



# RESOLUTION No. 99184

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

A RESOLUTION AUTHORIZING THE DESTRUCTION OF PUBLIC RECORDS AND ADOPTING THE ATTACHED RECORD RETENTION/DESTRUCTION OF RECORDS SCHEDULE

WHEREAS, Government Code Section 26202 provides that the Board of Supervisors may authorize the destruction of any record, paper, or document which is more than two years old, and which was prepared or received in any manner other than pursuant to a State statute; and

WHEREAS, Government Code Section 26202 provides that the Board of Supervisors may, by a 4/5 vote, authorize the destruction of any record, paper, or document which is more than two years old, which was prepared or received pursuant to a State statute, and which is not expressly required by law to be filed and preserved, if the Board determines that the record, paper, or document is no longer necessary or required for County purposes; and

WHEREAS, Government Code Section 26205 provides that the Board of Supervisors may authorize the destruction of any record, paper, or document which is not required by law to be filed and preserved if the record, paper, or document is photographed, microphotographed, microfilmed, or otherwise reproduced in accordance with State law; including, but not limited to Government Code Section 12168.5; and

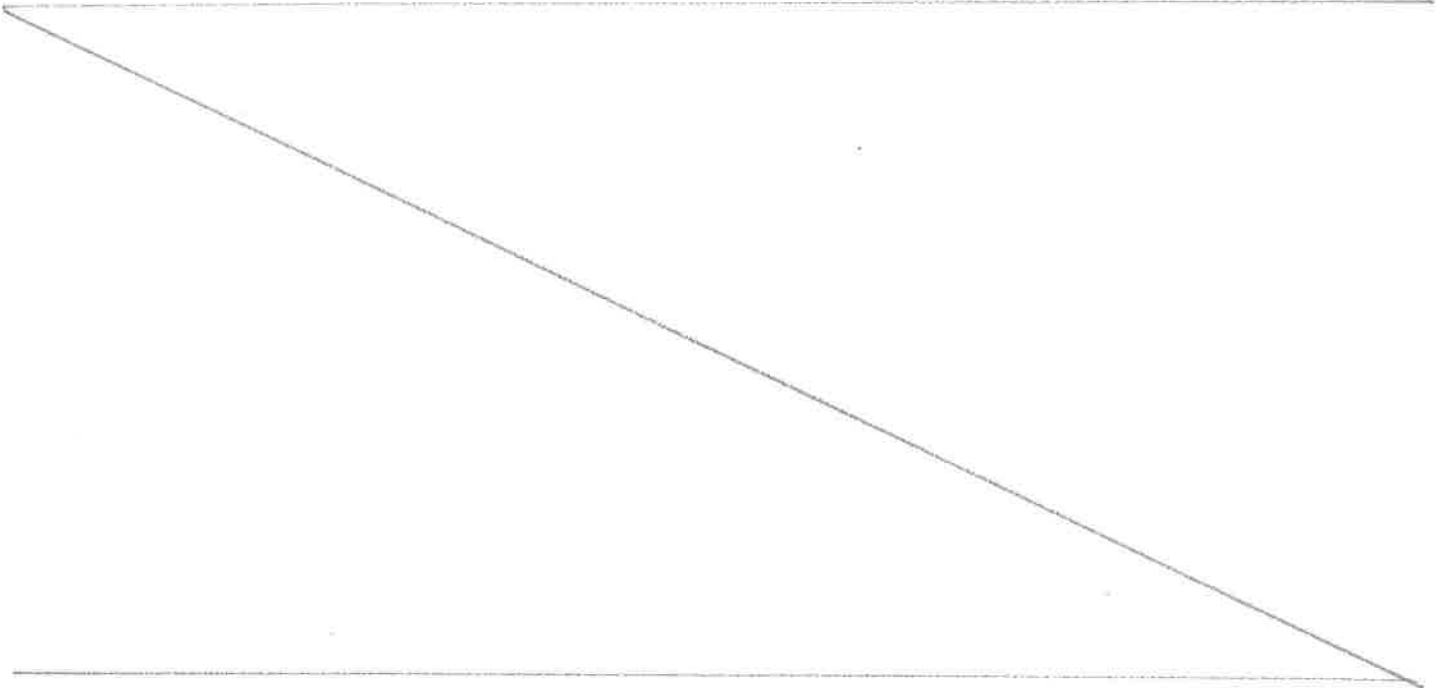
WHEREAS, Government Code Section 26205.1 provides that the Board of Supervisors may authorize the destruction of any nonjudicial public record, paper, or document which is prepared or received pursuant to statute if the record, paper, or document is photographed, microphotographed, microfilmed, or otherwise reproduced in accordance with State law; including, but not limited to Government Code Section 12168.5; and

