

**The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
Scott Anderson, Chairman**



Department of Cultural Affairs

May 11, 2011

This version supersedes all previous versions



Nevada State Library and Archives Records Management Program

This document is not an attempt to give legal advice. If any questions should arise concerning any information given in this document, you are directed to seek the advice of your legal counsel. This document is subject to change without notice.

Nevada State Library and Archives

Records Management Program

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Department of Cultural Affairs

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The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: CULT: Nevada Arts Council

Schedule Number: 70000

Title: Artists' Services Program Files

RDA#: 2003061

Description:

Last Reviewed on: 05/21/2003

This record series documents the Artists' Services Program of the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA) Basic State Grant with state matching funds. The files are used to administer the program to provide resources for individual artists including Artists' Fellowships (six awards annually), Tumble words (community residencies by Nevada and regional writers), LXS (Legislative Exhibitions Space - exhibitions by visual artists during the legislative session), and other similar programs as well as associated workshops and panel committee files. The files may contain: applications, "Terms and Conditions Governing Grants from the Nevada Arts Council," "Cash Request Form," copies of Journal vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), copies of news media articles, Facilitator Grant Application (LXS), LXS evaluations, panelists resumes, Panel Worksheet Forms, award letters, workshop announcements, workshop sign-in sheets, workshop questionnaires, related correspondence and similar documents.

Authorized Retention:

Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.

Authorized Disposition:

Some documents may contain confidential information, such as the Social Security Number, or sensitive personal identifying information, and such documents should be destroyed in a secure manner, such as by shredding. All other documents may be destroyed in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: Nevada Arts Council

Schedule Number: 70000

Title: Arts in Education (AIE) Program Files

RDA#: 2003062

Description:

Last Reviewed on: 05/21/2003

This record series documents the Arts in Education (AIE) program of the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA), Arts in Education Grant and state appropriations. The files are used to administer various programs including: "Artists in Residence" (AIR) [which places professional artists in schools, institutions and communities], "Special Project Grants" (SPG) [for schools and other organizations], "Professional Development Grants" [for individual teachers including Arts-in-Service programs], and many other projects as well as associated workshops and AIE Committee files [a Committee organized by the NAC to evaluate proposals and aid in awarding grants]. The files are grouped into three basic types and may contain: (1) Awardee files; applications, "Terms and Conditions Governing Grants from the Nevada Arts Council," "Cash Request Form," copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), copies of news media articles, evaluations (from individual artists, schools & panelist [AIE Committee]), (2) Panelist files; panelists resumes, Panel Worksheet Forms, award letters, workshop announcements, workshop sign-in sheets, workshop questionnaires, (3) AIR Roster files [the roster is a list of artists that are used for the Artists in Residence Program]; applications, resumes, references, list of slides, and panelist score sheets. All these files may include related correspondence and similar documents.

Authorized Retention:

Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.

Authorized Disposition:

Some documents may contain confidential information, such as the Social Security Number, or sensitive personal identifying information, and such documents should be destroyed in a secure manner, such as by shredding. All other documents may be destroyed in a normal manner, such as by dumping or recycling.

Title: Arts in Public Places Grant Records

RDA#: 2002070

Description:

Last Reviewed on: 05/21/2003

This record series documents the project that produced artwork for the new Supreme Court and State Library and Archives Buildings that were constructed between 1987 and 1992. The grants were funded by a state appropriation (AB 423 of 1987), a grant from the Southwest Gas Corporation and private donations. The file includes: minutes of the Arts in Public Places Committee (App.), proposals from artists, artist's vitae (resumes, letters of endorsements, etc.), project reports, budgets, contractor's estimates, plans, photos, renderings, news media articles, correspondence and similar documents.

Authorized Retention:

Transfer these records to the State Archives.

Authorized Disposition:

This program is no longer functioning, and the files should be transferred to the State Archives for preservation and access.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CULT: Nevada Arts Council

Schedule Number: 70000

Title: Community Arts Development Program Files

RDA#: 2003063

Description:

Last Reviewed on: 05/21/2003

This record series documents the Community Arts Development program of the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA) State Basic Grant and state appropriations. The files are used to administer the programs for local salary assistance, technical assistance, professional development, organizational support grants and similar programs. The files may contain: applications, "Terms and Conditions Governing Grants from the Nevada Arts Council," "Cash Request Form," copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), "Final Evaluation Report," narrative reports, project overview, timelines, attendance documents, surveys, news media articles, related correspondence and similar documents.

