
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 600.01
EFFECTIVE DATE: 12/15/1988
REVISED: 01/04/2018
AUTHORITY: BOCC
COUNTY MANAGER: _____

PAGE 1 OF 2

SUBJECT: RECORDS MANAGEMENT

I. PURPOSE: To establish a policy regarding Records Management that complies with applicable laws and regulations.

II. POLICY:

A. **DEFINITIONS:** Except as explicitly set forth below, the terms and phrases used in this section have the meanings ascribed to them in Chapter 239 of the Nevada Revised Statutes and Chapter 239 of the Nevada Administrative Code.

1. Non-record: means published materials printed by a governmental printer, worksheets, unused blank forms except ballots, brochures, newsletters, magazines, catalogs, price lists, drafts, convenience copies, ad hoc reports, reference materials not relating to a specific project and any other documentation that does not serve as the record of an official action of a local governmental entity

2. Record: means information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, bound ledger volumes, maps, charts, blueprints, drawings, photographs, films, newspapers received pursuant to NRS 247.070, recorded media, financial statements, statistical tabulations and other documentary materials or information, regardless of physical form or characteristic. The term "Record" specifically excludes Non-record material.

3. Office: means any office, department, board, commission, committee, agency, or other subdivision of Douglas County.

4. Retention Schedule: Means the schedule for record retention adopted by the Board of County Commissioners pursuant to Chapter 239 of the Nevada Revised Statutes.

B. **AUTHORITY**

The Board of County Commissioners (BOCC) is empowered to establish a program for the management of records pursuant to NRS 239.125. This includes the ability to adopt schedules for the retention of records, and to develop procedures for microfilming.

C. CONTROL AND CUSTODY OF RECORDS

1. Any Office may request to store Records at the Douglas County Records Center, provided however, that Records may only be transferred to the Records Center pursuant to written agreement with Records Management.
2. If Records Management determines that a Record is unsuitable for storage at the Records Center, Records Management may reject the Record and shall so inform the requesting Office.
3. The transferring Office shall retain legal custody of any Records transferred to the Records Center, including the rights of custody and control of the Records. Only the transferring Office may designate individuals who are authorized to access the Records. By transferring Records to the Records Center, the transferring Office authorizes Records Management to access the Records to the extent necessary to perform the duties set forth in their agreement and in this policy.
4. Records Management will provide reasonable protection from unauthorized access, fire, deterioration and misuse for Records stored at the Records Center in accordance with this Policy.

D. RETENTION

All records transferred to the Records Center for storage must have a retention schedule approved by the Nevada State Library, Archives and Public Records (NSLAPR).

E. DISPOSITION OF RECORDS

1. When Records have met their Retention Schedule in accordance with state, federal, and local laws and regulations, Records Management will seek written permission from the transferring Office to destroy the targeted records.
2. Only the transferring office may authorize the destruction of Records. If the transferring office does not exist at the time of disposition, the District Attorney's office may authorize the destruction of Records.
3. Records Management shall only dispose of records by utilizing secure on-site shredding.

III. RESPONSIBILITY FOR REVIEW: This Policy will be reviewed on an annual basis by the Records Management Supervisor.