

City of Henderson Records Retention Schedule

City-wide Administration

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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.

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- 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 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: 05/14/19

Approved by State Archivist: 06/11/19

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Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Accident/Incident Reports Reports of Accidents/Incidents of employees.	Record Copy: Risk Management	Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident/incident date if no legal action or damage results. LRDA: 20071712 Accident Reports
Accounts Payable May contain Invoices, Petty Cash, Purchase Orders, Purchase Requisitions, Purchase Card Statements, Mobile phone/device billings, Vendor Request form, etc.	Record Copy: Finance – maintained electronically in Peoplesoft.	Six (6) fiscal years from the end of the fiscal year to which the records pertain. LRDA: 20071235 Accounts Payable Files
Accounts Receivable May contain Receipts, Invoices and various input forms used to generate invoice forms, including but not limited to those related to bankruptcy and decedent files.	Record Copy: Finance	Seven (7)* fiscal years from the end of the fiscal year to which the record pertains. LRDA: 20070445 Accounts Receivable Files *State recommended retention is six (6) fiscal years.
Accreditation Records May contain documents with the standards and guidelines outlined by professional accreditation programs including application, compliance reports, documentation of rules and regulations and standard operating procedures, internal reports, form, correspondence, supporting documentation and backup materials, as well as formal written assessments of the agency's compliance or noncompliance and subsequent follow-up reports.	All Departments by year	Retain certificate/final report of accreditation permanently. Retain other documents and backup material related to the accreditation process for the length of the current accreditation cycle plus one (1) calendar year or as required by the accrediting agency, whichever is longer. If not accredited, retain all records for a minimum of one (1) calendar year from date of notification of non-accreditation. LRDA: 20070787 Accreditation Records

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Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Acknowledgement of Policy/Procedure Forms signed by employees acknowledging the receipt and acceptance of department policies and procedures.	All Departments filed as best supports business processes.	Three (3) years after policy is updated or superseded.
Activity Reports/Logs Activity reports or logs <u>not scheduled elsewhere</u> that show responsibility, activity, progress, completion of work, etc.	All Departments filed as best supports business processes	Retain annual activity reports permanently. Retain other activity and statistical reports (not scheduled elsewhere) for two (2) calendar years from the year created. LRDA: 20071558 Activity Reports
Air Pollution: Inventory of Emissions This series is a comprehensive listing, by source, of air pollutant emissions associated with a specific geographic area for a specific time interval.	All Departments as best supports business processes	Permanent LRDA: 20070651 Air Pollution: Inventory of Emissions
Attendance Records (Employees)		Refer to Time Cards/Sheets in this schedule.
Audit Reports – Financial	Record Copy: City Clerk’s Office	Permanent – After resolution of audit to which it pertains; transfer to City Archives for permanent retention. LRDA: 20070005 Auditors Reports
Automatic Vehicle Locator Records (AVL) Information generated that documents GPS and other tracking information of City vehicles. Includes NAVTRAK.	All Departments maintain electronically in software system	One (1) calendar year after the calendar year in which data is collected or generated. LRDA: 20101775 Fleet GPS Monitoring Reports
Bids (Solicitations) Includes Request for Proposal (RFP) and invitations to bid. File may consist of copies of responses to bids, specifications, legal notices, bid opening minutes, correspondence, copies of POs, copies of agenda items, and other related items.	Record Copy: City Clerk’s Office	Seven (7) fiscal years after the date of execution of the contract. LRDA: 20070364 Bid Files
Bond Issues This record series documents the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues. This series may include, but is not limited to, bond anticipation notes, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold, supporting documentation, related correspondence and similar documents.	Record Copy: City Clerk’s Office	Ten (10) calendar years after bond retired. Review for historical value. LRDA: 20070391 Bond Issues

