

# City of Henderson Records Retention Schedule

## Office of the City Clerk

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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.
- 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>

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**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: 06/22/2020**

**Approved by State Archivist: 11/29/17**

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<b>General</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Acknowledgement of Ethical Standards for Public Officials</b> Documents the filing of the Acknowledgement of Ethical Standards form by all elected and appointed public officials. May contain but is not limited to, Nevada Acknowledgement of Ethical Standards form and related correspondence.	By name and date	Three (3) years from the date of submission to the Nevada Commission on Ethics.  <b>LRDA:</b> 20141885 Nevada Acknowledgement of Ethical Standards form
<b>Agendas – Annotated</b> Contains brief description of meeting decisions.	By meeting date	One (1) calendar year after the year in which they were created.  <b>LRDA:</b> 20071638 Open Meeting Law: Agendas - Annotated
<b>Agendas – Final</b> Consists of the meeting agenda per se and any backup material that is submitted prior to, or during the meeting including petitions.	By meeting date	<b>Permanent</b>  <b>LRDA:</b> 20071639 Open Meeting Law: Agendas – Official/Final
<b>Agendas – Non-packet Materials</b> This record may contain correspondence and information used in the preparation of meeting agendas, public hearing letter notices, and other items not included in the agenda packet.	By meeting date	Destroy when no longer needed to support business processes. No certificate of destruction is required.
<b>Board and Commission Interest Forms</b> Requests to be a volunteer on a City Board.	By name of requestor and application year.	If appointed: Retain for a minimum period of three (3) calendar years from the separation of service. If not appointed: Retain one (1) calendar year from the date an appointment is made.  <b>LRDA:</b> 20071553 Board and Commission Volunteer Interest Forms
<b>Bond Issues</b> Bonds issued by the City.		Ten (10) calendar years after the year in which bond retired. Close file when retired. Send to Records Center until destruction. Review for historical value.  <b>LRDA:</b> 2007-0263 Bond Issues

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<b>Bonds and Oaths of City Officials</b> Official oaths of office and bonds posted by City Officials.	By date and name	<b>Permanent</b>  <b>LRDA:</b> 20070271 Filings of all items required by law to be filed with the City Clerk.
<b>Bonds (Construction)</b> Bonds posted to guarantee performance and payment.	<b>Maintained in sub-series:</b> Bonds (Construction) – Excavators Bonds - Subdivisions	One (1) calendar year after the year project is completed.  <b>LRDA:</b> 20070265 Bonds (Construction)
<b>Budget - Final City</b> The official City budget as adopted by Council.	By fiscal year	<b>Permanent</b>  <b>LRDA:</b> 20070004 Annual Budget – Final Budget
<b>Certificate of Liability Insurance</b> Certificates of liability insurance for vendors and service providers which cannot be associated and filed with a contract, agreement, or project file. Including certificates for those which do occasional work for the City.	By vendor or service provider name and year in established binders.	Six (6) calendar years from the year the certificate expires.  <b>LRDA:</b> 20070062 Risk Management: Insurance Policies
<b>Certificate of Transfer – Recipient Department / Office</b> Certificates of transfer to document the receipt and legal custody of records from a department to the City Clerk, Archives and Records Division.	By date	Retain for the same authorized retention period as the records being transferred.  <b>LRDA:</b> 20161941
<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>  <b>LRDA:</b> 20070271 Filings of all items required by law to be filed with the City Clerk.
<b>Filings of all items required by law to be filed with the City Clerk</b> Consists of records required or permitted by law to be filed with the city clerk	By document type and year	<b>Permanent</b> unless otherwise stated in this schedule  <b>LRDA:</b> 20070271 Filings of all items required by law to be filed with the City Clerk.
<b>Final Plan for Capital Improvements</b> This series documents the planning of projects for the physical improvement or new construction of buildings, parks, structures, warehouses, communication and utility facilities and similar local government owned or controlled facilities. This series may include, but is not limited to, drawings, maps, blueprints, renderings, financial estimates, budget reports, fee schedules, related correspondence, and similar documents.	By year	<b>Permanent</b>  <b>LRDA:</b> 20070009 Final Plan for Capital Improvement