Authorized Retention:

Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.

Authorized Disposition:

Some documents may contain confidential information, such as the Social Security Number, or sensitive personal identifying information, and such documents should be destroyed in a secure manner, such as by shredding. All other documents may be destroyed in a normal manner, such as by dumping or recycling.

Title: Folk Life Archives

RDA#: 2003073

Description:

Last Reviewed on: 05/21/2003

This record series is the archives collection of the Folk Life Program of the Nevada Arts Council (NAC). The records consists of slides, audio recordings of interviews with local folk arts specialists, interview logs (transcripts of audio recordings), slides & photos, photo logs, and history files [including copies of minutes of meetings, presentations, etc.]. The files are used to document and preserve the native folk art and cultural history of Nevada.

Authorized Retention:

Maintain the records as long as the program continues this function.

Authorized Disposition:

Transfer the records to the State Archives in accordance with NAC 239.750 upon the disbandment of the program or when the collection becomes unmanageable. It is recommended that security procedures and devices be enhanced to protect these records from theft, misuse, loss or destruction (see NAC 239.699). It is recommended that procedures and devices be enhanced to protect these records from natural disasters, environmental conditions and fire.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CULT: Nevada Arts Council

Schedule Number: 70000

Title: Folk Life Database

RDA#: 2003075

Description:

Last Reviewed on: 05/21/2003

This record series is an electronic tool used to access and describe some of the records found in the archives of the Folk Life Program of the Nevada Arts Council (NAC). The database is used to sort records by subjects (such as "Ranch Architecture" or "Cowboy Poetry"), ethnicity, geographic region (etc.), access scanned images of slides and photos and provide a detailed description of the record including unique metadata on original format, format of available duplicates, format notes, notes on the documentation of the record and cross references to published literature.

Authorized Retention:

Maintain data in a secure and protected manner, providing for the eventual migration to newer hardware and software. A security backup must be produced and stored off-site on a regular basis (see NRS 239.051 and NAC 239.698).

Authorized Disposition:

When the records in the Folk Life Archives are transferred in accordance with NAC 239.750, a paper copy of all notes, logs and descriptive metadata in this database must be included. Transfer to the State Archives when the program becomes deactivated.

Title: Folk Life Program Files

RDA#: 2003064

Description:

Last Reviewed on: 05/21/2003

This record series documents the Folk Arts program of the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA) Grant and state appropriations. The files are used to administer the program which funds master traditional artists to pass on their skills and knowledge to talented apprentices in cultural, ethnic and occupational skills, which includes the Apprenticeship Program, Education Initiative Program, Technical Assistance Program, Field Survey Program [of arts and cultural resources] and other areas. The files may contain: Nevada Folk Arts Apprenticeship Application forms, "Terms and Conditions Governing Grants from the Nevada Arts Council," "Cash Request Form," copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), related correspondence and similar documents.

Authorized Retention:

Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.

Authorized Disposition:

Some documents may contain confidential information, such as the Social Security Number, or sensitive personal identifying information, and such documents should be destroyed in a secure manner, such as by shredding. All other documents may be destroyed in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: Nevada Arts Council

Schedule Number: 70000

Title: Governor's Arts Awards Program Files

RDA#: 2003065

Description:

Last Reviewed on: 05/21/2003

This record series documents the Governor's Arts Awards program of the Nevada Arts Council (NAC). This program is funded through a National Endowment for the Arts (NEA) Grant, state appropriations and private donations. The files are used to administer the program which; (#1) gives grants to individual artists to create artwork and; (#2) to select five recipients for the award. These are awarded by the Governor's Art Awards Committee. The files may contain: Application forms, artists proposals, artists vitae, Committee members score sheets, "minutes" of the Committee (a report of action), "Terms and Conditions Governing Grants from the Nevada Arts Council," "Cash Request Form," copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), related correspondence and similar documents.

