

City of Henderson Records Retention Schedule
Office of the City Manager

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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 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>

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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: 09/5/2019*

Approved by State Archivist: N/A

***Approval to move Public Improvement Trust Records Series to Finance**

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| General | | |
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| Record Series/ Description | Filing Method | Retention/Disposition |
| Executive Management Team Files (Non-Record) Includes agendas and documents of actions taken by the team. | By fiscal year and meeting date | As long as useful. Review annually for usefulness. Submit to the City Archives to review for historical value. Certificate of Destruction not needed. |
| Requests for Naming of City Facilities May include original request, correspondence, approvals, copies of agenda items, and other related documents. | By year | Permanent – Transfer to City Archives. LRDA: 20141908 Naming of Local Government Buildings/Facilities Files |
| Strategic Planning Material Includes draft and final business plans, workshop materials, correspondence with consultant, etc. | By fiscal year | Maintain <u>correspondence</u> per City-wide Administration Retention schedule. Review other nonrecord material periodically and retain three (3) calendar years from the date superseded or as long as useful, which ever is longer. Submit closed files to City Archives to review for historical value. LRDA: 2007-0047 Strategic Plan Files |