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Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Budget Files Records documenting the preparation of the City's annual budget, may include but is not limited to, budget entries, budget submissions and transfer augmentations.	Record Copy: Finance	Five (5) fiscal years from the year to which the records pertain. LRDA: 20070003 Annual Budget-Files
Budget – Final City's final budget submitted to City Council.	Record Copy: City Clerk's Office	Permanent - Submitted to City Council for approval. LRDA: 20070004 Annual Budget-Final Budget
Building Access Log Records of building access using prox cards.	Millenium	Five (5) calendar years from the end of the calendar year to which they pertain. LRDA: 20071279 Security Records
Calendars Documents routine planning and scheduling of meetings, appointments and similar activities. May include calendars, appointment books, diaries, journals, daily planners, and similar records.	All Departments filed as best supports business processes	Retain calendars of elected officials, directors, department heads, appointed/key staff for a minimum period of one (1) calendar year from the end of the calendar year to which the record pertains. Retain calendars of supporting staff until no longer administratively useful. LRDA: 20101769 Calendars
Cancelled Bids This record series documents bids to provide goods or services which were cancelled prior to the awarding of a contract. This series may include, but is not limited to, bid specifications, copies of bids received prior to cancellation, documentation on reason for cancellation, documentation of action up to the time of cancellation, evidence of cancellation, correspondence and related documentation.	Record Copy: City Clerk's Office	Three (3) fiscal years after cancellation. Unopened bids should be returned to the bidder. LRDA: 20071305 Cancelled Bid Files
Certificates of Destruction Documents authority to destroy records	Record Copy: City Clerk's Office	Three (3) calendar years from the date the records were destroyed. LRDA: 20070069 Records Destruction Certificate
Certificate of Transfer – Transferring Department or Office This record series is used to transfer legal custody (See NAC 239.041) of local government records from an originating department or office to another entity (such as an archives, museum, library, state or federal agency, etc.). Series may include but is not limited to, copy of transfer certificate or form, transfer receipt from recipient, related correspondence, and similar documents.	Record Copy: All Departments by date	Six (6) calendar years from the date of transfer. LRDA: 20161940 Certificate of Transfer – Transferring Department or Office

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Certifications Required for Position May include Driving Classifications, Inspectors, Examiners, Operators, Lab, Engineering, Legal, Typing, Voter Registrar, CPR, Firearm, etc. Does not include Radar Operator Certifications.	Record Copy: Human Resources and All Departments by employee name Note: Employees may also be required to maintain copies.	Three (3) calendar years after expiration of the certification or license. LRDA: 20070837 Employee Licenses/Certificates
Classification and Compensation Studies Documents studies and surveys conducted by local governmental entities or its agents to gather comparative salary information for employment positions in comparable organizations. May contain, but is not limited to, salary comparisons, compilations from occupational studies, special survey classes, benefits comparisons, work papers, backup documents, notes, correspondence, and related documentation.	All Departments by date	Two (2) calendar years from the end of the calendar year in which the study was conducted. Transfer to City Archives to review for historical value. LRDA: 20071381 Salary Surveys
Committee Records – Department (not established through council) Department Committee Records, not covered elsewhere, that may contain agendas, minutes and backup material of Department Committees not established through council.	All Departments by committee name	Three (3) years after the year in which the meeting occurred. LRDA: 20071243 Committee Records, Ad-hoc
Committee/Commission/Board Records (established through council) Includes agenda, minutes, public hearing information and posting confirmation. May include: handouts, presentation materials supporting decision process and backup material.	All Departments by meeting date	Permanent – Upon approval of minutes transfer to City Archives for permanent retention. LRDA: 20070107 Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils; 20071639 Open Meeting Law: Agendas – Official/Final
Complaints and Inquiries May contain complaints or inquiries about City service or business processes.	Electronically via CRM or by Departments as best supports business processes	Five (5)* calendar years after the calendar year in which the complaint is resolved or the information provided. LRDA: 20070055 Correspondence: Complaints *State requirement is three (3) calendar years after response or resolution.
Contracts/Agreements (BE) Contracts/Agreements approved at staff level such as professional services or approved by City Council including construction management, utilities, and long-term contracts that are non-capital improvement projects.	Record Copy: City Clerk's Office	Six (6) fiscal years from the termination/completion of the contract/agreement. LRDA: 20070474 Contracts and Agreements

