

Nevada Courts

# Administrative Records Retention Schedule

2025

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## **Introduction**

The purpose of this Records Retention Schedule is to establish standards for the retention, storage, and destruction of records to satisfy operational, legal, fiscal and historical needs. Retention periods are assigned according to the record's useful business life within a court, applicable statutes and regulations, and any current policies. The retention schedule is a living document designed to reflect each court's records and procedures; it will be reviewed and updated regularly. Local situations may require retention beyond the periods listed, and nothing prevents a court from retaining records longer than the specified period.

While the retention period applies only to an official record, 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 both official records, as well as any convenience copies.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Most records listed in this schedule are maintained electronically in many offices and should be retained in such a manner to ensure that the records are fully accessible for the entirety of the specified retention period. This is accomplished by either preserving the original technology used to create or store the records or by migrating the records to up-to-date software and/or formats.

Records meeting two or more series listed in this schedule are to be retained for the length of time of the records series with the longest retention period.

## **Disposition Methods**

Delete (deletion of non-confidential digital records)

Destroy Securely (to destroy in such a manner that the records cannot be retrieved or reconstructed)

Permanent, Transfer to the State Archives

Permanent, Retained by Court

Refer to Internal Court Policy

As Prescribed in the State of Nevada General Records Retention Schedule

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**

This schedule was reviewed and approved by the Nevada Supreme Court through ADKT 0410 on February 21, 2025.

# NEVADA COURTS

## Administrative Records Retention Schedule

### *Administrative*

**Title: Administrative: Commissions, Committees, and Councils**

**Description:** These records are used to document the administration, activities and history of specially organized entities produced under administrative order or statute. These entities are usually organized or appointed to address specific situations and are not intended to carry on activity beyond a final report or activity. The record may contain but is not limited to: meeting agendas; summaries; reports; and supportive/informational documents.

**Retention:** Refer to Internal Court Policy

**Disposition:** Refer to Internal Court Policy

**Title: Administrative: Complaint Records**

**Description:** These records are used administratively to investigate general complaints received regarding service-related issues. These records may include but are not limited to: letters of complaint; administrative determinations; investigation reports with supportive materials; associated documentation; and 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. These would appear on a court-specific records retention and disposition schedule.

**Retention:** Retain for three calendar years from the date the action was resolved.

**Disposition:** Destroy Securely

**Title: Administrative: Correspondence General and Inquiries**

**Description:** These records document routine communications received or sent, that generally serve informational purposes. These records may include but are not limited to: letters; memos; emails; social media correspondence (content of the correspondence, rather than the format); associated documentation; and related correspondence. Note: Correspondence that is part of a specific subject file is retained with that subject file and according to the authorized retention period for that subject file.

**Retention:** Refer to Internal Court Policy

**Disposition:** Refer to Internal Court Policy

**Title: Administrative: Court Administrator, Chief Judge or Justice Records - Official**

**Description:** These records document the administration of the courts. These records contain documentation of the major decisions made and operations of the court.

**Disposition:** Permanent, Retained by Court

**Title: Administrative: Court Special Event Records**

**Description:** These records pertain to the documentation of court program history for a special anniversary, event or publication. These records are used to document the history of a court and are used as an informational source. These records may include materials of significant historical importance, such as photographs, audio or video recordings, oral histories, newspaper articles, event materials, digital platforms and significant accomplishments of the officials or employees of a court or program.

**Disposition:** Permanent, Retained by Court

**Title: Administrative: Gift and Donation Records**

**Description:** These records document public and/or private gifts and donations to the court. These records may include but are not limited to: donor information; copies of court documents; acknowledgment letters; records documenting conditions or restraints of gift or contribution; letters and agreements of gift; donation forms; and related correspondence.

**Retention:** Retain for six calendar years following the expenditure of funds, expiration of agreement, or in accordance with the terms of the gift or donation, whichever is longer.

