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.
Office Phone (775) 684-3411
Fax (775) 684-3426
Contact: Records@admin.nv.gov

Official records in Nevada document the official actions and transactions of the government. The Records Management Program establishes the standards, procedures and practices for managing these official records.

The information that government records contain serves as evidence of transactions executed and activities performed, and comprises a fundamental source of knowledge as to how and why decisions were made. Given that good quality records are of value to good government, their effective management is necessary to ensure that the records maintained are authentic, reliable and complete and to ensure that they are protected and preserved as evidence to support future actions and to ensure current and future accountability.

This is the application of controls to the creation, maintenance and use and disposal of records, elements of which include records retention scheduling, disaster planning, vital records protection, the administration of inactive records storage, the management of electronic records, and the destruction of obsolete records.

2013 Legislative Session-Assembly Bills
2013 Legislative Session-Senate Bills

Notice of Workshop to Solicit Comments on Proposed Regulation

The Nevada State Library and Archives (775-684-3313) is proposing the Amendment and Repeal of regulations pertaining to Chapter 239 of Nevada Administrative Code. A workshop has been set for 1:00 pm., on December 10, 2012, at the Nevada Division of Insurance 1818 E

College Pkwy, Carson City and telecast to 2501 E. Sahara Ave Suite 302, Las Vegas. The purpose of the workshop is to solicit comments from interested persons on the following general topics that may be addressed in the proposed regulations:

A REGULATION relating to public records; setting forth conditions for the storage of certain records; amending the procedures for sealing certain records; providing for the retention and disposition of certain sealed records; authorizing the transfer of certain electronic records of historical value to the State Archives; setting forth the requirements for a system for electronic records established within a records management program; amending provisions relating to the disposal of records of state .agencies and local governmental entities; amending provisions relating to the records management program of state agencies and local governmental entities; setting forth the duties of the records officer of each state agency; making various other changes relating to public records; and providing other matters properly relating thereto.

December 10, 2012 Workshop Minutes

Proposed Revision of Chapter 239 of Nevada Administrative Code.

A copy of all materials relating to the proposal may be obtained at the workshop or by contacting the Nevada State Library and Archives, 100 N. Stewart St., Carson City NV 89701, 775-684-3313

State Retention Schedules

Local Government Retention Schedules

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)

Where to find information about Nevada Records Laws: **A Quick Reference Guide**