contents of a sealed record may be disclosed only upon the order of a court of competent jurisdiction.

5. The state agency shall keep a log to monitor the access to the sealed record. The log must include, without limitation:

- (a) The name of each person who accesses the sealed record;
- (b) The time and date on which that access was made;
- (c) The purpose for accessing the sealed record; and
- (d) The authority pursuant to which the person is accessing the sealed record.

6. If the record to be sealed is on microfiche, a microfilm jacket, an aperture card or a microcard, the state agency shall:

(a) Remove the microfiche, microfilm jacket, aperture card or microcard and place it into an envelope or a closable file in accordance with this section; and

(b) Replace the microfiche, microfilm jacket, aperture card or microcard removed pursuant to paragraph (a) with an index or other similar card which includes the name of the record which has been removed and the date that it was removed and cites the legal authority for its removal.

7. If the record to be sealed is on a roll of microfilm, including, without limitation, a reel, cartridge or cassette of microfilm, the state agency shall:

(a) Remove the entire roll of microfilm and place the roll into an envelope or closable file in accordance with this section; or

(b) Cut from the roll of microfilm that portion of the record which is to be sealed and place the portion of the record which has been removed into an envelope or closable file in accordance with this section. A target, a certification and a copy of the court order or statutory citation pursuant to which the record is being removed must be spliced between the ends of the cut roll of microfilm, in accordance with the following standards of the American National Standards Institute (ANSI) and the Association for Information and Image Management (AIIM ~~†~~), *which are hereby adopted by reference:*

(1) ANSI/AIIM MS18-1992, Micrographics—Splices for Imaged Film—Dimensions and Operational Constraints;

(2) ANSI/AIIM MS19-1993, Identification of Microforms, Recommended Practice for Identification of Microforms; and

(3) ANSI/AIIM MS42-1989, Information and Image Management—Recommended Practice for the Expungement, Deletion, Correction or Amendment of Records on Microforms.

↪ *A copy of the standards set forth in this paragraph is available from the Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland, 20910, or at the Internet address <http://www.aiim.org>, for the price of \$25 for members of the Association for Information and Image Management or \$33 for nonmembers.*

8. A state agency shall not dispose of a sealed record unless the record appears on a schedule for retention and disposition approved pursuant to NRS 239.080.

9. As used in this section, “authorized personnel” includes, without limitation:

- (a) The records officer, the legal counsel and the appointing authority of the state agency;
- (b) Any person who is so designated by the appointing authority of the state agency; and
- (c) For the purpose of creating a schedule for retention and disposition pursuant to NRS 239.080, ~~for NAC 239.710, 239.715 or 239.720,~~ the State Library and Archives Administrator or his designated agent.

Sec. 32. NAC 239.722 is hereby amended to read as follows:

239.722 1. A public book or public record which has been declared confidential pursuant to NRS 239.010 ~~may~~ **must** be disposed of only in accordance with a schedule **approved pursuant to NRS 239.080** and ~~by:~~

~~—(a) Witnessed burial in a sanitary landfill;~~

~~—(b) Shredding;~~

~~—(c) Pulping;~~

~~—(d) Burning,]:~~

(a) By shredding in a manner that ensures the information cannot be reconstructed;

(b) By burning, if allowed by federal, state and local regulations; or

~~**(c) Recycling by a bonded dealer in accordance with the provisions of subsection 2.**~~

~~—2.— If a public book or public record is recycled by a bonded dealer, after the completion of the recycling, the bonded dealer shall submit to the state agency a certificate of destruction which confirms that the dealer received the public book or public record and destroyed it in a proper manner.]~~

(c) As required by the laws, regulations, established standards, policies and procedures of the State or Federal Government.

2. An electronic record must be destroyed in accordance with:

(a) The applicable schedule in a manner which ensures that the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media; and

(b) The established standards, policies and procedures of the Information Technology Strategic Planning Committee or its successor.

3. All copies of a record must be destroyed at the same time without regard to the type of media used for the physical storage of such record.

Sec. 33. NAC 239.740 is hereby amended to read as follows:

239.740 1. To the extent allowed by legislative appropriation, ~~[inactive and semiactive]~~ *a state agency shall store* official state records ~~[must be stored]~~ in a facility which meets the standards set forth in ~~[this section. An]~~ *the most recently adopted edition of NFPA 232: Standards for the Protection of Records, which is hereby adopted by reference, unless the Division gives notice that the most recent revision is not suitable for this State pursuant to this subsection. The publication is available from the National Fire Protection Association at 1 Batterymarch Park, Quincy, MA 02169-7471, at the Internet address <http://www.nfpa.org> or by telephone at (800)344-3555, for the price of \$28.80 for members and \$32 for nonmembers.*

The Division shall review each revision of NFPA 232: Standards for the Protection of Records to ensure its suitability for this State. If the Division determines that a revision is not suitable for this State, the Division shall hold a public hearing to review its determination within 180 days after the date of the publication of the revision and give notice of that hearing. If, after the hearing, the Division does not revise its determination, the Division shall give notice within 30 days after the hearing that the revision is not suitable for this State. If the Division does not give such notice, the revision becomes part of the publication adopted by reference pursuant to this subsection.

2. A state agency shall not store such records in a facility not owned by the State without the written permission of the person designated by the State Library and Archives Administrator to manage official state records. He shall determine whether the private facility meets with the standards set forth in this section. ~~[Confidential or restricted official state records must not be stored in a private facility unless 24-hour security is provided.]~~

~~—2.— In all new construction of state buildings which contain one or more areas designed for the storage of records, the storage area must comply with the standards set forth in this section. In existing state buildings which contain one or more areas designed for the storage of records which are remodeled or renovated, the new storage area must comply with the standards set forth in this section for storage areas.~~

~~—3.— A facility in which records are stored must be constructed of noncombustible, permanent materials. The area for the storage of records must have a minimum live floor load of 300 pounds per square foot. If possible, the facility must not be below ground level. All electrical wiring must be encased by conduit and any electric control box or light switch must be located at the main entrance to the area used for storage. Any light fixture in the area for storage must be of~~

~~fluorescent metal construction equipped with thermally protected class “P” ballast. The lowest point of any light fixture must be no lower than 12 inches above the highest box or material stored in the facility. An oil-type transformer must not be used in an area for the storage of records.~~

~~—4.— The temperature in an area where records with archival value, security copies of microfilm or microfiche, optical discs or computer discs and tapes are stored must be maintained at or above 60 degrees Fahrenheit, but not more than 70 degrees Fahrenheit. The temperature in all other areas of the facility where records are stored must be maintained at or above 50 degrees Fahrenheit, but not more than 80 degrees Fahrenheit.~~

~~—5.— Each facility used for the storage of records must be equipped with smoke detectors and fire sprinklers. The sprinkler system must be rated at a minimum flowing pressure of 7 pounds per square inch and deliver a minimum of 0.30 gallons per minute per square foot at the most remote sprinkler head. Each sprinkler head must be rated at a minimum of 286 degrees Fahrenheit, spaced no farther apart than 10 feet on center from the next sprinkler head and positioned to provide unobstructed coverage. There must be at least 18 inches of clearance between the top of the stored material and the sprinkler head at the deflection level.~~

~~—6.— If the facility contains a furnace or boiler, the area in which records are stored must be separated from the furnace or boiler by a wall with no openings directly from the storage area to the area containing the furnace or boiler. The wall must be a fire wall rated to withstand the fire for 4 hours. In addition, the area used for the storage of records must be separated from all other areas of the facility and all other occupants by a fire wall rated at 4 hours if the wall is unpierced, and at 2 hours if the wall is pierced. An opening in a fire wall, including a duct penetration, must be protected by a class “A” 1-1/2 hour rated fire door.~~

~~—7.— The main entrance of the facility must be located within 250 feet of a fire hydrant. One 2 1/2-gallon stored pressure type fire extinguisher must be provided for each 3,000 square feet of floor space in the facility. Regardless of the geographic location of the facility, protection from lightning must be installed in accordance with nationally accepted standards.~~

~~—8.— The operator of the facility shall not allow open flames or smoking in the areas used for storage of records. The operator shall not allow the storage of equipment propelled by gasoline or oil, containers for flammable liquid or gas or containers of chemicals or similar materials to be stored within an area used for storage of records.]~~

3. If a state agency stores official state records at a facility which is not located at the same physical location as the state agency and which is not owned by the State, the state agency shall ensure that the security system used by the facility:

(a) Is connected to a central station for fire and intrusion monitoring that monitors the facility 24 hours a day;

(b) Has audible alarms for fire and intrusion;

(c) Has physical intrusion protection devices, including, without limitation, high grade locks, gates and window bars on all entries, including, without limitation, all doors, windows, stairwells, ramps, docks and roof ports; and

(d) Has motion detectors on the interior of the building.

↪ When choosing a facility for the storage of official state records, a state agency shall give preference to a facility that has a system for the detection of leaks of water.

Sec. 34. NAC 239.745 is hereby amended to read as follows:

239.745 1. The Board of Regents ~~[may]~~ *shall* establish a *records management* program .
~~[for the management and storage of records. If such a program is established, the]~~ *The* Board of

Regents shall provide a facility for the storage of the records on each campus of the ~~[University and Community College System of Nevada.]~~ *Nevada System of Higher Education*. The records of each institution must remain with and be preserved by that institution . ~~[in the manner set forth by the Board of Regents.]~~ The Board of Regents shall furnish the Division with general information relating to the operation of the facilities, such as the names, addresses and telephone numbers of the persons managing the program on each campus. Under such a program each series of records produced and stored by an institution of the ~~[University and Community College System of]~~ Nevada *System of Higher Education* must be inventoried, appraised and scheduled on forms approved by the Division. The results of the inventory and appraisal must be submitted to the Division for review. The Division shall submit the schedules of the ~~[University and Community College System of]~~ Nevada *System of Higher Education* to the Committee for approval.

