


IN THE SUPREME COURT OF THE STATE OF NEVADA

IN THE MATTER OF THE CREATION  
OF A COMMITTEE ON  
PRESERVATION, ACCESS, AND  
SEALING OF COURT RECORDS.

ADKT 410

FILED

JAN 12 2018

ELIZABETH A. BROWN  
CLERK OF SUPREME COURT  
BY   
CHIEF DEPUTY CLERK

*ORDER AMENDING NEVADA SUPREME COURT LOCAL COURTS  
MINIMUM RECORDS RETENTION SCHEDULE FOR  
ADJUDICATORY RECORDS*

WHEREAS, the Nevada Supreme Court is concerned about the lack of standardized policies and procedures for the preservation, public access, and sealing of court records; and

WHEREAS, because of the foregoing concern and pursuant to the Nevada Rules on the Administrative Docket, the Nevada Supreme Court on April 26, 2007, created a study committee to be known as the Commission on Preservation, Access and Sealing of Court Records; and

WHEREAS, in May 2013, the Commission appointed a subcommittee to review the Nevada Supreme Court Local Courts Minimum Records Retention Schedule for adjudicatory records; and

WHEREAS, the subcommittee conducted an analysis of Nevada's current retention schedule, which was originally adopted by this court on August 23, 1988, and revised in 1996, and made recommendations for this court's consideration;

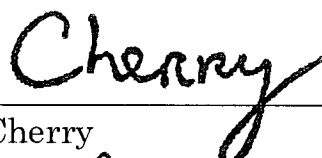
WHEREAS, amendments to the Local Courts Minimum Records Retention Schedule for adjudicatory records is warranted; accordingly,

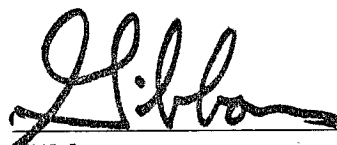
IT IS HEREBY ORDERED that the Local Courts Minimum Records Retention Schedule for adjudicatory records shall be amended and shall read as set forth in Exhibit A.

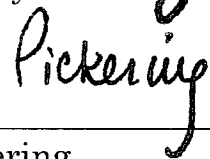
IT IS FURTHER ORDERED that the amendments to the Nevada Supreme Court Local Courts Minimum Records Retention Schedule shall be effective 30 days from the date of this order. The clerk of this court shall cause a notice of entry of this order to be published in the official publication of the State Bar of Nevada. Publication of this order shall be accomplished by the clerk disseminating copies of this order to all subscribers of the advance sheets of the Nevada Reports and all persons and agencies listed in NRS 2.345, and to the executive director of the State Bar of Nevada. The certificate of the clerk of this court as to the accomplishment of the above-described publication of notice of entry and dissemination of this order shall be conclusive evidence of the adoption and publication of the foregoing rules.

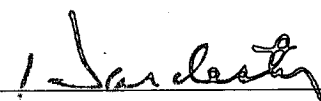
Dated this 12<sup>th</sup> day of January, 2018.

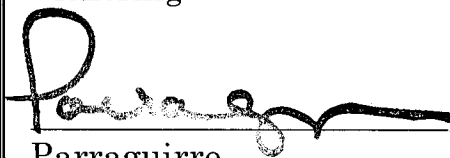
  
\_\_\_\_\_, C.J.  
Douglas


  
\_\_\_\_\_, J.  
Cherry

  
\_\_\_\_\_, J.  
Gibbons

  
\_\_\_\_\_, J.  
Pickering

  
\_\_\_\_\_, J.  
Hardesty

  
\_\_\_\_\_, J.  
Parraguirre

  
\_\_\_\_\_, J.  
Stiglich

cc: All District Court Judges  
All Justices of the Peace  
All Municipal Court Judges  
All District Court Clerks and County Clerks  
Vernon Leverty, President, State Bar of Nevada  
Kimberly Farmer, Executive Director, State Bar of Nevada  
Clark County Bar Association  
Washoe County Bar Association  
First Judicial District Bar Association  
Administrative Office of the Courts

# EXHIBIT A

## LOCAL COURTS MINIMUM RECORDS RETENTION SCHEDULE ADJUDICATORY RECORDS

### DISTRICT COURT

Courts are responsible for making certain that all of their records, regardless of format, are properly retained and will remain accessible during their entire retention period. All records must be stored in a secure and stable environment that will protect them from alteration, damage, and degradation.