**Disposition:** Destroy Securely

**Title: Administrative: Internal Procedures**

**Description:** These records are written instructions, rules and guidelines, usually in manual form, documenting policies and procedures which may also include the general office procedures of a trial court. These records may include but are not limited to: departmental or organizational-wide directives; policy or operations manuals; instruction manuals; handbooks; records of responsibilities, policies, procedures, orders and rules; notices; and related documents.

**Retention:** Retain for one calendar year from the date it was superseded.

**Disposition:** Destroy Securely

**Title: Administrative: Internal Records Destruction Log**

**Description:** This record documents the destruction of records that have come to the end of their retention period. Format and method may be determined by individual courts.

**Retention:** Refer to Internal Court Policy

**Disposition:** Refer to Internal Court Policy

**Title: Administrative: 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.

**Retention:** Retain for three calendar years from the date the record was created.

**Disposition:** Destroy Securely

**Title: Administrative: Jury Duty, Exception Requests**

**Description:** These records document requests for jury duty exemption or excuse.

**Retention:** Refer to Internal Court Policy

**Disposition:** Refer to Internal Court Policy

**Title: Administrative: Jury List/Jury Book/Jury Register****Description:** These records list persons eligible for jury duty from which to draw juries.**Retention:** Retain until superseded.**Disposition:** Destroy Securely**Title: Administrative: Organizational Charts****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.**Retention:** Retain until modified, superseded or no longer created.**Disposition:** Destroy Securely**Title: Administrative: Public Records Requests****Description:** These records document requests for public records and provide a record of a court's responses. These records may include but are not limited to: request logs and/or request forms and response letters; legal citations for redaction or denial; orders to grant or deny requests; and related correspondence. Excludes copies of the records which are the subject of the public records request.**Retention:** Retain for three calendar years from the end of the calendar year in which the response was completed.**Disposition:** Destroy Securely**Title: Administrative: 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). These records may include but are not limited to: investigative reports; checklists; supportive documents; staff reviews; regular and final reports; associated documentation; and related correspondence.**Retention:** Retain for three calendar years from the end of the calendar year in which the review or audit was completed.**Disposition:** Destroy Securely**Title: Administrative: Strategic Plan Records****Description:** These records document detailed plans (methods) for accomplishing court goals.**Disposition:** Permanent, Retained by Court**Title: Administrative: Surveys, Polls, and Questionnaires****Description:** These records document public opinion on various issues, actions, and concerns.**Retention:** Review Annually**Disposition:** Destroy Securely

**Title: Administrative: Unmanned Aerial Vehicle (UAV) Recordings**

**Description:** These records may consist of recorded images, sound waves, odors and associated data captured by Unmanned Aerial Vehicles (UAV).

**Retention:** Transfer event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum of 30 days but no longer than 180 days.

**Disposition:** Delete

***Annual Budget***

**Title: Annual Budget: Records**

**Description:** These records document the preparation of governmental budget requests presented to the governing body.

**Retention:** Retain for three fiscal years from the fiscal year in which the budget was submitted to the Legislature or local funding authority on behalf of a court.

**Disposition:** Destroy Securely

***Audits***

**Title: Audits: Audit Records**

**Description:** These records document financial, performance and other types of audits performed by the Administrative Office of the Courts Audit Unit. These records include but are not limited to: audit working papers; supporting documentation; audit summaries; draft and final audit reports; and related correspondence.

**Retention:** Retain for three fiscal years from the end of the fiscal year in which the audit was completed.

**Disposition:** Destroy Securely

***Budget***

**Title: Budget: Budget Records**

**Description:** These records are drafts of Proposed Budgets documenting the preparation, submittal and approval process of a court's budget.

**Retention:** Retain for the current fiscal year, plus one fiscal year from the end of the fiscal year in which the transaction was completed.

**Disposition:** Destroy Securely

**Title: Budget: 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 under a court's control. These records may include but are not limited to: drawings; blueprints; renderings; etc.; architect and/or engineering reports; financial estimates; budgets; site proposals; contractor proposals; photos, maps, etc.; associated documentation; and related correspondence.

