

City of Henderson Records Retention Schedule
Economic Development and Tourism

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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 or 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.
- 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 is 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

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and visual materials, and any other evidence, including all copies thereof. NAC 239.101 “Record of a local government” defined.

Approved by Records Committee: 08/14/18

Approved by State Archivist: N/A

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Economic Development		
Record Series/ Description	Filing Method	Retention/Disposition
Client Profile Client information such as name of company, name of contact, type of business, status, historical communication, etc.	ACT Database	Review annually, purging valueless, outdated and duplicated material. LRDA: 20071548 Economic Development – Client Profiles
Project Files – Special Projects Special or unique tasks, issues, and projects that involve City of Henderson property that are not scheduled elsewhere.	Project name	Refer to Project Files record series on City-wide Administration Schedule.
Studies Studies performed by outside consultants or in-house staff. These include, but are not limited to hydrology, environmental impact, flood control, transportation, traffic, engineering, feasibility, growth, neighborhoods, long range forecasts and projections, and similar documents.	Project name	Permanent – Forward final version to City Archives for permanent retention. LRDA: 20071005 Studies

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Tourism		
Record Series/ Description	Filing Method	Retention/Disposition
Accident Reports Client accident reports.	By date and client name	Refer to City-wide Administration Schedule.
Client Files “Bookings” Files contain rental agreements, RFPs, correspondence, check transmittals, set-up sheets, etc.	By client name	Three (3) fiscal years from the end of the fiscal year to which the records pertain. LRDA: 20070473 Bookings
Convention Center Attendance Calendar	By date	One (1) calendar year from the end of the calendar year to which the record pertains. LRDA: 20071564 Convention Calendar
Mailing Lists Mailing lists of clients, customers and memberships.	Maintained electronically by name of client, customers or membership	Until superseded by a new or revised list. LRDA: 20070063 Mailing and Distribution Lists
Photographs –Weddings & Events (Non-Record) Photos maintained for reference.	By type of event	As long as useful. Transfer to City Archives to review for historical value.
Vendor Files Files of vendors doing business with the Cultural Arts and Tourism Division.	By vendor name	Refer to City-wide Administration Schedule.