

Nevada Courts

**Administrative Records
Retention Schedule**

2010

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Table of Contents

Introduction.....	i
Disposition	ii
Disposition Holds	ii
Approvals.....	ii
Event Codes	iii
Adopted	iii
Terms	iii
Accident Reports	1
Accounting Files	
Court Copy	1
Accounts Payable Files	1
Accounts Receivable Files.....	1
Administrative Databases.....	2
Administrative Orders	
Other Courts	2
Supreme Court.....	2
Affirmative Action / Equal Employment Opportunity (EEO) Files	2
Alcohol and Drug Testing Records.....	2
Americans with Disabilities Act (ADA) Compliance Records	2
Annual Budget	
Files	3
Final Budget.....	3
Annual Financial Report.....	3
Appeal Files (Disciplinary Actions).....	3
Applications and Resumes-Not Hired.....	3
Applications for Grants Not Funded: Applying Court Records	4
Attendance Records, Employees (office copies).....	4
Audio/Visual Recordings of Meetings	4
Audit Report/Financial, Court Copy	
Bank Statements	4
Cancelled Checks	4
Criminal Witness Payroll.....	4
Deposit Slips	4
Fee Book / Fines and Fee Receipt Book.....	4
Jury Payroll.....	4
Miscellaneous Financial and Audit Records and Receipts, Justice Court	4
Miscellaneous Financial and Audit Records and Receipts, Municipal Court	5
Receipts	5
Background Surveys	5
Backup of Computer Files Made for Security Purposes	5
Bad (Uncollectible) Debt Files - Court Copy.....	5
Bail, Records of (copies) - Not tied to a case	5

Bank Transaction Records.....	6
Bids, Requests for Proposals and Informal Quotes - Court Copy	6
Blueprints of Buildings	6
Bonding Companies: Powers of Attorney	6
Budget Records	
Drafts of Proposed Budgets.....	6
Work papers and Monitoring Files	6
Burglary and/or Vandalism, Reports.....	7
Capital Improvement Projects (CIP)	7
CAPP (Chemical Accident Prevention Program) Files	7
Cash Register Tapes	7
Certificates of Destruction	7
Check Register Files	7
Committee Records	8
Complaint Files.....	8
Computer System Security Records	8
Computer Usage Files.....	8
Continuation of Insurance Benefits (COBRA) Records.....	8
Continuing Education (CE)/(CLE) Training Program Approvals.....	9
Continuing Legal Education (CLE)	9
Contracts and Agreements (office copies)	9
Convenience Copies.....	9
Correspondence	
Administrative.....	9
General and Inquiries	9
Court Administrator's / Chief Judge's Files	
Official	10
Routine.....	10
Credit Card/Debit Card/Electronic Transfer Records.....	10
Daily Cash and Receipts, Reports	10
Database Statistics	10
Deferred Compensation Plans	
Participant Records.....	11
Plan Details	11
Direct Deposit Authorizations	11
Donated Leave Program Records	11
Electronic Mail (E-mail).....	11
Electronic Records	
Administrative Databases.....	12
Electronic Records: Catalogued List.....	12
Computer Access Log.....	12
Database Statistics	12
Electronic Spreadsheets	12
Error Reports	12

Electronic Records - Continued

Indexes and Finding Aids	12
Job Libraries	12
Master Files.....	12
Master Files, Summaries.....	12
Program Post List.....	13
Restructure Database Audit Tract.....	13
Security Backup Files.....	13
Software Maintenance Log	13
Special Purpose Programs.....	13
System and Program Documentation	13
System Backups.....	13
Tape Library Management System Reports.....	13
Test Files	13
Transaction Files	13
Volatile Software Modifications	14
Electronic Spreadsheets	14
Eligibility Lists	14
Employee	
Assistance Program (EAP).....	14
Benefit Records (Court Copy).....	14
Development / Training Records	14
Directories, Rosters or Indexes	15
Files Maintained in an Office or Department.....	15
Handbooks	15
Insurance and Benefit Claim Files	15
Medical Records	15
Medical Records -Hazard Exposure Records	16
Suggestion Forms	16
Employment	
Contracts.....	16
Tax Records.....	16
Evidence	
Insurability Files	16
Vault Inspection Reports.....	16
Exposure Control Files	17
Federal Grants	
Administrative Records	17
Financial Management Records	17
Real Property & Equipment Records	17
Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History	18
Firearms	
Weapon Discharge Reports.....	18
Registration and Inventory	18

First-Aid Records.....	18
Fraudulent Checks	18
Freight Records.....	19
Garnishments.....	19
Gift and Donation Records.....	19
Group Health and Life Insurance Plans.....	19
Hardware Documentation	19
Hazard Communication Program.....	20
Hazardous Material Safety File.....	20
Help Desk Telephone Logs and Reports	20
History Files.....	20
Inactive Recruitment Files.....	20
Insurance: Claims.....	21
Internet Services Logs	21
IRS Tax Documentation	21
Information Technology (IT)	
Access Control Policies and Procedures	21
Access Control Reviews and Audit Trails.....	21
Asset Inventory Files.....	22
Contingency Plans.....	22
Employee Access Control and Security Awareness Files.....	22
Policy and Procedure Records.....	22
Risk Analysis Files.....	23
Security Evaluations.....	23
Security Plans.....	23
Security Reviews, Reports and Logs.....	23
System User Master List	23
Job Advertisements	24
Job Application File.....	24
Judges' Meetings/Minutes	24
Jury Duty, Exemption Requests.....	24
Key and Keycard Records	24
Labor Negotiations	24
Legal Files, Office Copy.....	25
Legal Opinions	25
Legislative Session	
Court Administrator's Files	25
Staff Files.....	25
Liability Release Forms.....	25
Lobbyist Forms.....	25
Logs	
Dispatch Log	25
Mail Log	26
Mug File	26

Mailing and Distribution Lists.....	26
Master Copies of Forms	26
Microfilm Quality Control Records	26
Minutes of Meetings	26
Mission Statement.....	26
Newspaper Clipping File	27
Oaths.....	27
Occupational Studies -- Court Copy	27
Office Administration, Routine	
Court Calendars.....	27
Jury List / Jury Book / Jury Register.....	27
Roll of Attorneys	27
Office Administration Files - Routine.....	27
Operating System and Hardware Conversion Plans.....	27
Ordinance Development Files	28
Organizational Charts.....	28
OSHA Files	28
Parking Permits, Employee.....	28
Payroll	
Administrative Reports.....	28
Deduction Input Documents	28
Files	28
Maintenance Reports.....	29
Registers or Reports.....	29
Performance Audit	
Workpapers	29
Court Copy.....	29
Performance Indicators	
Computation Files	29
Reported Values Files	29
Personal Protective Equipment (PPE) Records.....	30
Personnel Administrative Records - Court Copy	30
Personnel Files	
Disciplinary Actions.....	30
Employee Records when hired directly by the Court.....	30
Employee Records, Court Convenience Copy	31
Employment Eligibility Verification Records.....	31
Fitness For Duty Files	31
FMLA (Family Medical Leave Act) Records	32
Grievances Records	32
Harassment / Discrimination Records	32
Leave Requests.....	32
Reasonable Accommodations Records.....	33
Sick Leave Records.....	33

Personnel Files - Continued

Supervisor Copy	33
Temporary and Seasonal Employees	33
Volunteer Worker Records	34
Work Performance Standards	34
Pest Control (Extermination) Records	34
Petty Cash Records	34
Policies and Procedures Development Files	34
Policies of Insurance	34
Position Description Records	35
Position Reports	35
Postal Tracking Records	35
Posting Documentation	35
Private Grants	35
Procedure Manuals	35
Proclamations	35
Promotion Records	36
Property and Equipment Inventory	36
Property Management Records	
Excess, Lost and Stolen Property Files	36
Fixed Asset Inventories	36
Vehicles File	36
Public Relations Files	37
Quality Assurance Review Audits and Reports	37
Quarterly Report of Resources and Expenditures	37
Records of Mailing	37
Records Retention Schedule	37
Recruitment	
Files	37
Pre-Employment Medical Screenings	38
Reference Files	38
Refund Records	38
Requisitions and Purchase Orders	38
Restricted Document Log (Homeland Security Act)	38
Retirement and Deduction Reports - Public Employees Retirement System (PERS)	39
Returned Checks, Files	39
Safety Program Files	39
Salary/Wage Schedules	39
Seal and Logo Records	39
Security	
Camera Recordings	39
Records	40
Seniority Lists	40
Signature Authorization Files	40

Software

Licensing Files.....	40
Maintenance Log.....	40
Special Boards, Commissions, Councils, Committees, Offices and Task Forces	40
Special Studies and Reports.....	41
Standards for Users of Computer Equipment	41
Strategic Plan Files.....	41
Subject Files: General.....	41
Summons and Subpoenas	41
Supplies Files.....	42
Surveys, Polls, and Questionnaires	42
Telecommunication System Management Records	42
Telephone Logs	42
Time Cards and Sheets.....	42
Training Files (Attendees).....	43
Travel Records.....	43
Unclaimed Property Report.....	43
Undeliverable Mail - Not Tied to a Case	43
Unemployment Insurance Records	43
Union Contracts	44
Unsolicited Applications and/or Resumes	44
Vendor Files.....	44
Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)	44
Volatile Software Modifications	44
W-9 Tax I.D. Files.....	44
Warranties Files.....	44
Workers' Compensation Files: Court Copy.....	45
Workshop Files	45

NEVADA COURTS

Administrative Records Retention Schedule

Introduction:

This Records Retention Schedule identifies the minimum amount of time that administrative court records must be kept to satisfy operational, legal, fiscal and historical needs. The purpose of the retention schedule is to establish and monitor the retention, storage and destruction of records. The retention periods are assigned according to the record's useful business life within a court, applicable statutes and regulations, and any policies. The retention schedule is a living document designed to reflect each court's records and procedures. It will be reviewed and updated on a regular basis. Local situations may require retention beyond the periods listed, and nothing prevents a court from retaining records longer than the specified period of time.

The retention period, otherwise noted, applies only to an official record or record copy as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each court should decide which shall be the official record and how it is to be maintained. Courts should establish policies and procedures to provide for the systematic disposal of official records as well as convenience copies.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices. [See *Administrative Docket 404, Nevada Electronic Filing Rules (NEFR)*] Records stored electronically must be retained in such a manner to ensure that the records are fully accessible for the entire retention period specified in this schedule. This is accomplished by either preserving the original technology used to create or store the records or migrating the records to up-to-date software and/or formats.

If two or more record series listed in this schedule are filed or commingled together, the combined records must be retained for the length of time of the records series with the longest retention period.

A court will not have every record type listed in this schedule. The existence of a record series does not mean the records described in a records series must reside within each court.

Courts may maintain records that are not covered in this schedule. If the court retains the official record of a record not covered in this schedule, such record must be retained until the record is added to this schedule. Please contact the Administrative Office of the Courts for update instructions.

Disposition:

Before records destruction can occur, the following must take place:

- The records have been authorized for destruction in accordance with the requirements of an approved Administrative Records Retention Schedule;
- There is no active or pending litigation, audit, or investigations that involves the records in question;
- The records are no longer required under any other legislation, and all statutory and regulatory requirements are fulfilled;
- The records are of no further administrative or business use to the court; and

Destruction of records should be irreversible. This means that there is no reasonable risk of the information being recovered again. Failure to ensure the total destruction of records may lead in some cases to the unauthorized release of confidential information.

Disposition Holds:

An official record may not be destroyed if any litigation, claim, negotiation, audit, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record set by the approved Administrative Records Retention Schedule of the court until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

Approvals:

Approved by the Commission on Preservation, Access, and Sealing of Court Records, this schedule is a revision and update of a Administrative Records Retention Schedule for Nevada courts. The schedule was reviewed and approved by the Nevada Supreme Court.

Event Codes:

The codes are connected to create a retention formula: event date + number. An event code indicates the point at which the retention period begins, such as after closure, end of fiscal year, or until superseded; the number identifies the number of years to retain. For example: CY+3 reads Calendar Year plus 3 years. If the record was created in 2009, then it is retained through December 2009, plus years 2010, 2011, and 2012, and can be destroyed in January 2013.

- AC After Closed** (terminated, completed, expired, or settled): Retain until all activity is completed, the record is related to a function or activity with a finite closure date.
- AN Annual Audit**: Retain until an audit of the records is completed.
- CY Calendar Year**: Retain until the end of the calendar year, all records created within a year are treated as ending at year end.
- FY Fiscal Year**: Retain until the end of the fiscal year, all records created within a year are treated as ending at fiscal year end. Nevada state fiscal year is July 1 through June 30.
- LA Life of Asset**: Retain until disposal of the asset.
- RA Review annually**: Periodic review of the record is required to determine if the record has continuing value. Retain as long as needed for administrative use.
- PM Permanent**: Retain records permanently; special archival preservation methods may be required to ensure continued access and retrievability of the record.
- SUP Superseded**: Retain until replaced by an updated or revised version.

Adopted:

This field identifies the Administrative Records from the **Minimum Records Retention Schedules**, adopted by the Supreme Court in 1988 and amended in 2007. The code identifies the court code and the ID number of the scheduled record.