**Disposition:** Permanent, Transfer to the State Archives



**Fiscal****Title: Fiscal: Accounting Records**

**Description:** These records administer and document the financial transactions and accounting functions of a court. These records may consist of but are not limited to: bank statements; cash receipts; deposit receipts; ledgers; journal entries and work files; disbursement logs; reconciliation documentation; billing claims; work program documentation; purchasing documentation; invoices; accounting spreadsheets; travel documentation; related correspondence; and related documentation.

**Retention:** Retain for six fiscal years from the end of the fiscal year in which the transaction was completed.

**Disposition:** Destroy Securely

**Title: Fiscal: Bids, Requests for Proposals and Informal Quotes**

**Description:** These records pertain to the documentation of purchases through a bid process issued by a court for goods or services.

**Retention:** Retain for three fiscal years from the end of, or from the date of, the cancellation of the process for which the records were created. Records that result in a purchase, contract or agreement must be retained for six years (see "Legal: Contracts and Agreements").

**Disposition:** Destroy Securely

**Title: Fiscal: Jury Payroll**

**Description:** These records relate to expenses regarding jury duty, including W-9 tax I.D. numbers and IRS 1099 documents of jurors.

**Retention:** Retain for three fiscal years from the end of the fiscal year in which the final payment to the juror was made.

**Disposition:** Destroy Securely

**Title: Fiscal: Payment Card Industry (PCI) - Audit Logs**

**Description:** These records consist of audit logs created to document compliance with PCI Data Security Standards. Logging mechanisms and the ability to track user activities are critical in preventing, detecting or minimizing the impact of a data compromise. The presence of logs in all environments allows thorough tracking, alerting and analysis when something does go wrong. (See Payment Card Industry (PCI) Data Security Standard (DSS) 10.7, [NRS 603A.215](#).) Any government agency that processes, stores or transmits payment card data is required by [NRS 603A.215](#) and [603A.030](#) to comply with certain security standards to prevent cardholder data theft.

**Retention:** Retention schedule is listed on the latest version of the PCI-DSS standard.

**Title: Fiscal: Vendor Records**

**Description:** These records document vendors for services, equipment or supplies. These records may include but are not limited to: vendor contact information; accounting documents including W-9 tax I.D. files; IRS 1099 documents; associated documentation; and related correspondence.

**Retention:** Retain for three fiscal years from the end of the fiscal year in which the associated vendor account is closed.

**Disposition:** Destroy Securely

**Grants****Title: Grants: Applications Not Funded - Applying Court Records**

**Description:** These records document a court's application for grant (federal, state, local or private organization) funding that is not awarded. These records may include but are not limited to: applications with supportive documentation; grant narrative; transmittal letters; denial letters; associated documentation; and related correspondence.

**Retention:** Retain for three calendar years from the end of the calendar year in which the application is denied or final action was taken.

**Disposition:** Destroy Securely

**Title: Grants: Applications Not Funded - Granting Court Records**

**Description:** These records document grant applications that were denied and not funded when the court receiving the application is the granting (or sub-granting) entity. These records may include but are not limited to: application materials with supportive documentation; grant narratives; transmittal letters; staff reports; denial letters; appeal documentation; associated documentation; and related correspondence.

**Retention:** Retain for three calendar years from the date the application was denied, or final action was taken (such as an appeal), whichever is later.

**Disposition:** Destroy Securely

**Title: Grants: Federal Grants – Administrative and Financial Records**

**Description:** These records document the administration of federal grants subject to the Common Rules of Grants Management. These records may include but are not limited to: grant applications with supportive documentation; budget information; standard assurance documentation; grant narratives; grant amendments and cooperative agreements; financial documentation; performance reports (annual, semi-annual and/or quarterly); subgrantee reports; associated documentation; and related correspondence.

**Retention:** Retain for the entire funding period plus three federal fiscal years from the submission of the last expenditure report.