Authorized Retention:

Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.

Authorized Disposition:

Transfer only the minutes of the Governors Art Award Committee to the State Archives after the three-year retention period. Some documents may contain confidential information, such as the Social Security Number, or sensitive personal identifying information, and such documents should be destroyed in a secure manner, such as by shredding. All other documents may be destroyed in a normal manner, such as by dumping or recycling.

Title: Information Services Records

RDA#: 2003067

Description:

Last Reviewed on: 05/21/2003

This record series documents the newsletters produced and distributed by the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA) Grant and state appropriations. These include the arts letter "Nevada Arts News," and "NEON, Artcetera" from the NAC. The files may contain: memos, notes, drafts, copies of newsletters, invoices, copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), related correspondence and similar documents.

Authorized Retention:

Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.

Authorized Disposition:

Some documents may contain confidential information, such as the Social Security Number, or sensitive personal identifying information, and such documents should be destroyed in a secure manner, such as by shredding. All other documents may be destroyed in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CULT: Nevada Arts Council

Schedule Number: 70000

Title: License Plate Initiative

RDA#: 2003074

Description:

Last Reviewed on: 05/21/2003

This record series documents the initiative to raise funds and advertise the arts in Nevada by license plate fees collected by DMV. The funds are used to support art education programs by the Nevada Arts Council (NAC) and VSA Arts of Nevada (Vision Strength Access). Funds support the Youth Reach Nevada Project, special projects and public awareness programs. The files may contain: reports, plans, copies of financial documents, budgets, related correspondence and similar documents.

Authorized Retention:

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

Authorized Disposition:

Some documents may contain confidential information, such as the Social Security Number, or sensitive personal identifying information, and such documents should be destroyed in a secure manner, such as by shredding. All other documents may be destroyed in a normal manner, such as by dumping or recycling.

Title: Nevada Humanities Committee Files

RDA#: 2003068

Description:

Last Reviewed on: 05/21/2003

This record series documents the supporting grants to the Nevada Humanities Committee (NHC). This is funded through a National Endowment for the Arts (NEA) Grant and state appropriations. The files are used to help the programs of the NHC including travel and operating costs as well as sub grants the NHC gives as part of its' programs. The files may contain: copies of NHC records (minutes, correspondence, etc.) budgets, accounting forms, program reports, related correspondence and similar documents. This program has been discontinued, and this authorization will allow lawful destruction of old records.

Authorized Retention:

Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.

Authorized Disposition:

Some documents may contain confidential information, such as the Social Security Number, or sensitive personal identifying information, and such documents should be destroyed in a secure manner, such as by shredding. All other documents may be destroyed in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CULT: Nevada Arts Council

Schedule Number: 70000

Title: SOS! Grants Program Files

RDA#: 2003069

Description:

Last Reviewed on: 05/21/2003

This record series documents the SOS! Program (Save Outdoor Sculpture!) that the NAC participated in between 1992 and 1997. The program was a joint effort by the National Institute for the Conservation of Cultural Property (NIC) and the National Museum of American Art, Smithsonian Institution. Money was given by the Pew Charitable Trusts, the Getty Foundation and the Henry Luce Foundation. The state received funding through the NIC and granted money in three categories: "Achievement Prizes," "Assessment Awards," and "Workshop Awards." The files contain: grant application, project plan & justification (narrative), budgets, financial reports, SOS! Summary Budget forms, timetables, "Intent to Respond" forms, Request for Proposal (SOS!), survey questionnaires, Surveyor Sheets, project reports, copies of news media articles, accounting documents, related correspondence and similar records.

Authorized Retention:

Transfer the records to the State Archives upon approval by the State Records Committee (NRS 239.080) [Note: approved 5/21/2003].

Authorized Disposition:

Transfer these files to the State Archives in accordance with NAC 239.750.

Title: Tax Exempt Letters, Articles of Incorporation and By Laws

RDA#: 1996122

Description:

Last Reviewed on: 08/21/1996

This record series documents and verifies the requirements of projects funded through the National Endowment for the Arts non-profit organizations. These files establish tax exempt status. The files may contain: IRS Tax Exempt confirmation letters, articles of incorporation, by laws, financial reports and audits, planning documents and related correspondence and forms.

