

# City of Henderson Records Retention Schedule

## Department of Public Works

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### **Disposition Information:**

- Unscheduled records can NOT be destroyed. A local governmental entity shall not dispose of any public record except in accordance with a schedule for the retention of such records approved by the State Library and Archives Administrator pursuant to - NAC 239.155 Disposal of public record restricted; procedures for proposal and adoption of schedules for retention of public records.
- Unless otherwise specified, a Certificate of Destruction is required to be completed prior to destroying any records regardless of media. See City of Henderson ROP-004 Destruction of Public Records for more information.
- In the event there is any pending litigation, suspend any destruction of records including deletion, overwriting, or any other destruction of alteration of electronic and/or hardcopy information relevant to the dispute until the case is closed and the City Attorney's Office has given approval to proceed.
- Unless otherwise specified, permanent records should be transferred to the City Archives as soon as possible.
- Convenience copies and duplicates must NOT be retained longer than the Record Copy.

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- To protect the confidentiality of records of local governments that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule by shredding in a manner that ensures the information cannot be reconstructed, by burning if allowed by federal, state and local regulations, or as required by the laws, regulations, established standards, policies and procedures of the State or Federal Government. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing, and the physical destruction of the storage media – NAC 239.165 (1) (2) Destruction of confidential records, electronic records and copies of records. Also see, City of Henderson Records Directive No. 9 Confidentiality of Personal Information/Social Security Numbers.

#### **Definitions:**

**Business Essential (BE) Record** - A record or record series that are critical to continuing or reestablishing operations during an emergency or after a disaster, or that are necessary to protect rights and interests.

**Convenience Copy** – A copy of a record or series that consists of reference, informational, or copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations, etc.

**LRDA** – Local Government Records Disposition Authority control number assigned to a record series by the Nevada State Library and Archives. The Local Government Records Retention Schedules can be found here: <http://nsla.libguides.com/local-governments/retention-schedules>

**Record** - Information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in any proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine, including microforms and audio and visual materials, and any other evidence, including all copies thereof. NAC 239.101 “Record of a local government” defined.

**Approved by Records Committee: 11/7/18**

**Approved by State Archivist: 1/11/19**

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<b>General</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Certified Payroll Reports</b> Reports from contractors and subcontractors of public works projects which may include certified payroll reports, compliance statements, investigative reports, verifications, nonperformance payroll reports, applicable forms, related correspondence, and similar documents.	By date by project	Three (3) calendar years after the final payment is made by the public body.  <b>LRDA:</b> 20071521 Certified Payroll Reports
<b>Drawings and Plans</b> Includes Civil plans, Off-site Improvement plans, and plans for Buildings – Design, As Built, etc. Also includes all architectural and/or engineering drawings relating to the design and construction of city facilities, buildings and infrastructure (above ground construction). <b>(BE)</b>	Filed by KIVA number, contract number and building, structure name, location or as best supports business processes.	<i>Civil and Architectural/Engineering Drawings:</i> <b>Permanent</b> - Maintain in active file two (2) years after Certificate of Completion is issued. Transfer to City Archives for permanent retention. Original/City Copy of civil and architectural drawings to be imaged and stored in Open Text.  <i>Off-Site Improvements:</i> If mylar plans are received, destroy when no longer needed to support business purposes in accordance with departmental duplicates policy. If mylar plans are not received, retain check prints from the fiscal year in which the project is abandoned + five (5) fiscal years.  <b>LRDA:</b> 20070205 Plans for Commercial and Public Structures; 20070934 Facilities Plans