**Disposition:** Destroy Securely

**Title: Grants: Federal Grant - Real Property and Equipment Records**

**Description:** These records document real property and equipment purchased with funds from federal grants subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). These records may include but are not limited to: grant application documents with supportive documentation; real property documentation including maps, plots and title records; equipment records including purchase documentation; user manuals; property ID documentation; tax documentation including assessment records; IRS tax documents and state and local government tax documentation; disposition records including sales, transfers or discarding records; associated documentation; and related correspondence.

**Retention:** Retain for three federal fiscal years from the end of the federal fiscal year in which the property or equipment is disposed of, replaced or transferred.

**Disposition:** Destroy Securely

**IT****Title: IT: Assets Inventory Records**

**Description:** These records administer and document the IT inventories created and maintained in accordance with various policies, standards and procedures of a court. These records may include but are not limited to: physical equipment inventory; software inventory; software libraries; software audits; data communications equipment inventory; other IT-related inventories and lists; workstation (and port) diagrams and assignments; inventory reports; network configuration diagrams and documentation; system communication configuration diagrams and documentation; and documentation of audits of equipment.

**Retention:** Retain for three calendar years from the end of the calendar year in which the inventory is superseded or an audit/review is concluded.

**Disposition:** Destroy Securely

**Title: IT: Audit Trail Records**

**Description:** These records consist of notes created when files are being modified to create an audit trail documenting why changes were made. This is used to verify the successful completion of a process.

**Retention:** Review continuously, disposing of records that are no longer administratively useful or are duplicates of records maintained elsewhere.

**Disposition:** Destroy Securely

**Title: IT: Computer Access Log Records**

**Description:** These records document access to an employee's computer. The records may include but are not limited to: the name of the employee; date and time of access; explanation of the circumstances and 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; associated documentation; and related correspondence.

**Retention:** Retain for three calendar years from the end of the calendar year in which the log was created.

**Disposition:** Destroy Securely

**Title: IT: Hardware Documentation Records**

**Description:** These records document the purchase of hardware. These records may include but are not limited to: purchase order documentation with supportive materials; warranty documentation; associated documentation; and related correspondence.

**Retention:** Retain for six fiscal years from the end of the fiscal year in which the transaction was completed.

**Disposition:** Destroy Securely

**Title: IT: Security Logs Records**

**Description:** These records document access to IT systems (see IT Security Committee Policies, Standards and Procedures [PSP's]). These records may include but are not limited to: security and access control logs; firewall traffic logs; other applicable logs; associated documentation; and related correspondence.

**Retention:** Retain for three months from the date of the log.

**Disposition:** Destroy Securely

**Title: IT: Security Records**

**Description:** These records document the security of IT systems. These records may include but are not limited to: physical security reviews; security breach reports; reports of suspicious activities; reports of suspected violations; risk analysis documentation and reports; security evaluations and reviews; associated documentation; and related correspondence.

**Retention:** Retain for three calendar years from the end of the calendar year in which the report or evaluation was completed.

**Disposition:** Destroy Securely

**Title: IT: Software Licensing Records**

**Description:** These records document licenses to use the software. These records may include but are not limited to: a copy of the purchase order; license (including license confirmation); upgrade licenses; related correspondence; and supporting documentation.

**Retention:** Retain for six calendar years from the date the software was discarded.

**Disposition:** Destroy Securely

**Title: IT: Software, System and Program Records**

**Description:** These records consist of program specifications and documentation concerned with a particular program or system used by a court, including individual software applications. These records may include but are not limited to: system/program programming; modification and technical reports; programmer's notes and memos; general system design reports; test plans and results; conversion reports and addendums; specification architecture reports; and supportive records.

**Retention:** Retain for six calendar years after a program or system is discontinued.

**Disposition:** Destroy Securely

**Title: IT: System User Master List**

**Description:** These records administer and document the creation, maintenance and management of IT system user access rights in accordance with a court's policies, standards and procedures. The master files include an online electronic file containing usernames, user ID codes and access rights and privileges (to data, applications, communications and other system devices).

**Retention:** These online files may be modified and/or purged as needed in accordance with a court's policies, standards and procedures.