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Cooperative Agreements This series documents cooperative agreements between political subdivisions for performance of any government function. Such agreements may include but are not limited to purchasing, the furnishing or exchange of personnel, equipment, property or facilities of any kind, or the payment of money.	Record Copy: City Clerk's Office	If the agreement is for more than \$25,000: Retain permanently. If the agreement is for \$25,000 or less: Retain for a minimum of six (6) fiscal years after the agreement is terminated. LRDA: 20071024 Cooperative Agreements
Correspondence – Executive Executive level correspondence (letters, memos, emails, etc.) documenting the entities functions, pattern of action, policies and achievements. Correspondence may pertain, but is not limited to, budgeting and financial decisions, official positions, planning, directing, policy and rulemaking, prominent, celebrated and/or noteworthy achievements, formal announcements, awards and/or events of City government.	All Departments as best supports business processes	Permanent - Transfer to City Archives for permanent retention as soon as practical. LRDA: 20070007 Correspondence: Executive
Correspondence – Project or Case This record series documents correspondence related to a specific case or project and may contain, but is not limited to, incoming and outgoing letters, memoranda, faxes, notes and their attachments, notices, enclosures, and similar documents. This series includes electronic mail that communicates the above.	All Departments as best supports business processes	This series should be filed with and retained for the same retention period as the associated project or case file. LRDA: 20071674 Correspondence: Project or Case
Correspondence – Routine Business This series consists of correspondence (emails, letters, memos, etc.) that is work related and deals with the day-to-day office administration and activities. May include, but not limited to, internal and external correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business, and other routine inquiries.	All Departments as best supports business processes	One (1) calendar year from the date of the correspondence. LRDA: 0141919 Correspondence: Routine Business

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<p>Correspondence – Transitory This series consists of correspondence (emails, letters, memos, etc.) that do not document core functions or activities of an agency or department and do not require an official action. May include, but is not limited to, general announcements including meeting reminders, notices of upcoming events, informational copies (cc or bc) of correspondence which do not document administrative action, follow-up or suspense (tickler), transmittal letters that do not add information to the transmitted material or attachments, spam, junk mail, unsolicited vendor mail, personal mail.</p>	<p>All Departments as best supports business processes</p>	<p>Retain only as long as the record holds value to the agency.</p> <p>LRDA: 20070056 Correspondence: Transitory</p>
<p>Delegation of Authority Records These records are used to authorize, assign authority for and verify approval of various governmental actions. The files may contain: list or documents of individuals who have been delegated authority to verify approvals for purchasing, grant authorized entry to restricted areas, to grant use of vehicles or equipment, to perform personnel actions, to grant authorization for access to computers and computer systems, etc.; as well as all supporting documentation required to establish such an authorization and verification process.</p>	<p>All Departments as best supports business processes</p>	<p>Three (3) fiscal years from the date authorization was withdrawn.</p> <p>LRDA: 20071280 Delegation of Authority Records</p>
<p>Departmental Regulations, Directives, Policies, Procedures The official regulations, directives, policies and procedures governing the conduct of department business.</p>	<p>All Departments as best supports business processes</p>	<p>Six (6) calendar years after officially superseded or abandoned; then send to City Archives to review for historical value.</p> <p>LRDA: 20070057 Departmental Regulations, Policies, and Procedures</p>
<p>Employee Personnel Files – Department Copy Consists of record information related to the hiring and employment of City employees. Department file consists of duplicates of records maintained in official personnel file by Human Resources, and any additional information of relevance to the department.</p>	<p>All Departments by employee name or number</p>	<p>Maintain one (1) calendar year after the calendar year in which transferred or employment is terminated.</p>

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Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Enforcement Actions (Air Quality) This record series documents the issuance of Notices of Violation (NOV) and resolution of enforcement action. Records may include notice of violation, evidentiary documents, response forms, tracking forms, stipulations, hearing officer reports, orders, waivers, findings, penalty payment plans, photos, audio/visual records, related correspondence and similar documents.	All Departments as best supports business processes	Six (6) calendar years from the date of final resolution. LRDA: 20101788 Enforcement Actions
Fixed Asset Inventory Annual inventory of fixed assets assigned to the Department.	Record Copy: Finance	Five (5) fiscal years after superseded. LRDA: 20070440 Fixed Assets and Inventories
Generators of Hazardous Waste Records May contain, but not limited to, hazardous waste shipment manifests, biennial reports, exception reports, records documenting test results/waste analysis, inspection reports, variances, storage container labeling reports, related correspondence and similar records.	All Departments as best supports business processes	Permanent* LRDA: 20071704 Generators of Hazardous Waste Records *State recommended retention is three calendar years
Grant Records May include grant application, notices to proceed, award letters, records of disbursement of funds, etc.	All Departments as best supports business processes	Three (3) fiscal years after the grant is closed, or as required by the granting authority, which ever is longer. LRDA: 20070060 Grants: Proposals, Reports, and Results
Hazardous Material Permit Permit issued by the State Fire Marshal to allow for use of hazardous material.	All Departments by date Note: It may be required to keep a copy on-site.	Five (5) calendar years from the denial, renewal, revocation, or expiration of the permit. LRDA: 20071482 Hazardous Materials Storage Permit Files
In Memorial Records Gifts or donations to memorialize individuals or events. Also special programs such as adopt a tree, donor brick, Veterans Memorial Wall, etc.	All Departments as best supports business processes	Permanent – Transfer to City Archives as soon as is practical. LRDA: 20081752 In Memorial Records
Interpretations Director's interpretation of the approved Policy or Code or written interpretations on legal matters issued or documented on Policy or Code to allow exceptions until Policy or Code is revised.	All Departments alphabetically by subject	Permanent – Transfer to City Archives as soon as is practical.