### CIVIL

Record Series Title	Retention Period	Citation/Remarks
<p><b>Civil Cases Files</b> <u>Description</u> These records contain documents relating to civil case files and proceedings in those cases.</p> <p>Documents included in the case file may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Appellate Pleadings</li> <li>• Case Action Summaries</li> <li>• Civil Cover Sheet</li> <li>• Civil Writs</li> <li>• Complaints</li> <li>• Correspondence</li> <li>• Court Minutes</li> <li>• Judgments</li> <li>• Motions</li> <li>• Notice of Appeal</li> <li>• Orders</li> <li>• Pleadings</li> <li>• Sealed Records</li> <li>• Summons</li> <li>• Transcripts and Depositions</li> <li>• All other documents pertinent to the civil case not otherwise included in the retention schedule.</li> </ul>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• NRS 239.110 Judicial Records: Destruction; Reproductions.</li> <li>• Nevada Electronic Filing and Conversion Rules</li> <li>• See Nevada Electronic Filing and Conversion Rule 6 for exceptions to original document destruction.</li> <li>• Other Correspondence – See Administrative Records Retention Schedule for record series description and retention period.</li> </ul>

# CRIMINAL

Record Series Title	Retention Period	Citation/Remarks
<p><b>Criminal Case Files</b></p> <p><u>Description</u>                      These records contain documents relating to criminal case files and proceedings.</p> <p>Documents included in the case file may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Appellate Pleadings</li> <li>• Arrest Warrants</li> <li>• Bond Applications</li> <li>• Case Action Summaries</li> <li>• Charging Document</li> <li>• Citation(s)</li> <li>• Correspondence</li> <li>• Court Minutes</li> <li>• Indictments</li> <li>• Judgments</li> <li>• Motions</li> <li>• Notice of Appeal</li> <li>• Orders</li> <li>• Pleadings</li> <li>• Pre-Sentence Investigation Reports</li> <li>• Sealed Records</li> <li>• Sentences</li> <li>• Summons</li> <li>• Transcripts and Depositions</li> <li>• All other documents pertinent to the criminal case not otherwise included in the retention schedule.</li> </ul>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> Judicial Records: Destruction; Reproductions</li> <li>• <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• <u>See Nevada Electronic Filing and Conversion Rule 6</u> for exceptions to original document destruction.</li> <li>• Other Correspondence — See <u>Administrative Records Retention Schedule</u> for record series description and retention period.</li> </ul>

## FAMILY/DOMESTIC RELATIONS

Record Series Title	Retention Period	Citation/Remarks
<p><b>Family/Domestic Relations Case Files</b></p> <p><u>Description</u></p> <p>These records contain documents relating to family/domestic relation case files and proceedings in those cases and may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Abuse and Neglect</li> <li>• Adoption</li> <li>• Civil Paternity</li> <li>• Conservatorship</li> <li>• Correspondence</li> <li>• Dissolutions</li> <li>• Divorce</li> <li>• Domestic Relations</li> <li>• Family</li> <li>• Guardianship</li> <li>• Mental Health</li> <li>• Parentage</li> <li>• Record of Administrator Bonds*</li> <li>• Request for Domestic Violence Protection Orders</li> <li>• Support Enforcement</li> <li>• Support (Non-Divorce)</li> <li>• Termination of Parental Rights</li> <li>• Visitation</li> <li>• All other unspecified family case categories</li> </ul>	<p style="text-align: center;">Permanent</p> <p>* Clerk's record of bonds posted by people appointed administrators of estates. Expiration of last administration plus 6 years.</p>	<ul style="list-style-type: none"> <li>• NRS 239.110 Judicial Records: Destruction; Reproductions</li> <li>• <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• See <u>Nevada Electronic Filing and Conversion Rule 6</u> for exceptions to original document destruction.</li> <li>• See <u>NRS 159.069</u> filing and preservation of bond in guardianship proceeding.</li> <li>• See <u>NRS 159.071</u> for bond for guardianship proceeding; limitations on actions.</li> <li>• See <u>NRS 142.020 (2)</u> bond must be filed by the clerk.</li> <li>• Other Correspondence – See <u>Administrative Records Retention Schedule</u> for record series description and retention period.</li> </ul>

