

# City of Henderson Records Retention Schedule

## Community Development and Services

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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.

# **City of Henderson Records Retention Schedule Community Development and Services**

## **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: 11/7/18**

**Approved by State Archivist: 1/11/19**

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**City of Henderson Records Retention Schedule  
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<b>Building and Fire Safety</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Inspector's Daily Logs</b> Detailed logs kept by inspectors of information relating to daily inspections.	By date, subject or address	Maintain for one (1) calendar year after the calendar year in which the log is generated.  <b>LRDA:</b> 20071555 Inspector's Daily Logs
<b>Inspection Reports – Incident Assessment Report (Fire Damage)</b> Reports listing any structural damage to buildings as a result of fire. Reports also list whether any permits are required during repair.  <b>(BE)</b>	By address or date.	Six (6) calendar years from the date of inspection. Reports become part of Design and Construction File when permit application is filed for repairs.  <b>LRDA:</b> 20070192 Inspection Reports, Fire Damage
<b>Inspection Reports – New Construction Fire Inspections</b> Reports detailing the results of Fire Code Inspections during any phase of a building's construction.  <b>(BE)</b>	By date, subject or address	<i>Final Inspection Approved:</i> Maintain twelve (12) calendar years from the date of the inspection.  <i>Disaster Occurs:</i> Six (6) calendar years after the calendar year in which a disaster involving the structure occurs.  <i>Permit Expires:</i> Three (3) calendar years after the calendar year in which the permit for the plans expires.  <i>Permit or Permit Application is canceled:</i> One (1) calendar year after the calendar year in which the permit for the plans is canceled.  Close file when one of the preceding status changes occur. If final inspection is approved, close file and maintain one additional calendar year then transfer to the City Archives. <b>LRDA:</b> 20070567 Building Inspections (Fire Department), 20071571 Permits – Cancelled Permits.
<b>Inspection Reports – Scheduled Fire Re-inspections and Fire Renewable Inspections</b> Reports listing inspection results of scheduled annual re-inspections and Renewable Fire Permits.  <b>(BE)</b>	By date, subject or address	Close file at the end of the calendar year and maintain five (5) additional calendar years.  <b>LRDA:</b> 20070567 Building Inspections (Fire Department)

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<b>Building and Fire Safety</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Permits – Application File</b> Records required for building permit application including: permission letters from neighbors for block walls, letters for pool gates, letters listing changes of owners or contractors, HOA approval letters, permit checklists, copies of proof of ownership (deeds, grants, etc.), fee refunding records, and permits issued by other entities.	By address in address file	<i>Final Inspection Approved:</i> One (1) calendar year from the end of the calendar year to which the record pertains.  <i>Disaster Occurs:</i> Six (6) calendar years after the calendar year in which a disaster involving the structure occurs.  <i>Permit Expires:</i> Three (3) calendar years after the calendar year in which the permit for the plans expires.  <i>Permit or Permit Application is canceled:</i> One (1) calendar year after the calendar year in which the permit for the plans is canceled.  Close file when one of the preceding status changes occur.  <b>LRDA:</b> 20071570 Permits - Application File, 20071571 Permits – Cancelled Permits.
<b>Permits – Canceled Building and Fire Permits</b>	By address in address file	Close file when permit is canceled. Maintain for one (1) calendar year after cancellation.  <b>LRDA:</b> 20071571 Permits – Cancelled Permits
<b>Permits – Checks on Active Permits</b> Any reports not otherwise identified listing information regarding active permits.	By date of report	<i>Final Inspection Approved:</i> One (1) calendar year from the end of the calendar year to which the record pertains.  <i>Permit Expires:</i> Three (3) calendar years after the calendar year in which the permit for the plans expires.  <i>Permit or Permit Application is canceled:</i> One (1) calendar year after the calendar year in which the permit for the plans is canceled.  Close file when one of the preceding status changes occur.  <b>LRDA:</b> 20071570 Permits – Application File, 20071571 Permits – Cancelled Permits.