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Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Invoices		Refer to Accounts Payable and Accounts Receivable in this schedule.
Legal Notices	All Departments with associated documents by date or description	For legal notices related to public meetings, refer to the Office of the City Clerk retention schedule. For all other legal notices, refer to record series for which the legal notice is related.
Liability Release Form/Waiver Documents individual liability release forms required for participation in various programs. This series usually consists of event specific liability forms, participant information, contact information, signature of participants or parent/legal guardian, emergency contact information, and similar information.	All Departments as best supports business processes	Retain for three (3) calendar years from the date of the event. LRDA: 20071672 Liability Release Forms
Marketing Records Documents local government sponsored marketing programs. Information may include, but is not limited to, promotions, sweepstakes, tracking information, information requests, screenshots, website information, related correspondence and similar documents.	All Departments as best supports business processes	Six (6) calendar years from the calendar year to which the documents pertain. Review for historical value. LRDA: 20121842 Marketing Records
Material Safety Data Sheets Safety data sheets issued by manufacturers.	All Departments by chemical name in binder	Thirty (30) calendar years from the creation or receipt of material. Remove from binder when superseded then transfer to City Archives for retention until destruction. LRDA: 20070064 Hazardous Material Safety Files
Media/Press Releases/Publicity Files This series contains information released/issued to the media, and/or copies of publicity files issued by the City of Henderson. May contain, but is not limited to, copies of press releases, publicity files, audio and/or video recordings, DVDs, photos, informational flyers, notes, charts, graphs, correspondence, and related documents.	Record Copy: City Clerk's Office	Retain press/media release files determined by the agency to be of historical value permanently. Retain other press release/publicity files for as long as administratively useful. - Transfer to City Archives as soon as practical. LRDA: 20070853 Press/Media Releases
Minutes of Staff Meetings Minutes, agenda and handouts.	All Departments by date	One (1) year from date created or as long as needed for business purposes. LRDA: 20070846 Staff Meeting Records

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Notary File File may consist of copies of Appointment Application, payment to state, bond issued from insurance company, agency certificate issued, and copy of the stamp.	All Departments by employee (notary) name	Seven (7) years from the date of ceasing to be a notary public. Legal Citation: NRS 240.120 Journal of Notarial acts: Duty to maintain; contents; verification based upon credible witness; copy of entry; period of retention; report of loss or theft; exceptions.
Operation and Maintenance Manuals Manuals relating to equipment.	All Departments as best supports business processes	Life of equipment. LRDA: 20071609 Operation and Maintenance Manuals
Opinions - Legal Written opinions on legal matters issued on behalf of the City Attorney.	Record Copy: City Attorney's Office	Permanent – Transfer to City Archives as soon as is practical. LRDA: 20071115 Legal Opinions
Organizational Climate Studies This record series documents studies conducted to assess and evaluate the culture, employee morale, effectiveness of management, and the internal communication of an organization. Findings from these studies may be used to assist an organization in maintaining a healthy, efficient and hospitable workplace. Series may include, but is not limited to survey summaries, study summary, findings and recommendations, follow-up summary findings, and related correspondence.	All Departments as best supports business processes	Three (3) calendar years from the closure of the study. Transfer to the City Archives to review for historical value. LRDA: 20141903 Organizational Climate Studies
Payroll Reports/Printouts Attendance, timekeeping and payroll queries. Excludes W-2s.	Record Copy: Finance	Six (6) fiscal years after the fiscal year in which they refer. LRDA: 20070451 Payroll Registers or Reports
Petty Cash Records		Refer to Accounts Payable and Receivable in this schedule.
Phone/Mobile Records Statements for verification of use purposes.	Record Copy: Information Technology	Refer to Accounts Payable in this schedule.
Photo Release Forms Consists of photo release forms signed by entrants in city sponsored photo competitions allowing the city to use the photo in official publications, on local government websites, at local government sponsored activities/events, and for similar uses.	By Name and Date	Three (3) calendar years after photo/image is no longer in use. LRDA: 20121846 Photo Release Forms
Photographs Photographs not scheduled elsewhere.	All Departments as best supports business processes	As long as is needed for business purposes, then transfer to the City Archives to review for historical purposes.