WHEREAS, for purposes of this resolution, a record, paper or document includes any writing containing information relating to the conduct of the public's business regardless of its physical form or characteristics. A writing includes, but is not limited to, any handwriting, typewriting, printing, photostating, photographing, and any other means of recording, including letters, words, pictures, sounds, or symbols, or a combination thereof, and all maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents; and

WHEREAS it is the intent of the Board of Supervisors to adopt a schedule which reflects the length of time each County department must retain specific records, papers, and documents before such records, papers, and documents can be photographed, microphotographed, microfilmed, or otherwise reproduced, and/or destroyed in accordance with State law.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA that the attached Record Retention/Destruction of Records schedule is hereby adopted in its entirety.

BE IT FURTHER RESOLVED that this schedule shall not apply to duplicate records, papers, and documents. In accordance with Resolution No. 87-83 all duplicate records, papers and documents, the original or a permanent photographic reproduction of which is in the files of any office or department of the County, may be destroyed.



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 27th day of April, 19 99, by the following vote of said Board:

Ayes: Supervisors Peter Van Zant, Karen Knecht, Bruce Conklin, Elizabeth Martin, Sam Dardick.  
Noes: None.  
Absent: None.  
Abstain: None.

ATTEST:  
CATHY R. THOMPSON  
Clerk of the Board

By: Cathy R. Thompson

[Signature]  
Chairman

DATE	COPIES SENT TO
4-29-99	Counsel
	Administration
	Department Heads
6/27/03	*

Current schedule excerpted from 99-184

**BOARD OF SUPERVISORS**

Assessment Appeals Board	5 Years After Final Action on Application	Govt. Code 25105.5
Misc. Papers/Documents	1 Year (Unless Board Determines a Need for Retention)	Govt. Code 50115
Unaccepted Bids or Proposals (Public Works)	5 Years	Govt. Code 26202
Bonds/Coupons	5 Years After Paid/Cancelled	Govt. Code 26907.1
Nonjudicial Public Records		Govt. Code 26205.1
Unsold Bonds	2 Years	Govt. Code 29940, 29943
Economic Interest Statements	7 Years After Termination of Office	Govt. Code 26201, et seq.
General/Department Head Correspondence	5 Years	Res. 98-98
Tort Claims	5 Years	Res. 98-98
Board Meeting Cassette Tapes	10 Years	Res. 98-98
Minute Orders (Compliance Achieved)	5 Years	Res. 98-98
Land Use Appeal Correspondence	5 Years	Res. 98-98
Monthly Statement of Fees Collected	5 Years	Govt. Code 24356

**BUILDING**

Building Plans (Per Health & Safety 19850)	Life of Building	Health & Safety Code 19850; LUDC L-V 1.10
Building Permits	2 Years After Finalization or Expiration (If Microfilmed)	Govt. Code 26201, et seq.
Monthly Statement of Fees Collected	5 Years	Govt. Code 24356

**COLLECTIONS**

Collections Records and Files	5 Years After Amount Collected – File Closed	Res. 96-188
Transient Occupancy Tax Collection Records	10 Years	Res. 96-188