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<b>General</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<p><b>Permits – ALL</b>  <u>Facility Permits</u>: for the safe operation of Fire Alarms, Sprinkler Systems, Elevators, Boilers, etc. <u>Encroachment Permits</u>: issued for work performed in the public right-of-way.  <u>Excavation Permits</u>: for excavation projects in public right-of-ways and is valid for 120 days only. <u>Sidewalk/Driveway Permits</u>: for addition, expansion, repairs, etc. to sidewalks and driveways. <u>Road Use Permits</u>: to use road for special events or moving of oversized vehicles or buildings. <u>Revocable Permits</u>: to use city owned property for projects. <u>Dust Control</u>: issued yearly by Clark County Health District for construction activities including surface grading and trenching.</p>	As best serves business processes	<p><i>Facility and Revocable Permits</i>: Retain for the calendar year in which the permit was renewed, revoked, expired, or denied + five (5) years.</p> <p><i>Encroachment</i>: Three (3) calendar years after expiration, revocation or discontinuance, or period required by local ordinance, whichever is longer.</p> <p><i>Excavation and Road Use</i>: retain after expiration + 2 calendar years.</p> <p><i>Sidewalk/Driveway</i>: seven (7) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.</p> <p><i>Dust Control</i>: Three (3) calendar years after the expiration of the permit, or for the period required by local ordinance whichever is longer.</p> <p><b>LRDA</b>: 20071481 Permit Files, 20121873 Permits to Work in the Public Right of Way, 20071004 Structure Which is Moved; 20071593 Dust Control Permits.</p>
<p><b>Project Files - Dry Utility/External</b>  Documents projects initiated by external agencies/developers for power, gas, cable, telephone, etc. Files may contain but are not limited to requests for comment, responses, records documenting project need, letters of support, copies of plans; blueprints and drawings, related correspondence and similar documents.</p>	By Project Number	<p>Three (3) calendar years after project completed.</p> <p><b>LRDA</b>: 20070995 Project Files – External Agency/Developer</p>

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<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Project Files – Internal</b> Record of City design and construction, advertising, award and completion. File may contain pre-design, architect contract, and sub-consultant contract, performance bonds, advertising of contract, notice of award, soils/materials tests, executed contract specifications including bid and contract forms, PO's, invoices and payments, design, financial billings for design, bid phase, construction phase, and warranty correspondence, reports, request for information, request for proposal, change orders, payroll, wage and labor issues correspondence, lien notices, insurance certificates, council agenda items, notice to proceed, notice of completion, permits, project photos, etc. <b>(BE)</b>	File by Contract number and name of Building or structure	<b>Permanent</b> - Maintain two (2) years after issuance of notice of completion. Transfer to City Archives for permanent retention.  <b>LRDA:</b> 20070991 Public Works Project Files
<b>Specifications</b> Specifications of City buildings and equipment that Facilities Maintenance is responsible for. <b>(BE)</b>	As best serves business processes  Record Copy: Construction Management	<b>Permanent</b> - Maintain until no longer needed for business processes then transfer to City Archives and Records Division.  <b>LRDA:</b> 20070999 Specifications
<b>Studies</b> Performed by outside consultants or in-house staff. Not limited to, hydrology, flood control, environmental impact, transportation, traffic engineering, feasibility, growth and neighborhood studies documenting long-range forecasts and projections, and similar documents.	Alphabetically by project name in Hydrology Study file	<b>Permanent</b>  <b>LRDA:</b> 20071005 Studies

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<b>Engineering</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Annual Flood Control Maintenance Work Program Records</b> Includes documentation of all work performed and payments made under the Regional Flood Control District Annual Flood Control Maintenance Work Program Agreement.	By date	<b>Permanent</b> – Transfer to City Archives when no longer needed for business purposes.  <b>Legal Citations:</b> RFCD Operations and Maintenance Manual Amended January 11, 2007, pg. B-4.
<b>FEMA Files</b> Federal Emergency Management Agency (FEMA) files consisting of, but not limited to, elevation certificates, insurance rate maps, public outreach information, community rating system information, related correspondence and similar documents required to be maintained in order to achieve and maintain the city's rating by the National Flood Insurance Program (NFIP) Community Rating System for flood insurance reductions.	As best serves business processes	Retain the application and verification visit documentation until no longer participating in the program. Retain other records in this series for a minimum period of three (3) calendar years from the date of recertification or supersession.  <b>LRDA:</b> 20141901 Risk Management: National Flood Insurance Program (CRS) Records
<b>Subdivision Files</b> Includes: Applications for Deferral of Off-Site Improvements, Bond and Fee Forms, City Council Actions, Project Correspondence, Off-Site Improvements Data Sheets, Planning Commission Actions, Receipts, Traffic Study Approval Letters, Transmittals, Utility Analysis.	Alphabetically by project name	Seven (7)* fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.  <b>LRDA:</b> 20071006 Subdivision Files *State minimum retention requirement is five (5) years.
<b>Tentative Subdivision Files</b> Includes: Applications for Deferral of Off-Site Improvements, Bond and Fee Forms, City Council Actions, Project Correspondence, Off-Site Improvements Data Sheets, Planning Commission Actions, Receipts, Traffic Study Approval Letters, Transmittals, Utility Analysis, redline plans.	Alphabetically by project name	Five (5) calendar years after organization or abandonment.  <b>LRDA:</b> 20071009 Tentative Subdivision Files