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Posting Requests Received from Public Bodies In accordance with NRS 241.020 (3)(a), public meeting notices must be posted at the principal office of the public body or, if there is no principal office, at the building in which the meeting is to be held, and at not less than three others separate, prominent places within the jurisdiction of the public body. This series documents posting requests received by local government entities for and on behalf of public bodies and may include but is not limited to notice of meeting and agenda.	All Departments as best supports business processes	Retain the posting until the date of the meeting or if the meeting is cancelled the date of cancellation. Note: The public body that is holding the meeting has the obligation to retain the official record of posting (See NRS 241.020 and NRS 241.035) LRDA: 20141894 Open Meeting Law: Posting Requests Received from Public Bodies
Presentation Materials Presentations, demonstrations, (training) classes, or seminars including slides, flip charts, handouts, and similar materials. Does not include commercially available materials.	All Departments as best supports business processes	Retain for as long as administratively useful. No Certificate of Destruction is needed.
Preventive Maintenance Records Logs, service orders/requests, etc., documenting preventive maintenance on equipment.	All Departments by equipment	Life of equipment or two (2) years after an accident/incident involving the equipment, whichever is longer. LRDA: 20070975 Equipment Maintenance Reports
Printed, Audiovisual and Promotional Materials (Non-Record) Produced for circulation outside the Department; (i.e. pamphlets, brochures, newsletters, handbooks, manuals, videos, invitations, pins, pens, pencils, bags, flyers, etc.)	All Departments as best supports business processes	Provide two (2) copies to the City Archives for historical preservation as soon as is practical.
Project Files City or Developer Project files that may contain City Agendas, Contracts, Change Orders, Payments, Agreements, Grant information, Local Improvement District files, etc.	All Departments by project number	Permanent – One (1) year after resolution of annual audit after completion of project, purge non-records from file; then transfer remaining Record Copy material to City Archives for permanent retention. LRDA: 20070991 Public Works Project Files
Property and Equipment Records Miscellaneous property and equipment records not covered elsewhere retained for informational purposes.	All Departments as best supports business processes	Until superseded and one (1) additional fiscal year. LRDA: 20070067 Property and Equipment. Records and Inventories (office copies)
Public Hearings - Records The official record of any public hearing held separately from a regular or special meeting of Council, a Board, Committee, or Commission.	All Departments by date	Permanent - Transfer originals to City Archives as soon as is practical for permanent retention. LRDA: 20070011 Hearings – Records of Hearing

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Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Public Records Requests/Logs Documents requests for specific information received by local governmental entities from the public, and the local government's response to the requestor. This series may include but is not limited to, written or oral requests for information, determinations, response letters, denial letter or form. This series does not include the original records (or media) from which the requests were copied or furnished.	Electronically via Contact Henderson	Five (5)* calendar years from the year to which it pertains. LRDA: 20101782 Public Records Requests *State recommended retention requirement is three calendar years from date fulfilled or three calendar years if the request is denied.
Purchase Orders/Requisitions		Refer to Accounts Payable and Receivable in this schedule.
Purchase Card Statements and Receipts		Refer to Accounts Payable and Receivable in this schedule.
Quality Assurance Review Audits and Reports Consists of quality control reviews performed by an agency to check the effectiveness of policies and procedures such as office security, training, safety, personnel, customer relations, emergencies and similar procedures. Files may consist of: investigative reports, checklists, copies of documents involved in the review or audit, staff reviews, copies of policies and procedures, comparison reports, copies of safety manuals, copies of staff training documentation, regular and final reports, related correspondence and similar documentation.	Record Copy: Division of Audit. Electronic files maintained on server.	Five (5)* fiscal years from the end of the fiscal year to which they pertain. LRDA: 20071256 Quality Assurance Review Audits and Reports *State requirement is 3 calendar years.
Radio Frequencies This record series documents requests for, and assignment of, radio frequencies. May include, but is not limited to, radio frequency authorizations, radio use records, frequency use agreements, applications, permits, copy of licenses, logs, forms, supporting documents, correspondence, and similar data.	All Departments as best supports business processes	Six (6) calendar years from the expiration or renewal of the authorization or agreement. LRDA: 20070638 Radio Frequencies
Receipts/Receipt Books		Refer to Accounts Payable and Receivable in this schedule.