2. The Board of Regents shall provide for the preservation of records from the ~~[University and Community College System of]~~ Nevada *System of Higher Education* with legal, research or archival value. Except as otherwise provided in this subsection, these records must be stored in facilities which meet the standards set forth in NAC 239.740 or transferred to the ~~[Division for preservation in the]~~ state archives. Records of the Board of Regents with legal, research or archival value must be transferred to the ~~[Division for preservation in the]~~ state archives.

Sec. 35. NAC 239.750 is hereby amended to read as follows:

239.750 1. Upon receiving notice that a state agency is being abolished or disbanded, the head of the agency, whether elected or appointed, shall take such actions as may be necessary to transfer the records of the agency to the Division for appraisal and preservation. Upon receipt, the Division acquires legal custody of these records. The records center shall maintain the

records of defunct state agencies which have administrative, fiscal or legal value until the scheduled period for retention has passed. Thereafter, any ~~[records]~~ *long-term record or record* with research or archival value must be transferred to the ~~[Division for preservation.]~~ *state archives.*

2. If a defunct state agency is reorganized or reinstated, the Division shall transfer the agency's records with administrative, fiscal or legal value into the legal custody of that state agency. Records with research or archival value must remain with the ~~[Division.]~~ *state archives.*

Sec. 36. NAC 239.755 is hereby amended to read as follows:

239.755 Each state agency shall give priority to the microfilming and protection of its *long-term records and* vital records within the limits of the agency's budget. If money has been appropriated for the microfilming or storage of records, the microfilming of *long-term records and* vital records must be given priority.

Sec. 37. NAC 239.760 is hereby amended to read as follows:

239.760 1. A state agency which produces an electronic record ~~[must]~~ *shall* include the entire record or image. Each electronic record must include:

- (a) The date the record was produced;
- (b) The date any alteration was produced;
- (c) Evidence that the record was authorized for issue or signature;
- (d) The name of the person who authorized the record for issue or signature; and
- (e) The name of any person, business, organization, governmental agency or any other entity to which the record was sent by the state agency.

2. The temperature in the area used to store *an* electronic ~~[records]~~ *record* must be maintained at or above 50 degrees Fahrenheit, but not more than 75 degrees Fahrenheit.

3. The agency's personnel shall transfer electronic mail records to a medium which will ensure retention until the minimum period for retention has passed.

4. ~~After the minimum period for retention has passed, the agency may destroy the electronic records by erasing or destroying the disc or tape.~~

~~5.]~~ Except as otherwise provided in this subsection, *an* electronic ~~records that have]~~ *record that has* been appraised and scheduled to be transferred to the ~~Division]~~ *state archives* must not be sent ~~[in computer disc or tape format.]~~ *via electronic communication or on electronic storage media.* The agency shall transfer the electronic record onto ~~[bond]~~ *alkaline reserve* paper, microfilm or microfiche before transferring it to the ~~Division.]~~ *state archives.* Audio and audiovisual ~~[tapes and cassettes]~~ *recordings* may be transferred in their original ~~[form.]~~ *storage media.*

~~[6.—As used in this section, “electronic records” mean official state records which are stored, accessed and retrieved through a machine readable system, whether by magnetic impulse, mechanical or electronic recording, or other form of data compilation, including all computer systems, floppy discs, optical discs, magnetic tape, hard discs and audiovisual systems.]~~

Sec. 38. NAC 239.762 is hereby amended to read as follows:

239.762 A state agency ~~[must]~~ *shall* obtain the written approval of the ~~[manager of the micrographics program established pursuant to NRS 378.280]~~ *State Library and Archives Administrator* before the agency:

1. Purchases micrographics *and imaging* equipment;
2. Leases micrographics *and imaging* equipment;
3. Rents micrographics *and imaging* equipment;

4. ~~Improves~~ *Upgrades* any micrographics *or imaging* equipment ; ~~owned by that agency;~~ or
5. Contracts with any person for the conversion of the records of that agency to microform ~~or~~ *or digital image*.

Sec. 39. NAC 239.850 is hereby amended to read as follows:

239.850 1. For the purposes of subsection 2 of NRS 241.035, the minutes of a public body, including agendas, exhibits and other related records, may be transferred for archival preservation and continued public access to:

- (a) For a state agency, the state archives.
- (b) For the ~~University and Community College System of~~ Nevada *System of Higher*

Education and each local governmental entity:

- (1) The Nevada Historical Society;
- (2) The Nevada *State* Museum and Historical Society;
- (3) An archival program or special collections of the ~~University and Community College System of Nevada; or~~
~~(4) A facility~~ *Nevada System of Higher Education; or*
(4) An archival repository that:
 - (I) Complies with the requirements set forth in NAC 239.740;
 - (II) Has been approved by the governing body that created the minutes ~~or~~, *or its successor; and*
 - (III) ~~Has received the written approval of the State Archivist; and~~
~~(IV)~~ Is located in this State.

2. Except for the purposes of display or special exhibits, minutes created in accordance with NRS 241.035 must remain in this State.

3. ~~[A facility]~~ *An archival repository* that accepts minutes from a public body pursuant to subsection 1 receives legal custody of the minutes.

4. If ~~[a facility]~~ *an archival repository* has accepted minutes from a public body pursuant to subsection 1 and finds itself no longer able to retain those minutes, the ~~[facility]~~ *archival repository* shall return the minutes to the public body from which the minutes originated or to the successor of that public body. If the public body or its successor ceases to exist, the records must be transferred to ~~[the state archives.]~~ *an archival repository pursuant to the provisions of subsection 1.*

5. *As used in this section, “archival repository” means a facility, professional staff and written program established to select, preserve and provide access to records containing research or archival value.*

Sec. 40. NAC 378.020 is hereby amended to read as follows:

378.020 1. The State Archivist shall ~~;~~

~~—(a) Subject],~~ *subject* to the control of the State Library and Archives Administrator, carry out the archival ~~[and records functions]~~ *record function* of the Division of State Library and

Archives of the Department of Cultural Affairs and manage the material in the archives. ~~;~~

~~—(b) Work closely with the custodians of records of local governments in reviewing governmental records to determine whether they have permanent value and historical character; and~~

~~—(c) Ensure that state records are reviewed by the Division of State Library and Archives of the Department of Cultural Affairs pursuant to NRS 239.080, 239.085 and 378.280.]~~

2. The State Archivist shall assist state agencies and local governments in developing systems for:

(a) The preservation of governmental records having historical value; and

(b) The retrieval of information not declared by law to be confidential from those records for the benefit of researchers and other members of the general public.

Sec. 41. NAC 239.071, 239.081, 239.111, 239.121, 239.141, 239.151, 239.171, 239.181, 239.191, 239.196, 239.201, 239.211, 239.221, 239.231, 239.241, 239.251, 239.261, 239.271, 239.281, 239.291, 239.301, 239.311, 239.316, 239.321, 239.331, 239.341, 239.351, 239.361, 239.371, 239.381, 239.391, 239.401, 239.411, 239.421, 239.431, 239.436, 239.441, 239.451, 239.461, 239.471, 239.481, 239.491, 239.501, 239.511, 239.521, 239.531, 239.536, 239.541, 239.551, 239.576, 239.580, 239.595, 239.610, 239.615, 239.635, 239.640, 239.645, 239.650, 239.710, 239.715, 239.720, 239.725, 239.730, 239.735, 239.763, 239.765, 239.770, 239.775, 239.780, 239.785, 239.790, 239.795, 239.800, 239.805, 239.810, 239.815, 239.820, 239.825, 239.830, 239.835, 239.840, 239.845, 239.847 and 239.848 are hereby repealed.

TEXT OF REPEALED SECTIONS

239.071 “Original” defined. “Original” means an original as defined in NRS 52.205, a reproduction made pursuant to the provisions of NRS 239.051, or any record designated by a local governmental entity or a records committee to be an original. An original made pursuant to

NRS 239.051 consists of the stored copy and the copy maintained for the use of authorized persons.

239.081 “Physical custody” defined. “Physical custody” means the actual possession of a record or series of records.

239.111 “Records committee” defined. “Records committee” means a committee created by a charter or ordinance of a local governmental entity to administer, advise or oversee a program for the management of records.

239.121 “Series of records” defined. “Series of records” means records that are kept or filed in a unified or sequential arrangement, having similar characteristics or relating to a similar function or activity.

239.141 Measurement of time; retention of supplementary material.

1. Except as otherwise provided in this chapter, a period of retention begins on the first day of the fiscal year after the fiscal year during which the record was created or received.
2. An index, reference or supplement to a record is considered a part of that record and must be retained for the length of time that the record must be retained.

239.151 Categories of records. The following categories of records are hereby established:

1. Category 1 includes records that are necessary for the daily business of an office or department or used as a source of reference.
2. Category 2 includes records of the creation, development or elimination of a local governmental entity, or unique evidence or information about conditions, people, activities or events that is essential for legal, historical, genealogical or other professional research or inquiry.

3. Category 3 includes records of the source, receipt and expenditure or transfer of public money which are required for the operation of a local governmental entity or until an audit is completed.

4. Category 4 includes records which are required by law to be retained and those which have a legal basis for their retention.

5. Category 5 includes irreplaceable records which are needed during or after an emergency or to protect the rights and obligations of a local governmental entity or members of the general public.

239.171 Effect on schedules adopted by local governmental entities. The periods of retention established in NAC 239.171 to 239.551, inclusive, supersede all schedules for the retention of records adopted by a local governmental entity pursuant to NRS 239.125, except those schedules which are more stringent than the periods of retention provided for in this chapter.