## FAMILY/DOMESTIC RELATIONS - CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p>Documents included in the case file may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Appellate Pleadings</li> <li>• Case Action Summaries</li> <li>• Correspondence</li> <li>• Court Minutes</li> <li>• Guardianship Bonds</li> <li>• Judgments</li> <li>• Motions</li> <li>• Notice of Appeal</li> <li>• Orders</li> <li>• Pre-adoption certifications</li> <li>• Record of Administrator Bonds</li> <li>• Sealed Records</li> <li>• Sealed Adoption Materials</li> <li>• Summons</li> <li>• Transcripts and Depositions</li> <li>• All other documents pertinent to the family/domestic relation case not otherwise included in the retention schedule.</li> </ul>		

## JURY AND GRAND JURY RECORDS

Record Series Title	Retention Period	Citation/Remarks
<p><u>Jury List/Jury Book/Jury Register</u></p> <p><b>Description</b></p> <p>These records document the list of persons eligible for jury duty from which juries are drawn.</p>	<p>Until Superseded</p>	<ul style="list-style-type: none"> <li>• <u>NRS 6.050(2)</u> mandates the retention of this record.</li> <li>• This record series is included in the <u>Administrative Records Retention Schedule</u>.</li> <li>• Juror questionnaires returned as undeliverable are not required to be retained.</li> </ul>
<p><b>Jury Records</b></p> <p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Master Jury List</li> <li>• Master Jury File</li> <li>• Juror Questionnaires</li> <li>• Other juror lists (panels, pools, and other records)</li> <li>• Juror records containing financial information</li> <li>• Non-financial juror records</li> </ul>		
<p><b>Grand Jury Records</b></p> <p><b>Description</b></p> <p>These records contain documents related to grand jury. The documents may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Empanelment documents</li> <li>• Minutes of grand jury votes</li> <li>• Court reporter notes and/or sound recording</li> <li>• Where no true bill issued</li> <li>• Where true bill issued</li> <li>• No true bill, admonitions, readings, dismissed, miscellaneous documents</li> </ul>		



## JUVENILE

Record Series Title	Retention Period	Citation/Remarks
<p><b>Court Case Files – Juvenile – Delinquency</b></p> <p><u>Description</u>                      These records include original case files for juveniles who come under the jurisdiction of the family court involving an act committed by a juvenile, which, if committed by an adult, would result in a prosecution in criminal court.</p> <p>Documents included in the case file may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Appellate Pleadings</li> <li>• Case Action Summaries</li> <li>• Certificate of Service</li> <li>• Citation(s)</li> <li>• Correspondence</li> <li>• Judgment</li> <li>• Motions</li> <li>• Orders</li> <li>• Notice of Appeal</li> <li>• Petitions</li> <li>• Summons</li> <li>• Transcripts</li> <li>• All other documents pertinent to the juvenile case not otherwise included in the retention schedule.</li> </ul>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> Judicial Records: Destruction; Reproductions</li> <li>• <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• See <u>Nevada Electronic Filing and Conversion Rule 6</u> for exceptions to original document destruction.</li> <li>• See <u>NRS 62A.070</u> "Delinquent child" defined.</li> <li>• See <u>NRS 62B.330</u> Child alleged or adjudicated to have committed delinquent act.</li> <li>• See <u>Chapter 62H – Records Related to Children.</u></li> <li>• Other Correspondence – See <u>Administrative Records Retention Schedule</u> for record series description and retention period.</li> </ul>
<p><b>Court Case Files – Juvenile – Status</b></p> <p><u>Description</u>                      These records include original case files for juveniles and include petitions involving a juvenile in need of supervision, referred to as child or children in need of supervision (CHINS) pursuant to <u>NRS 62A.040</u> and <u>NRS 62B.320</u>.</p>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> Judicial Records: Destruction; Reproductions</li> <li>• <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• See <u>Nevada Electronic Filing and Conversion Rule 6</u> for exceptions to original document destruction.</li> <li>• See <u>Chapter 62H – Records Related to Children.</u></li> </ul>

## TRANSCRIPTS AND RECORDINGS

Record Series Title	Retention Period	Citation/Remarks
<p><b>Official Court Record – Recording of Proceedings</b></p> <p><u>Description</u>                      These records document the court proceeding and may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Audio/Video Tape Recordings</li> <li>• Court Reporter's Shorthand Record of Court Proceeding</li> <li>• Electronic/Digital Sound/Video Recording</li> <li>• Transcripts</li> </ul>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• See <u>NRS 34.800</u> concerning the applicability of laches to proceedings for post-conviction relief in criminal cases.</li> <li>• See <u>NRS 3.380</u> Sound Recording Equipment.</li> <li>• Transcripts and depositions are a part of the case file and shall follow the retention period established for the case file in which they were prepared.</li> </ul>

