

SUBJECT: RECORDS MANAGEMENT

- I. PURPOSE:** To establish a policy regarding Records Management.
- II. POLICY:** Records are a significant government asset. They contain valuable information used to support decision-making, sustain communications, control the delivery of services, substantiate citizen entitlement and ensure accountability. All government leaders and employees of Storey County have a responsibility to properly manage records.
 - A.** All county departments and offices shall follow the Nevada State Library and Archives Records Management Local Government Records Retention Schedule.
 1. The State Library and Archives administrator have adopted regulations to carry out a program to establish and approve minimum periods of retention for records of local governments. The State Library and Archives publishes a schedule for retention which can be accessed through their website.
 2. The retention period, unless otherwise noted, applies only to official records as distinct from convenience or working copies created for informational purposes. If two or more record series listed in the 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.
 3. 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, but electronically stored data used to create in any manner of record or the functional equivalent of a record as described in the schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless copies of the data generated from electronic storage are retained in paper or on microfilm for the full retention period.
 4. Local government offices may retain any of their records beyond the retention periods set by a schedule, as they deem necessary. A schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of obsolete records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.

5. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
 6. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation. All records deemed relevant are to be placed on a legal hold and destruction is to be suspended until after the matter has been wholly or partially resolved and the District Attorney releases the hold and issues instruction to return to routine records destruction.
 7. These schedules generally reflect audit requirements in its prescribed retention periods, but audits are occasionally not completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- B. Department heads are responsible and have the authority to develop and maintain the records management program with their offices or divisions.
1. Provide for the disposition of records, including destruction of records meeting the minimum retention periods and the transferring of inactive records to inactive storage.
 2. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.
 3. Confidential records must be destroyed in such a manner that the information can no longer be reconstructed. Non-confidential records may be discarded or recycled in accordance with established procedures.

RESPONSIBILITY FOR REVIEW: The County Manager or his/her designee will review this policy every 5 years or sooner as necessary.