239.181 Records of administration. (NRS 239.125)

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		X		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 after 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		6 years after date schedule is superseded by revised schedule

239.191 Records of airports.

Title of Series of Records of Airports	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Airport aid program grantees:						
Affirmative action plans	X			X		3 years or the period of financial assistance, whichever is longer
Reports not transmitted to the Federal Aviation Administration	X			X		3 years or the period of financial assistance, whichever is longer
Bomb threats	X			X		2 years
Complaints of excessive noise	X	X				2 years
Daily log of control center	X					2 years
Daily maintenance log	X					6 months
Emergencies:						

Alerts (all stages)	X		X	2 years
Reports and records of emergencies	X		X	2 years
Escort log	X			6 months
Minutes of the meetings of the board or commission	X	X	X	Permanent
Notices to airmen	X			2 years
Operations log	X			6 months
Parking positions for aircraft	X			6 months
Radio beacons (distance measuring equipment, instrument landing systems, simplified directional facilities and very high frequency markers):				
Form 198 (Federal Aviation Administration) readings and adjustments	X		X	Permanent
Form 418 (Federal Aviation Administration) operator's record	X		X	Permanent
Form 6030-1 (Federal Aviation Administration) maintenance				

log	X			X	Permanent
Form 6790-4 (Federal Aviation Administration)	X			X	Permanent
Reports of property damage	X			X	2 years
Reports of safety inspections for airfields	X			X	6 months
Reports of sick or injured persons	X			X	2 years

239.196 Records of animal control. (NRS 239.125)

Title of Series of Records of Animal Control	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Bite reports	X			X		2 years
Counter receipts and logs	X		X	X		3 years
Daily intake statistics	X	X				4 years
Dog citations	X					1 year
Dog license forfeits	X		X			1 year after completion of annual audit
Lab reports, rabies	X					2 years
Officer statistics	X	X				4 years

Officer truck logs	X				2 years
Pet impound records	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. (NRS 239.125)

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
Escrow confirmation reports	X			X		1 year
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

239.211 Records of attorney.

Title of Series of Records of Attorney	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Appeals:						
Lists of cases on appeal	X					2 years
Orders of cases on appeal	X					Until no longer useful
Work cards	X					2 years after resolution
Calendars of cases	X					30 days
Civil cases	X			X		5 years

Civil rights	X	X		X		3 years after final disposition of case
Complaints:						
Assault and battery	X			X		2 years
Felony	X			X		4 years
Gross misdemeanor	X			X		2 years
Misdemeanor	X			X		2 years
Dispositions of cases	X					30 days
Massage operators' tests	X					3 years
Opinions	X	X		X	X	Permanent
Receipts for criminal reports	X		X			Until annual audit is completed
Receipts for payment of child support	X	X				1 year
Records of committee on work permits or identification cards	X			X		3 years
Requests for opinions	X			X		2 years
Suits against a local government	X	X		X		6 years if no action pending
Writs	X			X		3 years after writ is no longer in effect

239.221 Records of auditor.

Title of Series of Records of Auditor	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Accounts payable	X		X	X		5 years
Accounts receivable (revenue)	X		X	X		5 years
Annual audits	X		X	X		3 years
Appointments and oaths of deputy sheriffs (county)	X			X		While active
Audit reports	X		X	X		3 years
Fee books	X			X		5 years from last entry
Monthly statement to county commissioners	X	X			X	5 years
Tax deeds	X			X		5 years
Treasurer's receipts from counties (duplicates)	X		X	X		5 years

239.231 Records for building and safety. (NRS 239.125)

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
Affidavits of nonuse	X			X		Until property is in use
Agreements for temporary power	X					1 year
Agreements to hold harmless	X				X	5 years
Allocation of sewers	X					5 years
Annexations of property	X	X		X		Permanent
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					1 year
Billings for plumbing and electrical permits	X		X	X		Until annual audit is completed
Bookkeeping records	X		X	X		Until annual audit is completed

Buildings permits and logs	X			Permanent
Buildings, record of street addresses	X			Permanent
Certificate of occupancy	X			Permanent
Complaints and logs	X			5 years
Daily reports of analysis of inspections	X			1 year
Examinations for journeymen and master electricians	X		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
Performance bonds	X		X	1 year after contract is completed
Permits:				
Applications for permits	X		X	1 year

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

Hotels and motels	X				building 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
Statement of subsequent injury	X				25 years
Surety bonds	X			X	Until bond expires
Temporary power, requests					1 year
Tract fees	X		X	X	Until annual audit is completed

239.241 Records for business licenses.

Title of Series of Records for Business Licenses	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Business licenses, applications						

and renewals	X				1 year after the cessation of business
Copies of licenses	X				1 year after terminated or superseded
Investigations	X	X			10 years
Liquor and gaming:					
Ledgers	X				5 years
Licenses	X				1 year after suspended
Record of locations (records of items licensed)	X	X			1 year
Temporary licenses	X				Until a permanent license is issued
Lists of and requests for changes of information	X				1 year
Notices reminding licensees to renew their licenses	X				1 year
Receipts for collection of taxes on lodging, liquor and gaming	X		X	X	Until annual audit is completed
Receipts issued to licensee upon payment of fees	X			X	2 years
Records of businesses that have closed	X	X			Permanent
Records of gross receipts reported					

by gaming establishments	X					10 years
Registers of billings	X		X	X		Until annual audit is completed
Registers of businesses licensed	X	X				10 years
Reports of activity	X					1 year
Reports of hotels, motels and campgrounds	X					6 years
Waivers	X					5 years

239.251 Records of city clerk. (NRS 239.125)

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	
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	
Checks issued without sufficient money or credit and files related thereto	X			X	X	3 years after check collected or date written off as uncollectible
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, commissions, 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
Parking citations and records related thereto	X		X	X		2 years after citation issued
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
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 meetings of public bodies	X			X		1 year if transcribed minutes exist. If minutes not transcribed, must retain permanently
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239.261 Records for emergency management.

Title of Series of Records for Emergency Management	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
List of vendors from whom equipment and products are purchased	X					Until superseded
Plans for recovery from disasters	X	X			X	Permanent
Records of emergency exercises	X	X				Permanent
Records of inventory of equipment	X					Until superseded

Records of safety committees	X					2 years
Records of training exercises	X	X				Permanent
Reports of incidents	X					2 years
Reports of safety inspections	X					Until superseded

239.271 Records for civil service. (NRS 239.125)

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
Tape recordings of commission or board meetings	X	X		X	1 year if transcribed minutes exist, permanently if minutes not transcribed
Transcripts of hearings of civil service board involving appeals	X	X		X	2 years after determination of appeal

239.281 Records of constable.

Title of Series of Records of Constable	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Complaints and reports from deputies	X					1 year
Dockets	X			X	X	Permanent
Evictions:						
Notices of eviction	X					1 year
Record of evictions	X			X		6 years
Record of notices of eviction	X					90 days after date of service or return
Instructions for completing forms	X					Until superseded
Mistakes and refunds	X		X	X		Until annual audit is completed
Monthly reports	X					5 years
Revocation files	X					5 years
Statistical summary of dispositions	X					1 year
Unserved papers	X					90 days after date received
Yearly logs	X					6 years

239.291 Records of cooperative extension programs.

Title of Series of Records of Cooperative Extension Programs	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
4-H Club:						
Checkbooks, including stubs of checks	X		X	X		6 years
Enrollment cards of participants and members	X					1 year
Statement and reconciliations of bank accounts	X		X	X		Until annual audit is completed
Guidelines pertaining to the civil rights of employees of and participants in cooperative extension programs	X			X		Until superseded
Mailing lists	X					Until superseded
Press releases	X	X				Permanent
Records of accident insurance						

provided to participants in special programs	X				X	90 days after expiration of policy
Statistical and routine reports	X	X				Permanent

239.301 Records of coroner and medical examiner.

Title of Series of Records of Coroner and Medical Examiner	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Autopsies:						
Protocol	X	X		X		Permanent
Reports	X	X		X		Permanent
Case files (This series of records includes, but is not limited to, reports of field investigations, reports of police, photographic evidence, receipts for personal property, toxological reports, subpoenas and other material related to a proceeding of a						

court, notes, authorizations to release body to next of kin or mortuary, preliminary statements of cause of death and certificates of death.)	X	X		X		Permanent
Deputies' appointments and oaths	X			X		While active (file with county recorder)
Inquests	X	X		X		Permanent
Register of cases	X	X				Permanent

239.311 Records of county clerk. (NRS 239.125)

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	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 cancelled
Reports	X				5 years
Bonds and oaths of notaries public	X				While notaries are active
Certificates of delinquency	X			X	Permanent
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
Record of incorporations and articles of incorporation	X			X	X	Permanent
Resources and expenditures, quarterly reports	X		X	X		3 years
Surveys and established boundaries, including maps	X	X		X	X	Permanent

239.316 Records of county fair and recreation boards and convention authorities.

Title of Series of Records of County Fair and Recreation Boards and Convention Authorities	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Advertising (including audio and visual materials)	X	X		X		6 years

Agendas of board meetings	X	X		X		Permanent
Bookings	X	X				5 years
Contracts and agreements	X			X		6 years
Files of closed facilities	X	X		X		6 years
Gaming and room tax records:						
Duplicate (original filed by county)	X		X			3 years
Original (taxing authority)	X		X	X	X	6 years
Logs (daily)	X					2 years
Minutes of board meetings	X	X		X		Permanent
Minutes of committee meetings	X	X		X		Permanent
Press clippings	X	X				As long as useful
Reservations	X	X				3 years
Room tax return files	X	X				3 years
Statistical reports	X	X				Permanent
Subject files (informational)	X					As long as useful
Surveys	X					As long as useful

239.321 Records for information services.

Title of Series of Records for Information Services	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Agreements concerning the maintenance of equipment	X			X		6 years after agreement is terminated
Backup of all computer files made for security purposes	X				X	Until replaced by a more recent backup file
Backup of computer system made on tape or disc on daily or weekly cycle	X				X	2 cycles
Billings	X		X	X		Until annual audit is completed
Contracts for the purchase of computers, programs and related equipment	X			X		6 years after contract is terminated
Documentation of computer						

system and program	X			X	X	3 years after computer system or program is discontinued
Electronic mail (E-mail)	X		X	X		Until hard copy of mail may be disposed of pursuant to retention schedule
Master copies of forms	X					Until superseded
Programs and codes that are no longer used (obsolete systems)	X					3 years
Special programs developed for one purpose	X		X	X		Until hard copy of records produced may be disposed of pursuant to retention schedule
Standards, procedures and documentation for users of equipment	X					Until superseded
Word processing files:						
Files maintained only as an electronic record	X	X	X	X		Until hard copy of information may be disposed of pursuant to retention schedule
Files used to produce the hard copy that is retained	X					None