## WILLS AND PROBATE

Record Series Title	Retention Period	Citation/Remarks
<p><b>Probate</b></p> <p><u>Description</u>                      These records document the probate of a will or estate of a deceased person and may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Conservatorship</li> <li>• Guardianship</li> <li>• Probate Trust/Conservatorship</li> </ul>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• See <u>NRS Chapter 136</u> for Probate of Wills.</li> <li>• This record series is permanent for historical purposes.</li> </ul>

## WILLS AND PROBATE - CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p><b><u>Wills – Before Death</u></b>  <b>Description</b>                      These records document the last will and testament received by the clerk's office before the death of the testator.</p>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• <u>Nevada Electronic and Conversion Filing Rule 6(d)</u> does not allow for the destruction of original wills.</li> <li>• A will which is delivered or presented to the clerk of a district court becomes part of the permanent record maintained by the court pursuant to <u>NRS 136.050</u>.</li> <li>• This record series may include wills received prior to death that were deposited with the clerk's office for safekeeping.<sup>1</sup> If wills are accepted prior to probate, the will must be retained permanently for historical purposes.</li> <li>• This record series is permanent for historical purposes.</li> </ul>
<p><b><u>Wills – After Death</u></b>  <b>Description</b>                      These records document the last will and testament received by the clerk's office after the death of testator.</p>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• <u>Nevada Electronic and Conversion Filing Rule 6(d)</u> does not allow for the destruction of original wills.</li> <li>• <u>NRS 136.050 (4)</u> A will that is delivered or presented pursuant to subsection 1 or 2 becomes part of the permanent record maintained by the clerk of the court, whether or not a petition for the probate of the will is filed.</li> <li>• This record series is permanent for historical purposes.</li> </ul>

<sup>1</sup> Most clerks no longer accept wills before probate.

## OTHER DOCUMENTS

Record Series Title	Retention Period	Citation/Remarks
<p><b>Bail Bonds</b></p> <p><u>Description</u>                      These records document information on bail bonds posted with the court. Such information may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Amount of Bail Bond</li> <li>• Date of Exoneration</li> <li>• Date of Forfeiture</li> </ul>	<p style="text-align: center;">Date of most recent exoneration or forfeiture plus 6 years.</p>	<ul style="list-style-type: none"> <li>• <u>NRS 178.542</u> mandates the retention of this record.</li> </ul>
<p><b>Coroner's Inquest</b></p> <p><u>Description</u>                      These records document the transcripts of testimony given at a coroner's inquest.</p>	<p style="text-align: center;">Permanent</p>	<ul style="list-style-type: none"> <li>• <u>NRS 259.120</u> mandates testimony be reduced to writing and filed with the clerk of the district court.</li> <li>• See <u>Nevada Local Government Retention Schedule for Coroner/Medical Examiners LRDA Number 2007-0358 Inquests</u></li> <li>• This record series is permanent for historical purposes.</li> </ul>

## OTHER DOCUMENTS - CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p><b><u>Dockets/Register of Actions</u></b>  <b><u>Description</u></b>                      These records document the case-by-case register listing of court actions and documents filed in the court cases, and may include the electronic record created.</p>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> Judicial Records: Destruction; Reproductions</li> <li>• <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• See <u>NRS 3.280</u> regarding the retention of this record for civil cases.</li> <li>• If a Docket is defined as a court calendar, and does not contain a case summary or a summary of actions, the retention period for the court calendar should be followed pursuant to the <u>Administrative Records Retention Schedule</u>.</li> <li>• Some courts may use the terms "Register of Actions" and "Docket" interchangeably, while other courts may refer to "Docket" as the court calendar.</li> <li>• See Appendix A (Glossary) for a list of all terms.</li> </ul>
<p><b><u>Exhibits – Civil and Criminal</u></b>  <b><u>Description</u></b>                      These records document exhibits filed in a case file and may include evidence submitted in the case.</p>	<p>Varies</p>	<ul style="list-style-type: none"> <li>• For retention standards, please refer to <u>Supreme Court Protocol for Storage, Retention, and Destruction of Evidence</u>.</li> <li>• See <u>NRS 3.305</u> and <u>NRS 3.307</u>, which mandate the process for destruction or disposal of civil exhibits.</li> <li>• See <u>NRS 52.385</u> and <u>NRS 52.395</u>, relating to disposal of physical evidence before criminal trial.</li> <li>• See <u>NRS 176.0912</u>, relating to biological evidence and required preservation.</li> </ul>