**Disposition:** Destroy Securely

**Law Enforcement****Title: Law Enforcement: All Record Series**

**Description:** Due to the Executive Branch's oversight of Law Enforcement Records, these records' retention is deferred to the Nevada General Records Retention Schedule, including all Law Enforcement Records Series designations.

**Retention:** As Prescribed in the State of Nevada General Records Retention Schedule

**Disposition:** As Prescribed in the State of Nevada General Records Retention Schedule

**Legal****Title: Legal: Contracts and Agreements**

**Description:** These records document instruments of obligation, including contracts and cooperative agreements. These records may include but are not limited to: lease/rental agreements; contracts for services; personnel contracts; and related correspondence.

**Retention:** Retain for six fiscal years from the date of termination, completion or cancelation.

**Disposition:** Destroy Securely

**Title: Legal: Legal Files (Court Copy)**

**Description:** These records are used by the court administrator and staff in tracking court cases, pending legal action or any other legal matter. These records may include but are not limited to: correspondence; copies of court documents; notes; transmittals; and memos.

Note: Although to some extent they may duplicate these records, these are not Attorney General, agency legal counsel or actual court records.

**Retention:** Refer to Internal Court Policy.

**Disposition:** Destroy Securely

**Title: Legal: Opinions and Letters of Advice**

**Description:** These records contain legal opinions and letters of advice received from either the court's legal counsel or the Attorney General of the State of Nevada.

**Retention:** Retain until superseded or overturned.

**Disposition:** Permanent, Retained by Court

**Title: Legal: Summons and Subpoenas**

**Description:** These records document summons and subpoenas received or affecting a court. These records may include related documentation.

**Retention:** Retain for one calendar year from the date of the summons/subpoena.

**Disposition:** Destroy Securely

**Occupational Safety****Title: Occupational Safety: Accident Reports**

**Description:** These records document the reports of accidents involving vehicles, property or equipment. These records may contain but are not limited to: accident report forms with associated documentation including police reports; witness statements; insurance information; reports and records; injury reports including copies of medical records; copies of repair statements; and related correspondence.

**Retention:** Retain for three calendar years from the resolution of all claims or any legal action, or the date of the accident if no claims or legal action is involved.

**Disposition:** Destroy Securely

**Title: Occupational Safety: Exposure Control Files**

**Description:** These records document the control activities used to avoid occupational exposure to blood or other potentially infectious materials. These records may include but are not limited to: “Exposure Control Plan”; exposure determination documentation; housekeeping documentation; communication of hazards documentation; exposure training; associated documentation; and related correspondence. OSHA standards in [29 CFR 1910.1030](#)

**Retention:** Retain for three calendar years from the end of the calendar year in which the plan was reviewed and/or updated.

**Disposition:** Destroy Securely

**Title: Occupational Safety: First Aid Records**

**Description:** 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 that 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. These records may include but are not limited to: incident report of minor injuries; first aid log; supply requests including supply expenditure reports; first-aid kit inspection reports; associated documentation; and related correspondence. [NRS 618.295](#)

**Retention:** Retain for one calendar year from the end of the calendar year in which the treatment is completed.

**Disposition:** Destroy Securely

**Title: Occupational Safety: Hazard Communication Program**

**Description:** These records document the Hazard Communication Program of a court (See [29 CFR 1910.1200](#)). These records may consist of but are not limited to: written Hazard Communication Program; written information produced and received by the court on hazardous material including first-aid bulletins; training documentation; emergency first aid procedures; and related correspondence.

**Retention:** Retain for three calendar years from the creation or receipt of material or supersession of the written Hazard Communication Program.

**Disposition:** Destroy Securely

**Title: Occupational Safety: Hazardous Material Safety Data Sheets**

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

**Retention:** Retain for 30 calendar years from the creation or receipt of material.

**Disposition:** Destroy Securely

**Title: Occupational Safety: Medical Files, Hazard Exposure**

**Description:** These records document an individual law enforcement officer's exposure to toxic substances or harmful physical agents (See [29 CFR 1910.1020 \[b\]](#) and [29 CFR 1910.1020 \[d\]\[i\]](#)). These records may contain but are not limited to: medical and/or physical examination records; required tests; x-rays; hazard exposure records; medical release authorizations; signed consent forms; supportive documentation; and related correspondence.