239.331 Records for elections. (NRS 239.125)

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 cancelled
Ballots and ballot stubs	X			X		2 years
Cancelled affidavits of registration	X			X		3 years after date cancelled
Challenge lists	X			X		2 years
Codes used for ballots	X					Until superseded
Declarations of candidacy	X					6 years
Lists of official candidates	X	X				Permanent
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
Revised lists of persons registered to vote	X				2 years
Roster of registered voters and					

pollbooks	X					2 years
Tally lists	X			X		2 years

239.341 Records of fire department. (NRS 239.125)

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
Reports of accidents involving real or personal property, except vehicles	X			X		2 years
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 cancelled
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
Billings for mutual aid	X		X X	3 years
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
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
Maintenance checklists	X			X	1 year after superseded
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 addresses 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
Investigations of arson	X		X	4 years
Investigations of fires	X		X	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			1 year after updated report
Preventative maintenance and maintenance of equipment schedules	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	
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					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				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
Training:					
Bulletins	X				Until office use ends
Reports of supervisor	X				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

239.351 Records for health.

Title of Series of Records for Health	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Air pollution:						
Data	X					5 years
Inventory of emissions	X	X				Permanent
Ambulance:						
Report regarding calls made during trip	X	X				2 years
Transcript of biomedical telemetry	X			X		2 years
Application for permit or license as an ambulance attendant	X					2 years after permit or license expires
Birth certificates	X	X		X		Permanent
Burial transit permits	X					1 year
Burn permits	X			X		Until permit expires
Certificate of occupancy logs	X					3 years

Certificates of stillbirth	X	X		X	Permanent
Closures of facilities	X				5 years
Complaints	X				5 years
Daily air monitorings	X				5 years
Daily meteorological data	X				1 year
Dairy samples	X				2 years
Death certificates	X	X		X	Permanent
Dog bites	X				1 year
Health plans and reviews of plans	X				10 years
Immunization:					
Consents	X			X	5 years
Statistics	X	X			Permanent
Inspection reports and files	X			X	5 years
Inventory of hazardous waste	X	X		X	Permanent
Notices of violations and citations					
issued	X			X	5 years
Orders for maintenance work	X				1 year
Procedures for special samplings	X				Until samplings are suspended
Program files	X				5 years
Reports of inspections of vehicles	X				5 years
Results of test for bacteria in					
swimming pools	X				5 years
Statistical record of air quality	X	X			Permanent

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239.361 Records of hospitals.

Title of Series of Records of Hospitals	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Admissions:						
Register	X		X			1 year
Report	X		X			1 year
Admissions and services:						
Annual reports	X		X			Permanent
Daily reports	X					Until annual report is compiled
Monthly reports	X					Until annual report is compiled
Adverse reactions to transfusions	X					5 years
Alcohol:						
Inventories and orders	X					3 years
Permits	X					Until permit expires or is revoked
Ambulance:						
Transcript of biomedical						

telemetry	X			X	5 years
Annual reports to board	X	X			Permanent
Appointments for treatment	X				1 year
Attendance reports	X				2 years
Bequests	X	X	X		Permanent
Births:					
Certificates	X			X	Permanent retention by district health officer
Log of delivery room activities	X	X			Permanent
Records of births	X				Permanent
Blood bank:					
Histories of blood donors	X			X	5 years
Records of distribution of blood to patients	X			X	2 years
Results of blood tests	X			X	5 years
Blueprints of buildings	X	X			Life of building
Case histories relating to social services	X				5 years
Cashier's tapes	X		X	X	Until annual audit is completed
Census	X	X			5 years
Certificates of stillbirth	X	X		X	Permanent retention by district health officer
Charge slips	X		X	X	Until annual audit is completed

Constitution and bylaws	X	X			Permanent
Credit and collections	X			X X	Until annual audit is completed
Deaths:					
Certificates	X			X	Permanent retention by district health officer
Records of deaths	X				Permanent
Departmental reports:					
Annual	X	X			Permanent
Daily	X				Until annual report is compiled
Monthly	X				Until annual report is compiled
Discharge reports	X		X		2 years
Electrocardiogram tracings	X	X			10 years
Electroencephalogram tracings	X	X			10 years
Endowments	X	X	X		Permanent
Equipment:					
Depreciation records	X		X		3 years after disposition of equipment
Inspection records	X				Life of equipment
Inventory	X				Until superseded
Locations of equipment	X				Life of equipment
Maintenance records	X				Life of equipment
Federal grant records (equipment reports)	X			X	3 years after final disposition of

				equipment
Federal grant records (Health and Human Services Department)	X		X	3 years after final report of expenditures or disposition of federal audit, whichever is longer
Index of diseases	X			10 years
Index of operations	X			10 years
Index of patients' names	X			10 years
Inspections of grounds and buildings	X			1 year after superseded
Ledger cards for patient's accounts:				
Closed accounts	X	X		3 years
Uncollectible accounts	X	X	X	6 years
Logs and diaries regarding security guards and security systems	X			1 year
Medical graduate courses	X		X	Permanent
Medical records of patients created and maintained by hospital	X		X	25 years after creation of record
Methadone clinic records	X		X	5 years
Minutes of meetings (board of directors, executive committee,				

medical committee)	X	X	X	Permanent
Narcotics:				
Inventories	X		X	5 years
Permits	X			Until permit expires
Pharmacy:				
Files relating to inventory and issuance of controlled substances	X		X	2 years after date of entry
Form for destruction of narcotics (United States Drug Enforcement Administration Form 41)	X		X	2 years after date form is completed
Log relating to repackaging of medications	X		X	2 years after last entry
Reports relating to adverse drug reactions	X			1 year
Reports relating to inspection	X		X	2 years after date of report
Reports to United States Drug Enforcement Administration relating to theft and loss of controlled substances	X		X	2 years
Policies and procedures	X	X	X	2 years after superseded
Psychiatric reports, records and				

case histories	X			X	2 years after death of patient or 25 years after last entry, whichever is earlier
Radioisotopes (receipt, transfer, use, storage, delivery, disposal and reports of overexposure)	X			X	3 years
Records of fetal monitoring	X	X			25 years
Records of health insurance	X			X	5 years
Records of mammograms and related documents	X			X	10 years unless transferred
Records of treatment by therapy	X				5 years
Records of treatment of trauma	X				5 years
Register of tests	X				1 year
Reports of communicable disease	X			X	3 years
Reports of emergency room	X	X			5 years
Research papers that are published	X	X			Permanent
Social services case histories	X				5 years
Surgical cases, register	X	X			5 years
Temperature charts	X			X	5 years
Trusts	X	X	X		Permanent
Welfare agency	X				5 years

239.371 Records of improvement districts and boards.

Title of Series of Records of Improvement Districts and Boards	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Affidavits of publications	X			X		Permanent
Agreements	X			X		6 years after termination of agreement
Annexation files	X				X	Permanent
Applications of service	X					90 days after date of application
Assessments, master file listing	X					1 year
Bids:						
Bids for contracts	X		X	X		Permanent
Requests to bid for contracts	X		X	X		Permanent
Billing cards and records	X		X		X	3 years
Cash book deposits and payments	X		X	X		Permanent
Contracts	X			X		6 years after the contract is terminated
Covenants, restrictions and amendments	X	X		X		Permanent
Cross-reference reports of clients	X					Until superseded

Drains, locations and maintenance	X				Permanent
Easements	X			X	Permanent
Elections of boards	X	X			Permanent
Financial reports	X		X		6 years
Maps (This series of records includes, but is not limited to, locations of lots and blocks, annexations and easements.)	X	X			Permanent
Master list of clients	X				Until superseded
Minutes of meetings	X	X		X	Permanent
Proceedings of the board of trustees (records)	X	X		X	Permanent
Project files for constructions	X				10 years after completion of the project
Reapportionments	X	X		X	Permanent
Receipts for connections and hookups	X		X		Until annual audit is completed
Receipts issued or received	X		X	X	Until annual audit is completed
Results of sample tests for water quality	X	X			Permanent
Specifications of wells	X				Permanent
Water flow of wells	X	X			Permanent

239.381 Records for juvenile probation.

Title of Series of Records for Juvenile Probation	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Activity forms submitted to state subsidy program	X					1 year
Records of formal arrests	X			X		Until child reaches 24 years of age
Records of informal arrests	X			X		Until child reaches 18 years of age
Statistical reports	X	X				Permanent

239.391 Records for law enforcement. (NRS 239.125)

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
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
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
Incident and crime reports	X			X	1 year after statute of limitations expires (review for historical value)
Investigation Files:					
Homicide	X	X		X	Permanent
Felony	X			X	50 years
Other	X			X	10 years
Jail:					
Commissary records	X		X	X	Until annual audit is completed
Incident reports	X				2 years
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
Register	X				10 years
Release orders	X				3 years (copy to inmate's files)

Roster of inmates	X				90 days after date of roster
Juvenile arrests	X			X	Permanent (sealed when juvenile reaches age 24, or before by court order)
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 involved in an accident)
Medical management records	X	X			5 years
Medical treatment log (call book)	X				5 years
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 (copies)	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
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
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 (copy of court records)	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

239.401 Records of law library.

Title of Series of Records of Law Library	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Card catalog	X					Until superseded
Collections of fines and fees	X		X	X		Until annual audit is completed
Copy log	X		X	X		Until annual audit is completed
Narrative reports	X	X				Permanent
Record of petty cash	X		X	X		Until annual audit is completed
Register of borrowers	X					1 year after last activity
Reports to county commission	X	X		X		10 years

239.411 Records of public library.

Title of Series of Records of Public Library	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Applications for card to enable patron to use services provided by library	X					Until application is processed
Catalogs and lists of where books are located within a library	X					Until superseded
Fines for books retained by patron beyond the date it is due to be returned	X		X	X		Until annual audit is completed
Records pertaining to serial publications that have been ordered by a library and received (check-ins)	X			X		6 years
Records pertaining to serial publications that have been ordered by a library but not						

received (claiming records)	X		X	3 years
Records pertaining to services provided to a patron of a library	X			1 year
Records relating to material purchased from a jobber	X			1 year
Records relating to orders for books	X	X	X	Until annual audit is completed
Renewals and book loans	X	X	X	Until annual audit is completed
Requests for material to be ordered through interlibrary loan	X			6 months after material is returned
Requests that patron pay a fine on an overdue book	X	X		1 year
Returns (This series of records includes, but is not limited to, lists or records of material returned through interlibrary loan.)	X			1 year
Standing orders	X			1 year after the cancellation of a standing order