- MC: Municipal Court Rules
- JC: Justice Court Rules
- DC: District Court Rules

Terms:

- Records Management**: The systematic control of information from creation or receipt, through processing and use, until final disposition or placement in an archive.
- Records Retention**: An approved timetable stating retention periods (length of Schedule: time to maintain) and the method of disposal for the records.
- Records Series**: A group of related records filed and used together as a unit and evaluated as a unit for retention purposes.
- Retention Period**: The length of time a record must be maintained, based on administrative, fiscal, historical, and legal values before disposition can take place.
- Disposition**: Action to be taken on a record series at a specified time. May entail destruction, reformatting, transfer or permanent retention.

Nevada Courts Administrative Records Retention Schedule

Accident Reports

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Adopted</u>	<u>Disposition Method</u>
<p>These records document accidents involving departmental vehicles or equipment. Reports may contain, but are not limited to:</p> <ul style="list-style-type: none"> * Date and time of accident, location of accident & type of accident * Narrative reports regarding circumstances & parties involved * Injury reports * Copies of medical treatment reports * Property damage reports (including vehicles) * Witness statements * Copies of police reports * Departmental forms, notes & photos * Related correspondence and similar documents 	AC + 3		Shred

Accounting Files Court Copy

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Adopted</u>	<u>Disposition Method</u>
<p>These records administer and document the financial transactions and accounting functions of a court. The record may consist of, but is not limited to:</p> <ul style="list-style-type: none"> * Bank statements * Cash receipts * Deposit receipts * Ledgers * Journal entries & work files * Disbursement logs * Reconciliation documentation * Billing claims * Work program documentation * Purchasing documentation * Invoices * Accounting spreadsheets * Travel documentation * Related correspondence * Similar documentation 	FY + 3		Shred

Accounts Payable Files

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Adopted</u>	<u>Disposition Method</u>
<p>These records document the payment of bills for goods and services. The record may consist of, but is not limited to:</p> <ul style="list-style-type: none"> * Billing statements * Expense reimbursements * Copies of checks * Original invoices * Copies of purchase orders * Copies of bids and contracts * Computer generated reports and printouts * Vouchers * Payment authorizations * Receipts * Supportive documentation * Related correspondence 	FY + 6		Shred

Accounts Receivable Files

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Adopted</u>	<u>Disposition Method</u>
<p>These records document revenues owed by vendors, citizens, organizations, governments, and others, to be credited to accounts. The record may consist of, but is not limited to:</p> <ul style="list-style-type: none"> * Computer generated reports * Receipts * Invoices * Awards * Logs * Credit card vouchers/remittances * Financial statements * Related correspondence * Similar records 	FY + 6		Shred

Administrative Databases

Description

These records consist of databases that support administrative or housekeeping functions such as those used for purposes of filing, keeping track of equipment and/or supplies, calendaring and similar non-programmatic activities.

Minimum Retention Period

RA

Disposition Method

Overwrite

Administrative Orders: Other Courts

Description

These are the administrative orders issued by courts other than the Nevada Supreme Court.

Minimum Retention Period

CY + 10

Disposition Method

Toss/Recycle

Administrative Orders: Supreme Court

Description

These records document administrative orders issued by the Nevada Supreme Court.

Minimum Retention Period

CY + 10

Disposition Method

Toss/Recycle

Affirmative Action / Equal Employment Opportunity (EEO) Files

Description

These records document the Affirmative Action (AA) and Equal Employment Opportunity Act (EEO) programs as required by 29 CFR Part 1602, 29 CFR Part 1608 and NRS 613.310 to 613.435. The record may consist of, but is not limited to:

- * EEO reports and supportive documentation (See 29 CFR Part 1604)
 - * AA Plan documentation (See 29 CFR 1608)
 - * Self analysis surveys
 - * Organizational profiles
 - * Placement goals
 - * Compliance monitoring documentation (including investigations, special reports, etc.)
 - * Related correspondence
 - * Similar documentation
-

Minimum Retention Period

CY + 3

Disposition Method

Shred

Alcohol and Drug Testing Records

Description

These records document the testing of current and prospective employees' for alcohol and/or controlled substances prohibited by policy or statute. The record may consist of, but is not limited to:

- * Records which document the collection process
 - * Random sample process
 - * Decision to administer reasonable suspicion drug or alcohol testing
 - * Laboratory reports
 - * Consent forms
 - * Forms documenting employees receipt of drug and alcohol policy
 - * Test results
 - * Correspondence
 - * Any other pertinent documentation
-

Minimum Retention Period

CY + 5

Disposition Method

Shred

Americans with Disabilities Act (ADA) Compliance Records

Description

These records document compliance with the Americans with Disabilities Act (ADA). The record may consist of but is not limited to:

- * Administrative reports
- * Public inquiries
- * Copies of policies and procedures
- * Federal ADA inquiries
- * Copies of compliance reports
- * Related correspondence
- * Similar documentation

Note: ADA complaints and disability records must be filed separately.

Minimum Retention Period

CY + 3

Disposition Method

Shred

Annual Budget – Files

Description

These records document the preparation of governmental budget requests presented to the governing body. The record may consist of but is not limited to:

- * Staff reports
- * Budget instructions
- * Worksheets
- * Surveys
- * Allotment reports
- * Contingency plans
- * Budget proposals
- * Estimates of revenues
- * Financial forecasting reports
- * Similar records

Minimum Retention Period

FY + 5

Disposition Method

Toss/Recycle

Annual Budget – Final Budget

Description

These records document the final annual financial plan for the court. The record may consist of, but is not limited to:

- * Financial summaries
- * Spending plans
- * Copy of certified final budget
- * Budget message
- * Affidavit of proof of publication of notice of public hearing
- * Minutes
- * Agendas
- * Exhibits
- * Staff reports
- * Related records

Minimum Retention Period

PM

Disposition Method

Archives

Annual Financial Report

Description

These records document the annual financial condition of the courts. The record may consist of, but is not limited to:

- * Revenue statements
- * Expenditure statements
- * Statements of proposed expenditures
- * Fund balance reports
- * Cash balance reports
- * Components of assessed value
- * Debt schedules
- * Related correspondence
- * Similar records

Minimum Retention Period

CY+ 3

Disposition Method

Toss/Recycle

Appeal Files (Disciplinary Actions)

Description

These records are used to document employee disciplinary actions appealed to a hearings officer or board involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. This series may contain, but is not limited to:

- * Formal appeal forms or original letter requesting an appeal
- * Copies of documents from the master personnel file (including applications, work performance standards, job descriptions, job announcements, personnel/payroll actions forms, etc.)
- * Request for hearing under the provisions of NRS 281.645 (Whistleblower Law)
- * Resignation forms
- * Employee development report forms
- * Written reprimands
- * Audio and visual recordings, photos, etc.
- * Similar documents

Minimum Retention Period

AC+ 3

Disposition Method

Shred

Applications and Resumes-Not Hired

Description

These records consist of applications and/or resumes submitted by individuals seeking employment, transfer, or promotion who were not hired.

Minimum Retention Period

CY + 2

Disposition Method

Shred

Applications for Grants Not Funded: Applying Court Records

Description

These records are used by a court to apply for a grant (federal, state or private organization) that was denied and not funded. The files consist of but are not limited to:

- * Application material, which may include federal forms such as SF-424, Application for Federal Assistance or Face Sheet
- * Grant narrative
- * Transmittal letter, denial letter and related correspondence

Minimum Retention Period

CY+3

Disposition Method

Toss/Recycle

Attendance Records, Employees (office copies)

Description

These records document employee attendance and may consist of but are not limited to:

- * Time sheets or cards
- * Leave forms
- * Internal computer printouts
- * Related correspondence
- * Similar documents

Minimum Retention Period

FY + 3

Disposition Method

Shred

Audio/Visual Recordings of Meetings

Description

These records are used to record the proceedings of meetings and to transcribe the minutes of public bodies, including boards, commissions, councils, committees, etc. The records series includes audio and/or audio/visual recordings regardless of physical format.

Minimum Retention Period

CY + 1

Disposition Method

Shred

Audit Report/Financial, Court Copy: Bank Statements

Description

Bank statements from the court's bank accounts, documenting balances and account activity.

Minimum Retention Period

AN

Adopted
MC:31 JC:38
DC:28

Disposition Method

Shred

Audit Report/Financial, Court Copy: Cancelled Checks

Description

Returned checks written on the court's bank account.

Minimum Retention Period

AC + 3

Adopted
MC:30 JC:37
DC:29

Disposition Method

Shred

Audit Report/Financial, Court Copy: Criminal Witness Payroll

Description

Expense information for travel and time costs of witnesses in criminal cases.

Minimum Retention Period

AN

Adopted
JC:44 DC:23

Disposition Method

Shred

Audit Report/Financial, Court Copy: Deposit Slips

Description

Deposit receipts for money deposited by the courts.

Minimum Retention Period

AN

Adopted
MC:32 JC:39
DC:27

Disposition Method

Shred

Audit Report/Financial, Court Copy: Fee Book / Fines and Fee Receipt Book

Description

Record of fees collected with descriptions of the purpose, amounts and dates, etc.

Minimum Retention Period

AN

Adopted
MC:28 JC:35

Disposition Method

Shred

Audit Report/Financial, Court Copy: Jury Payroll

Description

Record of expenses related to jury duty.

Minimum Retention Period

AN

Adopted
JC:43 DC:24

Disposition Method

Shred

Audit Report/Financial, Court Copy: Miscellaneous Financial and Audit Records and Receipts, Justice Court

Description

Various financial or audit records used until after completion of reports used to document and track cash transactions, and the payment and handling of citations. May include: daily and monthly reports, daily and monthly balances, cash register tapes/receipts, citation purge and summary reports, etc.

Minimum Retention Period

AN

Adopted
JC:41

Disposition Method

Shred

Audit Report/Financial, Court Copy: Miscellaneous Financial and Audit Records and Receipts, Municipal Court

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Adopted</u>	<u>Disposition Method</u>
Various financial or audit records used until after completion of reports used to document and track cash transactions, and the payment and handling of citations. May include: daily and monthly reports, daily and monthly balances, cash register tapes/receipts, citation purge and summary reports, etc.	AN	MC:34	Shred

Audit Report/Financial, Court Copy: Receipts

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Adopted</u>	<u>Disposition Method</u>
Copy of receipts issued for payment of fines and fees. Deposit receipts for money deposited by the courts with the comptroller or treasurer.	AN	MC:33 MC:29 JC:36 JC:40 DC:25 DC:26	Shred

Background Surveys

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the background surveys for new or potential employees. The record may consist of, but is not limited to: <ul style="list-style-type: none">* Employment reference information* Background survey questionnaires* Copies of fingerprint cards* Documentation of criminal background checks* Correspondence* Related documents	CY	Shred

Backup of Computer Files Made for Security Purposes

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These electronic records are security backup of files stored on personal computers, local area networks, wide area networks or the world wide web, and retained in case such a file is damaged or inadvertently erased.	SUP	Shred

Bad (Uncollectible) Debt Files - Court Copy

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records documents the court copy of financial records relating to bad debts in accordance with NRS 353C.220. The record may consist of, but is not limited to: <ul style="list-style-type: none">* Invoices* Billing statements* Returned checks* Payment statements* Statements from collection agencies* Computer printouts* Related correspondence* Similar documentation	ACFY + 3	Shred

Bail, Records of (copies) - Not tied to a case

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These are copies of bail records posted for a defendant that are not tied to an existing case. The record may consist of, but is not limited to: <ul style="list-style-type: none">* Copies of bail bond undertaking* Record of the power* Correspondence* Related documents	CY + 1	Shred

Bank Transaction Records

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the current status and transaction activity of funds held at banks. The record may consist of, but is not limited to: <ul style="list-style-type: none">* Account statements* Deposit and withdrawal slips* Certificate of deposits* Bank account reconciliations* Transaction dates* Beginning balance* Check or deposit amount* Document numbers* Adjustments* Description of transaction* Ending balance* Related documents	FY + 3	Shred

Bids, Requests for Proposals and Informal Quotes - Court Copy

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
This series pertains to documentation from purchases through a bid process issued by the court for goods or services. The files may include but are not limited to: <ul style="list-style-type: none">* Request for Quotation (RFQ) and responses* Requests for Proposals (RFP) and responses* Request for Information (RFI) and responses* Invitation to Bid (ITB) and responses* List of vendors* Evaluations and related documentation* Related correspondence* Evaluation committee documentation Note: Does not include the contracts resulting from a bid.	FY + 3	Shred

Blueprints of Buildings

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records are used as an administrative tool for maintenance (repair, upkeep, etc.) and remodeling functions. The files may contain but are not limited to: <ul style="list-style-type: none">* Blueprints, engineering drawings, etc.* Grounds (landscape) drawings* Photos* Similar documents	LA + 3	Shred

Bonding Companies: Powers of Attorney

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
This record series documents powers of attorney filed with the clerk of the court.	SUP	Shred

Budget Records: Drafts of Proposed Budgets

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the preparation, submittal and approval process for a court's budget. They may consist of but are not limited to: <ul style="list-style-type: none">* Copies of past budgets* Supportive documentation* Reports used to justify requests* Copies of court forms* Related correspondence	CY + 0/1	Toss/Recycle

Budget Records: Work papers and Monitoring Files

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the monitoring of the approved budget. These files may contain but are not limited to: <ul style="list-style-type: none">* Copies of the approved budget* Budget summaries* Budget Work papers* Work Programs* Work Program Revisions* Supportive documentation* Related correspondence	FY + 3	Toss/Recycle

Burglary and/or Vandalism, Reports

Description

These records document burglary and/or vandalism of equipment and/or property and may contain, but are not limited to:

- * Police reports
- * Damage reports
- * Witness statements
- * Insurance information
- * Related correspondence and similar document

Minimum Retention Period

AC + 3

Disposition Method

Shred

Capital Improvement Projects (CIP)

Description

These records document the planning of projects for the physical improvement/modification or new construction of buildings and other facilities. The records may include:

- * Drawings, blueprints, renderings, etc.
- * Architect and/or engineering reports
- * Financial estimates, budgets, financial schedules
- * Site proposals
- * Contractor's proposals
- * Photos, maps, etc.
- * Accounting files related to the CIP
- * Copies and/or originals of contracts & agreements with authorized amendments
- * Copies of easements
- * Copies of building permits
- * Copies of inspections
- * Related correspondence
- * Similar documents

Minimum Retention Period

PM

Disposition Method

Archives

CAPP (Chemical Accident Prevention Program) Files

Description

These records documents the Chemical Accident Prevention Program (CAPP) of a Court (See NRS 459.3833 and NAC 459.95348 to 459.95435). The record may consist of, but is not limited to, documentation of:

- * Registration
- * Accident history
- * Hazard assessment
- * Emergency response program
- * Process hazard analysis
- * Operating procedures
- * Training procedures
- * Incident reports
- * Related correspondence
- * Similar records (See NAC 459.95348 to 459.95435)

Minimum Retention Period

CY + 5

Disposition Method

Shred

Cash Register Tapes

Description

These are tapes made by cash registers documenting sales, exchanges, refunds, and other monetary transactions.