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<b>Building and Fire Safety</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<p><b>Permits – Design and Construction File, Commercial or Public Structures</b> Includes structural files for any building <u>not</u> classified as “Group R” in the International Building Code, and any structure on or related to the subject property. This also includes plans for all properties classified as mixed-use, all hotels and motels, and all high-rise buildings. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. Such as: Blue Soils Acknowledgement Form, Code Modification Requests, Field Density Testing Report, Field Submitted Structural Tests and Structural Information from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Correspondence from Structural Engineer, and Truss Calculations.</p> <p style="text-align: right;"><b>(BE)</b></p>	By address in address file	<p><i>Final Inspection Approved:</i> Life of the structure.</p> <p><i>Disaster occurs:</i> Six (6) calendar years after the calendar year in which a disaster involving the structure occurs.</p> <p><i>Permit Expires:</i> Three (3) calendar years after the calendar year in which the permit for the plans expires.</p> <p><i>Permit or Permit Application is canceled:</i> One (1) calendar year after the calendar year in which the permit for the plans is canceled.</p> <p>Close file when one of the preceding status changes occur. If final inspection is approved, close file and maintain one additional calendar year then transfer to the City Archives.</p> <p><b>LRDA:</b> 20071572 Permits – Design and Construction File, Commercial or Public Structures, 20071571 Permits – Cancelled Permits.</p>

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<b>Building and Fire Safety</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<p><b>Permits – Design and Construction File, Residential Structures</b> Includes structural files for any building classified as “Group R” in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. Such as: Blue Soils Acknowledgement Form, Code Modification Requests, Field Density Testing Report, Field Submitted Structural Tests and Structural Information from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Correspondence from Structural Engineer, and Truss Calculations.</p> <p style="text-align: right;"><b>(BE)</b></p>	By address in address file	<p><i>Final Inspection Approved:</i> Twelve (12) calendar years after the calendar year in which the final inspection is approved.</p> <p><i>Disaster Occurs:</i> Six (6) calendar years after the calendar year in which a disaster involving the structure occurs.</p> <p><i>Permit Expires:</i> Three (3) calendar years after the calendar year in which the permit for the plans expires.</p> <p><i>Permit or Permit Application is canceled:</i> One (1) calendar year after the calendar year in which the permit for the plans is canceled.</p> <p><i>Structure Destroyed:</i> Retain for the life of the structure.</p> <p>Close file when one of the preceding status changes occur. If final inspection is approved, close file and maintain one additional calendar year then transfer to the City Archives.</p> <p><b>LRDA:</b> 20071573 Permits – Design and Construction File, Residential Structures, 20071571 Permits – Cancelled Permits.</p>
<p><b>Permits – Issued Building and Fire Permits</b> All permits issued for Building Construction, Fire and Life Safety Systems and Building uses requiring Building &amp; Fire Safety Department approval under the currently adopted codes. Permit file includes: Permit, Certificate of Occupancy, Subcontractor Voucher, Owner/Builder Statement, Permit Application, Permit Site Plan, Subdivision Home Options Lists, Clearance Checklist History and Inspection History.</p> <p style="text-align: right;"><b>(BE)</b></p>	By address in address file	<p><b>Permanent</b> - Close file when final inspection is approved or permit expires. Maintain for one additional fiscal year, then transfer to the City Archives.</p>
<p><b>Permits – Permit Logs</b> A log showing all permits issued and associated information.</p>	By date	<p><b>Permanent</b> - Close file at the end of the fiscal year. Maintain for one additional fiscal year, and then transfer to the City Archives.</p>



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<b>Building and Fire Safety</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<p><b>Plans – Commercial or Public Structures</b> All architectural and/or engineering drawings relating to the design of any building <u>not</u> classified as “Group R” in the International Building Code, and any structure on or related to the subject property. This also includes plans for all properties classified as mixed-use, all hotels and motels, and any high-rise buildings.</p> <p style="text-align: right;"><b>(BE)</b></p>	By address, permit number or year	<p><i>Final Inspection Approved:</i> Life of the structure.</p> <p><i>Disaster Occurs:</i> Six (6) calendar years after the calendar year in which a disaster involving the structure occurs.</p> <p><i>Permit Expires:</i> Three (3) calendar years after the calendar year in which the permit for the plans expires.</p> <p><i>Permit or Permit Application is canceled:</i> One (1) calendar year after the calendar year in which the permit for the plans is canceled.</p> <p>Close file when one of the preceding status changes occur. If final inspection is approved, close file and maintain one additional calendar year then transfer to the City Archives.</p> <p><b>LRDA:</b> 20070205 Plans for Commercial and Public Structures; 20121871 Cancelled Plans</p>
<p><b>Plans – Fire Alarm Systems</b> Plans submitted for fire alarm permits.</p> <p style="text-align: right;"><b>(BE)</b></p>	By address, permit number or year	<p><i>Final Inspection Approved:</i> Life of the structure.</p> <p><i>Disaster Occurs:</i> Six (6) calendar years after the calendar year in which a disaster involving the structure occurs.</p> <p><i>Permit Expires:</i> Three (3) calendar years after the calendar year in which the permit for the plans expires.</p> <p><i>Permit or Permit Application is canceled:</i> One (1) calendar year after the calendar year in which the permit for the plans is canceled.</p> <p>If final inspection is approved, close file and maintain one additional calendar year then transfer to the City Archives.</p> <p><b>LRDA:</b> 20071495 Alarm System Files; 20121871 Cancelled Plans</p>