239.421 Records for parks and recreation.

Title of Series of Records for Parks and Recreation	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Activity reports	X					6 years
Agreement for the joint use of a facility	X			X		6 years after termination of the agreement
Agreement for the rental of a facility by a park or recreation department	X		X	X		6 years after termination of the agreement
Application to become a park commissioner	X					1 year after applicant is accepted or rejected
Application to lease a facility at a park	X		X	X		Until annual audit is completed
Contracts (all)	X			X		6 years
Description of programs						

conducted by a park or recreation department	X				Until program ends
Envelopes received from children attending a camp	X		X	X	Until annual audit is completed
Equipment:					
Use reports	X				1 year
Use requests	X				1 year
Files pertaining to a personal injury or death resulting from an accident which occurred during a program conducted by a park or recreation department	X			X	2 years
Files pertaining to persons participating in a program conducted by a park or recreation department	X				1 year after program ends
Files pertaining to proposed or completed constructions of facilities planned or operated by a park or recreation department	X				6 years after completion of the facility
Folders maintained on persons hired as contractors	X				3 years

Forms completed by persons reserving a building	X		X	X		Until annual audit is completed
Inventories of park and facility property and equipment	X			X		1 year after update
Inventory control	X					Until superseded
Ledgers recording payments made by participants in a program conducted by a park or recreation department	X		X	X		1 year after annual audit is completed
List of persons registered to use a golf course	X		X	X		Until annual audit is completed
Log kept by a person authorized to patrol a park	X	X			X	1 year
Minutes of commission and board meetings	X	X		X		Permanent
Permits issued to persons using a park or facility	X		X	X		1 year after annual audit is completed
Registrations of persons participating in a program conducted by a park or recreation department	X		X	X		1 year after annual audit is

Schedules for use of facilities	X					completed 1 year after date of schedule
Schedules of fees assessed for the use of buildings and parks	X		X	X		Until annual audit is completed
Senior citizens' program records	X	X				5 years after the program is completed
Statements or waivers releasing a park department from liability for personal injury	X			X		2 years
Tickets and records of use of rental equipment	X		X	X		Until annual audit is completed

239.431 Records of personnel departments.

Title of Series of Records of Personnel Departments	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Applications and résumés	X			X		2 years
Background surveys of personnel	X	X				5 years

CETA personnel files (This series of records includes, but is not limited to, job requisitions, reports of maintenance of effort, audits, rosters of staff members and time sheets.)	X		X		5 years
Deferred compensation plans	X	X	X		Permanent
Eligible lists	X		X		2 years
Examination scores	X		X		2 years
Grievances:					
Files	X		X		2 years
Hearings	X		X		2 years
Inactive recruitment files	X		X		2 years
Insurance plans	X			X	3 years after the plan is terminated
Job advertisements for federally funded positions	X				3 years
Job classifications	X				1 year after job classification is superseded or eliminated
Labor negotiations	X	X	X		5 years
Pay resolutions for management and classified employees	X	X	X		2 years
Payroll records	X				See treasurer

Personnel:					
Computerized reports	X				Until superseded
Master personnel file	X	X			85 years
Positions:					
Authorized positions filled	X				1 year after superseded
Reports	X				1 year after superseded
Questionnaire for survey of background of personnel	X				Until the data is compiled and reported
Salary actions	X				3 years
Time cards and sheets	X		X	X	3 years
Union contracts	X	X		X	Permanent
Verification of eligibility for employment (United States Immigration and Naturalization Services Form I-9)	X			X	3 years after date form is received or 1 year after employment relationship is terminated, whichever is later

239.436 Records of planning commissions and planning districts.

Title of Series of Records of Planning Commissions and Planning Districts	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Advisory committee:						
Minutes of meetings	X	X		X		Permanent
Reports	X	X				Permanent
Annual reports	X	X		X		Permanent
Determinations and findings	X			X		3 years
Examinations of land	X			X		3 years
Facilities plans	X	X		X		Until facility ceases to exist
Master plan	X	X		X		Permanent
Recommendations	X			X		3 years
Records of actions taken against commission or district	X			X		6 years after action is resolved
Records of official actions	X	X		X		Permanent
Records of public hearings	X	X		X		Permanent
Records of transactions	X			X		3 years
Regional plan	X	X		X		Permanent

Reports from public utilities	X			X		3 years
Resolutions	X	X		X		Permanent
Rules for transaction of business	X			X		Until superseded

239.441 Records of public administrator.

Title of Series of Records of Public Administrator	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Case files	X			X		6 years after the case is closed
Inventories of property	X			X		6 years after the case is closed

239.451 Records of public defender.

Title of Series of Records of Public Administrator	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Office files and records of adult clients represented	X					Until no longer useful to the public defender
Office files and records of juvenile clients represented	X					1 year after 18th birthday of client

239.461 Records for public works.

Title of Series of Records for Public Works	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Accounts books	X	X				Permanent
Annexations	X					5 years
Approvals of payments	X		X			1 year after completion of project
Approved barricade plans	X					Until superseded
Bid estimate files	X					5 years
Complaints	X					1 year after resolved or dismissed
Condemnations	X					1 year
Correction notices	X					1 year
Correspondence files (general)	X					2 years
Daily activities log	X					2 years
Disaster and damage reports	X	X				Permanent
Equipment maintenance reports	X					Life of the equipment
Field reports of on-site inspections:						

Commercial and public	X				5 years
Residential	X				1 year
Flagman qualification record	X			X	2 years
Foreman's reports	X				2 years
Highway and road maintenance schedules	X				1 year after superseded or revised
Inspectors' reports	X				5 years
Maps	X	X			Permanent
Master plan and amendments	X	X			Permanent
Minutes of commission and board meetings	X	X		X	Permanent
Parking:					
Fees for permits	X		X	X	While the fees are applicable or until the annual audit is completed, whichever is longer
Handicapped permit, applications	X				3 years
Permits for employees	X				Until updated or cancelled
Permits for safety seals	X				5 years
Permits to discharge industrial waste	X	X			Permanent

Projects, records of	X	X			Permanent
Projects, reports of expenditures	X		X		1 year after completion of project
Real estate appraisal reports and right-of-way acquisitions	X				2 years
Requests for inspections	X				1 year
Results of construction tests	X			X	12 years
Revenue expenditure reports	X		X	X	1 year after annual audit is completed
Review files for major projects	X	X			25 years after project is completed
Rights-of-way	X			X	Permanent
Sewer maintenance records	X				10 years
Special assessment districts, files	X				5 years
Specifications	X				Permanent
Street light records and plans	X				Until the lights are changed or replaced
Street maintenance	X				10 years
Street name changes	X	X			Permanent
Structural calculations	X				12 years
Structure which is moved	X				1 year after structure is in new location
Studies	X	X			Permanent

Subdivision files	X				5 years
Surveys	X	X			10 years
Telephone and record logs	X				1 year
Tentative subdivisions	X				5 years after organization or abandonment of proposed subdivision
Traffic and parking commission (minutes of meetings)	X	X		X	Permanent
Traffic court histories	X				5 years
Traffic sign maintenance	X			X	2 years
Traffic signals:					
Complaints and corrections	X			X	2 years
Maintenance records	X			X	Life of the unit
Records of installations	X				Until the signal is removed or replaced
Schematics and drawings	X				Until the signal is removed or replaced
Use permits	X	X			5 years after permit expires
Wastewater monitoring, reports and lab analysis record	X	X			5 years
Water rights, files and maps	X			X	Permanent
Work orders	X				2 years after work is completed

239.471 Records for purchasing.

Title of Series of Records for Purchasing	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Activity reports	X					2 years
Assignment of vehicles	X					Until superseded
Bid specifications	X					1 year
Bids	X		X	X		Permanent
Cooperative purchases	X		X			Until agreement is terminated
Goals and objectives	X					Until superseded
Inventory of supplies	X		X	X		1 year after annual audit is completed
Manuals of procedures	X		X			3 years after superseded
Notices of the sale of surplus material and equipment	X					1 year
Purchase orders:						
Logs	X		X	X		1 year after annual audit is completed

Stubs	X		X	X	1 year after annual audit is completed
Voided or cancelled	X		X	X	1 year after annual audit is completed
Requests for disbursements	X				2 years
Requests to bid	X		X	X	Permanent
Requisitions:					
Purchase orders	X		X	X	3 years
Stock orders	X		X	X	1 year after annual audit is completed
Supplies	X		X	X	1 year after annual audit is completed
Sales of surplus goods to the public	X		X		3 years
Vendors:					
Files	X				5 years
Master list	X				Until superseded

239.481 Records of county recorder.

Title of Series of Records of County Recorder	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Abstracts of judgment (liens)	X			X		5 years after filing or extension unless the lien is discharged earlier
Annual reports of auditors	X	X	X	X		Permanent
Certificates for appropriation of water	X	X		X	X	Permanent
Certificates of delinquency	X			X		5 years after filing or extension unless discharged earlier
Change for marriages and official records	X					1 year after entered
Count of documents	X					Until superseded
Count of marriages	X					Until superseded
Declarations of value	X	X				25 years
Deferred transfer tax	X			X		5 years after resolution
Fees	X		X	X		Until annual audit is completed

General receiving book	X			X	Permanent
Journal of stamps sold to escrow holders	X		X		Until superseded
Letters authorizing ministers to perform marriages	X	X		X	5 years after minister is no longer authorized to perform marriages
Letters revoking minister's authority to perform marriages	X	X		X	5 years after revocation of authority
Liens of Internal Revenue Service	X				Until superseded
Mail receiving book	X			X	3 years
Maps and plats	X	X			Permanent
Marriages:					
Receiving book	X			X	Permanent
Record of marriages	X	X		X	Permanent
Militia records	X	X			Permanent or transfer to state archives
Mining:					
Mining record	X	X		X	Permanent
Notices	X	X		X	Permanent
Record of mining districts	X	X		X	Permanent
Record of mining locations	X	X		X	Permanent