Authorized Retention:

Retain this record series for a period of three (3) fiscal years from the submission of the periodic or final expenditure report to awarding agency.

Authorized Disposition:

These records may be destroyed in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CULT: State Historic Preservation Office

Schedule Number: 220602

Title: Covenants

RDA#: 1995143

Description:

Last Reviewed on: 05/20/1998

Legal documents required in association with grants or other undertakings. These covenants create and define restrictions to alterations of historic sites, and in many cases, are the only record of renovation or changes made to historic buildings/sites within the State of Nevada. They are filed in individual grant files.

Authorized Retention:

Retain for a period of five (5) calendar years from the date created. Following this minimum period of retention, when no longer administratively useful, transfer to the Nevada State Library and Archives for appraisal and preservation in the State Archives.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Historic Markers File

RDA#: 1995144

Description:

Last Reviewed on: 05/20/1998

This records series contains all applications, correspondence, contracts, agreements, manuals, purchasing and installation documents, location documents and all other documentation relating to the State Historic Marker Program. These records are filed by location within county.

Authorized Retention:

Retain for a period of five (5) calendar years from the date a marker is installed, or if not installed, from the date of such determination.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: State Historic Preservation Office

Schedule Number: 220602

Title: National/State Register of Historic Places

RDA#: 1995145

Description:

Last Reviewed on: 05/20/1998

Documentation of all sites in Nevada which have been placed on the National or State Registry of Historic Places. Includes all applications, correspondence and other documentation for each site registered or applied for.

Authorized Retention:

Retain for a period of five (5) calendar years from the date placed on register, or if not, the date of such determination. Following this minimum period of retention, when no longer administratively useful, transfer to the Nevada State Library and Archives for appraisal and preservation in the State Archives.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Review and Compliance

RDA#: 1998034

Description:

Last Reviewed on: 05/20/1998

This records series documents compliance with federal requirements for eligibility and project effect. (Title 16 U.S.C. Sub Chap II, 470e and 470f). Files will include a transmittal letter from the federal agency involved, an accompanying map or other supporting project information, and a response letter.

Authorized Retention:

Retain for a period of twelve (12) calendar years from the date of submittal to the awarding agency the single or last expenditure report for the period involved.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: CULT: Archives and Records

Schedule Number: 680101

Title: Archives Finding Aid Files

RDA#: 1985016

Description:

Last Reviewed on: 07/16/2008

These records are used by Archives staff as a finding aid to the collections held in the repository. The record may contain but is not limited to:

- * Electronic database records
- * Inventory lists and notes
- * Similar records

Authorized Retention:

Review these records on a continuous basis, updating the records as needed and disposing of those records no longer administratively useful.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Equipment Approval requests (M&I)

RDA#: 1997014

Description:

Last Reviewed on: 06/18/1997

Forms received from state agencies seeking approval to obtain micrographics equipment.

Authorized Retention:

Retain for a period of three (3) calendar years from the date that approval or disapproval was given to acquire the equipment.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Exhibit Files

RDA#: 1990082

Description:

Last Reviewed on: 07/16/2008

These records are used to document and administer exhibits prepared by the State Archives. The record may contain but is not limited to:

- * Copies of accounting records
- * Planning and proposal documentation
- * Similar records and related correspondence

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: Archives and Records

Schedule Number: 680101

Title: Non-State Government Records

RDA#: 1992430

Description:

Last Reviewed on: 12/11/1997

This record series consists of records and non-records found within the collections of the State Archives. The records may have been deposited by local governments, legislators, judicial officers, private individuals and/or private businesses. They may contain maps, blue prints, books, photos, correspondence and memos, machine-readable material (including microfilm, audio and audio-video tapes, electronic records, etc.), newsletters, artifacts and similar material.

Authorized Retention:

Retain until an appraisal can be made.

Authorized Disposition:

Transfer material to other repositories as determined using NRS 378.255. Material appraised with no long-term legal and/or archival-research value may be disposed of if no appropriate repository is determined to accept the material.