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<b>General</b>		
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<b>Hearing Transcripts</b> Transcripts of employee disciplinary/ grievance hearings.	By date	Three (3) calendar years from the final disposition of the case. Copy is forwarded to HR for retention with the Disciplinary/Grievance Hearing File.  <b>LRDA:</b> 20070312 Grievances: Hearings
<b>Labor Negotiation Transcripts</b> Transcripts and minutes of formal labor negotiations.	By date	<b>Permanent.</b>  <b>LRDA:</b> 20070012 Records of Formal Negotiations
<b>Legal Notices – Public Meetings</b> This record series documents compliance with state laws requiring public notice of governmental activities. This series may include, but is not limited to, affidavits of publication, certificates of mailing, affidavits of posting, public hearing notices, other required public or legal notices and similar documents.	By meeting date	Five (5) calendar years from the date of the meeting.  <b>LRDA:</b> 20071717 Open Meeting Law: Legal Notices
<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 documenta- tion, related correspondence, and similar documents.	By name of party with whom lease is made	Six (6) fiscal years after the fiscal year in which lease expires.  <b>LRDA:</b> 20070278 Leases
<b>Lobbyist Forms</b> May include documentation for both lobbyist and lobbyist employer, but is not limited to, expenditure reports, registration statements, supplementary registration statements, termination records, guidelines, related correspondence, and similar documents.		Five (5) fiscal years from the date of filing.  <b>LRDA:</b> 20071659 Lobbyist Forms
<b>Local Improvement District (LID)</b> File containing documentation related to the district acquisition.	LID 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>Meeting Notification Lists</b> Consists of listings kept of persons who have requested advance notification of all meetings or meetings with specific content	By date	Until superseded by a new or revised list.  <b>LRDA:</b> 20070065 Open Meeting Law: Meeting Notification Lists

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<b>General</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Membership Lists of Boards and Commissions</b> Lists of names (and possibly addresses, etc.) of members of official Boards, Committees, and Commissions	By name of Board or Commission	<b>Permanent</b>  <b>LRDA:</b> 20070271 Filings of all items required by law to be filed with the City Clerk.
<b>Minutes</b> These minutes are the official record of the proceedings of regularly scheduled, special and emergency meetings. They include the date, time, and meeting place, members present and absent, “the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken, the names of citizens who appeared and the substance in brief of their testimony, any other information that any member requests be entered in the minutes” in accordance with NRS 241.035. This series may include, but is not limited to, minutes, agenda packets, supporting documents, exhibits, public attendance/sign in sheets (if applicable) and related records.	As a separate series for Council and each Board, Committee, or Commission	<b>Permanent</b>  <b>LRDA:</b> 20070107 Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils
<b>Notice of Final Action</b> Contains notice to applicant regarding decision of final action.	By meeting date	<b>Permanent</b>  <b>LRDA:</b> 20070271 Filings of all items required by law to be filed with the City Clerk.
<b>Oaths of Office</b>		See Bonds and Oaths of City Officials
<b>Ordinances and Resolutions</b> The official acts passed by Council.	By Ordinance number	<b>Permanent</b>  <b>LRDA:</b> 20071676 Ordinances and Resolutions

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<b>Passport Transmittals</b> Provides verification that passport documents have been completed, documentation verified, and the information has been transmitted to the US Passport Office. Information may include date received, applicant's personal information, date transmitted, and similar data.	By date	Two (2) calendar years from the end of the calendar year to which the record pertains.  <b>LRDA:</b> 20101773 Passport Transmittals
<b>Permits – Revocable</b> Permits to use City owned property for projects.	By date	<b>Permanent</b>  <b>LRDA:</b> 20071421 Conditional/Special Use Permits
<b>Petitions Submitted to Council</b> Petitions submitted to express the opinions of the signers.	By date	Two (2) calendar years from date of submission.  LRDA: 2010-1834 Petitions Submitted to Governing Body (Not Election Related)
<b>Proclamations</b> The official record of Mayoral proclamations and other special recognitions, including commendations.	By date	<b>Permanent</b> – Following presentation, forward to City Archives for permanent retention.  <b>LRDA:</b> 20070013 Proclamations
<b>Records Retention Schedules</b> Schedules specifying record series types and the length they are required to be retained.	By Department	Six (6) calendar years after superseded by a changed schedule.  <b>LRDA:</b> 20070073 Records Retention Schedule
<b>Release of Assessment Liens</b> Letters documenting the release of assessment liens.	By date and name	Retain records related to tax liens for ten (10) calendar years from the date of filing or refiling, whichever is later. Retain records related to liens for merchandise or services for six (6) calendar years from the date of final payment or action.  <b>LRDA:</b> 20071666 Liens and Releases
<b>Speaker/Comment Cards</b> This record series contains information cards of citizens requesting to speak at meetings. The substance of the remarks made by the public are included in the meeting minutes.	By Meeting date	Retain until minutes of the associated meeting are crated and approved.  <b>LRDA:</b> 20071640 Open Meeting Law: Speaker/Comment Cards
<b>Summary of Claims Filed Against the City</b>		See: Filings of all items required by law to be filed with the City Clerk.