Records of mining unions	X	X			Permanent
Miscellaneous recordings and filings	X	X		X X	Permanent
Monthly report of marriages and official records	X				1 year
Mortgages, record	X	X		X X	Permanent
Notaries public, certificates	X				Until certificate expires
Notices of federal tax liens	X			X	Permanent
Official records (all items required to be filed with the county recorder)	X	X		X X	Permanent (unless stated otherwise in this schedule)
Orders for copies	X		X		1 year
Receiving books	X			X	Permanent
Record of deeds	X	X		X X	Permanent
Record of discharges	X	X		X X	Permanent
Redemption certificates	X	X		X X	Permanent
Returned checks, files	X		X		1 year after collected or date written off as uncollectible
Trust deeds	X	X		X X	Permanent
Vacation and plat report	X				1 year

239.491 Records of regional transportation commission or district.

Title of Series of Records of Regional Transportation Commission or District	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Cooperative agreements	X			X	X	6 years after agreement is terminated
Files identifying routes for buses	X					3 years
Files pertaining to proposed streets, highways, or transportation systems (planning files)	X					2 years after completion or termination of project
Files pertaining to the construction of streets and highways	X	X				Permanent
Files relating to projects	X					3 years
Files relating to reviews of projects	X					5 years
Minutes of commission and board meetings	X	X		X		Permanent

Reports of allotments of fuel tax, including receipts for money received	X		X	X		1 year after annual audit is completed
Reports of appraisals	X					5 years
Reports of money received and expended	X		X	X		1 year after annual audit is completed
Results of tests conducted during the construction of a street or highway	X				X	Permanent
Services for elderly or incapacitated persons: Applications for services	X			X		3 years
Lists of persons eligible for services	X			X		Until superseded

239.501 Records of sanitation district.

Title of Series of Records of Sanitation District	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Accounting records (all money received and disbursed)	X		X	X		Permanent
Drawings, blueprints and specifications	X	X			X	Permanent
Estimated costs of construction	X					2 years after completion or termination of the project
Lists of priorities assigned to proposed constructions of plants for the treatment of human waste	X					Until superseded
Minutes of board and commission meetings	X	X		X		Permanent
Orders changing a specification	X	X			X	Permanent
Procedures for review	X	X				5 years
Record of collections of waste and						

operation of a system	X				5 years
Records of readings obtained from a measurement of the flow of waste	X				5 years
Records pertaining to the maintenance of a plant	X				1 year after the plant is closed
Regulations	X	X		X	3 years after superseded
Report of the status of changes ordered during construction of a facility	X				1 year after construction is completed
Reports of activities	X				1 year
Reports of briefings	X				1 year
Reports of inspections of a facility under construction	X				1 year after the construction is completed
Reports on the quality of water	X				3 years
Reports summarizing data	X				1 year
Requests for the payment of fees	X		X		3 years
Specifications	X	X		X	Permanent
Statistical averages of the quality of water	X	X			Permanent

239.511 Records of school districts. (NRS 239.125)

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				Until graduation of pupil
Attendance:					
Form for Department of					
Education	X				5 years
Registers for homerooms	X				5 years
Reports from nonresident					
students	X				2 years
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
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	
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	Until graduation of pupil
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
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 log	X		X	3 years
Performance profile of secondary school teacher	X		X	3 years
Request for hearing on suspension	X		X	3 years or termination
Review of folders	X			3 years
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					Until graduation of pupil

239.521 Records for social services.

Title of Series of Records for Social Services	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Activities reports (professionals)	X					2 years
Activity sheets	X					2 years
Affirmative action:						
Annual reports	X	X				Permanent
Interviews	X					2 years
Agreements of bilateral agencies	X			X		Until expiration or renewal of agreement
Bus tokens issued, log of case files						

of clients	X				1 year
Case files of clients	X				3 years after date of last service
Cash grants (This series of records includes, but is not limited to, checks, determination worksheets and nonvoucher logs.)	X				3 years
Child care facilities' files	X				5 years after closure of facility
Child welfare program files	X				5 years
Clients' appointment slips	X				90 days after date of appointment
Clients' log books	X				2 years
Collections and billings:					
Accounts of nursing homes	X	X	X		Until annual audit is completed
Invoices	X	X	X		Until annual audit is completed
Receipts	X	X	X		Until annual audit is completed
Complaints concerning unlicensed child care facilities	X		X		3 years
Complaints, reports	X				5 years
Computer and interdepartmental change forms	X				6 months from date of change
Computer control and corrections, reports	X				1 year

Ethnic groups, records of applicants for jobs classified by ethnic group	X				2 years
Forms for certification of service	X				3 years
Grants:					
Applications, proposals and reports	X	X			25 years
Working files and fiscal documents	X				3 years after date of final report
Hospital bills accepted for payment	X		X		3 years
Index of names	X				Until superseded
Inspections	X				5 years
Internal statistical reports	X				3 years
Interview file	X				2 years
Ledgers for batch control	X				2 years
Memos concerning correction of documents	X				6 months after date of correction
Monitorings by grantors	X				3 years after date of final report
Pink slips for client's accountability	X				1 year
Rap sheets	X				1 year
Register of activity for					

convalescent care	X					5 years
Registers of medical assistance	X					5 years
Requests for medical cards	X					1 year
Social security index	X					Until superseded
Summary reports of direct assistance	X					3 years
Summary reports of medical assistance	X					5 years
Typed cases, daily log book	X					1 year
Typing pool, activity sheets	X					1 year

239.531 Records of treasurer. (NRS 239.125)

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 cancelled	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
Indebtedness annual report	X		X	X		3 years
Investment registers	X		X			6 years
Invoices for accounts receivable	X		X			6 years
Journal entries	X		X			6 years

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	X		X	10 years
Tax sales reports	X					Permanent
Tax sales that have been redeemed	X	X				Permanent
Unclaimed property report	X		X	X		3 years after property is transferred to State
Valuation notices	X					2 years
Voucher sheets (cumulative demands on the county)	X		X			6 years
Warrant registers	X		X	X		6 years

239.536 Records of utilities owned by local government.

Title of Series of Records of Utilities Owned by Local Government	Categories of records					Period of Minimum Retention
	1	2	3	4	5	
Agreement and application for service	X			X		6 years after termination of service
Annual reports	X		X		X	1 year if copy of the report is retained by a state agency. If not, retain for 5 years
Billings for services	X		X	X		1 year after completion of annual audit
Customer deposits (records)	X		X	X		1 year after completion of annual audit
Customer histories	X	X				2 years
Delinquent accounts	X		X			1 year after disposition
Meter readings	X		X	X		1 year after completion of annual audit

Receipts (copies)	X		X	X		1 year after completion of annual audit
Reconciliations	X		X	X		1 year after completion of annual audit

239.541 Records for zoning.

Title of Series of Records for Zoning	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Alphabetical listing of changes	X					2 years
Annexations	X	X				Permanent
Architectural supervisions	X	X				Permanent
Board of adjustment:						
Examinations	X	X		X		Permanent
Minutes of meetings	X	X		X		Permanent
Official actions	X	X		X		Permanent
Complaints	X					1 year after resolution
Maps of parcels, final maps and						

aerial maps	X	X			Permanent
Minutes of board and commission meetings	X	X	X		Permanent
Names of streets and changes in the names of streets	X	X			Permanent
Plans	X	X			Permanent
Record of the status of change	X				5 years
Statements of a policy of a city, town or association	X				Until superseded
Subdivisions	X	X			Permanent
Use of land:					
Files recording a change in the use of land	X	X	X		Permanent
Permits to use land for a specified purpose	X	X	X		Permanent
Vacations	X	X			Permanent
Variances	X	X	X		Permanent
Waivers	X		X		Permanent
Zoning:					
Changes in a classification	X	X			Permanent

239.551 Miscellaneous records common to local governmental entities.

Miscellaneous Records Common to Local Governmental Entities	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Accounting reports, general (office copies)	X		X			Until annual audit is completed
Accounts payable and accounts receivable (office copies)	X		X			Until annual audit is completed
Attendance records of employees (office records)	X		X			3 years
Audit reports (office copies)	X	X	X			1 year after superseded
Bids (office copies)	X		X			Until no longer of use to the office
Budgets:						
Office and departmental copy	X		X			1 year after annual audit is completed
Work sheets and papers	X		X			Until annual audit is completed
Certificate of destruction of records	X	X		X		3 years after date of destruction

						of record
Contracts and agreements (office copies)	X		X			1 year after completed or terminated
Correspondence:						
Administrative	X	X				Permanent
Complaints and inquiries	X					1 year after response or resolution
General	X					1 year, unless needed to be retained for a longer period
Subject files	X					1 year, unless needed to be retained for a longer period
Department regulations, policies and procedures	X	X		X	X	6 years after superseded
Employee files maintained in an office or department	X					1 year after termination (master file retained by department of personnel)
Grants:						
Fiscal records	X		X			As required by granting authority
Proposals, reports and results	X	X				5 years after the grant is closed
Insurance:						

Claims	X		X	X	X	3 years after final settlement of claim
Policies	X			X	X	3 years after the policy expires
Invoices (office copies)	X		X			Until annual audit is completed
Material safety data sheets	X			X		30 years
Payroll reports and printouts (office copies)	X					1 year after the date of report or printout
Petty cash records	X		X	X		Until annual audit is completed
Property and equipment records and inventories (office copies)	X					1 year after superseded
Receipt books	X		X	X		Until annual audit is completed
Requisitions and purchase orders (office copies)	X		X			Until annual audit is completed
Schedule for retention of records	X			X		6 years after superseded
Vehicle maintenance records	X			X	X	Life of vehicle (plus 3 years if involved in an accident)

239.576 “CD ROM” defined. “CD ROM” means compact disc, read-only memory which is a technology that is a high-density format for the storage of electronic records and which permits read-only access to the stored information, usually by means of a laser.