Title: Notice of Pending Disposition Files

RDA#: 1992432

Description:

Last Reviewed on: 12/11/1997

This record series is used to notify state agencies when records stored in the State Records Center are ready for disposition. The series consists of Records Center Accession Sheets (RDA 92431), Notice of Pending Disposition of Records forms, and attached notes and memos.

Authorized Retention:

Retain for a period of three (3) calendar years from the disposition of the records.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Records Center Accession Files

RDA#: 1992431

Description:

Last Reviewed on: 12/11/1997

This record series is used to identify records sent to the State Records Center for storage. It is used to assign box location and retrieve records when called for. The information - sending agency, name of sender, dates, number of boxes, contents of boxes, RDA number, disposition date, etc. - may be in paper and/or computer database. Access authorization forms and correspondence pertaining to the accession may also be enclosed.

Authorized Retention:

Transfer accession sheets to the Notice of Pending Disposition files upon expiration of the authorized retention period for the accession. Other material may be disposed of after a retention of three (3) calendar years from the receipt or date of the records.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: Archives and Records

Schedule Number: 680101

Title: Records Disposition Authorization File

RDA#: 1992434

Description:

Last Reviewed on: 07/16/2008

These records are used in the inventory, appraisal and approval process for scheduling official state records (See NRS 239.080 and NRS 378.255). The record may contain but is not limited to:

- * Records Disposition Authorization forms (RDA)
- * Inventory Worksheets (with supportive material)
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) calendar years from the date the RDA was deleted by the State Records Committee. Unauthorized forms may be discarded after one (1) calendar year from the date of the appraisal.

Authorized Disposition:

Transfer these files to the State Archives. Microfilming is recommended.

Title: Records Request

RDA#: 1997048

Description:

Last Reviewed on: 12/11/1997

This records series is a form used to enter requests for records, as received, from agencies with records stored in the State Records Center. It also serves as a sign-out form when the requested files are received by the requesting agency, showing the original requestor, the date requested, and the signature of the approved agency representative receiving the record(s) in accordance with NAC 239.730.

Authorized Retention:

Retain for a period of three (3) calendar years from the last date entered.

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

Title: Records Retention Schedule File

RDA#: 1992435

Description:

Last Reviewed on: 12/11/1997

This record series is used as a listing of approved dispositions for official state records in the legal custody of state agencies. Currently the files are organized in a color-coded numerical file system; prior to 1992, the files were arranged alphabetically. The files consist of title pages (earlier ones signed by the State Board of Examiners), records retention schedules, and copies of correspondence and memos.

Authorized Retention:

Retain for a period of five (5) calendar years after the schedule is superseded.

Authorized Disposition:

Transfer these files to the State Archives after the retention period has been satisfied..

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: Archives and Records

Schedule Number: 680101

Title: Unscheduled Official State Records

RDA#: 1992429

Description:

Last Reviewed on: 12/11/1997

This record series consists of accessions of records, as defined by NAC 239.705, accepted into the State Archives. The records were deposited by state officers in accordance with NRS 239.090, which allows the transfer of records to the State Archives without a valid records retention schedule. The material may include nonrecords as defined by NAC 239.705 (2) as well.

Authorized Retention:

Retain until appraised by an archivist.

Authorized Disposition:

Records with long term legal and/or archival-research values must be preserved in accordance with NRS 378.245. Records without these values may be disposed of except records appraised to be confidential must be destroyed. Nonrecords may be discarded or transferred to another historical repository, library or government agency as deemed appropriate by the archivist.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CULT: Library and Archives Development

Schedule Number: 680402

Title: Library Services and Technology Act (LSTA) Grant Records

RDA#: 2007040

Description:

Last Reviewed on: 06/13/2007

These records document the Library Services and Technology Act (LSTA) grants administered by this agency (See 20 U.S.C. §§ 9121 et seq. and 34 CFR Part 80). The files may include: copies of fiscal documents and reports, certification documents, disclosure documents, state plan (see 20 U.S.C. § 9134 and 34 CFR Part 80), project applications, sub-grantee reports, federal programmatic reports, related correspondence and similar documentation.

