Records are essential to the operation of local government. Good recordkeeping practices protect the rights and interests of citizens in their dealings with government; enable governments and public employees to account for their decisions and actions; help* improve the delivery of services to the community; and make the conduct of government business more efficient and effective. In addition, good recordkeeping practices reduce the exposure of government to the legal, financial or political risks associated with poor recordkeeping. Ultimately, records are a public trust, an essential informational resource for local government and its citizens, and an important part of the collective memory and cultural heritage.

Publications (NRS 378.255)

Local Governments Records Management Program Manual

2012 Local Government Records Retention Schedules (Large File)

2012 Local Government Records Retention Schedules - Landscape (Word)

2012 Local Government Retention Schedules by Section

Appendix of Retention Schedule Changes

Changes to the Records Retention Schedules

The Local Government 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 can be requested by completing a Local Governments Records Retention Change Request Form.

The Records Management Program welcomes all comments and suggestions concerned with improving the Local Government Records Retention Schedules. Appropriate approval procedures must be followed and completed before any revisions become effective.

Additional Information:

Guidelines for Developing an Agency Email Policy

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

Record Format Legal Citation Handout

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