**Retention:** Retain for 30 years from the termination of service of the individual.

**Disposition:** Destroy Securely

**Title: Occupational Safety: OSHA Inspection and Violation Records**

**Description:** These records document the citations received due to state or federal OSHA inspections and/or complaints about safety issues (See [29 U.S.C. § 651 et seq.](#) and [29 CFR Part 1903](#)). These records may include but are not limited to: complaints with supportive documentation; inspections; conferences; reviews; consultations; etc.; OSHA citations; postings and notices; and abatement documentation.

**Retention:** Retain for five calendar years from the date of the inspection or abatement (close) of the citation, whichever is longer.

**Disposition:** Destroy Securely

**Title: Occupational Safety: OSHA Reports**

**Description:** These records document the activities of state agencies in administering federal and state requirements for Occupational Safety and Health. These records may include but are not limited to: OSHA forms; privacy logs; associated documentation; and related correspondence.

**Retention:** Retain for five calendar years from the end of the calendar year in which the report is submitted.

**Disposition:** Destroy Securely

**Title: Occupational Safety: Personal Protective Equipment (PPE) Files**

**Description:** These records document the authorization, acquisition, training for and maintenance of Personal Protective Equipment (PPE) for a court. These records may include but are not limited to: workplace hazard assessments; PPE selection and purchase documentation; damaged/defective equipment reports; PPE request and authorization records; PPE training records; PPE certification records; associated documentation; and related correspondence. OSHA standards [29 CFR 1910.132 to 140](#) and [29 CFR 1910.1030](#)

**Retention:** Retain for three calendar years from the end of the calendar year in which the equipment was disposed of by the court.

**Disposition:** Destroy Securely

**Title: Occupational Safety: Safety Program Files**

- Description:** These records document the activities and functions of the safety program established by state courts. These records may include but are not limited to: documentation of health and safety issues; year-end and mid-year safety reports; Safety Committee minutes; OSHA forms; emergency action plans; training program attendance documentation; associated documentation; and related correspondence. [NRS 618.195](#), [29 CFR 1910.38](#), [NRS 239C.090](#)
- Retention:** Retain for three calendar years from the end of the calendar year in which the record was received.
- Disposition:** Destroy Securely

**Personnel****Title: Personnel: Affirmative Action / Equal Employment Opportunity (EEO) Files**

- Description:** These records document Affirmative Action (AA) and the Equal Employment Opportunity Act (EEO) programs. These records may include but are not limited to: EEO reports; AA Plan documentation; self-analysis surveys; organizational profiles; placement goals; compliance monitoring documentation (including investigations); special reports; associated documentation; and related correspondence. [29 CFR Part 1602](#), [29 CFR Part 1608](#) and [NRS 613.310](#) to [613.435](#).
- Retention:** Retain for three calendar years from the end of the calendar year in which the Equal Employment Opportunity reports were submitted.
- Disposition:** Destroy Securely

**Title: Personnel: Americans With Disabilities Act (ADA) Compliance Records**

- Description:** These records document compliance with the ADA. These records may include but are not limited to: administrative reports; public inquiries; federal ADA inquiries; compliance reports; associated documentation; and related correspondence. Note: ADA complaints and disability records must be filed separately (see "Personnel: Employee Records").
- Retention:** Retain for three calendar years from the end of the calendar year in which the administrative report was filed.
- Disposition:** Destroy Securely

**Title: Personnel: Application Files**

- Description:** These records document unsolicited applications received by a court from individuals seeking employment other than through the regular recruitment process, applications received to fill volunteer positions, to apply as interested in an opening on a board or commission or similar functions. These records may contain but are not limited to: resumes; application forms with related documentation; educational transcripts, certificates, etc.; letters of recommendation; and related correspondence.
- Retention:** Retain for one calendar year from the date the application is received.
- Disposition:** Destroy Securely



**Title: Personnel Actions: Alcohol and Drug Testing Records**

**Description:** These records are used by the person designated by the appointing authority (such as the Director of Human Resources) to document any investigation and follow-up work concerning employees suspected of being under the influence of alcohol and/or controlled substances while on the job (See [NRS 284.406](#) and [284.407](#)).