Authorized Retention:

Retain all records associated with the five-year plan for a period of three (3) federal fiscal years from the end of the federal fiscal year in which the final expenditure report was submitted for that five-year plan period.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling, or deleting.

Title: Library Services Construction Act (LSCA) Grant Records: Public Library

RDA#: 2007042

Description:

Last Reviewed on: 06/13/2007

These records document the Library Services Construction Act (LSCA) grants used to construct, remodel or repair public libraries. The files may include: copies of fiscal documents, project applications, sub-grantee reports, blue prints (and associated documents), federal program reports, related correspondence and similar documentation.

Authorized Retention:

Retain these records for a period of twenty (20) federal fiscal years from the end of the federal fiscal year in which the final expenditure report was submitted for the project.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling, or deleting. Caution: the blueprints of public buildings may be considered restricted by the State Homeland Security Act (See NRS Chapter 239C).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: Library and Archives Development

Schedule Number: 680402

Title: Library Services Construction Act (LSCA) Grant Records: Technology RDA#: 2007041

Description: Last Reviewed on: 06/13/2007

These records document the Library Services Construction Act (LSTA) grants that are used to purchase equipment, software and similar material. The files may include: copies of fiscal documents and reports (including purchase orders), federal programmatic reports, project applications, sub-grantee reports, related correspondence and similar documentation.

Authorized Retention:

Retain all records associated with the five-year plan for a period of three (3) federal fiscal years from the end of the federal fiscal year in which the final expenditure report was submitted for that five-year plan period.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling, or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: CULT: State Library Services

Schedule Number: 680800

Title: Copyright Files (Inter-Library Loan)

RDA#: 1998076

Description:

Last Reviewed on: 08/13/1998

Photocopies of Loan Request forms made when copies of copyrighted materials are provided to individuals or agencies in accordance with 17 U.S.C. 207 which provides that such a reproduction is not to be used for any purpose other than private study, scholarship, or research.

Authorized Retention:

Retain this records series for a period of three (3) calendar years from the date a copy of a publication is provided.

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

Title: Federal Publications: Depository Shipping List

RDA#: 1999086

Description:

Last Reviewed on: 09/09/1999

This record series is used to check items selected for deposit with those received. The list GPO form 3452 accompanies the material and is prepared by the U.S. Government Printing Office, Library Programs Service (Paper Claims, and Microfiche sections). The lists contain data on: item number, classification number, and title.

Authorized Retention:

Retain for a period of two (2) years from the date of receipt. (See 44USC 1909)

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Federal Publications: Environmental Impact Statement Card Catalog

RDA#: 1999087

Description:

Last Reviewed on: 09/09/1999

This record series is the finding aid for this collection in the State Library. It is composed of 3x5 cards containing a bibliographic description and location number for the environmental impact statement.

Authorized Retention:

Retain until the item referred to is discarded, declared lost or the system is superseded by automation.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: State Library Services

Schedule Number: 680800

Title: Federal Publications: Inspection Report

RDA#: 1999088

Description:

Last Reviewed on: 09/09/1999

This is an evaluation report from the Superintendent of Documents, Government Printing Office, which rates the Library as a depository library. The files consist of: U.S. Depository Library Inspection Reports, notes and correspondence.

Authorized Retention:

Retain this records series until superseded by a current report.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Federal Publications: Kardex File

RDA#: 1999089

Description:

Last Reviewed on: 09/09/1999

This is an in-house informational aid to keep track of , order, route, or mark certain documents for specialized uses. The series consists of 4 X 6 cards.

Authorized Retention:

Review this file annually and discard valueless and/or outdated materials.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Federal Publications: Maps Catalog

RDA#: 1999092

Description:

Last Reviewed on: 09/09/1999

This records series is used to identify available maps, and includes California and Defense Department maps. Data includes map quad, coordinates, title, and bibliographic location.