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Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Recordings of Meetings (Audio) Audio recordings of the official Council meetings and proceedings of other public bodies.	All Departments by body, and then by meeting date	Recordings must be transcribed into written minutes. Dispose of City Council meeting recordings after five (5)* years of the adjournment of the meeting at which it was recorded, or following transcription, which ever is longer. All other recorded meetings may be disposed of after one (1) year. Transfer to City Archives to review for historical value. LRDA: 20070109 Recordings of Meetings *State minimum retention requirement is one (1) year.
Recordings of Meetings (Video) Video recordings of Council meetings and proceedings of other public bodies.	Agenda management system	As long as needed for business purposes. Transfer to City Archives to review for historical value.
Regional Agency Advisory Board Records (non-record) May include agenda, minutes, application, justification letters, staff reports, handouts, and presentation materials supporting decision process for steering/advisory committees. Examples of Boards are: Clean Water Coalition, Southern Nevada Water Authority, Colorado River Commission, etc.	All Departments by committee and date	For as long as is needed for business purposes. Copy of Record maintained by Regional Advisory Board organization. LRDA: 20081760 Committee/Board Records – External Agencies
Reports Required by Law/Regulation These are reports (not scheduled elsewhere) which are required by law or regulation to be submitted to governing bodies, state or federal agencies, Legislative Counsel Bureau/Legislature, or the Governor.	All Departments as best supports business processes	Retain for a minimum period of five (5) calendar years from the submission of the report. LRDA: 20141900 Reports Required by Law/Regulation
Reports to Council Formal reports submitted to Council.	All Departments by Council meeting date, by department, or by subject as best supports business processes.	Permanent - Maintain one (1) fiscal year after the fiscal year in which submitted. If not recorded in council minutes, then retain permanently. LRDA: 20070271 Filings of all Items Required by Law to be Filed with the City Clerk
Special Studies and Report Files Documents special studies or reports produced under the direction of governing bodies, department managers, courts, regulatory agencies, the Federal Government, or elected officials. Files may contain but are not limited to, reports or studies, exhibits, supporting documentation and related correspondence.	All Departments as best supports business processes	Three (3) calendar years from the completion or termination of the study or report, or for the period required by the requesting party whichever is longer. Review for historical value. LRDA: 20121878 Special Studies and Report Files

City of Henderson Records Retention Schedule

City-wide Administration

Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Subpoena File Subpoena and related information.	Record Copy: City Attorney's Office with Case File* *Police Records maintains original subpoenas for PD	Five (5*) calendar years from the date of the scheduled appearance or cancellation of the summons or subpoena. Maintained in Contact Henderson. LRDA: 20071281 Summons and Subpoenas *State recommended retention is one year
Survey Reports – Customer Satisfaction Reports showing results of surveys conducted.	All Departments by date of survey	As long as administratively useful to agency. No Certificate of Destruction is needed for actual surveys once report is compiled. Transfer report to City Archives to review for historical value. LRDA: 20070076 Surveys, Polls, and Questionnaires
Time Cards/Sheets Time cards/sheets of employees and Leave Requests.	All Departments by pay period or by employee name/number	Three (3) fiscal years from the year to which it pertains. LRDA: 20070048 Employee Attendance Records
Training Records (Employee Development and Safety Training) This record series is used to document and administer employee development and training. May include, but is not limited to, request for training forms, training plans, employee training history, training certificates, documentation of continuing education credits, records documenting completion of mandatory training requirements, reports detailing staff training, training program evaluations, reports detailing training needs, training summaries, related correspondence, and similar records.	All Departments as best supports business processes	Three (3) calendar years from the transfer, separation, retirement, or termination of an employee. LRDA: 20071375 Employee Development/Training Records – Official Copy
Travel Records Travel arrangements and claims. May include, authorizations, reimbursements, and other actions related to employee travel, travel requests, travel itineraries, authorizations, approval signatures, travel vouchers, plane tickets or stubs, parking expense documents, expense reports, receipts, related correspondence and similar documents.	All Departments as best supports business processes	Three (3) fiscal years from the end of the fiscal year to which the records pertain. LRDA: 20071258 Travel Records
Undeliverable Mailings Mailings (excluding mailed ballots) sent by local governments that were returned as undeliverable.	All Departments as best supports business processes	One (1) calendar year after the matter referenced in mailing is concluded. LRDA: 20070072 Undeliverable Mailings