## OTHER DOCUMENTS -- CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p><b>Indices</b></p> <p><b>Description</b> These records provide information on access to case records and may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Case File Index (Finding aid to various types of case files linking names of parties to cases)</li> <li>• Court Minute Index (Finding aid to court minutes not filed in individual case files)</li> <li>• Judgment Book Index (Finding aid to judgments)</li> </ul>	Permanent	
<p><b>Judgment Docket</b></p> <p><b>Description</b> These records document information on monetary judgments and judgment creditors and debtors and may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Amount of Recovery of Money or Damages</li> <li>• Appeals</li> <li>• Judgment of Appellate Court</li> <li>• Judgment Creditors</li> <li>• Judgment Debtors</li> <li>• Judgment Time of Entry</li> <li>• Memorandum of General Character of the Relief Granted</li> <li>• Satisfaction of Judgment</li> </ul>	Permanent	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> Judicial Records: Destruction; Reproductions</li> <li>• Nevada Electronic Filing and Conversion Rules</li> <li>• <u>NRS 17.150</u> mandates the retention of this record.</li> </ul>
<p><b>Mining Rights</b></p> <p><b>Description</b> These records document mining claims as determined by a judicial proceeding.</p>	Permanent	<ul style="list-style-type: none"> <li>• This record series is permanent for historical purposes.</li> </ul>

## OTHER DOCUMENTS - CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p><b>Naturalization Records and Indices</b></p> <p><b>Description</b>                      These records document various types of naturalization records, such as petitions, applications, declaration of intent (aka first papers), certificates, reports to the Immigration and Naturalization Services, etc.</p>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• Naturalization records have not been filed in the state district courts for many years. Courts may contact the <u>Nevada State Library and Archives</u> to discuss transferring naturalization records, including the indices, for the preservation and retention of the records.</li> <li>• In Nevada, naturalization records may be found in the state's district courts and the <u>U.S. District Court of Records at the National Archives</u> in San Francisco. Naturalization records for proceedings that took place in Federal Court may be found in the Microfilm Reading Room in the <u>National Archives Building</u>.</li> <li>• Persons may also contact the <u>United States Citizenship and Immigration Services Office</u> for naturalization records.</li> <li>• This record series is permanent for historical purposes.</li> </ul>
<p><b>Warrants</b></p> <p><b>Description</b>                      These records document various warrants and may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Pen Registers</li> <li>• Served Search Warrants</li> <li>• Trap and Trace</li> <li>• Unserved Search Warrants</li> </ul>	<p>Permanently, unless a different retention period applies pursuant to statute or court rule.</p>	<ul style="list-style-type: none"> <li>• See also <u>Chapter 179</u> for special proceedings of a criminal nature; sealing records of criminal proceedings; forms.</li> <li>• Recording of any wire or oral communication pursuant to <u>NRS 179.485</u> shall be retained for 10 years.</li> <li>• Sealed applications and orders pursuant to <u>NRS 179.490</u> shall be retained for 10 years.</li> </ul>

## OTHER DOCUMENTS - CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p><u>Water Rights Description</u></p> <p>These records document water rights as determined by a judicial proceeding:</p> <p>Documents included may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Decree</li> <li>• Injunction</li> <li>• Map</li> <li>• All other documents pertinent to the water rights not otherwise included in the retention schedule.</li> </ul>	<p>Permanent</p>	<ul style="list-style-type: none"> <li>• See <u>Chapter 533</u> – Adjudication of vested water rights.</li> </ul>



# JUSTICE/MUNICIPAL COURT<sup>2</sup>

Courts are responsible for making certain that all of their records, regardless of format, are properly retained and will remain accessible during their entire retention period. All records must be stored in a secure and stable environment that will protect them from alteration, damage and degradation.