**Retention:** Retain for five calendar years from the date the screening was completed. This record series must be maintained separately from other personnel files as required by [NRS 284.4068](#) (2).

**Disposition:** Destroy Securely

**Title: Personnel Actions: Disciplinary Records**

**Description:** These records document and monitor disciplinary actions taken against employees. These records may contain but are not limited to: performance improvement plans; employee evaluations; written reprimands; letters of advice from the Attorney General's Office; notes concerning oral warnings; notes on meetings with the employee; and related correspondence.

**Retention:** Retain for three calendar years from the end of the calendar year in which the employee is separated from service.

**Disposition:** Destroy Securely

**Title: Personnel Actions: Sexual Harassment / Discrimination Records**

**Description:** These records document investigations into alleged sexual harassment and/or discrimination in accordance with the Supreme Court of Nevada Employee Handbook or internal court policies. These records may contain but are not limited to: copies of the Supreme Court of Nevada Employee Handbook; notice of employee rights; investigative reports and statements; supportive documentation; and related correspondence.

**Retention:** Retain for five calendar years from the end of the calendar year in which the investigation was closed or until the final disposition of a charge or action is concluded, whichever is longer.

**Disposition:** Destroy Securely

**Title: Personnel: Criminal Background Investigation Records**

**Description:** These records document criminal background checks of individuals, including those for recruitment and active employment. These records may contain but are not limited to: reports from Nevada's Criminal History Repository; FBI records; fingerprint cards; authorizations and other release forms; and related correspondence.

**Retention:** Retain for three calendar years from the date of the report.

**Disposition:** Destroy Securely

**Title: Personnel: Employee Records**

**Description:** These records document and administer the activities of court personnel. These records may contain but are not limited to: application materials; employee benefit records and claims; employment eligibility verification records; IRS tax documentation under [26 CFR 31.6001-1](#), [26 CFR 31.6001-2](#) and [26 CFR 31.6001-5](#); policy acknowledgments; fitness for duty records; federal Family and Medical Leave Act documentation; sick leave documentation; catastrophic leave records; Reasonable Accommodation records under [42 U.S.C. § 12101 et seq](#); position descriptions; discretionary information such as letters of commendation; letters of instruction/memo of understanding or other coaching related documents; resumes; event-specific liability forms; news media articles; training and continuing education documentation; etc.; and related correspondence.

**Retention:** Retain for three calendar years from the end of the calendar year in which the employee is separated from service.

Discretionary information may be purged when no longer useful to the court.

Note: All records pertaining to any disability of an employee or applicant are confidential per [29 CFR 1630.14](#) and must be filed separately from other personnel files and stored in a secure manner.

**Disposition:** Destroy Securely

**Title: Personnel: Human Resource Management Reports**

**Description:** These records document general personnel matters within a court. These records may include but are not limited to: classification; recruitment; appointments; performance reporting; employee training reporting; unemployment insurance coverage; performance requirement reporting; associated documentation; and related correspondence.

**Retention:** Retain for three fiscal years from the end of the fiscal year in which the reports were utilized.

**Disposition:** Destroy Securely

**Title: Personnel: Recruitment Files**

**Description:** These records are used in the competitive recruitment process. These records may contain but are not limited to: job descriptions and other personnel forms; copies of applications; applicant lists; examination documents including tests and questions for oral exams; notices of scheduled exams and/or oral interviews; training and experience evaluation forms; physical performance forms; letters and notification to applicants.