Authorized Retention:

Retain this record series until the document is discarded, declared lost, or the system is superseded by automation.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Federal Publications: Monthly Statistics File

RDA#: 1999090

Description:

Last Reviewed on: 09/09/1999

This records series is an in-house summary of material(s) sent to the State Library and is used to compile data for annual and special reports to the Government Printing Office and the State of Nevada. Data includes: shipping list number, total number of items on the list and those received in paper, disk, fiche, video, or any other format.

Authorized Retention:

Retain for a period of two (2) years from date of receipt.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CULT: State Library Services

Schedule Number: 680800

Title: Reference Questions

RDA#: 2000024

Description:

Last Reviewed on: 05/17/2000

This record series consists of reference questions received by the Nevada State Library, Public Services Section. This series may contain: Telephone and mail logs, faxes, e-mails, and written correspondence. This series is also used to compile monthly and annual statistics for library service reports.

Authorized Retention:

Retain for a period of one (1) fiscal year from the fiscal year to which they pertain.

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

Title: Reference Statistics for Library Services

RDA#: 2000025

Description:

Last Reviewed on: 05/17/2000

This record series is a statistical report which documents library service requests. This report is compiled by the Public Services section of the Nevada State Library and may contain: total number of reference transactions, total interlibrary loan workload, total requests by governmental and statistical agencies, total number of requests for CLAN information, and number of tours or workshops given by library staff.

Authorized Retention:

Retain record series for a period of one (1) fiscal year from the fiscal year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: State Agency Depository Shipping List

RDA#: 1987120

Description:

Last Reviewed on: 02/09/1988

This is a list of items received for distribution from State agencies. The list show: Title, date, and classification number.

Authorized Retention:

The lists may be discarded two (2) calendar years after receiving them.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CULT: State Library Services

Schedule Number: 680800

Title: State Data Center Affiliate Agreement

RDA#: 1999106

Description:

Last Reviewed on: 09/18/1999

This record series documents the agreements made between the State Data Center and its Affiliate entities. The files may contain: Cover Letter, Affiliate Agreement, Instructions and related correspondence.

Authorized Retention:

Retain for a period of six (6) calendar years from the termination/completion of the agreement.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: State Data Center Memorandum of Understanding

RDA#: 1999107

Description:

Last Reviewed on: 09/18/1999

This record series documents the agreements made between the United States Census Bureau and the Nevada State Library and Archives, and outlines the duties and responsibilities of the parties involved. The files may contain: Cover Letter, Agreement, Instructions and related correspondence.

Authorized Retention:

The Nevada State Library and Archives Administration as the office of record, should retain this record series for a period of six (6) calendar years from the termination / completion of the agreement. Any copies found in the State Data Center may be disposed of at any time after they have outlived their usefulness.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Talking Book Program Patron File

RDA#: 1987128

Description:

Last Reviewed on: 04/26/1988

Alphabetically arranged file consisting of manila folders for all acting users of the program. A typical file contains: 1. Number control record (form) 2. Specific requests 3. Mail Cards 4. Number Sheets (order forms) 5. Original Application (form) 6. Subscriber/Subscription sheet (form) 7. Cancellations 8. Surveys/Correspondence etc.

Authorized Retention:

When account closes, destroy all papers except the original application which goes to 'Cancelled Applications file.'

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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The Committee to Approve Records Retention And Disposition Schedules for Official State Records

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Department Name: CULT: State Library Services: Literacy Program

Schedule Number: 680403

Title: Literacy Program: Progress Reports

RDA#: 1990236

Description:

Last Reviewed on: 02/23/2011

This record series contains periodic progress reports to the Governor's Office from the Coalition. The coordinator is an appointee of the Governor, and these reports keep the Governor apprised of the activities and progress of the program. The files may contain, but are not limited to:

- * Reports
- * Outlines
- * Copies of Appoint and Commission forms
- * Related correspondence

Authorized Retention:

Retain for a minimum period of five (5) calendar years and then transfer to the State Archives.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Literacy Program: Tutor Certificate Database

RDA#: 2000084

Description:

Last Reviewed on: 05/11/2011

This database is used to retrieve information about individuals within the tutor competency program.

The computer database includes information on the following:

- * ID# and personal identifying information
- * Tests (documenting when they were completed)
- * Master certificate data, etc.