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<b>Facilities and Custodial Support Services</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Building Protection Systems Records</b> This record series documents the service/maintenance of fire extinguishers, fire alarm systems, sprinklers, fire suppression systems, emergency lighting systems, exit signs, smoke detectors, fire pump switches, generators, and similar systems. Series may include, but is not limited to, inspection records, maintenance reports, service logs, copies of bids and contracts for service, related correspondence and similar documents.	By date	Three (3) calendar years from the end of the calendar year to which the record pertains.  <b>LRDA:</b> 20081755 Building Protection Systems Records
<b>Facility Condition Inspections</b> Periodic inspections of existing facilities to determine condition and identify maintenance needs.	By location	Life of Facility
<b>Inspection Reports</b> Verifies operation and maintenance requirements of systems requiring periodic safety inspections.	By date	Six (6) years from the date which the inspection was completed or completion of project or improvement as appropriate.  <b>LRDA:</b> 20070976, Field Reports On-Site Inspections: Commercial and Public
<b>Key Log</b> Daily log of keys assigned to Custodial staff.	By date	Three (3) calendar years after key/keycard is turned in.  <b>LRDA:</b> 20070078 Key and Keycard Records
<b>Maintenance Reports</b> Documents the maintenance of City owned equipment that is the responsibility of the Public Works Department. May contain, but not limited to, description of item, make and model, operating instructions, identification or license numbers, registrations, owner's manual, maintenance schedules and reports, repair reports and history, work orders, control log lists, vendor information, location of item, repair inspection reports, photographs, correspondence and related documents.	Maximo	Life of Equipment.  <b>LRDA:</b> 20070975 Equipment Maintenance Reports
<b>Operation and Maintenance Manuals (BE)</b>	File by equipment or structure name	Refer to City-wide Administration schedule, Operation and Maintenance Manuals.
<b>Refrigerant Usage Log</b> Tracks usage of CFC & HCFC refrigerants used in mechanical systems and appliances.	By location and Refrigerant Compliance Manager Software	Life of system or appliance*  <b>LRDA:</b> 20071425 Refrigerant Usage Log *State minimum retention is three (3) calendar years.



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<b>Facilities and Custodial Support Services</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Warranties</b> Warranties for City buildings and equipment that Facilities Maintenance is responsible for. Also includes job close-out warranties and any documentation on warranty issue resolutions.	As best serves business processes	Life of building or equipment or expiration of warranty plus one (1) fiscal year.  <b>LRDA:</b> 20070080 Warranties

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<b>Fleet Maintenance</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Alternative Fuel Vehicle Records</b> May include correspondence, logs, reports, surveys, etc., that document status, adherence or exceptions to NAC 486A.180.	By date	Three (3) fiscal years after the end of the month for which the records were compiled. <b>LRDA:</b> 20071592 Alternative Fuel Vehicle Records
<b>Fuel Fee Records</b> Notification of fees required to be paid related to fuel purchase and storage.	As best supports business activities	<b>Permanent</b> - Maintain in office for five (5) fiscal years then transfer to City Archives and Records Division.
<b>Fuel Tank Storage Records</b> May include correspondence, logs, reports, surveys, etc., that document installation, tests, condition, maintenance, calibration charts, Certificate of enrollments, Certificates of Tightness, permits, repair and removal of tanks. <b>(BE)</b>	By date/ tank/ location	<b>Permanent</b> - Maintain in office for five (5) fiscal years then transfer to City Archives and Records Division. Electronic records are also stored on network.
<b>Fuel Reporting</b> Includes reports, forms, and correspondence received and submitted related to fuel reporting.	By date	Three (3) calendar years from the date of the report.  <b>LRDA:</b> 20071594 Fuel Summary Reports
<b>Vehicle Ownership, Maintenance and Sale Records</b> Fleet ownership information including registration information, inspections, dealer's report of sale, equipment changes and maintenance Repair (Work) Orders for scheduled and unscheduled maintenance including emission tests and sale documentation.	By unit number	Life of the vehicle + three (3) calendar years.  <b>LRDA:</b> 20070079 Vehicle Maintenance Records  Note: List Vehicle Identification Numbers on Certificate of Destruction.