Minimum Retention Period

AN

Disposition Method

Toss/Recycle

Certificates of Destruction

Description

These records document the destruction of records. The file will consist of certificates containing the name of the vendor (if applicable), date the records were received, a general description of the records, a statement certifying that the records were destroyed in a secure manner, and signature of destruction witness (if applicable).

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Check Register Files

Description

These records are used to document the issuance of checks by a court. The files may contain but are not limited to:

- * Unused checks & check books
- * Check stubs, check register
- * Related accountant spreadsheets
- * Similar documents

Minimum Retention Period

CY + 6

Disposition Method

Shred

Committee Records

Description

These records provide documentation of standing and ad hoc committees related to the administration of the judiciary. The files may contain:

- * Minutes
- * Supporting documentation
- * Related correspondence

Minimum Retention Period

CY + 3

Disposition Method

Archives

Complaint Files

Description

These records are used administratively to investigate general complaints received over service-related issues. The files may contain but are not limited to:

- * Name, address, and phone number of person making complaint
- * Letter of complaint
- * Administrative determination
- * Investigation reports with supportive material
- * Resolution of complaint
- * Related correspondence

Note: this record series does not include "fair hearing" or other formal procedures (usually established in law or regulation) used for resolution of complaints.

Minimum Retention Period

CY + 3

Disposition Method

Shred

Computer System Security Records

Description

These records are used to control or monitor the security of a system and its data. The record may consist of but is not limited to:

- * Intrusion detection logs
- * Firewall logs
- * Logs of unauthorized access and other security logs
- * Physical security plans
- * Environmental control plans
- * Emergency procedures
- * Related correspondence
- * Similar documents

Minimum Retention Period

AC + 6

Disposition Method

Shred

Computer Usage Files

Description

These records document electronic files or automated logs created to monitor computer system usage. The record may consist of, but is not limited to:

- * Login files
- * System usage files
- * Charge-back files
- * Data entry logs
- * Records of individual computer program usage

Minimum Retention Period

RA

Disposition Method

Shred

Continuation of Insurance Benefits (COBRA) Records

Description

These records document compliance with the Consolidated Omnibus Reconciliation Act of 1986 (COBRA). Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. The record may consist of, but is not limited to:

- * Employee and dependent names and social security numbers
- * Insurance package currently carried
- * Written notice of COBRA rights and whether the covered employee, spouse and/or dependents elected or rejected coverage
- * Date of termination
- * Coverage end date
- * Related correspondence
- * Similar documents

Minimum Retention Period

AC + 6

Disposition Method

Shred

Continuing Education (CE)/(CLE) Training Program Approvals

Description

These records document the process of accreditation (investigation and approval) of individuals and/or organizations that offer CE/CLE or other training courses for professional licensees. The record may consist of, but is not limited to:

- * Applications
- * Resumes of instructors
- * Lesson plans
- * Curriculum,
- * Investigation documentation
- * Approval/denial documentation
- * Course and/or instructor evaluations
- * Class rosters
- * Attendance rolls
- * Complaints & complaint resolution documentation
- * Renewal documentation
- * Related correspondence
- * Similar documents

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Continuing Legal Education (CLE)

Description

These records document CLE. The record may consist of, but is not limited to:

- * Educational transcripts
- * Attendance rolls
- * Course/workshop documentation
- * CLE credit slips
- * CLE training forms
- * Related correspondence
- * Similar documentation

Minimum Retention Period

CY + 3

Disposition Method

Shred

Contracts and Agreements (office copies)

Description

These records document products and services provided to courts for a specified cost and period of time. The record may consist of, but is not limited to:

- * Copies of lease/rental agreements
- * Copies of service contracts
- * Copies of bid documents
- * Related correspondence
- * Similar documents

Minimum Retention Period

AC + 1

Disposition Method

Shred

Convenience Copies

Description

This records series consists of reference, informational, or convenience duplications of other records and are usually kept to be available for distribution to individuals, departments, boards, commissions, committees, remote locations, etc. These records are typically considered as "non-records" but are placed in the General Records Retention Schedules as a guide for courts.

Minimum Retention Period

RA

Disposition Method

Toss/Recycle

Correspondence: Administrative

Description

These are records not duplicated elsewhere that document how the court is organized, how it functions, its pattern of action, its policies, procedures, and achievements. The record includes electronic mail that communicates the above.

Minimum Retention Period

PM

Disposition Method

Archives

Correspondence: General and Inquiries

Description

These records document routine communications received or sent, that generally serves informational purposes. The record may consist of, but is not limited to:

- * Routine requests for information or publications
- * Form letters
- * Inquiries about supplies
- * Transmittals
- * General information requests
- * Acknowledgements
- * Similar correspondence of a transitory and/or housekeeping nature. This series includes electronic mail that communicates the above.

Minimum Retention Period

RA

Disposition Method

Shred

Court Administrator's / Chief Judge's Files – Official

Description

These records document the administration of the courts. These files contain documentation of the major decisions made and operations of the court. The record may consist of but is not limited to:

- * Correspondence Files of letters received and sent concerning the functions and operations of the court
- * Planning Files detailing the development and operations of goals, objectives, strategic and programmatic plans
- * Policy and Procedures Files containing records on the development and maintenance of policies and procedures created and used by and within the court
- * Laws and Regulations Files containing records on the development, and approval process (NRS and/or NAC)
- * Program Activity Files containing records on the planning, development, organization and reporting and operations of court programs (divisions, bureaus, sections, offices, etc.)
- * Legislative Files detailing the interaction between the court and the Legislature
- * Budget Files containing documentation on the major decisions concerning the development of the court budget
- * Federal Files containing records on the interaction between the court and federal governmental organizations
- * Inter-governmental Files containing records on the interactions between the court and other state and local governmental entities
- * Private and Public Organization Files containing records on the interaction between the court and private businesses and public organizations (profit and nonprofit) which is not routine in nature
- * Similar related files

Minimum Retention Period

PM

Disposition Method

Archives

Court Administrator's / Chief Judge's Files – Routine

Description

These records consist of routine files created and/or received by the courts. The files may consist of routine office and inter-office correspondence of a transitory and/or housekeeping nature (announcements of staff meetings, office parties, building and grounds operations, supplies and similar subjects), general information requests, transmittal documents and similar types of records.

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Credit Card/Debit Card/Electronic Transfer Records

Description

These records document the payment of money owed to Courts by credit/debit card or electronic transfers of money. This series may contain, but is not limited to:

- * Records documenting type of charge, payment amount & credit/debit card information
- * Copies of bills
- * Bank statements
- * Computer printouts
- * Receipts
- * Related correspondence and similar documents

Minimum Retention Period

AN

Disposition Method

Shred

Daily Cash and Receipts, Reports

Description

These records document daily cash transactions. The record may consist of, but is not limited to:

- * Receipts
- * Cashier's daily reports,
- * Cash balance reports
- * Transmittal reports
- * Related documents

Minimum Retention Period

AN

Disposition Method

Toss/Recycle

Database Statistics

Description

These records consist of computer listings that show the utilization of disk files, and the overall disk space utilization which provides index information on the number of files/tables. (Capacity compared with used /available space on disks).

Minimum Retention Period

RA

Disposition Method

Delete

Deferred Compensation Plans - Participant Records

Description

These records document the voluntary participation of individuals in Deferred Compensation Plans. The record may consist of, but is not limited to:

- * Plan selection and application forms
- * Enrollment records
- * Payroll contribution and deduction summaries
- * Personal data records
- * Authorizations
- * Beneficiary information
- * Living trust records
- * Hardship records
- * Change requests
- * Payout estimates
- * Year-end balance reports
- * Distribution reports
- * Correspondence
- * Related documents

Minimum Retention Period

AC + 6

Disposition Method

Shred

Deferred Compensation Plans - Plan Details

Description

These records document Deferred Compensation Plans offered as a voluntary benefit to aid employees in saving for retirement. The record may consist of, but is not limited to:

- * Plan explanations
- * Details and descriptions
- * Third-party administrator information
- * Investment options
- * Fund performance information
- * Enrollment information
- * Contribution and distribution information
- * Related correspondence
- * Similar documents

Minimum Retention Period

AC + 3

Disposition Method

Toss/Recycle

Direct Deposit Authorizations

Description

These records document authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. The record may consist of, but is not limited to:

- * Employee name,
- * Name of financial institution
- * Authorization form
- * Related correspondence
- * Similar documents

Minimum Retention Period

FY + 6

Disposition Method

Shred

Donated Leave Program Records

Description

These records document the receipt and donation of leave for medical emergencies. The record may consist of, but is not limited to:

- * Leave donation forms
- * Recipient applications
- * Approvals or denials
- * Medical or physician certifications
- * Leave donation records
- * Leave transfer records
- * Payroll notification records
- * Payroll reports
- * Copies of time and attendance sheets
- * Leave program termination records
- * Related documents

Minimum Retention Period

FY + 3

Disposition Method

Shred

Electronic Mail (E-mail)

Description

Electronic mail is a technology that allows for the written exchange of information in machine readable format. E-mail represents not the system, but the information communicated through the system. E-mail messages are public records when they are created or received in the transaction of public business. They must be retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats. E-mail is managed by its content, not its format.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Administrative Databases

Description

Databases that support administrative or housekeeping functions such as those used for purposes of: filing, keeping track of equipment and/or supplies, calendaring and similar non-programmatic activities.

Minimum Retention Period

RA

Disposition Method

Delete

Electronic Records: Catalogued List

Description

This record series consists of computer listings that show all tapes, cartridges, and/or disks holding data and/or software files for the court -- including security backup. Information contained on the list includes the name of the tape, cartridge or disk, what files are on it and where it is located.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Computer Access Log

Description

This record series is used to document the access to an employee's computer in accordance with NRS Chapter 281 (AB 158, 2005 Regular Session). The log consists of information relating to the name of the employee, the date (and time) of access, a reasonable explanation of the circumstances & considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store / maintain and/or destroy that information, details of inappropriate use or access to the computer and similar information.

Minimum Retention Period

CY + 3

Disposition Method

Overwrite

Electronic Records: Database Statistics

Description

This record series consists of listings which show the system statistics of disk files and overall disk space use (capacity compared with used/available space on disks).

Minimum Retention Period

RA

Disposition Method

Delete

Electronic Records: Electronic Spreadsheets

Description

This record series consists of information used in the administration of accounting, auditing and/or budget activities of a court

Minimum Retention Period

CY

Disposition Method

Delete

Electronic Records: Error Reports

Description

This record series administers reports produced to detect errors or potential errors of data within the system. The files may consist of paper printouts and/or on-line reports. The reports may be run on a regular or special basis.

Minimum Retention Period

SUP

Disposition Method

Delete

Electronic Records: Indexes and Finding Aids

Description

Electronic records used as indexes, lists, registers, and other finding aids usually used to provide access to master files.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Job Libraries

Description

This record series consists of computer listings, which show the complete current contents of the object program library.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Master Files

Description

Electronic records that replace in whole or in part administrative records which have been scheduled through an approved records retention schedule and contain the same information as the scheduled records

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Master Files, Summaries

Description

Electronic records that contain summarized or aggregated information created by combining data elements from a single master file or data base.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Program Post List

Description

This record series consists of computer listings of Application Program Source Codes. The list also describes the program.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Restructure Database Audit Tract

Description

This record series consists of computer printouts created when the files are being restructured. This is used to verify successful completion of the process.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Security Backup Files

Description

Electronic records that are security backup of files stored on personal computers, local area networks, wide area networks or the world wide web, and retained in case such a file is damaged or inadvertently erased. See NRS 239.051.

Minimum Retention Period

SUP

Disposition Method

Overwrite

Electronic Records: Software Maintenance Log

Description

This record series consists of a log maintained as a summary of activity time spent in project areas for development and/or maintenance of systems and programs.