## CASE FILE TYPES

### CIVIL

Record Series Title	Retention Period	Citation/Remarks
<p><b>Civil Case Files</b></p> <p><u>Description</u></p> <p>These records document civil matters before the court.</p> <p>Documents included in the case file may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Case Action Summaries</li> <li>• Case Proceeding Records</li> <li>• Civil Cover Sheet</li> <li>• Complaint</li> <li>• Correspondence</li> <li>• Court Minutes</li> <li>• Documentation of the Attachment of Assets or Wages as a Result of a Judgment</li> <li>• Judgment</li> <li>• Miscellaneous Case History</li> <li>• Motions</li> <li>• Orders</li> <li>• Pleadings</li> <li>• Sealed Records</li> <li>• Subpoena</li> <li>• Writs of Executions</li> <li>• All other documents pertinent to the civil case not otherwise included in the retention schedule.</li> </ul>	<p>7 years after case is closed.</p>	<ul style="list-style-type: none"> <li>• NRS 239.110 Judicial Records: Destruction; Reproductions</li> <li>• Nevada Electronic Filing and Conversion Rules</li> <li>• See Nevada Electronic Filing and Conversion Rule 6 for exceptions to original document destruction.</li> <li>• Other Correspondence – See Administrative Records Retention Schedule for record series description and retention period.</li> <li>• NRS 70.010 Executions for enforcement of a judgment of a justice court may be issued at any time within 6 years from the entry of judgment.</li> </ul>

<sup>2</sup> NRS 5.073(1) Declares the “[the] practice and proceedings in the municipal court must conform, as nearly as practicable, to the practice and proceedings of justice courts in similar cases. Therefore, the retention schedule combines both justice and municipal court records into one section. A note will be added in the citation/remarks section for records that only apply to a justice court or a municipal court, e.g. “Justice Court Only.”

# CRIMINAL

Record Series Title	Retention Period	Citation/Remarks
<p><b>Criminal Case Files</b></p> <p><b>Description</b></p> <p>These records document criminal matters before the court.</p> <p>Documents included in the case file may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Bail Records</li> <li>• Case Action Summaries</li> <li>• Citation(s)</li> <li>• Community Service Records</li> <li>• Correspondence</li> <li>• Court Minutes</li> <li>• Extraditions</li> <li>• Judgment</li> <li>• Miscellaneous Case History and Case Proceedings Records</li> <li>• Motions</li> <li>• Notice of Intention to Issue Warrant</li> <li>• Orders</li> <li>• Own Recognizance Records (OR)</li> <li>• Pleadings</li> <li>• Probable Cause Affidavits</li> <li>• Sealed Records</li> <li>• Sentences</li> <li>• Subpoena</li> <li>• Writs of Execution</li> <li>• All other documents pertinent to the criminal case not otherwise included in the retention schedule.</li> </ul>	<p>7 years after case is closed.<sup>3</sup></p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> Judicial Records: Destruction; Reproductions</li> <li>• <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• <u>See Nevada Electronic Filing and Conversion Rule 6</u> for exceptions to original document destruction.</li> <li>• See Appendix B for a list of enhanceable misdemeanors and traffic offenses.</li> <li>• Affidavit filed for preliminary examinations. <u>NRS 171.197</u>. May have arrest report attached. If probable cause affidavit is not part of the case file, retain 2 years or until sent to the district court.</li> <li>• Other Correspondence — See <u>Administrative Records Retention Schedule</u> for record series description and retention period.</li> <li>• If probable cause affidavit is not part of the case file, retain for 2 years or until sent to the district court.</li> </ul>

<sup>3</sup> Enhanceable offenses may require a longer retention period. See Appendix B for a list of enhanceable offenses.

# DOMESTIC VIOLENCE

Record Series Title	Retention Period	Citation/Remarks
<p><b>Domestic Violence Files</b></p> <p><u>Description</u> These records document domestic violence cases.</p> <p>Documents may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Citation(s)</li> <li>• Judgments</li> <li>• Motions</li> <li>• Orders</li> <li>• All other documents pertinent to the domestic violence case file.</li> </ul>	<p>7 years after case is closed.</p> <p>Enhanceable offenses (Appendix B) may require longer retention period.</p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110 and Nevada Electronic Filing and Conversion Rules</u></li> <li>• <u>NRS 200.485 Battery</u> which constitutes domestic violence.</li> </ul>