**Retention:** Retain for three calendar years from the date of the close of the recruitment process.

**Disposition:** Destroy Securely

**Title: Personnel: Restricted Document Log (Homeland Security Act)**

**Description:** These records document the access granted to restricted records in accordance with the Homeland Security Act. These records may include but are not limited to: the date access was granted; the individual's name; photographic form of identity; employer name; citizenship status; purpose for accessing the restricted documents; associated documentation; and related correspondence. [NRS 239C.090](#), [NRS 239C.220](#) and [NRS 239C.230](#)

**Retention:** Retain for three calendar years from the end of the calendar year in which the log was created.

**Disposition:** Destroy Securely

**Title: Personnel: Unemployment Insurance Records**

**Description:** These records document the payroll activities for unemployment insurance purposes. These records may include but are not limited to: payroll records; personnel records; amounts paid into the state unemployment insurance fund; associated documentation, and related correspondence. [26 CFR 31.6001-4](#), [NRS 612.220](#), [NRS 612.260](#) and [local policy](#).

**Retention:** Retain for four calendar years from the end of the calendar year in which the payroll record activity was recorded.

**Disposition:** Destroy Securely

**Title: Personnel: Volunteer Records**

**Description:** These records document the volunteer employees working for a court. These records usually contain information on all volunteer employees instead of individualized files. These records may consist of but are not limited to: applications with supportive documentation; personal information sheets; policy acknowledgment forms; position descriptions; internship agreements; coursework credit documentation; confidentiality agreements; and related correspondence.

Note: related timesheets, Industrial Insurance records and similar documents are kept separately and appear in other record series.

**Retention:** Retain for three fiscal years from the date of separation from service.

**Disposition:** Destroy Securely

**Title: Personnel: Workers' Compensation Files**

**Description:** These records document workers' compensation claims filed by court staff. These records may contain but are not limited to: workers' compensation claims, including subsequent injury claims and related forms; reports and forms from insurers; reports from health care providers; OSHA reports and forms; supportive documentation; documents from Hearings and Appeals Officers; and related correspondence.

**Retention:** Retain for three fiscal years from the closure, resolution or cancellation of the claim or case.

**Disposition:** Destroy Securely

***Property Management*****Title: Property Management: Building Tracking Records**

**Description:** These records document the administration of security as it relates to the admission of tourists, visitors and contractors into the court's building and/or office area. These records may include but are not limited to: personnel identification records; vehicle registration files; visitor control logs; associated documentation; and related correspondence.

**Retention:** Retain for five calendar years from the end of the calendar year in which the visit occurred.

**Disposition:** Destroy Securely

**Title: Property Management: Fixed Asset Inventory**

**Description:** These records document the process of a court updating and reconciling an inventory of all the fixed assets having a value of \$5,000.00 or more in its possession. These records may include but are not limited to: fixed asset inventory; purchase orders; fiscal records; monthly property reports; associated documentation; and related correspondence.

**Retention:** Retain these records for six fiscal years from the end of the fiscal year in which the item was purchased.

**Disposition:** Destroy Securely

**Title: Property Management: Inventory Files**

**Description:** These records document inventory assets, equipment, supplies, evidence and similar items. These records may include but are not limited to: investigative reports; checklists; records involved in a review or audit; inventories; inventory reports; associated documentation; federal grant funding, and related correspondence.

**Retention:** Retain for three fiscal years from the end of the fiscal year in which the inventory is completed.

**Disposition:** Destroy Securely

**Title: Property Management: Security Reports**

**Description:** These records document the administration of the security program. These records may include but are not limited to: key holder accountability records; inspection reports; investigation reports; crime/incident reports; associated documentation; and related correspondence.

**Retention:** Retain for five calendar years from the end of the calendar year in which the report was finalized.

**Disposition:** Destroy Securely

**Title: Property Management: Security Surveillance Recordings**

**Description:** These records document routine surveillance recordings.

**Retention:** Retain recordings used as evidence or subpoenaed until all legal action has been resolved. Retain other recordings for a minimum of 60 days or for the period needed to review the recordings, whichever is longer.

**Disposition:** Destroy Securely