Authorized Retention:

Retain these records as long as administratively useful to the agency. Transfer a printout of certificate holders to the State Archives on an annual basis.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information (NAC 239.722). All other documents may be disposed of in a normal manner.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: State Library Services: Literacy Program

Schedule Number: 680403

Title: Literacy Program: Tutor Competency Files

RDA#: 2000054

Description:

Last Reviewed on: 05/11/2011

These records document the tutor competency program. The files may consist of, but are not limited to:

- * Tests
- * Copies of certificates
- * Related correspondence

Authorized Retention:

Retain these records for a period of ten (10) calendar years from the completion of the certification process.

Authorized Disposition:

These records may be disposed of in a normal manner.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: CULT: Museums and History, Division of

Schedule Number: 7901

Title: Accession Records

RDA#: 1992206

Description:

Last Reviewed on: 05/12/2010

These records contain information describing the artifact or item in the collection and are the main source for determining legal title, access rights and similar conditions affecting the artifact or item within the collections of the Division. The record may contain, but is not limited to:

- * Deed-of-gift documentation
- * Donor information
- * Description of artifact/item with associated information
- * Conservation work

Authorized Retention:

Retain these records for a period of six (6) calendar years from the date the artifact/item was disposed of.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Archeological Site Records

RDA#: 1992231

Description:

Last Reviewed on: 05/12/2010

These records contain documentation arranged by county of the exact physical location and description of archaeological sites in Nevada. The file may include, but is not limited to:

- * Maps, photos, drawings, etc.
- * Land ownership data
- * Status of site
- * Description of artifacts or other archaeological features collected or observed
- * Field notes and research reports

Authorized Retention:

Retain these records as long as the Division of Museums and History is the officially designated repository (See NAC 239.750).

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: Museums and History, Division of

Schedule Number: 7901

Title: Catalogs

RDA#: 1992215

Description:

Last Reviewed on: 05/12/2010

These records are the major index and finding aids for the various collections throughout the Division of Museums and History.

Authorized Retention:

Update these records as needed, retaining the data as long as administratively useful.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Exhibit Files

RDA#: 1992209

Description:

Last Reviewed on: 05/12/2010

These records document the creation of exhibits within the Division. The file may contain, but is not limited to:

- * Proposal with associated documentation
- * Artifact / specimen inventory form
- * Sketches; schematics/diagrams; construction drawings, etc.
- * Photographs of construction and final product
- * Text of material in gallery
- * Publications, news clippings, etc.
- * Related correspondence

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Loan/Transaction Records

RDA#: 1992207

Description:

Last Reviewed on: 05/12/2010

These records document the loan of collection items to interdepartmental units, other state agencies, county museums, city governments, etc., as well as incoming loans of collection items to the programs of the Division.

Authorized Retention:

Retain for a period of three (3) calendar years from the return of the loaned item.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CULT: Museums and History, Division of

Schedule Number: 7901

Title: Permit Files

RDA#: 1992219

Description:

Last Reviewed on: 05/12/2010

These records document the permits issued to or by the division. The files may include, but are not limited to:

- * Application with associated documentation
- * Copy of permit with related instructions (etc.)
- * Reports
- * Related correspondence

Authorized Retention:

Retain for a period of three (3) calendar years after the expiration date of the permit.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Research Project Files

RDA#: 1992226

Description:

Last Reviewed on: 05/12/2010

These records document the historical, anthropological, archeological and other research projects conducted by the Division. The file may contain, but is not limited to:

- * Field notes, manuscripts, research notes, etc.
- * Artifact descriptions
- * Photo / audio-visual log
- * Reports
- * Related correspondence

Authorized Retention:

Retain these records as long as the Division of Museums and History is the officially designated repository (See NAC 239.750).

Authorized Disposition:

Transfer these records to the State Archives. Microfilming is recommended for vital records protection in accordance with NRS 239.051.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

The Committee to Approve Schedules for the Retention and Disposition of Official State Records

NRS 239.073 et seq.

Scott Anderson, Chairman

Retention Guidelines

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

Disposition Holds include:

Audits.

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

Investigations.

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

Litigation.

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

Disposition Guidelines

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