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<b>Building and Fire Safety</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<p><b>Plans – Residential Structures</b> All architectural and/or engineering drawings relating to the design of any building classified as “Group R” in the International Building Code, (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property.</p> <p style="text-align: right;"><b>(BE)</b></p>	By address, permit number or year	<p><i>Final Inspection Approved:</i> Twelve (12)* calendar years after the calendar year in which the final inspection is approved.</p> <p><i>Disaster Occurs:</i> Six (6) calendar years after the calendar year in which a disaster involving the structure occurs.</p> <p><i>Permit Expires:</i> Three (3) calendar years after the calendar year in which the permit for the plans expires.</p> <p><i>Permit or Permit Application is canceled:</i> One (1) calendar year after the calendar year in which the permit for the plans is canceled.</p> <p>Structure Destroyed: Life of structure.</p> <p><b>LRDA:</b> 20070206 Plans for Residential Structures; 20121871 Cancelled Plans *State minimum retention is six (6) calendar years after the calendar year in which the final inspection is approved.</p>

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<b>Code Enforcement</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Code Enforcement Case Files</b> Records of municipal code violations. Includes: Advisory Letter, Case Tracking Log, Citations (), Correspondence: Complaints and Inquiries (Case Related), Courtesy Letter, Photographs, Requests for Service, Return Receipts of Certified Mail, and any Reports generated as back-up material to a violation. <b>(BE)</b>	By case number, subject or address	Close file when case is closed. For violations retain six (6)* calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated.  <b>LRDA:</b> 20070186 Code Violation Records *State minimum retention is three (3) calendar years.
<b>Daily Logs of Inspections, Code Enforcement</b> Logs kept by Code Enforcement Officers detailing inspections of potential municipal code violations.	By date, case number, subject or address	One (1) calendar year after the calendar year in which log is generated.  <b>LRDA:</b> 20071557 Daily Logs of Inspections, Code Enforcement

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<b>Current Planning</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Administrative Adjustment (AAA)</b> Approval of minor adjustments (waivers) of up to 10% of the code standard. File may include application, justification letter, deed, site plans, elevation, landscape plans, final approval letter, notice of final action and bluelines that have obtained approval/denial from a decision making body. <b>(BE)</b>	By Project Number	<b>Permanent</b> - Image after decision (approval/denial) is made. Maintain in office for one (1) year. Forward hard copy paper and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071419 Administrative Adjustment Files
<b>Boundary Line Adjustments (BLA)</b> File may include application requesting to adjust property boundary line, deed, site plan and bluelines that have obtained approval/denial from a decision making body.	By Project Number	<b>Permanent</b> - Image after recorded, maintain in office until no longer needed for business purposes. Forward hard copy paper and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071420 Boundary Line Adjustment Files
<b>Concept Plan Review (CPR)</b> File may contain application requesting staff initial review of proposed project, justification letter, deed, site plans, elevations, landscape plans, design guidelines and bluelines.	By Project Number	One (1) year from date of submittal.
<b>Conditional Use Permit (CUP)</b> File may include application requesting use of land for specific purpose, justification letter, deed, Vehicle Travel Distance map (if applying for liquor), site plans, elevations, landscape plans, final approval letter, notice of final action and bluelines that have obtained approval/denial from a decision making body. <b>(BE)</b>	By Project Number	<b>Permanent</b> - Image after decision (approval/denial/withdrawal) is made. Maintain in office until no longer needed for business purposes. Forward hard copy paper and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071421 Conditional/Special Use Permits

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<b>Current Planning</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Comprehensive Plan (CPA)</b> File may include application to amend the land use policy plan, deed, neighborhood meeting information (if meeting was required), justification letter, bluelines, site plans, proposed/existing land use maps, final staff report, City Clerk approval letter and Resolution that have obtained approval/denial from a decision making body. <b>(BE)</b>	By Project Number	<b>Permanent</b> - Image after decision (approval/denial/withdrawal) is made. Maintain in office until no longer needed for business purposes. Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20070984 Master Plan and Amendments
<b>Design Review – Architectural (DRA)</b> File may include application for architectural review of structures, deed, site plans, elevations, landscape plans, staff report (if not done at staff level), final approval letter, notice of final action and bluelines that have obtained approval/denial from a decision making body. <b>(BE)</b>	By Project Number	<b>Permanent</b> - Image after decision (approval/denial/withdrawal) is made. Maintain in office until file is no longer active (expired or built). Forward hard copy paper and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy paper with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071207 Architectural Supervisions
<b>Final Map File (FMA)</b> File may include application to record final map, deed, and bluelines that have obtained approval/denial from a decision making body.	By Project Number	<b>Permanent</b> - Image after recorded, maintain in office until no longer needed for business purposes. Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071211 Maps of Parcels, Final Maps, and Aerial Maps
<b>Home Occupation Permit (HOP)</b> Includes Application to allow approved home occupational businesses, and copy of signed permit.	By Project Number	Sixty (60) years from date of issuance. Maintain until end of calendar year, then microfilm the complete year and retain 60 years until destruction.