Minimum Retention Period

CY + 1

Disposition Method

Delete

Electronic Records: Special Purpose Programs

Description

Electronic records used as application software to use or maintain a master file or date base.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: System and Program Documentation

Description

This record series consists of all program specifications, and all documentation concerned with a particular program or system as used by the court. This record series may include:

- * Instructional manuals, booklets, reference material, programmer's notes & memos
 - * General system design reports, test plans & results, conversion reports & addenda
 - * Specification architecture reports
 - * Related correspondence
 - * Similar documentation
-

Minimum Retention Period

LAFY + 6

Disposition Method

Overwrite

Electronic Records: System Backups

Description

This record series consists of copies of full system data copied to magnetic tape or disk and held to provide recovery capabilities in the event of hardware failure or data corruption.

Minimum Retention Period

CY + 0/3

Disposition Method

Overwrite

Electronic Records: Tape Library Management System Reports

Description

This record series consists of computer printouts showing the current status of all magnetic tape and disk files maintained by the court

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Test Files

Description

This record series consists of temporary electronic records created to test system performance. The electronic files may be online, disk, or computer magnetic tape, and the record series includes related documentation.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Transaction Files

Description

Electronic records used to create or update master files. This may include: work files, valid transaction files, and intermediate input/output files. The electronic files may be online, disk, or computer magnetic tape, and the record series includes related documentation.

Minimum Retention Period

RA

Disposition Method

Overwrite

Electronic Records: Volatile Software Modifications

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
This record series consists of file copy of original system software modules that have been modified. It is kept as a backup to newly modified systems in case problems arise after modification.	CY + 1	Overwrite

Electronic Spreadsheets

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records consist of information used in the administration of accounting, auditing, and/or budget activities of a court.	RA	Overwrite

Eligibility Lists

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records consist of lists and similar records of eligible applicants for employment positions. These types of lists are often used to set up applicant interviews as part of the employee selection process.	CY + 2	Shred

Employee Assistance Program (EAP)

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
<p>These records document the required evaluations and treatment of employees and voluntary referral and treatment of employees and/or employee family members in court-sponsored assistance programs. The record may consist of, but is not limited to:</p> <ul style="list-style-type: none">* Appointment records* Employee family member personal information* Release of information forms* Assessment records* Informational materials* Counseling and consultation records* Referral information* Treatment plans* Supervisory documentation* Problem-solving plans* Plan implementation records* Correspondence* Related documents	AC + 6	Shred

Employee Benefit Records (Court Copy)

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
<p>These records are used by the court's personnel representative to document and administer the benefit and Insurance coverage of employees. The record may include but is not limited to:</p> <ul style="list-style-type: none">* Copies of insurance and benefit enrollment forms (including changes and corrections)* Authorization statements* Related correspondence	FY + 3	Shred

Employee Development / Training Records

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
<p>These records provide documentation and verification of staff training activities. The record may consist of, but is not limited to:</p> <ul style="list-style-type: none">* Employee name, social security or personnel ID number* Court copy of training records usually forwarded to, or maintained by, Human Resources* Training calendars* Course descriptions and information* Training announcements and notices* Request for training forms* Out-of-state travel request forms* Training plans* Registration receipts* Attendance rosters* Copies of certificates* Similar documentation	FY + 3	Shred

Employee Directories, Rosters or Indexes

Description

These records are usually a listing of current employees and may include name, position title, work phone number, work address, and similar contact information.

Minimum Retention Period

SUP

Disposition Method

Shred

Employee Files Maintained in an Office or Department

Description

These records are usually maintained by court personnel officers and an administrative copy of the master personnel file retained by the Personnel/Human Resources department. The record may consist of, but is not limited to:

- * Applications
 - * Payroll forms
 - * Employee appraisal and evaluation forms
 - * Work performance standards
 - * Alcohol and drug-free workplace acknowledgement
 - * Retirement action forms,
 - * Personnel-related federal forms
 - * Resumes
 - * Transcripts
 - * Educational and training certificates
 - * Correspondence
 - * Related documents
-

Minimum Retention Period

AC + 1

Disposition Method

Shred

Employee Handbooks

Description

These records consist of guidelines created to explain the internal operations, policies, and procedures of the court to a new employee.

Minimum Retention Period

SUP + 6

Disposition Method

Toss/Recycle

Employee Insurance and Benefit Claim Files

Description

These records are used by the court's personnel representative to document and keep track of claims filed by staff and document claims filed on behalf of the court or those filed against the court. The record may include but are not limited to:

- * Health insurance claims (including copies of invoices, medical records, etc.)
 - * Life and disability claims (not ADA files)
 - * Property loss (Risk Management) claims (including all related forms & documents)
 - * Supportive documentation
 - * Related correspondence
-

Minimum Retention Period

FY + 3

Disposition Method

Shred

Employee Medical Records

Description

These records document an individual employee's work-related medical history. The record may consist of, but is not limited to:

- * Medical examination records (pre-employment, pre-assignment, periodic, or episodic)
 - * X-rays
 - * Records of significant health or disability limitations related to job assignments
 - * Documentation of work-related injuries or illnesses
 - * First-aid incident records
 - * Physical examination statements
 - * Medical release authorizations
 - * Signed consent forms
 - * Correspondence
 - * Related documents
-

Minimum Retention Period

CY + 6

Disposition Method

Shred

Employee Medical Records -Hazard Exposure Records

Description

These records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work-related conditions. The record may consist of, but is not limited to:

- * Hearing test records
- * Radiation measurement records
- * Blood test or other laboratory results
- * Incident reports
- * First-aid records
- * X-rays
- * Work station air sampling reports
- * Biological monitoring results
- * Related correspondence
- * Similar documents

Minimum Retention Period

AC + 30

Disposition Method

Shred

Employee Suggestion Forms

Description

These records document "employee suggestions," "good ideas," "action needed" and similar programs.

Minimum Retention Period

RA

Disposition Method

Toss/Recycle

Employment Contracts

Description

These records document individual employment contracts or, where contracts or agreements are not in writing, a written memorandum summarizing the terms and conditions of employment.

Minimum Retention Period

AC + 6

Disposition Method

Shred

Employment Tax Records

Description

These records are used to report the collection, distribution, deposit, and transmittal of federal income taxes. The record may consist of, but is not limited to:

- * Federal miscellaneous income statement (1099)
- * Wage and tax form (W-2),
- * Request for taxpayer identification number and certificate (W-9)
- * Employers' quarterly federal tax return (941, 941E)
- * Tax deposit coupon (8109)
- * Similar completed forms

Minimum Retention Period

AC + 4

Disposition Method

Shred

Evidence of Insurability Files

Description

These records document and administer the addition of self, spouse or dependents to health insurance plans. The record may consist of, but is not limited to:

- * Request forms
- * Supporting documentation -- which usually includes copies of birth certificates, marriage license and other legal documents
- * Authorization forms
- * Related correspondence

Minimum Retention Period

CY + 6

Disposition Method

Shred

Evidence Vault Inspection Reports

Description

This record series documents the inspection and inventory of evidence vaults, and includes spot checks and annual inspections.

Minimum Retention Period

CY + 3

Disposition Method

Shred

Exposure Control Files

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the exposure control activities for occupational exposure to blood or other potentially infectious materials (See OSHA standards in 29 CFR 1910.1030). The record may consist of, but is not limited to: <ul style="list-style-type: none">* Exposure Control Plan (See 29 CFR 1910.1030 (c) (1))* Exposure determination documentation (See 29 CFR 1910.1030 (c) (2))* Housekeeping documentation (See 29 CFR 1910.1030 (c)(4))* Communication of hazards documentation (See 29 CFR 1910.1030 (g)(1))* Exposure training (See 29 CFR 1910.1030 (g)(2) and 29 CFR 1910.1030 (h)(2))* Supporting documentation* Related correspondence	CY + 3	Toss/Recycle

Federal Grants: Administrative Records

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records are used in the program administration of federal grants. The files may include but are not limited to: <ul style="list-style-type: none">* Copy of grant application documents, including forms SF-424 Face Sheet, SF-424a Budget Information (Non-construction), SF-424b Standard Assurances (Non-construction), SF-424c Budget Information (Construction) and SF-424d Standard Assurances (Construction)* Grant narrative, amendments and copy of cooperative agreements* Copies of accounting & budget records* Performance reports (annual, semi-annual and/or quarterly)* Compliance documentation* Subgrantee reports* Related correspondence and similar documentation	FY + 3	Shred

Federal Grants: Financial Management Records

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records are used in the financial management of federal grants. The files may include but are not limited to: <ul style="list-style-type: none">* Copy of grant application documents* Financial reports, including SF-269 & 269a Financial Status Report, SF-270 Request for Advance or Reimbursement, SF-271 Outlay Report and Request for Reimbursement for Construction Programs, SF-272 & 272a Report of Federal Cash Transactions* Indirect cost proposals, cost allocation plans, cost adjustment documents, etc.* Cash adjustment documents, invoices, etc.* Audit records (including Auditor Reports, audit data collection forms, financial statements, schedule of expenditures, summary schedule of prior audit findings, corrective action plans, etc.)* Supportive documentation (including copies of executive budget printouts, accounting work papers, spreadsheets, etc.)* Related correspondence and similar documentation	FY + 3	Shred

Federal Grants: Real Property & Equipment Records

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records are used to document real property and equipment purchased with funds from federal grants. The files may include but are not limited to: <ul style="list-style-type: none">* Copy of grant application documents;* Real property documentation (maps, plots, title records, etc.)* Equipment records (purchase documentation, user manuals, property ID documentation, etc.)* Tax documentation (assessment records, IRS tax documents, state and local government tax documentation, etc.)* Disposition records (sales, transfers or discarding records)* Related correspondence and similar documentation	LAFY + 3	Shred

Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These are usually cards containing fingerprints, palm prints, toe prints, and other personal identifiers. Information often includes name, address, date and place of birth, social security number, alias, occupation, employer, name of individual taking prints, and related information.	RA	Shred

Firearms: Weapon Discharge Reports

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the investigation of firearm/weapon discharges by law enforcement officers while in the line of duty. The record may consist of, but is not limited to: <ul style="list-style-type: none">* Use-of-force incident reports* Investigation records* Ballistic and other tests* Summary and analysis of all relevant evidence* Findings* Departmental forms* Various reports* Correspondence* Related documents	AC + 3	Shred

Firearms: Registration and Inventory

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the registration and inventory of the firearms and weapons of court officers. The records may consist of but are not limited to: <ul style="list-style-type: none">* Information on the individual to whom the weapon is assigned (such as name, badge or ID number, department or division)* Registration information (such as weapon type, make, model, serial number)* Inventory information (such as total number of weapons, value)* Records documenting weapons signed out* Records documenting weapon reassignment or transfer* Records documenting weapon disposition* Correspondence* Similar documents	AC + 3	Shred

First-Aid Records

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters and other injuries which do not ordinarily require medical care. Such treatment and any follow-up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care provider (See NAC 618.5506). The file may contain but is not limited to: <ul style="list-style-type: none">* Incident report of minor injuries* First-aid log* Supply requests including supply expenditure reports* First-aid kit inspection reports* Similar documentation	CY + 1	Shred

Fraudulent Checks

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the cancellation and reissue of warrants (checks) due to "forgery" [someone other than the named individual endorsing and cashing the check]. The record may consist of, but is not limited to: <ul style="list-style-type: none">* Cancellation of warrant* Affidavits* Copies of checks (warrants)* Copies of payment voucher forms* Copies of deposit receipts* Copies of bank statements* Reissue document forms* Copies of computer printouts* Court documents* Supporting documents* Related correspondence	FY + 3	Shred

Freight Records

Description

These records administer and document the transactions with private carriers concerning freight services for heavy and large items. The files may contain but are not limited to:

- * Shipping company information,
- * Invoices, bills of lading, shipping tags, shipping receipts, shipment log, documentation on the item(s) being shipped, etc.
- * Insurance documentation
- * Loss and/or damage reports with supportive documentation
- * Related correspondence

Minimum Retention Period

FY + 3

Disposition Method

Toss/Recycle

Garnishments

Description

These records consist of documentation of requests and court orders served on the court to withhold the wages of employees for garnishments, tax levies, support payments and other reasons. The record may consist of, but is not limited to:

- * Writ of garnishment
- * Notarized interrogatories
- * Copies of writ of execution with attachments
- * Answer of garnishee
- * Affidavits
- * Copies of accounting documents
- * Notes
- * Correspondence
- * Related documents

Minimum Retention Period

FY + 6

Disposition Method

Shred

Gift and Donation Records

Description

These records document gifts and donations to the Court. The record may consist of but is not limited to:

- * Donor information
- * Copies of wills, bequest documents, endowment documents, trust documents, deeds, etc.
- * Acknowledgement letters
- * Award guidelines
- * Records documenting conditions or restraints of gift or contribution
- * Letters and agreements of gift
- * Copy of gift disclosure
- * Donation forms & donation lists
- * Financial documentation
- * Related correspondence and similar documents

Minimum Retention Period

PM

Disposition Method

Archives

Group Health and Life Insurance Plans

Description

These records document group insurance policies offered by the courts as part of the employee benefits program. The record may consist of, but is not limited to:

- * Information on various insurance plans (health, life, catastrophic illness, dental, vision, long-term care)
- * Enrollment information
- * Election forms
- * Authorization forms
- * Change forms
- * Reinstatement forms
- * Pre-tax documentation
- * Copies of medical records,
- * Related correspondence
- * Similar documents pertinent to benefits

Minimum Retention Period

AC + 6

Disposition Method

Shred

Hardware Documentation

Description

These records document the purchase of hardware. The record may include but is not limited to:

- * Copy of the Purchase Order
- * Warranty documentation
- * Related correspondence
- * Supporting documentation

Minimum Retention Period

CY + 5

Disposition Method

Toss/Recycle

Hazard Communication Program

Description

These records document the Hazard Communication Program of a court (See 29 CFR 1910.1200). Note: this Program may be a part of the State Safety Program, see NRS 618.383. Note: this would include buildings and grounds functions, microfilming functions, office cleaning, pest control, etc. The records may consist of, but are not limited to:

- * Written Hazard Communication Program (See 29 CFR 1910.1200(e)(f)(g) and (h))
- * Written information produced and received by the court on hazardous material (including first-aid bulletins)
- * Training documentation
- * Emergency first-aid procedures
- * Related correspondence
- * Similar documents

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Hazardous Material Safety File

Description

These records are used to provide information on hazardous materials stored and/or used by the court as part of the Hazard Communication Program (See 29 CFR 1910.1200(e)). This record series is specifically limited to (a) hazardous material safety data sheets (HMDS) and (b) lists of hazardous materials in the workplace.

