

**City of Henderson Records Retention Schedule  
Public Affairs**

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# City of Henderson Records Retention Schedule

## Public Affairs

### 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 Archivist. - 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.
- Unless otherwise specified, permanent records should be transferred to the City Archives as soon as possible.
- Unless otherwise specified, a period of retention begins on the first day of the fiscal year after the fiscal year during which the record was created or received.
- An index, reference or supplement to a record is considered a part of that record and must be retained for the length of time that the record must be retained.
- Office Copies and Duplicates must NOT be retained longer than the Record Copy. - NAC 239.161 Retention of original records; disposal of duplicates.
- Records may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. – 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. (see LRDA: 2007-1230).

**Duplicate** - A copy of a record or series of records which is not an original and not needed for business purposes. - NAC 239.031 “Duplicate” defined.

**Office Copy** – A copy of a record or series that is needed for business purposes by an office other than the office responsible for the Record Copy.

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**Record Copy** - 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:** 08/14/18

**Approved by State Archivist:** 02/20/13

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<b>Communications and Council Support</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<p><b>Approval to Use City of Henderson Logo Trademark</b> This series contains approvals from the Communications and Council Support office authorizing the use of the City of Henderson logo, including the Approval to Use the City of Henderson Logo Trademark agreement.</p>	Electronically by Contact Henderson efm#	<p>Six (6) calendar years from the expiration of the use permit. Transfer to City Archives to review for historical value.</p> <p><b>LRDA:</b> 20141906 Permission to Use Municipal Logo</p> <p><b>Legal Citations:</b> NRS 11.190 (1)(b)</p>
<p><b>Graphics Projects</b> May include project information request, proofreading notice, product produced, etc.</p>	Electronically by Contact Henderson efm#	Five (5) years from date case is resolved.
<p><b>Issue Management Files</b> Files kept on topics of media and/or public interest. May contain media coverage, correspondence, copies of agenda items, reference materials, etc.</p>	Project name	As long as administratively useful. Transfer to City Archives to review for historical value.
<p><b>Monthly Log</b> Log of print jobs showing Department, quantity, due date, completion date and number of pages.</p>	File by month and year	Refer to Activity Reports/Logs series on City-wide Administration Schedule.
<p><b>Photo Shoot Information Forms</b> Form used to collect customer information and photo detail for photo shoot requests.</p>	Electronically in Graphics Project case in Contact Henderson	Non-record. Once information is transferred to Contact Henderson case, form can be destroyed. No certificate of destruction is required.
<p><b>Publicity Files and Press Releases</b> This series contains copies of publicity files/press releases issued by the City of Henderson. This series may contain, but is not limited to, originals or copies of press releases, publicity files, audio and/or video recordings, photos, informational flyers, notes, charts, graphs, correspondence, and related documents.</p>	By event	Refer to City-wide Administration schedule – Media/Press Release/Publicity Files. Photos and audio-visual works are maintained for as long as useful and may be used in future publications. Transfer to the City Archives to review for historical value.
<p><b>Special Event Files</b> File contains material documenting the development of City of Henderson special events such as grand openings, groundbreaking, Mayor's events, State of the City, Receptions, etc. File may contain request letters, copies of contracts, thank you letters, copies of invoices, site layouts, communication and marketing material, etc.</p>	By event	<p>Two (2) years after the event to which it pertains then transfer to City Archives to review for historical value.</p> <p><b>LRDA:</b> 2007-0041 Special Event and Celebration Records</p>

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<b>Intergovernmental Relations</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<p><b>Federal Lobbying Material</b> Records of city lobbying efforts.</p>	<p>By fiscal year</p>	<p>Maintain <u>correspondence</u> per City-wide Administration Retention schedule. Review other non-record material periodically and retain as long as useful. Submit closed files to City Archives to review for historical value.</p> <p><b>LRDA:</b> 2007-0034 Legislative Relations Records (includes lobbying efforts)</p> <p><b>Legal Citations:</b> NRS 354.59803 Reporting of expenditures of local government for lobbying activities: Requirements; filing with Department of Taxation.</p>
<p><b>Legislative Session Material</b> Consists of bill drafts, position assessments from various City departments, and Citywide positions.</p>	<p>By legislative session</p>	<p>Maintain <u>correspondence</u> per City-wide Administration Retention schedule. Review other non-record material periodically and retain as long as useful. Submit closed files to City Archives to review for historical value.</p> <p><b>LRDA:</b> 2007-0034 Legislative Relations Records</p> <p><b>Legal Citations:</b> NRS 354.59803 Reporting of expenditures of local government for lobbying activities: Requirements; filing with Department of Taxation.</p>