239.580 “Copy of record” defined. “Copy of record” means an original record, a series of records or a duplicate that is designated as the official record by an inventory process or the Committee.

239.595 “Evidential value” defined. “Evidential value” means the value found in a record produced or received by a state agency which is necessary to provide an authentic and adequate documentation of the state agency’s organization and functioning.

239.610 “Informational value” defined. “Informational value” means the value found in a record which contains information on persons, places and subjects with which the state agency deals.

239.615 “Intrinsic value” defined. “Intrinsic value” means the value found in a record which contains unique physical characteristics or found when the circumstances surrounding the creation of the record make it worth preserving in its original form.

239.635 “Made” defined. “Made” means the act of creating information by a state agency’s personnel, regardless of the method and the medium involved.

239.640 “Optical imaging system” defined. “Optical imaging system” means hardware and software for computers which record complete images by:

1. Scanning the images with a source of light, such as a laser;
2. Converting the images into a digital electronic format; and
3. Storing the converted images on an optical media which allows for the rapid retrieval of the stored images through indexing and the reproduction of the entire original image.

239.645 “Optical media” defined. “Optical media” means a special disc, computer hard disc or magnetic tape on which images are stored.

239.650 “Original” defined.

1. An “original” of a writing or recording is the writing or recording itself or any counterpart intended to have the same effect by a person executing or issuing it.
2. An “original” of a photograph includes the negative or any print therefrom.
3. If data are stored in a computer or similar device, any printout or other output readable by sight, shown accurately to reflect the data, is an “original.”
4. A reproduction made pursuant to the provisions of NRS 239.051, or any record designated by the Committee to be an original, including the stored security copy and the copy maintained for the use of authorized persons is an “original.”

239.710 Inventory of official state records.

1. The Division shall, in cooperation with the state agency, organize and supervise an inventory of all official state records in the legal custody of the agency. Each state agency shall use the inventory worksheet and the general schedules of retention available from the Division to conduct the inventory.
2. The Division shall identify vital records during the inventory.

239.715 Schedule: Development and contents.

1. In developing a schedule for the retention and disposition of the agency’s records, the Division shall assign a minimum period of retention to each series of records based on its appraisal of the administrative, fiscal, legal, research or archival value of the records. Requirements of the state agency and the State and Federal Government regarding audits must be considered in determining the fiscal value. Records with research or archival value must be appraised using the archival principles of informational, evidential and intrinsic value. The Division shall retain any worksheets, forms or other documents used in preparing the schedule.

2. The Division shall, when appraising a series of records for their value, research and consider the relevant provisions of the United States Code, the Code of Federal Regulations, the Nevada Revised Statutes, Nevada Administrative Code and manuals setting forth federal and state policy and procedure.

3. The Division shall, when it submits a schedule for the retention and disposition of a series of records which is not retained on bond paper, recommend to the Committee the method of retention for the series of records. The method of retention may include, without limitation, optical disc, CD ROM, audiotape, videotape and microfilm.

4. A schedule must describe each series of records identified in the legal custody of an agency and the disposition authorized. The information listed in the description column must briefly outline the use of the series and list the types of documents which may be included. The information listed in the disposition column must set forth the minimum period the series of records must be maintained, directions for the method of destruction for the series of records and, if applicable, the place where the records must be transferred for archival purposes. Recommendations for microfilming may also be included in the disposition column.

5. The minimum period of retention set forth on the schedule indicates the minimum length of time an original record or series of official state records must be retained in the legal custody of a state agency. The minimum period of retention applies to the original copy of an official state record and any copy designated as an original. A duplicate copy of a record may be disposed of unless the schedule specifically requires retention.

239.720 Schedule: Review and revision of proposed schedule; approval and dissemination of final version. (NRS 378.255, 378.280)

1. For each series of records listed on the schedule, the Division shall produce a form which specifies:

- (a) The proposed minimum period of retention set forth on the schedule; and
- (b) The authorized disposition of the records.

2. The form must be signed by a representative of the Division who shall submit the form to the state agency for its review. If the Division does not receive any comments from the state agency within 30 days after the Division submits the form to the state agency, the Division shall present the schedule to the Committee for review and approval.

3. Upon receipt of any comments from the state agency regarding the proposed schedule, the Division shall, if appropriate, revise the schedule. Upon the completion of the Division's final review of the schedule, the Division shall submit the schedule to the Committee for its review and approval.

4. Upon receipt of the schedule from the Committee, the Division shall, if necessary, revise the schedule and prepare a final version. The Division shall transmit copies of the final version to the state agency.

239.725 Transfer of records and other materials to records center; storage by records center.

1. A state agency desiring to transfer records or security copies of microfiche or microfilm to the records center for storage may request authorization to do so on a form, approved by the center, for the accession of records and other materials.

2. Except as otherwise provided in subsection 3, upon receipt of such a request the records center shall review it to determine whether:

- (a) The particular records are covered on a schedule or are sealed records;

(b) The particular records are appropriate for deposit in the records center; and

(c) Space is available in the records center for storage.

↪ If the records are covered on a schedule or are sealed records, are appropriate for deposit and space is available, the records center shall return the request form to the state agency with a notation authorizing the transfer and stating the identifying number assigned by the records center to the records or other material. The records center shall also include written instructions setting forth the acceptable manner for packaging the records. If, upon review, the records center determines that the records are not covered on a schedule, are not sealed records or are not appropriate for deposit in the records center, it shall return the request form to the state agency with a notation that the request has been denied and a statement explaining the reasons for the denial.

3. Upon receipt of a request for authorization to store security copies of microfiche or microfilm, or both, the records center shall review the request in accordance with this section and, unless space is not available in the records center for storage, approve the request. The records center shall return the form to the agency with a notation of the authorization to transfer or the denial of the request.

4. Upon receipt of authorization to transfer records to the records center, the state agency shall package the records in standard cardboard boxes measuring 15 by 12 by 10 inches. Any proposed exception to the required manner of packaging must receive prior approval before the package is delivered to the records center. Each box must be marked on one of the 12- by 10- inch sides. No other side may be marked. To the extent possible, each series of records must be boxed separately and described on separate forms.

5. Upon receipt of such records, the records center shall retain them until they are returned to the agency or until the scheduled period for minimum retention has passed. If the scheduled period has passed, the records center shall send a notice of that fact to the state agency which states that the records will be disposed of in accordance with the schedule on the date specified in the notice unless the agency requests an extension of time or agrees to retrieve the records. The date for disposition specified in the notice must not be sooner than 14 days after the notice is received. For reasonable grounds, the records center may grant an extension of time upon receipt of a timely request by the state agency to do so.

6. The records center shall give records with research or archival value, vital records and security copies of microfilm and microfiche priority for storage in the records center.

239.730 Access to records center: State agencies. A state agency may request access to records stored in the records center by written or telephonic notice of the request which contains a reference to the number assigned to the records at the time of transferal to the records center. If the agency requests to withdraw any of its records from the records center, the agency's representative shall sign a form prepared by the records center.

239.735 Access to records center: Persons not employed by Division.

1. A person not employed by the Division who desires access to material in the records center must have a written, signed approval from the agency's records officer. The person must sign a log prepared for this purpose before being admitted into an area for the storage of records.

2. An employee of the Division shall accompany and remain with any such person who enters into an area for the storage of records.

3. If a group of persons is picking up or delivering boxes of records, or shredding material, the group's supervisor shall sign a log prepared for this purpose and indicate the number of persons in the group.

4. The leader of any group touring the facility shall sign a log prepared for this purpose and indicate the number of persons in the group.

239.763 Adoption of standards by reference.

1. Any state agency which operates a program for converting its records to microform or any person with whom a state agency contracts for the conversion of the records of that agency to microform shall comply with the following standards of the American National Standards Institute and the Association for Information and Image Management, which are hereby adopted by reference:

(a) ANSI/AIIM MS5-1992, Microfiche;

(b) ANSI/AIIM MS14-1988, Specifications for 16 and 35mm Roll Microfilm;

(c) ANSI/AIIM MS18-1992, Splices for Image Film—Dimensions and Operational Constraints;

(d) ANSI/AIIM MS19-1993, Recommended Practice for Identification of Microforms;

(e) ANSI/AIIM MS23-1991, Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents;

(f) ANSI/AIIM MS39-1087, Recommended Practice for Operational Procedures, Quality Control and Inspection of Graphic Computer-Output Microforms;

(g) ANSI/AIIM MS42-1989, Recommended Practice for the Expungement, Deletion, Correction or Amendment of Records on Microforms;

(h) ANSI/AIIM MS48-1990, Recommended Practice for Microfilming Public Records on Silver-Halide Film; and

(i) ANSI/AIIM MS43-1988, Practice for Operational Procedures/Inspection and Quality Control of Duplicate Microforms of Documents and From COM.

2. In addition to the standards set forth in subsection 1, any state agency which operates a program for converting its records to microform or any person with whom a state agency contracts for the conversion of the records of that agency to microform shall comply with the following standards of the American National Standards Institute and the National Association of Photographic Manufacturers, which are hereby adopted by reference:

(a) ANSI/NAPM IT9.1-1992, Imaging Media (Film)—Silver-Gelatin Type—Specifications for Stability;

(b) ANSI/NAPM IT9.5-1992, Imaging Media (Film)—Ammonia—Processed Diazo Films—Specifications for Stability; and

(c) ANSI PH1.51-1990, Photography (Film)—Micrographic Sheet and Roll Films—Dimensions.

3. A copy of the standards set forth in subsections 1 and 2 is available from the Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland, 10910-5603, for the following prices:

(a) For the standards set forth in paragraphs (a) to (d), inclusive, and paragraphs (f), (g) and (h) of subsection 1, \$25 for members of the Association for Information and Image Management or \$33 for nonmembers.

(b) For the standard set forth in paragraph (e) of subsection 1, \$35 for members of the Association for Information and Image Management or \$45 for nonmembers.

(c) For the standard set forth in paragraph (i) of subsection 1, \$30 for members of the Association for Information and Image Management or \$39 for nonmembers.