City of Henderson Records Retention Schedule

City-wide Administration

Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Unmanned Aerial Vehicle (UAV) Aircraft History and Maintenance Records Documents pertaining to the history and maintenance of the aircraft and may include but is not limited to records documenting the total time in service; the current status of life-limited parts of each airframe, engine, rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives.	All Departments by date	Records of maintenance, preventative maintenance, and alteration retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For records of 100-hour, annual, progressive, or other FAA required or approved inspections, retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For all other records retain until the aircraft is sold or no longer in service. LRDA: 20071684 Aircraft History and Maintenance Records.
Unmanned Aerial Vehicle (UAV) Nevada Registration Nevada Department of Public Safety Registration, and related documents and correspondence.	All Departments by date	Permanent. Department of Transportation / Federal Aviation Administration, N1-237-04.3
Unmanned Aerial Vehicle (UAV) Operator Records Documents pertaining to the issuance and status of certificates of airman, and related correspondence.	All Departments by date	Retain 60 years or when no longer needed whichever is later. Department of Transportation / Federal Aviation Administration, N1-237-06-1.
Unmanned Aerial Vehicle (UAV) Recordings May consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV). Public agencies which have registered an UAV with the Department of Public Safety may operate the UAV for one or more of the following public purposes: fire services, emergency medical services, protection of a critical facility that is public property, search and rescue operations, preparation for, response to and recovery from emergencies and disasters, communications relay and delivery, surveying and mapping, inspection of public land and infrastructure, inspection and testing of hazardous materials; inspection and evaluation of: natural resources, wildlife, agricultural and environmental conditions; training of employees of a public agency, research and development of unmanned aerial vehicles, maintenance and testing of unmanned aerial vehicles, air quality testing, and evaluation of meteorological conditions.	All Departments by date	Retain recordings for the same retention period required for an equivalent hardcopy record. It is recommended that recordings that may contain personally identifiable information (PII) not be retained for more than one-hundred eighty (180) days. LRDA: 20181956 Unmanned Aerial Vehicle (UAV) Recordings

City of Henderson Records Retention Schedule

City-wide Administration

Record Series/Description	Custodian/ Filing Method	Retention/Disposition
Unmanned Aerial Vehicle (UAV) U.S. Permit of Operation or Waiver United States certificate, permit, or license for operation of UAV (civil aircraft) within the State, and related documents and correspondence.	All Departments by date	Permanent. Department of Transportation / Federal Aviation Administration, N1-237-04.3
Vehicle and Equipment Checklists Routine vehicle and equipment checklist/status form.	All Departments per equipment/vehicle	Life of the vehicle and equipment plus three (3) years if the vehicle was involved in an accident. LRDA: 20070079 Vehicle Maintenance Records
Vehicle Take Home Authorizations Authorizing employees to take City vehicles home on non-work hours.	Record Copy: City Manager's Office	Until superseded or revoked.
Vendor Files May include, but not limited to, name of vendor or company, name of contact or agent, address, telephone and fax numbers, email and website address, description of goods and services provided, vendor and/or tax ID number, vendor evaluation forms, information on past performance, price lists, correspondence and similar documents.	All Departments as best supports business processes	Three (3) fiscal years from the fiscal year to which it pertains. LRDA: 20070378 Vendor Files
Visitor Log Log used to document non-City personnel accessing City facilities for professional, business-related meetings and tours.	All Departments as best supports business processes	One (1) calendar year from the year created.
Volunteer Records File may contain application, SCOPE background, registration checklist, timecards, etc.	By Name	Three (3) years after the year the assignment ends. LRDA: 20070331 Volunteer Worker Records
Warranties Warranties on any City structures, infrastructure, equipment, contracted services, etc. Also includes warranties for any repair/replacement work while original warranty was in place.	All Departments as best supports business processes	Expiration of Warranty plus one (1) year. LRDA: 20070080 Warranties