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<b>Quality Control</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Acceptance Letters</b> Letter from the City to external agencies/developers accepting responsibility for the future maintenance and management of public infrastructure. <p style="text-align: right;"><b>(BE)</b></p>	By Date	<b>Permanent</b> - Remove from active files when no longer needed to support current business activities and transfer to City Archives and Records Division. Image and link to appropriate Project File in Kiva.  <b>LRDA:</b> 20071591 Acceptance Letters
<b>External Developer Financial Assurance/ Bond Files</b> Bond information between bonding agent and external agencies/developers that provide assurance to the city that funds are guaranteed to complete the project.	By date of acceptance  Record Copy maintained by City Clerk's Office	Date warranty expires + one (1) calendar year. If no warranty, then one (1) calendar year after the year of Letter of Acceptance.  <b>LRDA:</b> 20070198 Performance Bonds
<b>Fire Line Riser Application</b> Application that identifies the permit type, address, permit number and project name as well as the underground portion of the fire riser. <p style="text-align: right;"><b>(BE)</b></p>	By date of approval	<b>Permanent</b> - Maintain in office for one (1) year after approval, then transfer to City Archives and Records Division.
<b>Inspections</b> Verification of compliance with plans and specification of requirements for construction of infrastructure. <p style="text-align: right;"><b>(BE)</b></p>	By date in Kiva	Six (6) calendar years after the completion of the improvement or project. Note: Records prior to 2000 were microfilmed by Public Works – Engineering. After 2000, records are imaged and microfilmed, and stored in Kiva.  <b>LRDA:</b> 20070976 Inspections, Commercial and Public
<b>Test Results – Materials</b> Results of materials testing.	City related - File in Public Works Engineering Project file by Contract number.  Developer related - file in soils test file by project name.	<b>Permanent*</b> - Public Works/Quality Control/Engineering will scan reports and send them to the City Archives and Records Division to microfilm project files prior to 2000. All new Soils reports (post 2000) are scanned and attached to related documents in Kiva. Hard copies are maintained in Quality Control as long as they are useful for business purposes and then sent to the City Archives and Records Division for permanent storage (including conversion to microfilm). Hard copies are maintained until converted to film and then destroyed with a Certificate of Destruction.  <b>LRDA:</b> 20070971 Construction Tests, Results *State minimum retention is six (6) calendar years after completion.

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<b>Redevelopment</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Facade Improvement Program</b> Application, Inspections, Bids, financial documentation, correspondence, concept drawings, etc.	Project name	Six (6) fiscal years after the year in which the project is closed.  <b>LRDA:</b> 20141910 Façade Improvement Projects
<b>Redevelopment Area Project Files</b> Records documenting projects in the Redevelopment Area.	Project name	Refer to Project Files record series on City-wide Administration Schedule.
<b>Revolving Loan</b> Application including supplemental material, Bids, financial documentation, Homeowners Assistance Program records, correspondence, etc. <b>(BE)</b>	Project name	Six (6) calendar years after the year in which the loan is closed out.  <b>LRDA:</b> 20141909 Revolving Loans

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<b>Streets and Flood Control Maintenance</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Drop Inlet Inspection Records</b> Records documenting inspection of drop inlets.	By date and location	Life of the Improvement
<b>Work Orders – Street</b> Requests for Service which may include complaints as well as scheduled and unscheduled repair and maintenance for streets, sidewalks, miscellaneous asphalt and City right-of-ways including call-outs.	By service request number in Access Database as well as hard copy reports and/or logs	Life of the Improvement  <b>LRDA:</b> 20071001 Street Maintenance *State retention requirement is ten (10) calendar years from the completion of maintenance or repair.

