Nevada State Records Retention Schedules are approved by the State Records Committee, in accordance with NRS 239.077 . Official records of a state agency may be disposed of only in accordance with a Records Retention Schedule which is approved by the Committee. (NRS 239.080)

Records Retention Schedules are comprised of one or more records series. The Schedules indicates the minimum length of time listed records series must be retained by a state agency before final disposition, i.e., destruction or archival preservation. Disposition must not occur before this retention time period expires. The State Records Committee also recommends these retention time periods as appropriate maximum retention periods.

Agencies are advised to implement regular, routine disposition procedures and not to selectively retain or destroy records. Duplicates or non-record convenience copies should be destroyed when they cease to be useful and should never be kept longer than the official record.

General Records Retention Schedules for State Agencies
The General Schedule addresses records commonly found in agencies throughout state government. It provides descriptions, indicates minimum retention periods, and instructs appropriate disposition.
General Schedules (pdf)

Agency-Specific Records Retention Schedules
Agency-specific schedules addresses records commonly found in agencies throughout state government. It provides descriptions, indicates minimum retention periods, and instructs appropriate disposition.
Agency Specific Retention Schedules

Changes to the Records Retention Schedules
The Records Retention Schedules may be revised periodically to include a newly created record series, to change retention periods, or to delete a record series no longer useful. Changes may be requested by completing a Records Retention Schedule Change - Agency Request form .

Appropriate approval procedures must be followed and completed before any revisions become effective. The Records Management program welcomes all comments and suggestions concerned with improving these schedules.

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