(d) For the standard set forth in paragraph (a) of subsection 2, \$40 for members of the Association for Information and Image Management or \$52 for nonmembers.

(e) For the standard set forth in paragraph (b) of subsection 2, \$45 for members of the Association for Information and Image Management or \$59 for nonmembers.

(f) For the standard set forth in paragraph (c) of subsection 2, \$20 for members of the Association for Information and Image Management or \$26 for nonmembers.

239.765 Applicability. The provisions of NAC 239.770 to 239.845, inclusive, apply to any state agency that uses an optical imaging system to use, maintain, retain, or preserve its records.

239.770 Maintenance of access to digital information stored on optical media. To ensure that access to digital information stored on optical media is maintained, a state agency shall:

1. Use an optical imaging system that is built from hardware and software for computers that conform to nonproprietary standards or generally accepted standards within the industry; and
2. Require the seller of the system to deposit a copy of the computer code with a bank, the records center or a facility for the storage of records for use by the agency if the seller's business fails.

239.775 Preservation of records stored on optical media; media for storage of images.

1. To ensure that records stored on optical media are preserved, a state agency shall:
 - (a) Adopt and enforce written procedures for the proper care and handling of that part of the optical imaging system where images are stored. The procedures must:

- (1) Include standards for keeping the equipment in an area that is clean and free from dust;
 - (2) Prohibit eating, drinking and smoking in the area in which the equipment is stored or operated;
 - (3) Require the use of devices that protect against the sudden loss or increase of electricity, such as surge protectors and, if needed, line conditioners; and
 - (4) Include the carrying out of a program of training for the agency's personnel relating to the operation and maintenance of the equipment and the protection of the records and equipment from damage or access by unauthorized persons.
- (b) Maintain stable environmental conditions in the areas where the equipment and optical media are stored.

2. Images may be stored on a special disc computer hard disc, or magnetic tape.

239.780 Maintenance of access to long-term records. To ensure that access to long-term records is maintained, a state agency shall:

1. Improve its equipment as technology advances, within budgetary constraints, and recopy optical media as required;
2. Recopy optical media at least every 10 years, based upon the projected longevity of the optical disc; or
3. Transfer data from an obsolete method of generating optical technology to an improved method and, if appropriate, reject accepted methods which are at risk of becoming obsolete.

239.785 Options regarding file headers. A state agency shall:

1. Require the use of nonproprietary file headers to label digital images, such as "Tag Image File Format (TIFF)";

2. Require the developer of the optical imaging system to provide a bridge to nonproprietary file headers; or

3. Require the developer of the optical imaging system to supply a detailed definition of the structure of the file headers used to label digital images.

239.790 Maintenance of readability of digital images. The written procedures used by a state agency for the operation of an optical imaging system must ensure that the readability of the digital images is maintained by copying the optical media periodically when the relocation table reaches a 70-percent capacity.

239.795 Protection of quality of digital images. A state agency shall protect the quality of digital images recorded and stored by an optical imaging system. To carry out this duty, a state agency shall:

1. Provide periodic maintenance for the optical imaging system.
2. Ensure that the optical drives are recalibrated annually.
3. Periodically evaluate the quality of a sampling of scanned images and related index data.
4. Ensure that the data for each scanned image is written to optical media after the scanning.
5. Use a scanning density of at least 200 dots per inch for office documents.
6. Use a scanning density of at least 300 dots per inch for engineering drawings, maps and documents with detailed backgrounds.
7. Periodically validate the scanning density selected by testing documents.
8. Test selected documents to verify the capability of the scanner and the requirements for modifying the hardware used before initiating a project to convert to an optical imaging system that captures the full spectrum of color.

9. Restrict the use of the gray scale to photographs with a continuous tone, except in unusual circumstances.

10. Organize a committee within the agency to determine the best quality of the image required for different formats of records before and after the records are scanned. The decisions made by this committee must be kept in a written log.

11. If possible, ensure that its optical imaging system has the capacity to comply with the standards of the Consultative Committee on International Telegraphy and Telephony relating to the use of standard compression techniques to reduce the volume of digital information that comprises a scanned image for long-term records.

12. If the optical imaging system does not have the capacity to use standard compression techniques, require the seller to provide a bridge between proprietary compression techniques and standard compression techniques which comply with the standards established by the Consultative Committee on International Telegraphy and Telephony.

239.800 Duties of state agency acquiring new optical imaging system. If a state agency is acquiring a new optical imaging system, the agency shall:

1. Acquire a system that is designed to permit the users to interchange hardware with minimal impact on the primary operating software and is capable of being improved without the loss of data; or

2. Require the seller to provide a bridge to an optical imaging system with nonproprietary configurations.

239.805 Minimizing obsolescence of system. A state agency shall ensure that the obsolescence of its optical imaging system is minimized by:

1. Improving its system so that it has the capability of reading and converting information written by systems with older technology;
2. Acquiring a new optical imaging system that is capable of reading and converting information written by its existing system; or
3. Requiring the seller to guarantee the conversion of 100 percent of the stored images and index data in lieu of having the capability to use hardware.

239.810 Documentation of method used to enable communication of peripheral devices from different manufacturers. A state agency shall obtain from the manufacturer of its optical imaging system or from the person who integrated its system, complete documentation of the hardware and software used by its system to enable optical drives and other peripheral devices obtained from different manufacturers to communicate with each other.

239.815 Protection of indexing data. A state agency shall ensure that the indexing data of its optical imaging system will not be lost by:

1. Storing the indexing data in the computer memory or on magnetic tape; or
2. Writing the indexing data for each optical platter at various locations on that disc.

239.820 Procedures to ensure availability of technical information. To ensure that all technical information relating to its optical imaging system will be available, a state agency shall:

1. Require the delivery of a complete set of the technical information to the organization responsible for the operation of the application system for the optical imaging system;
2. Maintain records relating to all aspects of:
 - (a) The design and use of the optical imaging system, including the administrative procedures for digital imaging and the retrieval and storage of information;

(b) The specifications for the technical system; and

(c) Any problems encountered from the use of the system and the measures used to solve those problems, including any manner in which the hardware or software was modified; and

3. Maintain records of all information describing the indexing system used.

239.825 Use of rewritable recording system or system capable of writing information once and reading it many times.

1. A state agency shall:

(a) Use an optical imaging system that is capable of writing information once and reading it many times (WORM) for long-term records with legal or research or archival value;

(b) Establish written security procedures to be followed by persons who are allowed to use such a system; and

(c) Maintain a written record of all rewrites and deletions that are made on an optical imaging system.

2. Before selecting an optical imaging system that is capable of writing information once and reading it many times or when selecting a rewritable recording system, a state agency shall consider:

(a) Whether the functions and duties of the agency will best be carried out by the use of such a system;

(b) The available resources; and

(c) The level of standardization that can be achieved by the use of an optical imaging system.

239.830 Composition of optical disc media. A state agency shall use an optical disc media composed of polycarbonate or tempered glass substrates, or a material of equal or greater quality.

239.835 Use of jukebox to store optical media. A state agency may use a jukebox to store optical media if:

1. Rapid access to the optical media is required;
2. Physical control of the optical media is required; or
3. It is storing a large number of records.

239.840 Minimum expected longevity of optical media; storage and cleaning of optical media; avoidance of electrical interference. A state agency shall:

1. Use optical media with an expected longevity of at least 20 years after information is entered on the disc, as determined by accelerated aging tests that are applied to specific locations on the surface of the media.
2. If possible, store optical media in an area with stable temperatures of not less than 65 degrees Fahrenheit and not more than 75 degrees Fahrenheit.
3. Not use an optical imaging system in the same physical proximity with an electrostatic copier or other electronic device that may cause electrical interference.
4. Periodically clean optical media and equipment to remove dust and other particulates.

239.845 Retention of certain original records; copies of stored images; required media for transfer of certain records to Division.

1. A state agency shall:
 - (a) Retain the original of any long-term record with research or archival value that is stored by an optical imaging system;
 - (b) Provide for a copy of all images stored by an optical imaging system, as prescribed by paragraph (a) of subsection 3 of NRS 239.051; and

(c) Provide for the transfer of any record with research or archival value onto bond paper, microfilm or microfiche before transferring it to the Division.

2. An original of any record stored by an optical imaging system shall be deemed to include any copy produced by the stored image on the optical media and the copy provided for pursuant to subsection 1.

239.847 General requirements for electronic records stored in format of CD ROM. A state agency that stores electronic records in the format of CD ROM shall:

1. Provide for the transfer of any record with research or archival value onto bond paper, microfilm or microfiche before transferring it to the Division.

2. Provide for a security copy and use copy as required by subsection 3 of NRS 239.051.

3. Label each compact disc to identify:

(a) The data contained on the disc; and

(b) Whether the disc is a security copy or use copy.

4. For data which must be retained for more than 7 years, provide for copying the data to another compact disc every 7 years.

5. Maintain a written plan to ensure that any data stored in the format of CD ROM may be transferred between CD ROM and any additional technology which may be used by the state agency in the future.

6. Maintain a security copy of the software which is used to obtain access to the data stored in the format of CD ROM and any information related to that software at a building which is separate from the building where the equipment for the CD ROM is located. Any disc which contains the software must be labeled to identify:

(a) The name of the software;

- (b) The date the copy of the software was prepared;
- (c) The name of the state agency; and
- (d) That the disc is a security copy.

↪ The state agency may send the security copy of the software and any information related to that software to the records center for protection and storage.

239.848 Preservation of information stored on CD ROM system.

1. To ensure that the information stored on compact discs is preserved, a state agency shall provide an area in which the compact discs and the hardware and software for the CD ROM system are protected from access by unauthorized persons and natural disasters or other similar adverse conditions.

2. In the area required by subsection 1, the state agency shall:

- (a) Prohibit eating, drinking and smoking;
- (b) Maintain the temperature at the temperature prescribed by subsection 2 of NAC 239.760;
- (c) Prohibit devices that may cause electromagnetic interference with the discs and equipment for the CD ROM system, including, without limitation, copy machines, television sets and refrigerators; and
- (d) Install and maintain smoke detectors and equipment for the prevention and suppression of fire.