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<b>Current Planning</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Landscape Permit (LND)</b> File may include application for review, Assessor's map, landscape and irrigation plans, and additional exhibits as required.	By Project Number	<b>Permanent</b> - Image after decision (approval/denial) is made. Maintain in office for five (5) years. Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071421 Conditional / Special Use Permits
<b>Master Sign Plan (MSP)</b> File may include application for review and approval of sign criteria, justification letter, deed, site plans, elevations, landscape plans, master sign plan guidelines, final staff report, final approval letter, notice of final action and bluelines that have obtained approval/denial from a decision making body.  <b>(BE)</b>	By Project Number	<b>Permanent</b> - Image after decision (approval/denial) is made. Maintain in office for five (5) years. Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20070984 Master Plan and Amendments (all systems)
<b>Master Streets and Highways (MSH)</b> File may include application to amend the Master Streets and Highways Plan, justification letter, site plans, final staff report, City Clerk approval letter, Resolution and bluelines that have obtained approval/denial from a decision making body.  <b>(BE)</b>	By Project Number	<b>Permanent</b> - Image after decision (approval/denial) is made. Maintain in office until no longer needed for business purposes. Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20070984 Master Plan and Amendments (all systems including Streets)
<b>Parcel Map File (PMA)</b> File may include application to subdivide a parcel of land up to four lots, deed, parcel map and bluelines that have obtained approval/denial from a decision making body.  <b>(BE)</b>	By Project Number	<b>Permanent</b> - Image after recorded, maintain digitally in office until no longer needed for business purposes. Forward hard copy and digital copy to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071211 Maps of Parcels, Final Maps, and Aerial Maps

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<b>Current Planning</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Reversionary Map File (RMA)</b> File may include application to request to revert parcels of land back to one parcel, deed, site map, and blueprints that have obtained approval/denial from a decision making body.	By Project Number	<b>Permanent</b> - Image after recorded, maintain in office until no longer needed for business purposes. Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071211 Maps of Parcels, Final Maps, and Aerial Maps
<b>Tentative Map Application (TMA)</b> File may include application for commercial and residential subdivisions, justification letter, deed, airport letter, Clark County School District letter, tentative map, site plans, elevations, landscape plans, staff report, final approval letter, notice of final action and blueprints that have obtained approval/denial from a decision making body. <b>(BE)</b>	By Project Number	<b>Permanent</b> – Image after approval. Maintain in office until no longer active (expired or built). Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within 1 year of submittal, destroy as non-records.  <b>LRDA:</b> 20071211 Maps of Parcels, Final Maps, and Aerial Maps
<b>Temporary Use Permit (TUP)</b> File may include application to use the land for a specific purpose not to exceed 30 days, justification letter, deed, site plans, final approval letter, notice of final action and blueprints that have obtained approval/denial from a decision making body. <b>(BE)</b>	By Project Number	Six (6) calendar years from the date the permit expires; if permit is denied, retain for three (3) calendar years from the date of last action. Maintain current year in office. At end of the following year, forward previous year to Records Center until destruction.  <b>LRDA:</b> 20071525 Temporary Use Permits
<b>Vacations</b> May include, but not limited to, application, correspondence, conditions of approval, council approval, maps, order, deed, project tracking form, etc.	Project name	<b>Permanent</b> - Transfer to City Archives two (2) years after the year of the related project completion, for permanent storage.  <b>LRDA:</b> 20071218 Vacations
<b>Variance</b> File may include application to deviate from code, justification letter, deed, site plans, elevations, staff report, final approval letter, notice of final action and blueprints that have obtained approval/denial from a decision making body. <b>(BE)</b>	By Project Number	<b>Permanent</b> – Image after approval. Maintain in office until no longer needed for business purposes. Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071630 Zoning Case Files (includes Variances)