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<b>Elections</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Absentee Voter Records</b> This record series is used to document and administer the casting and accounting of absentee ballots. This series may include, but is not limited to, request for absentee ballot, application for absentee ballot, absentee voter information, absentee ballot and instructions, records documenting the date the ballot is issued, the name of the registered voter to whom it is issued, the precinct or district, the political affiliation, if any, the number of the ballot, a return envelope, related lists and reports and similar documents.	By date	Twenty-two (22) months after the close of the election.  <b>LRDA:</b> 20070526 Absentee Voter Records
<b>Abstract of Votes Cast</b> Consists of a summary report of election results submitted to the Secretary of State.	By date	Twenty-two (22) months after the close of the election.  <b>LRDA:</b> 20070542 Abstract of Votes Cast
<b>Campaign Contribution and Expense Reports</b> Consists of campaign contribution and expense reports filed with the Secretary of State in accordance with state law. Reports document the type of filing and date, summary of contributions, summary of expenses, contributions in excess of \$100, expenses in excess of \$100, in kind contributions and expenses, money on hand, indebtedness, and similar information.	By name and date	Retain until no longer needed for reference or informational purposes.  <b>LRDA:</b> 20141899 Campaign Contribution and Expense Reports
<b>Certificate of Election</b> An official document presented to the successful candidate of an elected office.	By date	Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner. Review for historical value.  <b>LRDA:</b> 20071546 Certificate of Election
<b>Challenge Lists</b> Consists of a form furnished by election board officers to be used in making a record of all challenges.	By date	Twenty-two (22) months after the close of the election.  <b>LRDA:</b> 2007-0531 Challenge Lists

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<b>Elections</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Declarations of Candidacy</b> Documents a candidate's intention to either run for office or withdraw from an election. This series may contain but is not limited to, date of declaration, name of candidate, candidate filing forms, fair campaign practices acknowledgement form, candidate withdrawal forms, written challenge forms, related correspondence, and similar documents.	By date	Twenty-two (22) months after the close of the election. Review for historical value.  <b>LRDA:</b> 20070533 Declarations of Candidacy
<b>Election Complaints</b> Documents complaints alleging violation of voting rights in accordance with state and federal law. May contain but is not limited to, written complaint, complaint contact information forms (listing the name, address, phone number of the complainant, subject of complaint, date contacted and notes), review notes, copies of financial documents, copies of medical records, copies of affidavits, supporting documentation and related correspondence.	By date	Twenty-two (22) months after the close of the election.  <b>LRDA:</b> 20071540 Election Complaints
<b>Election Costs Records</b> Documents the reimbursements to the counties for costs related to cardstock for ballots (see NAC 293.200 and NRS 293B.210) and publication of constitutional amendments and statewide measures (NRS 293.253 and NAC 293.071). May contain but is not limited to, claims from the counties, copies of manufacturer's or vendor's invoices, related supportive documentation and related correspondence.	By date	Twenty-two (22) months after the close of the election.  <b>LRDA:</b> 20071542 Election Costs Records
<b>Initiative or Referendum Petitions</b> Documents initiative or referendum petitions submitted by registered voters in accordance with state law. May contain, but is not limited to, notice of intent, affidavit of petitioners, description of the anticipated financial effect (if applicable), signatures of registered voters, receipt for petition, certification of petition for sufficiency or insufficiency, record of determination, records of committee advocating and opposing ballot question, copy of sample ballot, copies of court records, correspondence, and related documents.	By date	Retain petition narrative and certification of results of petition permanently. Retain other records twenty-two (22) months from the date of last action.  <b>LRDA:</b> 20101797 Initiative or Referendum Petitions

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<b>Elections</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Lists of Official Candidates</b> Lists the official candidates for an election and includes the name of candidate, party affiliation (if applicable), office sought, term of office, and similar data.	By date	<b>Permanent</b>  <b>LRDA:</b> 20070534 Lists of Official Candidates
<b>Official Returns</b> Documents the total number of votes cast and vote percentage per candidate (or per proposition or question) by precinct/county.	By date	<b>Permanent</b>  <b>LRDA:</b> 20070541 Official Returns
<b>Petition Sign-Up Site Records</b> A form or notice designating the area of a building that can be used to gather signatures on a petition. Annually the form/notice must be submitted to the Secretary of State and the county clerk for the county in which the building is located.	By date	Retain until next annual submission to Secretary of State and county clerk. The Nevada Secretary of State is the office of record for this record series.  <b>LRDA:</b> 20121848 Petition Sign-Up Site Records
<b>Precinct Maps</b> Documents the establishment, abolishment, alteration and consolidation of election precincts as required by NRS 293.205.	By date	Four (4) calendar years from the end of the year in which the map was superseded.  <b>LRDA:</b> 20070537 Precinct Maps
<b>Sample Ballots</b> Consists of sample ballots for primary and general elections.	By date	Twenty-two (22) months after the close of the election.  <b>LRDA:</b> 20071544 Sample Ballots
<b>Voter Registration Records</b> Documents the registration or cancellation of registration of eligible voters. May contain but is not limited to, application to register to vote, voters personal information, registration affidavits, cancellation of registration affidavits, cancelled applications, felony notifications, cancellation notices from county clerk, re-registration records, investigation reports, voter identification number, related lists and reports, transmittals, correspondence and similar documents.	By date	Three (3) calendar years after the date cancelled.  <b>LRDA:</b> 20070528 Voter Registration Records