

Our office hours are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday.

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LCB File No. R107-13 Public Records Proposed Regulation 

[Notice of Workshop to Solicit Comments on Proposed Regulation](#)

[Workshop Meeting Notice and Agenda](#)

[Notice of Intent to Act Upon a Regulation](#)

[Hearing Notice and Agenda](#)

[Form](#)

[Records Official Designation Form](#)

[State Retention Schedules](#)

[Local Government Retention](#)

Records Retention Schedules are policies that sets forth the minimum length of time records are to be retained. The policies apply to the official records of all state agencies and local governmental entities. Official records can be disposed only in accordance with an approved records disposition authorization (RDA). NRS 239.080, NRS 230.125

[State Records Center](#)

The State Records Center provides efficient, cost effective, and secured storage and retrieval for inactive state government records. Records are transferred to the Center for storage in either paper, microfilm/microfiche, or occasionally as some form of magnetic media. The Center provides records storage and reference services to state agencies, boards, and commissions. NRS 378.255 (4)

[Records Management Training](#)

To help ensure that employees of public offices are appropriately educated regarding their recordkeeping duties under the laws and regulations of Nevada, the RM Program develops and provides to all government employees training on managing information. The RM Program provides regular and specialized training to state employees, designated Records Officers and interested local governments on how to better manage the government records they maintain. Training focuses on the responsibilities of recordkeeping including how to care, schedule, dispose, classify and store records in all forms of media and formats.

[Electronic Records](#)

The Electronic Records Committee (ERC) develops government-wide records management policies, standards and applicable guidelines for the creation, maintenance, long-term preservation of and access to electronic records created by Nevada state government. NRS 378.255 (1)