**City of Henderson Records Retention Schedule  
Community Development and Services**

<b>Current Planning</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Zone Change Files (ZCA) &amp; (ZCO)</b> File may include the deed, legal description, airport letter, Clark County School District letter, closing calculation, preliminary traffic analysis/study - trip generation (some projects), color board, bluelines and copies of the application, justification letter, final staff report, City Clerk approval letter, resolution of intent/ ordinance, site plans, elevations, landscape plans, proposed/existing zoning, slope analysis and design guidelines that have obtained approval/ denial from a decision making body. <b>(BE)</b>	By Project Number	<b>Permanent</b> – Image after decision (approval, withdrawal, denial). Maintain in office until no longer needed (or zoning has expired or is zoned by ordinance). Forward hard copy and digital images to City Archives for preservation until images are converted to microfilm, then destroy hard copy with Certificate of Destruction. If no decision has been made within one (1) year of submittal, destroy as non-records.  <b>LRDA:</b> 20071630 Zoning Case Files (includes all changes)

## City of Henderson Records Retention Schedule Community Development and Services

Long Range Planning		
Record Series/ Description	Filing Method	Retention/Disposition
<b>Comprehensive Plan Land Use Maps</b> Large land use map of boundary classifications. (BE)	By date	<b>Permanent</b> - Forward quarterly version to City Archives for permanent retention.  <b>LRDA:</b> 220070422 Surveys and Established Boundaries, including Maps, 20070935 Master Plan, 20070983 Maps, Plans, and Drawings, 20070086 Maps
<b>Geographic Information System (GIS) – Core Data</b> Records in this series may include but are not limited to, data in the database, maps, aerial photographs, data dictionaries, various datasets (such as base, building and structure, business information, emergency dispatch, environmental, land use and planning, transportation system) and related metadata.	By date	Retain the core data such as parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets until superseded. Retain historical snapshots (if applicable) permanently.  <b>LRDA:</b> 20121863 Geographic Information System (GIS) – Core Data
<b>Long Range Planning Project Files</b> May include, but not limited to, general information summaries, determination and finding reports, land examination reports, transaction reports, staff analysis, staff recommendations, copies of maps/plans, copies of applicable regulations, correspondence and similar documents.	By project name	Refer to City-wide Administration retention schedule, Special Studies and Report Files.
<b>Slope Analysis Map</b> File may contain application for request of analysis of hillside area, map, and excel chart.	Slope analysis number	Five (5) years from date of map.
<b>Distance Separation Analysis</b> File may contain request form, site plan, parcel map and reports pertaining to uses for proposed alcohol and liquor, marijuana establishments, massage/reflexology, smoke shop, check cashing, teenage dancehall, teenage nightclub, and sexually-oriented businesses, as well as group homes, and youth drop-in centers.	VTD Number	Two (2) years from date of analysis.  <b>LRDA:</b> 20161935 Distance Separation Analysis Reports
<b>Zoning Map</b> Large colored map of zoning boundary (hard and Resolution of Intent) and classifications which may include administrative changes. (BE)	By date	<b>Permanent</b> - Forward end of month version to City Archives for permanent retention.  <b>LRDA:</b> 20071211 Maps of Parcels, Final Maps, and Aerial Maps

## City of Henderson Records Retention Schedule Community Development and Services

Neighborhood Services		
Record Series/ Description	Filing Method	Retention/Disposition
<b>Community Class and Event Records</b> May include, lesson plan, course requirements list, handouts, brochures, etc.	By Class/Event	Six (6) years after end of program/event.
<b>Grant Files</b> May include project related documents such as reports, correspondence, Low Income Housing Trust Fund (LIHTF) Drawing Requests, financial status reports, title searches, legal documents, etc. (BE)	By Project Name/Grant Number	Three (3) fiscal years after the grant is closed, or as required by the granting authority, whichever is longer.  <b>LRDA:</b> 20070060 Grants: Proposals, Reports and Results
<b>Housing Program Files</b> Documents various affordable housing programs and may contain, but is not limited to, applications for assistance, assistance payment records, tenant information, authorization forms, inspection records, checklists, income verifications, copies of plans or drawings, state and/or federal forms, related correspondence and similar documents. (BE)	By date	Three (3) federal fiscal years from the submission of the final expenditure report or for the period required by the granting authority, whichever is longer.  <b>LRDA:</b> 20071732 Housing Authorities Files
<b>Unsuccessful Loan/Grant Applications</b> Consists of applications received from individuals seeking loans or grants. Files consist of application, financial status documents, correspondence, etc.	By name of Applicant	As long as administratively useful to the agency. <b>LRDA:</b> 20071248 Grants: Unsuccessful Loan/Grant Applications