Minimum Retention Period

CFY + 30

Disposition Method

Toss/Recycle

Help Desk Telephone Logs and Reports

Description

These records document requests for technical assistance and the responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.

Minimum Retention Period

CY + 1

Disposition Method

Toss/Recycle

History Files

Description

These records are used to document the history of a court and are used as an informational source. The record may contain but is not limited to:

- * Artifact files containing memorabilia of historical significance to the court
- * Photo file containing black & white and color photos, negatives, slides and audio-visual cassettes
- * Subject file including reports, correspondence, certificates and documents of a similar nature

Minimum Retention Period

PM

Disposition Method

Archives

Inactive Recruitment Files

Description

These records document closed position recruitments in which applicants were not hired. The record may consist of, but is not limited to:

- * Copies of applications
- * Position/classification information
- * Training and experience evaluation forms
- * Test scores
- * Lists of questions
- * Interview documents
- * Scoring sheets
- * Correspondence
- * Similar documents

Minimum Retention Period

AC + 2

Disposition Method

Shred

Insurance: Claims

Description

These records document various types of liability claims filed against the courts. These include personal injury, property damage, motor vehicle accident, false arrest, and others. The record may consist of, but is not limited to:

- * Reports
- * Photographs
- * Summaries
- * Reviews
- * Notices
- * Audio and videotapes
- * Transcriptions of recorded statements
- * Memoranda
- * Correspondence
- * Related documents

Minimum Retention Period

AC + 3

Disposition Method

Shred

Internet Services Logs

Description

These records consist of electronic files or automated logs created to monitor access and use of services provided via the Internet. Information in this series may also be used to document system audits, system security audits, create summary reports, and other purposes.

Minimum Retention Period

RA

Disposition Method

Delete

IRS Tax Documentation

Description

These records are used by the person designated by the appointing authority (such as a personnel officer) to document the collection of income tax and federal insurance (See 26 CFR 31.6001-1, 26 CFR 31.6001-2 and 26 CFR 31.6001-5). The files may consist of but are not limited to:

- * Payroll records (documenting beginning and ending pay periods, total amount of wages earned in each payroll period, total wages, date of pay, account number, taxes collected with date of collection, etc.),
- * Personnel records (documenting name, address, Social Security Number, rate of pay, date of hire, date of separation from service, dates worked, and related information)
- * Records documenting the adjustment and settlement of taxes, copies of returns (including schedules and statements)
- * Copies of any statements furnished by employees
- * Documentation of absence from work
- * Withholding exemption certificates (W-4 and W-4E)
- * Related correspondence

Minimum Retention Period

CY + 4

Disposition Method

Shred

IT Access Control Policies and Procedures

Description

This record series administers and documents the controls placed upon access to system applications and/or data by a court. The files may include, but are not limited to, user/ID policy, access control criterion, password control policies, logging procedures, dataflow diagrams, administrative change control process, procedures for processing terminations and similar policies with related correspondence.

Minimum Retention Period

AC + 6

Disposition Method

Shred

IT Access Control Reviews and Audit Trails

Description

These records administer and document the reviews and audits of the policies and procedures created to control access to system applications and/or data by a court. The files may include, but are not limited to:

- * Security and access control logs (such as logs of password guessing attempts, unauthorized transactions, attempts at unauthorized privileges, unauthorized attempts at software or application modifications, etc.)
- * Firewall traffic log
- * Reviews of security and access control logs,
- * Logging procedure reviews
- * Lists of user access rights and user ID's
- * Computer log reviews
- * Supporting documentation
- * Related correspondence

Minimum Retention Period

CY + 3

Disposition Method

Shred

IT Asset Inventory Files

Description

These records administer and document the IT inventories created and maintained by a court in accordance with various PSP's (Policies, Standards and Procedures). The files may include, but are not limited to:

- * Physical equipment inventory
- * Copyright section
- * Software inventory & software libraries
- * Software audits
- * Data communications equipment inventory
- * Work station (and port) diagrams and assignments
- * Inventory reports (to management)
- * Network configuration diagrams & documentation
- * System communication configuration diagrams & documentation
- * Related correspondence and similar documentation

Minimum Retention Period

CY + 3

Disposition Method

Shred

IT Contingency Plans

Description

These records administer and document the IT contingency plans established and maintained by the courts. The record may consist of, but is not limited to:

- * IT risk management plan (describing risks faced by courts)
- * IT disaster plan (a plan on how to conduct business because of a disaster)
- * IT resumption of business plan (plan and procedures needed to bring back to normal operations after a disaster, including restoration of hardware, equipment and software)
- * IT mitigation plan (plans and procedures on how to solve and/or implement corrective measures for deficiencies found in the regular tests of all contingency plans)
- * Procedures for system backups and recovery
- * Management annual reviews
- * Plan tests
- * Related correspondence
- * Similar documentation

Minimum Retention Period

CY + 3

Disposition Method

Shred

IT Employee Access Control and Security Awareness Files

Description

This record series administers employee security awareness training and signed documentation of agreements concerning use and access of applications and data. The files may include: employee access letter of agreement and/or non-disclosure agreements, employee security awareness training documentation, password disclosure statement, employee-email (and other application) agreements and related documents.

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

IT Policy and Procedure Records

Description

These are written instructions, rules, and guidelines, usually in manual form documenting IT policies and procedures. The record may consist of, but is not limited to:

- * Departmental or organization-wide directives
- * Policy or operations manuals
- * Instruction manuals
- * Handbooks
- * Memoranda setting out responsibilities and guidelines or outlining policies and procedures
- * Bulletins
- * Orders
- * Rules
- * Notices
- * Correspondence
- * Related documents

Minimum Retention Period

AC + 6

Disposition Method

Shred

IT Risk Analysis Files

Description

This record series administers and documents the requirements for Courts to identify, measure, and control risks to IT Systems to minimize the chances of losses. The files may consist of:

- * Comprehensive risk analysis report
- * Biennial risk analysis update
- * "Acceptable Risks" documentation
- * Risk Mitigation Plan and revisions
- * Related correspondence and similar documents

Minimum Retention Period

C + 6

Disposition Method

Toss/Recycle

IT Security Evaluations

Description

These records administer and document evaluations on the security of computer systems concerning protection against unauthorized access, disclosure, or modification of data and protection against loss of data due to security breaches and /or sabotage. The record may consist of, but is not limited to:

- * Initial security evaluation
- * Periodic evaluations
- * Special evaluations
- * Copies of related system upgrade & modification document
- * Copies of security logs and reports
- * Related correspondence
- * Similar documentation

Minimum Retention Period

CY + 3

Disposition Method

Shred

IT Security Plans

Description

These records administer and document the requirements to create and maintain plans for IT systems concerning security management, employee security training, personnel security measures, data and application security, software security, and physical and environmental security. The files may consist of, but are not limited to:

- * Written security plan
- * Written policies and procedures
- * System security specifications
- * Firewall administrative policy
- * Physical security plan
- * Emergency procedures for computer facilities and environmental controls
- * Related correspondence and similar documents

Minimum Retention Period

CY + 6

Disposition Method

Shred

IT Security Reviews, Reports and Logs

Description

These records administer and document the reviews and audits of the policies and procedures created to control physical access to IT systems, controls over environmental functions within computer facilities, reports of security breaches and suspicious activities. The files may consist of, but are not limited to:

- * Authorized visitor log
- * Physical security reviews
- * Environmental controls reviews
- * Annual Internal Compliance Reviews
- * Security Breach Reports (including Reports of Suspicious Activities, Reports of Suspected Violations, etc.)
- * Checklists
- * Reports to management
- * Related correspondence and similar documents

Minimum Retention Period

CY + 3

Disposition Method

Shred

IT System User Master List

Description

These records administer and document the creation, maintenance and management of IT system user access rights. The master list usually consists of an on-line electronic file containing user names, user ID codes, access rights and privileges (to data, applications, communications and other system devices) and similar documents.

Minimum Retention Period

RA

Disposition Method

Shred

Job Advertisements

Description

These records document advertisements to inform eligible job seekers of job openings. The record may consist of, but is not limited to:

- * Position number
- * Position title
- * Salary range
- * Job location
- * Minimum qualifications
- * Brief description of duties
- * Where to apply
- * Any special instructions

Minimum Retention Period

AC + 2

Disposition Method

Toss/Recycle

Job Application File

Description

This record series consists of the applications and resumes received by the court from individuals seeking employment other than through the regular recruitment process. The files may contain but are not limited to:

- * Resumes (including those unsolicited)
- * Application forms (with related documentation)
- * Educational transcripts, certificates, etc.
- * Letters of recommendation
- * Related correspondence and other pertinent documentation

Minimum Retention Period

CY + 1

Disposition Method

Shred

Judges' Meetings/Minutes

Description

These records are used administratively to reference the meetings held between judges. The files may include but are not limited to:

- * Agendas
- * Minutes
- * Related supportive documentation

Minimum Retention Period

PM

Disposition Method

Archives

Jury Duty, Exemption Requests

Description

This series documents requests for jury duty exemption or excuse.

Minimum Retention Period

FY + 1

Disposition Method

Toss/Recycle

Key and Keycard Records

Description

These records document the issuance of keys and keycards to court staff to enable access to buildings and sites. The record may consist of, but is not limited to:

- * Key inventories
- * Key issue forms
- * Key replacement records
- * Key disposal records

Minimum Retention Period

AC + 3

Disposition Method

Toss/Recycle

Labor Negotiations

Description

These records document negotiations between the court and employee representatives. The record may consist of, but is not limited to:

- * Negotiation notes
- * Various reports
- * Contract documents
- * Letters of agreement
- * Cost analyses
- * Arbitration findings
- * Minutes
- * Recordings
- * Attendance records
- * Correspondence
- * Related records

Minimum Retention Period

AC + 6

Disposition Method

Shred

Legal Files, Office Copy

Description

These records are used by the Courts to keep track of court cases, pending legal action, or any other legal matter involving the court. The record may consist of, but is not limited to:

- * Correspondence
- * Copies of court documents
- * Notes
- * Transmittals
- * Memos and similar types of documentation

Minimum Retention Period

AC + 6

Disposition Method

Shred

Legal Opinions

Description

Legal opinions and letters of advice received from either the court's legal counsel or the Attorney General, State of Nevada. Filed by subject or opinion number and name of opinion.

Minimum Retention Period

PM

Disposition Method

Archives

Legislative Session: Court Administrator's Files

Description

These records document the legislative process of preparing for and action during a Legislative Session, including bill tracking & reporting. The records may contain but are not limited to:

- * Copies of Bill Draft Requests (BDR's)
- * Documentation concerning fiscal notes
- * Related correspondence
- * Copies of agendas & minutes of legislative committees (and similar legislative documents)

Minimum Retention Period

CY + 5

Disposition Method

Toss/Recycle

Legislative Session: Staff Files

Description

These files contain the work papers used by lower level offices (such as staff and supervisors) and usually submitted to managers concerning the development and/or tracking of legislative bills, reports and actions. The record series may contain but is not limited to:

- * Copies of Bill Draft Requests (BDR's), copies of legislative bills, copies of agendas & minutes of legislative committees (and similar legislative documents)
- * Notes, memos and reports (including bill tracking)
- * Related correspondence

Minimum Retention Period

RA

Disposition Method

Toss/Recycle

Liability Release Forms

Description

These records document individual liability release forms required for participation in various programs/activities offered by Court departments during the year. The files may include, but are not limited to:

- * Event-specific liability forms
- * Participant information
- * Contact information (including emergency)
- * Signature of participant or parent/legal guardian
- * Similar information

Minimum Retention Period

AC + 2

Disposition Method

Shred

Lobbyist Forms

Description

These records document lobbyist and lobbyist employer activities. This series may include, but is not limited to:

- * Expenditure reports
- * Registration statements
- * Supplementary registration statements
- * Termination records
- * Guidelines
- * Related correspondence and similar documents

Minimum Retention Period

AC + 5

Disposition Method

Toss/Recycle

LOGS: Dispatch Log

Description

Log of when and why bailiffs were dispatched. It will contain dates, names, times, etc.