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<b>Survey/Right-of-Way</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Annexations</b> Records related to incorporating land into the City. May include correspondence, maps, Property Management Committee Meeting information, Agendas, Council Meeting information, Ordinance, etc.	Project name	<b>Permanent</b> - Transfer to City Archives two (2) years after the year of the effective date of the annexation for permanent storage.  <b>LRDA:</b> 20070176 Annexations of Property
<b>Deeds</b> Deeds to property owned by the City. Also copies of deeds to property sold by the City.	By parcel number	<b>Permanent</b> - Remove from active files when no longer needed to support current business activities. Transfer to City Archives for permanent retention.  <b>LRDA:</b> 20070271 Filings of all items required by law to be filed with the City Clerk.
<b>Leases</b> Documentation of rental agreements for property or equipment, may include the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents.	By name of party with whom lease is made	Six (6) fiscal years after expiration of the lease.  <b>LRDA:</b> 20070278 Leases
<b>Property Acquisition Records</b> Records related to land exchange, purchase, or sale of property between the City and a private party or entity. May include correspondence, maps, Property Management Committee meeting information, agendas, council meeting information, resolutions, appraisals, deeds, escrow instructions, title reports, assessments, etc.	Project Name	<b>Permanent</b> – Transfer to City Archives and Records Division for permanent storage.  <b>LRDA:</b> 20070970 Property Acquisition Records
<b>Property Maintenance Records</b> Property inspection records. May include work orders for cleanup of City owned property, photos, maps, survey files, etc.	Maximo	Until no longer owned by the city
<b>Right-of-Way</b> City acquires Right-of-Way from private party for Projects. May include correspondence, appraisals, council meeting information, Deed, escrow instructions, title report, maps, etc.	Project name	<b>Permanent</b> - Transfer to City Archives and Records Division for permanent storage.  <b>LRDA:</b> 20070970 Property Acquisition Records

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<b>Survey/Right-of-Way</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Survey Field Notes</b> Books that include survey field notes such as boundary surveys, utility locations, construction stake outs, etc.	By year and sequential number	<b>Permanent</b> - Transfer to City Archives and Records Division two (2) years after the year of the notes for permanent storage.  <b>LRDA:</b> 20070422 Surveys and Established Boundaries, including maps
<b>Tie Maps</b> Reference of survey monuments to identify locations for boundaries.	By subdivision name	<b>Permanent</b> - Transfer to City Archives and Records Division two (2) years after the year of the related project completion for permanent storage.  <b>LRDA:</b> 20070422 Surveys and Established Boundaries, including maps
<b>Vacations</b> May include, but not limited to, application, correspondence, conditions of approval, council approval, maps, order, deed, project tracking form, etc.	Project name	<b>Permanent</b> - Transfer to City Archives two (2) years after the year of the related project completion, for permanent storage.  <b>LRDA:</b> 20071218 Vacations

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<b>Traffic Engineering</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Barricade Plans</b> Approved or denied barricade plans.  <div style="text-align: right;"><b>(BE)</b></div>	By date and location on network.	Three (3) calendar years after denied, superseded or removed. Images are stored on network, paper copies are destroyed after imaging.  <b>LRDA:</b> 20070967 Barricade Plans
<b>Master Street and Highway Plan</b> The large map of planned streets showing rights-of-way widths for various types of streets (which may include major and minor arterial streets, freeways, state highways, collector streets, street sections with bike lanes, and railroad right-of-ways) throughout the City of Henderson.  <div style="text-align: right;"><b>(BE)</b></div>	By date	<b>Permanent – Map only.</b> Forward most recent version to City Archives at the end of each year.  <b>LRDA:</b> 20070984 Master Plan and Amendments (all systems including Streets)
<b>Traffic Count Reports</b> Documents traffic volume on individual roads and streets, bridges, local government owned parking lots or structures, intersections, etc.	By intersection	Five (5) calendar years from the date of the report. Review for historical value.  <b>LRDA:</b> 20071010 Traffic Count Reports
<b>Traffic Impact Analysis</b> Studies show impact of development traffic on existing/proposed roadway construction.  <div style="text-align: right;"><b>(BE)</b></div>	By Kiva number	<b>Permanent</b> - Image studies and maintain paper files until microfilmed. Transfer custody of microfilm to City Archives and Records Division for permanent retention.  <b>LRDA:</b> 20071005 Studies



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<b>Traffic Maintenance</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Accident/Incident Report</b>	By date and fiscal year	Refer to City-wide Administration Schedule, Accident/Incident Report.
<b>Maintenance Reports</b> City maintenance records for graffiti cleanup of public right-of-way, flood channels, and private areas as requested by Code Enforcement. City and school signs and road markings scheduled and unscheduled maintenance, repair and replacement records. City and school street light maintenance records such as the safety based torque check. City and school traffic signal maintenance records such as, conflict monitor unit inspection, Pre-emptive maintenance, and annual inspections.	By date and fiscal year	Life of the equipment.  <b>LRDA:</b> 20070975 Equipment Maintenance Reports
<b>Utility Approval Transfer</b> Transfer of NV Energy Utility accounts from Developer to City.	By date and project name	The fiscal year to which the record pertains + six (6) fiscal years.  <b>Legal Citations:</b> NRS 11.190 (1) (b) Periods of Limitation.