# DRIVING UNDER THE INFLUENCE

Record Series Title	Retention Period	Citation/Remarks
<p><b>Driving Under the Influence Case Files</b></p> <p><u>Description</u> These records document driving under the influence of alcohol or a prohibited substance cases.</p> <p>Documents included in the case file may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Blood Alcohol Tests Results</li> <li>• Criminal Complaint</li> <li>• Judgment</li> <li>• Plea</li> <li>• All other documents pertinent to the driving under the influence case not otherwise included in the retention schedule.</li> </ul>	<p>7 years after case is closed.</p>	<ul style="list-style-type: none"> <li>• <u>Chapter 484C Driving Under the Influence of Alcohol or Prohibited Substance.</u></li> <li>• Driving under the influence is an enhanceable offense (Appendix B) and may require longer retention periods.</li> </ul>

## FORMAL CIVIL EVICTIONS

Record Series Title	Retention Period	Citation/Remarks
<p><b>Formal Civil Evictions</b></p> <p><b>Description</b>                      These records apply in formal civil eviction action.</p> <p>Documents included in the case file may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Writs of Restitution</li> <li>• Judgments</li> <li>• All other documents pertinent to the summary eviction action not otherwise included in the retention schedule.</li> </ul>	<p>6 years after case is closed, or the last activity on the case.</p>	<ul style="list-style-type: none"> <li>• JUSTICE COURT ONLY</li> </ul>

## PROTECTION ORDERS

Record Series Title	Retention Period	Citation/Remarks
<p><b>Temporary and Extended Protection Order</b></p> <p><b>Description</b>                      These records contain the temporary and extended protection orders as authorized by statute.</p> <p>Documents included in the case file may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Domestic Violence</li> <li>• Harassment in the Workplace</li> <li>• Harm to Minors</li> <li>• Sexual Assault</li> <li>• Stalking/Harassment</li> </ul>	<p>2 years after expiration of order.</p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> Judicial Records: Destruction; Reproductions</li> <li>• <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• <u>Domestic Violence NRS 33.017 – 33.100</u></li> <li>• <u>Harassment in the Workplace NRS 33.200 – 33.360</u></li> <li>• <u>Harm to Minors NRS 33.400 – 33.440</u></li> <li>• <u>Sexual Assault NRS 200.364 – 200.3784</u></li> <li>• <u>Stalking/Harassment NRS 200.571 – 200.601</u></li> <li>• JUSTICE COURT ONLY</li> </ul>

## SMALL CLAIMS

Record Series Title	Retention Period	Citation/Remarks
<p><b>Small Claims Case Files</b>  <b>Description</b>                      These records document small claims actions.</p> <p>Documents included in the case file may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Affidavit</li> <li>• Execution</li> <li>• Notice of Execution</li> <li>• Judgments</li> <li>• Motions</li> <li>• Order</li> <li>• Return of Service</li> <li>• All other documents pertinent to small claims case file not otherwise included in the retention schedule.</li> </ul>	<p>7 years after case is closed.</p>	<ul style="list-style-type: none"> <li>• JUSTICE COURT ONLY</li> </ul>
<p><b>Small Claims Docket</b>  <b>Description</b>                      These records contain the case-by-case listing in small claim actions.</p> <p>Documents included in the case file may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Court Actions</li> <li>• Documents Filed</li> <li>• Judgments</li> <li>• All other documents pertinent to small claims case file not otherwise included in the retention schedule.</li> </ul>	<p>7 years after case is closed.</p>	<ul style="list-style-type: none"> <li>• JUSTICE COURT ONLY</li> </ul>

## SUMMARY EVICTIONS

Record Series Title	Retention Period	Citation/Remarks
<p><b><u>Eviictions Contested</u></b></p> <p><b>Description</b></p> <p>These records apply in a summary eviction action.</p> <p>Documents included in the case file may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Affidavit of Complaint for Summary Eviction</li> <li>• Affidavit of Service of Eviction Notice</li> <li>• Affidavit of Tenant</li> <li>• Landlord Affidavit</li> <li>• Lease Copy</li> <li>• Motion to Contest Personal Property Lien</li> <li>• Notices to Tenant</li> <li>• Order</li> <li>• Writs of Restitution</li> <li>• Judgments</li> <li>• All other documents pertinent to the summary eviction action not otherwise included in the retention schedule.</li> </ul>	<p>6 years after case is closed, or the last activity on the case.</p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> Judicial Records: Destruction; Reproductions</li> <li>• <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• <u>JUSTICE COURT ONLY</u></li> </ul>