Minimum Retention Period

CY + 2

Adopted

MC:27

Disposition Method

Toss/Recycle

LOGS: Mail Log

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Adopted</u>	<u>Disposition Method</u>
Log used to keep track of incoming mail.	CY + 2	MC:25	Toss/Recycle

LOGS: Mug File

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Adopted</u>	<u>Disposition Method</u>
Mug shots and defendant information. Used to help court marshals identify defendants.	CY + 10	MC:26	Toss/Recycle

Mailing and Distribution Lists

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records are usually a list of names and addresses compiled for various mailings, such as billings, notifications, community outreach, and other administrative purposes.	SUP	Toss/Recycle

Master Copies of Forms

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document current paper and electronic format masters for various forms. The records may consist of, but are not limited to: <ul style="list-style-type: none">* Sample forms* Drafts* Form logs or listings* Proposals* Authorizations* Illustrations	SUP	Toss/Recycle

Microfilm Quality Control Records

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document that microfilm produced by or for governmental entities conforms to the specifications required by NRS 239.051(2). The record may consist of, but is not limited to: <ul style="list-style-type: none">* Microfilmed records lists* Microfilm reel indexes* Service bureau transmittals* Film inspection reports* Security copy depository transmittals* Camera/processor/duplicator inspection reports* Equipment and operator logs* Related correspondence* Similar documents	CY + 3	Toss/Recycle

Minutes of Meetings

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records are used and maintained by the Courts to document policy making meetings, to include boards, commissions, councils and committees (excludes Judges' Meetings). The records may include but are not limited to: <ul style="list-style-type: none">* Meeting Notice and Agenda (including amendments)* Committee packets (including supplemental material)* Minutes (including copies of documents presented during the meeting and includes staff meetings, ad hoc non-permanent committees, etc.)* Related correspondence* Similar documentation	PM	Archives

Mission Statement

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the mission statement of a court and its divisions, sections, offices, and departments listing its goals and objectives	SUP	Toss/Recycle

Newspaper Clipping File

Description

This record series is used to collect information relating to subjects regarded by the office as useful. The files may include:

- * Copies of maps, etc.
- * Newspaper clippings, magazine articles, brochures, pamphlets, and similar material

This record series is typically included in the definition of "nonrecords" but has been placed in the Court General Records Retention Schedules as a guide.

Minimum Retention Period

RA

Disposition Method

Shred

Oaths

Description

This record series documents Constitutional and Loyalty oaths administered to elected and appointed judges, court administrators and court staff along with associated correspondence.

Minimum Retention Period

PM

Disposition Method

Archives

Occupational Studies -- Court Copy

Description

These records administer and document the process during an occupational study. The files may contain but are not limited to:

- * Copies of class specifications
- * Occupational Group Study documentation
- * Examination Validation Worksheet, Minimum Qualifications Documentation Worksheets
- * Copies of work performance standards
- * Related correspondence and similar documentation

Minimum Retention Period

FY + 3

Disposition Method

Toss/Recycle

Office Admin. Routine: Court Calendars

Description

Day by day listings of cases to be heard, specifying department.

Minimum Retention Period

CY

Adopted
MC:11 JC:14
DC:8

Disposition Method

Shred

Office Admin. Routine: Jury List / Jury Book / Jury Register

Description

List of persons eligible for jury duty used to draw juries from.

Minimum Retention Period

SUP

Adopted
DC:30

Disposition Method

Toss/Recycle

Office Admin. Routine: Roll of Attorneys

Description

List of attorneys and counselors of the court.

Minimum Retention Period

SUP

Adopted
DC:16

Disposition Method

Toss/Recycle

Office Administration Files -- Routine

Description

These records contain general correspondence accumulated by individual offices that relates to the routine internal administrative or housekeeping activities of the office and generally serve informational purposes, rather than the functions for which the office exists. The record may include but is not limited to:

- * Inter-office memos, letters and notes dealing with such matters as announcements of meetings and events
- * Inquiries about supplies, furniture and equipment
- * Routine form letters
- * Use of office space
- * Use of or count of office supplies (etc.)
- * General information communication between staff
- * Calendaring
- * Similar activities

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Operating System and Hardware Conversion Plans

Description

These records document the replacement of equipment or computer operating systems due to hardware / software obsolescence or maintenance, and should be part of the regular migration or conversion schedule built into the design of the system.

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Ordinance Development Files

Description

These records are used to develop, amend, establish, or abolish ordinances. These records may include but are not limited to:

- * Development records (proposals, ad hoc committee records and supportive documentation)
- * Adoption records (including: public hearing documentation, supportive records, etc.)
- * Reports and surveys
- * Related correspondence
- * Similar records

Minimum Retention Period

RA

Disposition Method

Toss/Recycle

Organizational Charts

Description

These records consist of organizational charts that show lines of authority and responsibility within and between the various departments of the court. The record may contain but is not limited to:

- * Computer files and printouts
- * Sketches, drawings, etc.
- * Related correspondence

Minimum Retention Period

PM

Disposition Method

Archives

OSHA Files

Description

These records document the activities of the court in administering federal and state requirements for Occupational Safety and Health. The records may contain but are not limited to:

- * OSHA forms (including OSHA 300 "Log of Work-Related Injuries and Illnesses," 300-A "Summary of Work-Related Injuries and Illnesses," 301 "Injury and Illness Incident Report")
- * Privacy log and related documents
- * Instructional booklets, announcements and notices, instructional form letters and memos

Minimum Retention Period

CY + 5

Disposition Method

Shred

Parking Permits, Employee

Description

This record series documents the application and issuance of employee parking permits.

Minimum Retention Period

SUP

Disposition Method

Toss/Recycle

Payroll Administrative Reports

Description

These records contain reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, research, and general reference. They consist of summary reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, breakdowns by area of expense, employee / employer contributions, and similar administrative reports.

Minimum Retention Period

FY + 2

Disposition Method

Shred

Payroll Deduction Input Documents

Description

These records are used to document and administer deductions to employee's payroll. This series includes all forms used to input information into system for a payroll deduction, including authorization forms for the deductions.

Minimum Retention Period

FY + 3

Disposition Method

Shred

Payroll Files

Description

These records are used to document and administrate the payroll of court employees. The record may consist of, but is not limited to:

- * Employee time records
- * Cost summary reports
- * Detailed cost listings
- * Copy of pay register
- * Direct deposit reports
- * Pay worksheets
- * Net pay adjustment
- * Quarterly reports
- * Similar reports and documents

Minimum Retention Period

FY + 3

Disposition Method

Shred

Payroll Maintenance Reports

Description

These records are used in-house to control, correct, and maintain computer data related to the payroll system.

Minimum Retention Period

FY + 2

Disposition Method

Shred

Payroll Registers or Reports

Description

Copies of records that document year-end pay and benefits earned by court employees. The official records reside with the county or the city. The files may include:

- * Information such as employee name and payroll number
- * Social security number
- * Hours worked
- * Rate
- * Overtime
- * Various allowances
- * Federal and other withholdings
- * Voluntary deductions
- * Garnishments
- * Retirement deductions
- * Leave earned and taken
- * Warrants issued
- * Related data

Minimum Retention Period

FY + 3

Disposition Method

Shred

Performance Audit Workpapers

Description

These records are produced and maintained by court administrators during a performance audit to support performance reports. The record may include but is not limited to:

- * Work papers and supportive documentation
- * Drafts of reports
- * Similar documentation

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Performance Audit Court Copy

Description

These records are maintained by court administrators to document performance audits of their court conducted by regulatory or oversight entities. The record may include but is not limited to:

- * Audit report
- * Reports relating to performance with supportive documentation
- * Compliance documentation (correspondence and reports relating to how the court complied with the audit recommendations)
- * Related Correspondence

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Performance Indicators Computation Files

Description

These records administer the gathering of raw data and computation of performance measures. The record may contain but is not limited to:

- * Spreadsheets and worksheets
- * Statistical databases and computer printouts
- * Surveys with summaries
- * Similar documents
- * Related correspondence

Minimum Retention Period

FY + 3

Disposition Method

Toss/Recycle

Performance Indicators Reported Values Files

Description

These records document the reported values of performance measures with definitions and corresponding internal guidelines. The record may consist of but is not limited to:

- * Policy statements & guidelines
- * Definitions & outlines of performance measures
- * Reported values of performance measures for each reporting period
- * Similar documents
- * Related correspondence

Minimum Retention Period

PM

Disposition Method

Archives

Personal Protective Equipment (PPE) Records

Description

These records document the authorization and acquisition of specialized safety devices and clothing for employees working in hazardous situations. This series may include, but is not limited to:

- * Employer hazard assessments
- * Equipment selection records
- * Defective and/or damaged equipment reports
- * PPE request forms & authorization forms
- * PPE training and written certification records
- * Copies of purchase orders
- * Manufacturers' warranties
- * Related correspondence and similar document

Minimum Retention Period

LA + 3

Disposition Method

Shred

Personnel Administrative Records - Court Copy

Description

These records are used to administer general personnel matters, other than payroll, within a court. The record may consist of electronic records, computer generated reports from other state agencies, the federal government and/or in-house work product, and paper based files. These records pertain to, but are not limited to:

- * Classification
- * Recruitment
- * Appointments
- * Performance reporting
- * Training
- * Unemployment insurance coverage
- * Related correspondence and similar documentation

Note: these are not employee-specific documents, although they contain the name of individual employees, but general records (for example: position vacancy reports, position status reports, performance evaluation requirement reports, employee training requirement reports, etc.).

Minimum Retention Period

FY + 3

Disposition Method

Shred

Personnel Files: Disciplinary Actions

Description

These records are used by the person designated by the appointing authority (such as a personnel officer) to document and monitor disciplinary actions taken against employees. The files may contain but are not limited to:

- * Copies of job descriptions
- * Employee appraisal and evaluations
- * Specificity of charges
- * Written reprimand or written admonishment or documentation of oral warning
- * Notes on meetings with employee
- * Related correspondence

Minimum Retention Period

CY + 3

Disposition Method

Shred

Personnel Files: Employee Records when hired directly by the Court

Description

These records are used to document and administer the work history and activities of employees when hired directly by the Court. The record may contain but is not limited to:

- * Job description, recruitment announcements, hire documents (including performance tests and rating sheets), employee appraisals, letters of commendation, reprimands, performance reports & standards, and similar documents
- * Discretionary information such as: copies of memos, diplomas and educational transcripts, copies of training documents, news media articles and similar materials.

Note: The following records should NOT be placed in these files: employment verification documentation (Immigration & Naturalization Form I-9 and related records); pre-employment & recruitment documents; documents dealing with alcohol and drug testing; medical records and documents dealing with disabilities (including ADA-related records); investigative documents dealing with grievances and disciplinary actions; EEO complaints & related records; training and travel-related fiscal records; time sheets; and documents relating to workers-compensation claims.

Minimum Retention Period

CY + 45 days

Disposition Method

Shred

Personnel Files: Employee Records, Court Convenience Copy

Description

These records are maintained by the court's appointing authority or personnel officer to document and administer the activities of court personnel. The record may contain but is not limited to:

- * Personnel forms and printouts
- * Workplace safety acknowledgement and other OSHA forms
- * Copies of the Work Performance Standards, Employee Appraisal and Evaluation Forms and supportive documentation
- * Alcohol and Drug Free Workplace and other acknowledgements
- * Discretionary information (such as letters of commendation, resumes, news media articles, etc.)
- * Related correspondence
- * Similar documentation

Note: The following records should NOT be placed in these files: employment verification documentation (Immigration & Naturalization Form I-9 and related records); pre-employment & recruitment documents; documents dealing with alcohol and drug testing; medical records and documents dealing with disabilities (including ADA-related records); investigative documents dealing with grievances and disciplinary actions; EEO complaints & related records; training and travel-related fiscal records; time sheets; and documents relating to workers-compensation claims.

Minimum Retention Period

CY + 3

Disposition Method

Shred

Personnel Files: Employment Eligibility Verification Records

Description

These records are used by the person designated by the appointing authority (such as a personnel officer) to document the verification of employment eligibility in accordance with the Immigration Reform and Control Act of 1986 as found in Title 8 of United States Code section 1324a. The record may contain but is not limited to:

- * Immigration and Naturalization Form I-9 "Employment Eligibility Verification" with attachments
- * Handbook for Employers
- * Associated documents

Note: These files must be kept separately from other personnel records and accessed only by the appointing authority and/or his designated representative, the named employee or the court's legal counsel.

Minimum Retention Period

CY + 3

Disposition Method

Shred

Personnel Files: Fitness For Duty Files

Description

These records document the action when an evaluation is done to determine an employee's ability to perform the essential functions of the job due to physical, mental, or emotional disorders or conditions. The record may consist of, but is not limited to:

- * Incident reports
- * Essential functions forms
- * Certifications from health care providers (temporary disability, return to work, etc.)
- * Copies of medical records
- * Copies of leave forms (with supportive documentation)
- * Copies of payroll reports (including time and attendance reports)
- * Hearing documentation
- * Related correspondence
- * Similar documents

Note: these records may be related to associated disciplinary, "Sick Leave," FMLA and/or "Reasonable Accommodation" / ADA files.

