2016019 Archives Accession Records - Deaccession Receipt
Description: This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: "Deaccession Receipt"/Memorandum of Understanding authorization forms (the information may include - name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc) index list, and related correspondence.
Minimum Retention: Permanent
Disposition: Permanent: Transfer to State Archives

2016021 Archives Accession Records - Images License Agreement
Description: This record series is used to document the agreement to use images of records from the State Archives in programs or publications. The records may include but are not limited to: Images License Agreement, and related correspondence.
Minimum Retention: Permanent
Disposition: Permanent: Transfer to State Archives

2016020 Archives Accession Records - Loan Receipt
Description: This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: "Transfer Receipt"/Memorandum of Understanding authorization forms (the information may include - name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc) index list, and related correspondence.
Minimum Retention: Retain for four (4) calendar years from the end of the calendar year in which the records were returned.
Disposition: Destroy

2016017 Archives Accession Records - Memorandum of Transfer
Description: This record series is used to document receipt of records to the State Archives (NRS 378.250). The records may include, but are not limited to: "Memorandum of Transfer" authorization forms (the information may include - sending agency, name of sender, dates, number of boxes, contents of boxes, RDA number, disposition date, etc), index list, deeds of gift, receipts, and related correspondence.
Minimum Retention: Permanent
Disposition: Permanent: Transfer to State Archives

1990082 Exhibit Files
Description: These records are used to document and administer exhibits prepared by the State Archives. The record may contain but is not limited to: planning and proposal documentation, and associated records.
Minimum Retention: Retain for three (3) fiscal years from the end of the fiscal year in which the exhibit was completed.
Disposition: Permanent: Held by Agency

1992432 Notice of Pending Disposition Files
Description: This record series is used to notify state agencies when records stored in the State Records Center are ready for disposition. The series consists of Records Center Accession Sheets (RDA 92431), Notice of Pending Disposition of Records forms, and attached notes and memos.
Minimum Retention: Retain for a period of three (3) calendar years from the disposition of the records.
Disposition: Destroy
2017046  Records Center Access Authorization Forms  
Description: This record series consists of Access Authorization forms for the State Records Center. The forms are used to verify staff that has been given rights to access their agency’s records. The form may include the following: requesting agency, name of agency representative, email address and phone number.  
Minimum Retention: Retain until superseded  
Disposition: Destroy  

1992434  Records Disposition Authorization File  
Description: These records are used in the inventory, appraisal and approval process for scheduling official state records (See NRS 239.080 and NRS 378.255). The record may contain but is not limited to: Records Disposition Authorization forms (RDA); inventory worksheets (with supportive material), and; related correspondence.  
Minimum Retention: Retain for three (3) calendar years from the calendar year that the RDA was discontinued by the State Records Committee.  
Disposition: Permanent: Transfer to State Archives  

1992435  Records Retention Schedule File  
Description: This record series is used as a listing of approved dispositions for official state records in the legal custody of state agencies. The files consist of title pages (earlier ones signed by the State Board of Examiners), records retention schedules, and copies of correspondence and memos.  
Minimum Retention: Retain these records for a period of five (5) calendar years after the schedule is superseded.  
Disposition: Permanent: Transfer to State Archives  

1997048  Records Retrieval Request  
Description: This records series is a form used to enter requests for records, from agencies with records stored in the State Records Center. It also serves as a sign-out form when the requested files are received by the requesting agency, showing the original requester, the date requested, and the signature of the approved agency representative receiving the record(s).  
Minimum Retention: Retain for three (3) fiscal years from the end of the fiscal year in which the last date was entered.  
Disposition: Destroy