

Correspondence: Complaints

LRDA Number 20070055

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents complaints, and may include, but is not limited to, name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, resolution of complaint, correspondence and related records. This series includes electronic mail that communicates the above.	Three (3) calendar years after response or resolution.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3) (d), NRS 11.190 (4) (e), NAC 239.165 (1) (2)	None.

Correspondence: Executive

LRDA Number 20070007

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records not duplicated elsewhere that contain executive level correspondence (emails, social media, letters, memos, etc..) documenting the entities functions, pattern of action, policies and achievements. Correspondence may pertain to, but is not limited to, budgeting and financial, decisions, official positions, planning, directing, policy and rulemaking, prominent; celebrated and/or noteworthy achievements, formal announcements, awards and/or events.	Permanent.	None	None	None

Correspondence: Project or Case

LRDA Number 20071674

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents correspondence related to a specific case or project and may contain, but is not limited to, incoming and outgoing letters, memoranda, faxes, notes and their attachments, notices, enclosures, and similar documents. This series includes electronic mail that communicates the above.	This series should be filed with and retained for the same retention period as the associated project or case file.	Same as the associated project or case file.	Same as the associated project or case file.	Same as the associated project or case file.

Correspondence: Routine Business

LRDA Number 20141919

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of correspondence (emails, social media, letters, memos, etc.) that is work related and deals with the day-to-day office administration and activities. Examples may include, but are not limited to, internal correspondence, external correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business, and other routine inquiries.	One (1) calendar year from the date of the correspondence.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	If you have questions on whether a request for information is routine correspondence or a public records request, it is recommended to treat it as a public records request.