Minimum Retention Period

CY + 3

Disposition Method

Shred

Personnel Files: FMLA (Family Medical Leave Act) Records

Description

These records are used by the person designated by the appointing authority (such as a personnel officer) to document and regulate the granting and monitoring of family leave under the Federal Family and Medical Leave Act (See 29 U.S.C. § 2601 et. Seq.), and the State Parental Leave Without Pay Act (See NRS 284.360). The files may consist of but are not limited to:

- * Requests for Leave of Absence forms with related documentation
- * Requests for parental leave without pay (NRS 284.360)
- * Copies of payroll documents (time and attendance reports)
- * Copies of medical reports and certification forms including Certification of Health Care Provider / FMLA form with related documentation
- * Notice of Family Leave Act (U.S. Dept. of Labor WH Publication 1420), FMLA fact sheet (No. ESA 93-24, US Dept. of Labor)
- * Notice of specific expectations and obligations
- * Documents of disputes
- * Documentation of employee benefits & insurance premium payment, etc.
- * Related correspondence

Minimum Retention Period

CY + 3

Disposition Method

Shred

Personnel Files: Grievances Records

Description

These records are used by the person designated by the appointing authority (such as a personnel officer) to document and monitor cases concerning grievances filed by an employee. These records should be filed separately from all other personnel records. The records may contain but are not limited to:

- * Letters of complaint
- * Formal Grievance documentation
- * Investigation documentation and Response to Formal Grievance
- * Hearing and decision documentation
- * Related correspondence
- * Similar documents

Minimum Retention Period

CY + 3

Disposition Method

Shred

Personnel Files: Harassment / Discrimination Records

Description

These records are used by the person designated by the court (such as a personnel officer) to document investigations into alleged sexual harassment, discrimination, hostile work environment, workplace violence, etc. These files may be related to Disciplinary Actions and/or Legal Case files. The records may contain, but are not limited to:

- * Copies of the harassment and discrimination policy acknowledgement form
- * Investigation procedures
- * Complaint form
- * Notice of employee rights during an internal investigation
- * Investigative reports & statements
- * Supportive documentation, related correspondence and similar documents

Minimum Retention Period

CY + 5

Disposition Method

Shred

Personnel Files: Leave Requests

Description

These records document an employee's request for sick, vacation, compensatory, or other leave time.

Minimum Retention Period

CY + 1

Disposition Method

Shred

Personnel Files: Reasonable Accommodations Records

Description

These records are used by the person designated by the appointing authority (such as a personnel officer) to document requests for "reasonable accommodation" in the work place. This includes information regarding the medical and mental condition, history and work-related restrictions of an employee or applicant as permitted by the Americans with Disabilities Act (ADA, See 42 U.S.C. § 12101 et seq.). The files may contain but are not limited to:

- * Essential function forms
- * Self-evaluations
- * Copies of medical records including certifications from health care providers
- * Documents relating to work-related accommodations (including formal requests for accommodations, responses, and related supportive documentations)
- * Related correspondence

Minimum Retention Period

CY + 3

Disposition Method

Shred

Personnel Files: Sick Leave Records

Description

These records are used by the person designated by the appointing authority (such as a personnel officer) to document the authorization and use of sick leave (including Catastrophic Leave) granted to employees. The files may contain but are not limited to:

- * Incident reports with related documentation
- * Certification from health care providers with related medical records
- * Copies of leave forms (with supportive records)
- * Copies of payroll reports
- * Request for Catastrophic Leave forms
- * Related correspondence

Note: These are not to be confused with routine accounting / payroll files documenting sick leave.

Minimum Retention Period

CY + 3

Disposition Method

Shred

Personnel Files: Supervisor Copy

Description

This record series is used by the supervisor in the process of work performance evaluation and settlement of grievances. The record may contain but is not limited to:

- * Copies of personnel forms and supportive documentation
- * Work plans and goals
- * Letters of complaint and commendation
- * Letters of instruction dealing with work performance and conditions
- * Notes on oral warnings, notes on meetings with employee-supervisor
- * Performance improvement plans
- * Related correspondence
- * Similar documents

Minimum Retention Period

CY + 1

Disposition Method

Shred

Personnel Files: Temporary and Seasonal Employees

Description

These records document the employment history of temporary and seasonal employees. These employees are usually hired to perform specific tasks or projects, and length of employment is usually for a limited duration. The record may consist of, but is not limited to:

- * Job applications
- * Background checks
- * Employee personal information
- * Position classification and salary records
- * Payroll withholding information
- * Leave summary records
- * Evaluations
- * Training certificates
- * Similar records related to an individual's employment

Minimum Retention Period

AC + 3

Disposition Method

Shred

Personnel Files: Volunteer Worker Records

Description

These records document work performed for the courts by citizens without compensation for their services. The record may consist of, but is not limited to:

- * Applications
- * Policy acknowledgement forms
- * Internship Agreements
- * Confidentiality Agreements
- * Skills test results
- * Training documentation
- * Task assignment and monitoring records
- * Copies of workers' compensation records
- * Interest forms
- * Correspondence
- * Related documents

Minimum Retention Period

AC + 3

Disposition Method

Shred

Personnel Files: Work Performance Standards

Description

This record series is used by the court's appointing authority and supervising officers to establish a statement of principal assignments and responsibilities with the results expected of each employee in the court.

Minimum Retention Period

RA

Disposition Method

Shred

Pest Control (Extermination) Records

Description

This record series is used to administer a pest control program and may contain, but is not limited to:

- * Extermination log
- * Incident reports
- * Exterminator (contractor) reports
- * Related correspondence and similar documentation

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Petty Cash Records

Description

These records document petty cash activity for the courts. The record may consist of, but is not limited to:

- * Requests and authorizations to establish petty cash fund
- * Logs or ledgers
- * Statements
- * Requests for disbursements
- * Copies of receipts and invoices
- * Similar documents

Minimum Retention Period

AN

Disposition Method

Toss/Recycle

Policies and Procedures Development Files

Description

These records are used to develop, amend, establish, or abolish Court policies and procedures. The records may include, but are not limited to:

- * Approved policy and procedure
- * Proposals (including supportive documentation)
- * Ad hoc or special in-house committee records
- * Studies, surveys, and reports
- * Related correspondence
- * Similar records

Minimum Retention Period

CY + 6

Disposition Method

Toss/Recycle

Policies of Insurance

Description

These records document the terms and conditions of insurance policies between the courts and insurers. Types of insurance may include liability, property, motor vehicle, flood, and others. The record may consist of but is not limited to:

- * Policies
- * Endorsements
- * Rate change notices
- * Agent of record
- * Related correspondence
- * Similar documents

Minimum Retention Period

AC + 6

Disposition Method

Toss/Recycle

Position Description Records

Description

These records document the specifically assigned duties and responsibilities of a particular employment position. The record may consist of but is not limited to:

- * Essential job duties
- * Job standards
- * Working conditions
- * Salary or pay range
- * Educational requirements
- * Required licenses/certificates, and other desired qualifications

Minimum Retention Period

SUP + 2

Disposition Method

Toss/Recycle

Position Reports

Description

These records document information used in the management of employment positions. The record may consist of but is not limited to:

- * Information on incumbents
- * Vacant position status
- * Authorized positions filled
- * Job descriptions
- * Position groups
- * Position titles
- * Position inventories and structures
- * Hiring plans
- * Staff lists
- * Related records

Minimum Retention Period

AC + 2

Disposition Method

Toss/Recycle

Postal Tracking Records

Description

These records administer and document the transactions with the U.S. Postal Service and other private couriers (such as FedEx, UPS, etc.) concerning letter and parcel-post type postal services. This series may contain, but is not limited to:

- * Postal meter records
- * Receipts for postage stamps, registered and certified mail
- * Receipts and documentation for insured mail
- * Special delivery records
- * Loss reports
- * Related correspondence and similar documents

Minimum Retention Period

CY + 1

Disposition Method

Shred

Posting Documentation

Description

These records document the posting of agendas and associated materials. The record may include but is not limited to:

- * Fax cover sheets (including confirmations of Faxing)
- * Confirmation of Posting forms
- * Mailing lists
- * Similar documentation

Minimum Retention Period

CY + 5

Disposition Method

Toss/Recycle

Private Grants

Description

These records document the management of grants received from private sources. The files may include but are not limited to:

- * Grant application documents
- * Financial reports with supportive documentation
- * Audit records with supportive documentation
- * Related correspondence and similar documentation

Minimum Retention Period

FY + 3

Disposition Method

Toss/Recycle

Procedure Manuals

Description

These records consist of written instructions, rules, and guidelines (often in manual or booklet form) documenting current and past authorized departmental policies and procedures.

Minimum Retention Period

SUP + 6

Disposition Method

Shred

Proclamations

Description

These records document the special recognition of court-related events, activities, and/or persons.

Minimum Retention Period

PM

Disposition Method

Archives

Promotion Records

Description

These records document exams, evaluations, and similar documents used to determine eligibility of department staff for promotional opportunities. The record may consist of, but is not limited to:

- * Announcements
- * Aptitude tests
- * Skills tests
- * Answer keys
- * Individual test scores
- * Results from oral interviews
- * Certifications
- * Recommendations
- * Promotion lists
- * Correspondence
- * Similar documents

Minimum Retention Period

AC + 3

Disposition Method

Shred

Property and Equipment Inventory

Description

These records document the process of updating and reconciling an inventory of property and equipment owned or operated by a court.

The record may consist of, but is not limited to:

- * Copies of purchase orders
- * Monthly property reports
- * Descriptions of items
- * Manufacturer's model and serial number
- * Fiscal reports related to original cost
- * Value reports
- * Commodity codes
- * Correspondence
- * Related records

Minimum Retention Period

FY + 5

Disposition Method

Shred

Property Management Records: Excess, Lost and Stolen Property Files

Description

These records document the property in the custody of a court which has been lost, stolen, exchanged, or declared excess. The record may consist of but is not limited to:

- * Monthly property reports
- * Copies of purchase orders and other fiscal records
- * Police and internal incident reports
- * Memos
- * Correspondence
- * Related documents

Minimum Retention Period

FY + 3

Disposition Method

Shred

Property Management Records: Fixed Asset Inventories

Description

These records document and administer the process of updating and reconciling an inventory of the fixed assets in a court's possession.

The record may consist of, but is not limited to:

- * Fixed asset inventories
- * Copies of purchase orders and other fiscal records
- * Monthly or annual property reports
- * Copies of other property records
- * Purchasing Reports
- * Correspondence
- * Related documents

Note: Information contained in the Purchasing reports often includes: description of the items, manufacturers' model and serial numbers, ID number, purchase order number, original cost, value, dates (purchased, received, etc.) and commodity code.

Minimum Retention Period

SUP + 5

Disposition Method

Shred

Property Management Records: Vehicles File

Description

These records document and administer the use and repair history of court-owned or leased vehicles. The record may contain but is not limited to:

- * Documents which contain a description of the vehicle, manufacturers' owners and repair manuals, budget account information and copies of purchase orders
- * Service and maintenance records for vehicles including copies of invoices for labor and parts, routine maintenance logs, and related correspondence.

Minimum Retention Period

LAFY + 3

Disposition Method

Shred

Public Relations Files

Description

This record series is used to document and enhance the public awareness of the functions and activities of the court. The records may consist of:

- * Audio-visual media
- * Documentation on speeches and presentations
- * Public service announcements, press releases, etc.
- * Similar material

Minimum Retention Period

PM

Disposition Method

Archives

Quality Assurance Review Audits and Reports

Description

These records consist of quality control reviews performed by a court to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency and similar procedures]. The record may consist of, but is not limited to:

- * Investigative reports
- * Checklists
- * Copies of documents involved in the review or audit
- * Staff reviews
- * Copies of policies & procedures
- * Comparison report
- * Copies of safety manuals
- * Copies of staff training documentation
- * Regular and final reports
- * Microfilm Quality Control Reports
- * Related correspondence and similar documentation

Minimum Retention Period

CY + 3

Disposition Method

Shred

Quarterly Report of Resources and Expenditures

Description

This is a statement of the receipts and expenditures of the three months next preceding, and the accounts allowed. The record may consist of, but is not limited to:

- * Financial reports
- * Expenditure summary
- * Copy of newspaper in which report was published
- * Related records

Minimum Retention Period

FY + 3

Disposition Method

Toss/Recycle

Records of Mailing

Description

Documentation of mailing dates, content of mailings, and addressees for mailing sent by the courts for various purposes.

Minimum Retention Period

AC + 1

Disposition Method

Toss/Recycle

Records Retention Schedule

Description

This schedule is a listing of all the records series in the legal custody of a court and the minimum period of retention that has been approved by the Nevada Supreme Court.

Minimum Retention Period

SUP

Disposition Method

Toss/Recycle

Recruitment Files

Description

These records document the recruitment and selection of employees. The record may consist of, but is not limited to:

- * Job announcements and descriptions
- * Applicant lists
- * Applications and resumes
- * Position advertisement records
- * Civil service and other examination records
- * Classification specifications
- * Affirmative action records
- * Interview questions
- * Interview and application scoring notes
- * Applicant background investigation information
- * Letters of reference
- * Position authorization forms
- * Recruitment summary records (job announcement, position description, test items and ratings levels)
- * Related correspondence and documentation

Minimum Retention Period

CY + 3

Disposition Method

Shred

Recruitment Files: Pre-Employment Medical Screenings

Description

These records are used in the recruitment process for pre-employment medical inquiries in accordance with 29 CFR 1630.14 (ADA). The record may consist of but is not limited to:

- * Medical questionnaire (medical history) forms
- * Medical release authorization
- * Signed consent forms
- * Physical fitness exams and reports
- * Results of medical exams by a health care provider
- * Copy of the essential functions form
- * Copies of job description
- * Related correspondence
- * Similar documents

Minimum Retention Period

CY + 3

Disposition Method

Shred

Reference Files

Description

These types of records are created and maintained by a court because they contain information that is in continual demand or needs to be available to determine why decisions had been made in the past. Such files may also contain copies of documents used to make copies on a continuous basis. They contain information on various subjects such as: legislative actions, important court cases, laws, regulations, policies and procedures, and similar subjects. The official record for such information usually lies with other entities. These types of files are typically considered to be "nonrecords" and have been placed into the Local Courts Records Retention Manual as a guide for local courts.

Minimum Retention Period

RA

Disposition Method

Toss/Recycle

Refund Records

Description

These records document credits or refunds to customers. The record may consist of, but is not limited to:

- * Account
- * Name and number
- * Property location
- * Tax ID number
- * Amount of overage
- * Cause of overage
- * Certifications
- * Written request for credit or refund
- * Copy of receipts
- * Related correspondence
- * Similar documents

Minimum Retention Period

FY + 3

Disposition Method

Shred

Requisitions and Purchase Orders

Description

These records document the request and purchase of goods and services. The record may consist of, but is not limited to:

- * Requisition forms
- * Supply orders
- * Purchase orders
- * Log books
- * Records documenting voided or cancelled purchase orders
- * Cost specifications
- * Vendor information
- * Shipping instructions
- * Description of goods/services ordered
- * Billing and budget account information
- * Correspondence
- * Related records

Minimum Retention Period

FY + 1

Disposition Method

Shred

Restricted Document Log (Homeland Security Act)

Description

These records document the access granted to restricted records in accordance with the Homeland Security Act (See NRS 239C.090) and contain information on the date access was granted, the individual's name, a copy of a photographic form of identity, the name of his/her employer, citizenship status, and purpose for accessing the restricted documents.

Minimum Retention Period

CY + 3

Disposition Method

Shred

Retirement and Deduction Reports - Public Employees Retirement System (PERS)

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document deductions and payments made towards employee retirement benefits to the Public Employees Retirement System (PERS). The record may consist of, but is not limited to: <ul style="list-style-type: none">* Retirement contributions reports* Employer-paid contribution reports* Copies of payroll deduction forms* Deduction input documents* Employer subsidiary transaction listings* Monthly reports* Transmittal* Various forms* Correspondence* Related documents	FY + 6	Shred

Returned Checks, Files

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to court accounts. The record may consist of, but is not limited to: <ul style="list-style-type: none">* Printouts or reports listing identifying information of individual/entity submitting check* Information on bank upon which checks were drawn* Reasons for return* Similar information	AC + 3	Shred

Safety Program Files

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the activities and functions of the safety program of a court. The record may consist of, but is not limited to: <ul style="list-style-type: none">* Documentation of health and safety issues* Copies of Safety Reports* Safety committee minutes* Copies of OSHA forms,* Training program attendance documentation* Related correspondence* Similar records	CY + 3	Shred

Salary/Wage Schedules

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document all tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, salary, or overtime pay computation.	SUP + 6	Toss/Recycle

Seal and Logo Records

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records document the creation and establishment of the logo, seal and other similar graphic or symbolic representations of the courts. Review these for historical value prior to purging the file.	SUP	Toss/Recycle

Security Camera Recordings

<u>Description</u>	<u>Minimum Retention Period</u>	<u>Disposition Method</u>
These records consist of security camera surveillance recordings of interior and/or exterior of buildings.	SUP	Shred

Security Records

Description

These records document security programs provided for court buildings and grounds. The record may consist of, but is not limited to:

- * Personnel identification (photograph) records
- * Security activity reports
- * Incident reports
- * Crime reports
- * Vehicle files
- * Visitor control log
- * Inspection reports
- * Key accountability records
- * Investigation reports
- * Security logs
- * Related correspondence
- * Similar records

Minimum Retention Period

CY + 5

Disposition Method

Shred

Seniority Lists

Description

This record series documents the ranking of employees by the employee's length of service.

Minimum Retention Period

SUP

Disposition Method

Toss/Recycle

Signature Authorization Files

Description

These records are used to authorize, assign authority, and verify approval of various governmental actions. The record may consist of, but is not limited to:

- * Authorization date
- * Employee name
- * Signature sample
- * Conditions
- * Dollar amount employee authorized to approve
- * Signature and name of person(s) approving authorization
- * All supporting documentation required to establish a signature authorization and verification process

Minimum Retention Period

SUP + 5

Disposition Method

Shred

Software Licensing Files

Description

These records document the license to use software. The record may include but is not limited to:

- * Copy of the Purchase Order
- * License (including license confirmation, upgrade licenses, etc.)
- * Related correspondence
- * Supporting documentation

Minimum Retention Period

LA + 6

Disposition Method

Toss/Recycle

Software Maintenance Log

Description

These records consist of a log maintained as a summary of activity spent in project areas for development and /or maintenance of systems and programs.

Minimum Retention Period

CY + 1

Disposition Method

Toss/Recycle

Special Boards, Commissions, Councils, Committees, Offices and Task Forces

Description

These records are used to document the administration, activities and history of specially organized entities. These entities are usually organized or appointed to address specific problems or situations, and not intended to carry on activity beyond a final report or activity. The record may contain but is not limited to:

- * Minutes of public hearings, meetings and workshops
- * Interim and final reports
- * Related correspondence
- * Related material

Minimum Retention Period

PM

Disposition Method

Archives

Special Studies and Reports

Description

These records document the special studies and reports produced under direction of the Legislature, a court, a regulatory agency, the Federal Government, the Governor, court administrator/ manager, etc. The files may contain but are not limited to:

- * Reports plus direct supportive documents (such as photos, renderings, maps, charts, etc.)
- * Related correspondence

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Standards for Users of Computer Equipment

Description

These records document standards for the use of computer equipment and may consist of, but is not limited to:

- * Documentation on defined computer policies and guidelines
- * User handbooks
- * E-mail policies
- * Related documents

Minimum Retention Period

SUP

Disposition Method

Toss/Recycle

Strategic Plan Files

Description

These records document detailed plans (methods) for accomplishing court goals. The record may consist of but is not limited to:

- * Records documenting the development and establishment of court goals and objectives
- * Strategic plan
- * Copies of laws and regulations
- * Activity reports
- * Statistical reports
- * Modification documents
- * Related correspondence
- * Similar records

Minimum Retention Period

PM

Disposition Method

Archives

Subject Files: General

Description

These files are used for information retrieval, and are usually arranged alphabetically by subject. These types of records are typically defined as "nonrecords" but are placed in the Records Retention Schedule as a guide. The files may include but are not limited to:

- * Announcements
- * Brochures, bulletins, pamphlets, etc.
- * Management and technical training material, instructional guides, etc.
- * Newspaper and magazine articles
- * Similar documents.

(See also: Newspaper Clippings)

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle

Summons and Subpoenas

Description

These documents are received by representatives of the court in their official capacity as court employees, requiring their appearance at a specified place, date and time. These may include state and federal courts, boards, commissions, offices, etc. The documents themselves contain a statement of the authority for the summons or subpoena, the reasons for the required appearance, and the date, time, and place. The documents are signed and dated and may be delivered by mail or by an officer of the summoning institution.

Minimum Retention Period

AC + 1

Disposition Method

Toss/Recycle

Supplies Files

Description

These records document supply inventories and requests. The record may consist of, but is not limited to:

- * Supply requests
- * Supply inventories
- * Packing slips
- * Receiving reports
- * Copies of delivery receipts
- * Copies of requisitions
- * Requisition log
- * Copies of purchase orders
- * Inventory control forms
- * Correspondence
- * Related documents

Minimum Retention Period

FY + 3

Disposition Method

Toss/Recycle

Surveys, Polls, and Questionnaires

Description

These records document public opinion on various issues, actions, and concerns. The record may consist of, but is not limited to:

- * Surveys
- * Polls
- * Questionnaires
- * Summaries
- * Abstracts
- * Related correspondence
- * Similar information

Minimum Retention Period

RA

Disposition Method

Toss/Recycle

Telecommunication System Management Records

Description

These records document the creation, modification, and disposition of court telecommunications systems. The record may consist of, but is not limited to:

- * Equipment records
- * Federal Communications Commission records
- * Repair order forms
- * System planning records
- * Telecommunications maintenance contracts and service agreements
- * Service orders
- * Related correspondence
- * Similar documents

Minimum Retention Period

LA

Disposition Method

Shred

Telephone Logs

Description

This is a listing or log of telephone calls made and similar telephone activity reports.

Minimum Retention Period

TA

Disposition Method

Toss/Recycle

Time Cards and Sheets

Description

These records document the hours worked and leave hours accrued or taken by employees on a daily, weekly, or monthly basis. The record may consist of, but is not limited to:

- * Employee name
- * Social security or employee number
- * Hours worked
- * Type and number of leave hours taken or accrued
- * Total hours
- * Dates
- * Related data

Minimum Retention Period

FY + 3

Disposition Method

Shred

Training Files (Attendees)

Description

These records are used to document the attendance of staff in training activities. The file may contain:

- * Training Calendars,
- * Course descriptions
- * Training announcements and notices
- * Request for Training forms (including registration documentation)
- * Evaluation forms
- * Training Plan and minutes
- * Related correspondence
- * Attendance rosters

Minimum Retention Period

FY + 3

Disposition Method

Toss/Recycle

Travel Records

Description

These records document travel arrangements and claims made by staff members, commission and committee members and others associated with a court. The record may consist of, but is not limited to:

- * Travel itinerary
- * Request for travel authorization
- * Travel authorization
- * Request for training forms
- * Request for out-of-state travel
- * Transportation requests
- * Hotel reservation information
- * Per diem vouchers
- * Reimbursement requests
- * Receipts
- * Supporting documentation
- * Related correspondence
- * Similar documents

Minimum Retention Period

FY + 3

Disposition Method

Shred

Unclaimed Property Report

Description

These records document the reporting by holders of abandoned accounts in accordance with NRS Chapter 120A. The record may consist of, but is not limited to:

- * Various completed forms and reports as required by the State Treasurer (Administrator of Unclaimed Property)
- * Supportive documentation
- * Related correspondence
- * Similar documents

Minimum Retention Period

AC + 7

Disposition Method

Shred

Undeliverable Mail - Not Tied to a Case

Description

Mail (not tied to an existing case) sent by courts that were returned as undeliverable.

Minimum Retention Period

AC + 1

Disposition Method

Toss/Recycle

Unemployment Insurance Records

Description

These records document compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. The record may consist of, but is not limited to:

- * Payroll reports
- * Personal information related to each person who performs services for the employing unit
- * Report of changes
- * Applicable forms
- * Correspondence
- * Similar documents

Minimum Retention Period

CY + 4

Disposition Method

Shred

Union Contracts

Description

These records document negotiations and contractual agreements between courts and bargaining units and may also be used for labor relations planning. The record may consist of, but is not limited to:

- * Union contracts and amendments
- * Tentative agreements
- * Arbitrator's recommendations
- * Negotiation work notes
- * Management counter-proposals
- * Research background material
- * Employee classification printouts
- * Exhibits and reports of meetings
- * Correspondence
- * Related records

Minimum Retention Period

AC + 6

Disposition Method

Toss/Recycle

Unsolicited Applications and/or Resumes

Description

These records document applications or resumes received for which no position has been announced.

Minimum Retention Period

AC + 6

Disposition Method

Shred

Vendor Files

Description

These records document vendors for services, equipment or supplies. The record may contain but is not limited to:

- * Vendor contact information
- * Copies of accounting documents with supportive material
- * Related correspondence
- * Similar documents

Minimum Retention Period

RA

Disposition Method

Shred

Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)

Description

These records are used to document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 as found in Title 8 of the United States Code section 1324a. The record may consist of, but is not limited to:

- * US Department of Justice Immigration and Naturalization Service form I-9
- * Employment Eligibility Verification with attachments
- * Handbook for Employers
- * Associated documents

Minimum Retention Period

AC + 3

Disposition Method

Shred

Volatile Software Modifications

Description

These records consist of file copy of original system software modules that have been modified. It is kept as a backup to newly modified systems in case problems arise after modification.

Minimum Retention Period

RA

Disposition Method

Shred

W-9 Tax I.D. Files

Description

This record series is used to document tax I.D. #'s from vendors. The files may also be used to produce IRS 1099 reports. The files may contain: computer printouts of vendors receiving payments, original W-9 forms returned from vendor, internal computer input forms used to adjust totals and related correspondence.

Minimum Retention Period

FY + 3

Disposition Method

Shred

Warranties Files

Description

These records document manufacturer's/vendor's warranties to replace and/or repair defective equipment.

Minimum Retention Period

AC + 1

Disposition Method

Toss/Recycle

Workers' Compensation Files: Court Copy

Description

These records are used by the court's personnel representative, safety officer or other designated staff, to keep track of workers' compensation claims filed by court staff. The record may contain but is not limited to:

- * Workers' compensation claims (including subsequent injury claims) & forms
- * Copies of reports & forms from insurers
- * Reports from health care providers
- * Copies of OSHA reports & forms
- * Documents from Hearings and Appeals Officers
- * Related correspondence
- * Time sheets & other payroll documents
- * Similar related documents

Minimum Retention Period

AC + 3

Disposition Method

Shred

Workshop Files

Description

These files are used in the preparation and presentation of workshops, public presentations, and lectures basically for training functions. The files may contain but are not limited to:

- * Instructional material (such as handouts, brochures, etc.)
- * Forms (masters)
- * Copies of evaluations
- * Related correspondence
- * Announcements
- * Exhibits, charts/graphs, illustrations, slides, audio/video tapes, computer disks (such as in MS PowerPoint presentations)
- * Similar materials

Minimum Retention Period

CY + 3

Disposition Method

Toss/Recycle