## TRAFFIC CITATIONS

Record Series Title	Retention Period	Citation/Remarks
<p><b><u>Parking Citations</u></b>  <b>Description</b>                      These records document parking violations.</p>	2 years after case is closed.	
<p><b><u>Traffic Citation Case Files - Contested</u></b>  <b>Description</b>                      These records document contested traffic cases.</p> <p>Documents included in the case file may contain, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Citation(s)</li> <li>• Judgment</li> <li>• Motions</li> <li>• Orders</li> <li>• All other documents pertinent to the traffic citation case not otherwise included in the retention schedule.</li> </ul>	7 years after case is closed.	<ul style="list-style-type: none"> <li>• Enhanceable offenses (Appendix B) may require longer retention periods.</li> </ul>
<p><b><u>Traffic Case Files - Uncontested Citations</u></b>  <b>Description</b>                      These records document citations issued for misdemeanor or traffic offenses where the citation is uncontested.</p>	2 years after case is closed, unless the defendant entered a plea of guilty but could not pay the fine in full and entered into a payment plan with the court, and subsequently defaulted, resulting in a warrant being issued. In that case, the retention period for the contested traffic case files (7 years) shall apply.	<ul style="list-style-type: none"> <li>• Enhanceable offenses (Appendix B) may require longer retention periods.</li> </ul>
<p><b><u>Traffic Citation Docket</u></b>  <b>Description</b>                      These records include dockets containing entries for traffic citations issued.</p>	Date of most recent entry plus 2 years.	

## TRAFFIC CITATIONS – CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p><b>Unable to Locate Citations</b></p> <p><b>Description</b> These records contain citations that were issued but the defendant could not be located (i.e., mail returned as undeliverable, no forwarding address available, citation illegible, etc.)</p>	<p>5 years from the date of citation.</p>	<ul style="list-style-type: none"> <li>See <u>Las Vegas Justice Court Administrative Order 12-01</u> regarding the dismissal of certain traffic citations.</li> </ul>
<b>TRANSCRIPTS AND RECORDINGS</b>		
Record Series Title	Retention Period	Citation/Remarks
<p><b>Preliminary Hearing Transcripts</b></p> <p><b>Description</b> These records include the transcripts of the preliminary hearing for cases that may be bound over to district court.</p>	<p>2 years from the date of the preliminary hearing or until the transcript is filed with the district court.</p>	<ul style="list-style-type: none"> <li>See <u>NRS 171.198</u> for form and procedure with this record series.</li> <li>JUSTICE COURT ONLY</li> </ul>
<p><b>Record of Proceedings</b></p> <p><b>Description</b> These records include audio or video recording, court reporter's shorthand notes<sup>4</sup> of court proceedings, or transcripts.</p>	<p>The sound recording must be preserved until at least 1 year after the time for filing an appeal expires pursuant to subsection 1 of <u>NRS 4.420</u>.</p> <p>In proceedings involving a misdemeanor for which enhanced penalties may be imposed, a gross misdemeanor or a felony, the sound recording of the proceeding must be preserved for at least 8 years after the time for filing</p>	<ul style="list-style-type: none"> <li>See <u>NRS 4.420</u> as to retention periods of sound recordings and <u>JCRCP 80</u> as to which proceedings need to be recorded.</li> <li>Note the different retention period for cases appealed to the district court. Transcripts (for appealed cases and coroner's inquests) are filed with the district court.</li> <li><u>NRS 1.020</u> Outlines when municipal courts are courts of record.</li> <li>See Appendix A (Glossary) for additional information.</li> </ul>

<sup>4</sup> NRS 656.335 Requires a court reporter to retain certain notes for 8 years if they concern any matter subject to judicial review. These notes must be kept in a manner, which is reasonably secure against theft, tampering or accidental destruction.



# TRANSCRIPTS AND RECORDINGS - CONTINUED

Record Series Title	Retention Period	Citation/Remarks
	<p>an appeal expires, as specified in subsection 1 (b) of <u>NRS 4.420</u>.</p> <p>If no appeal is taken, the justice of the peace may order destruction of the recording at any time after the date specified in subsection 1 of <u>NRS 4.420</u>.</p> <p>If there is an appeal to the district court, the sound recording must be preserved until at least 30 days after final disposition of the case on the appeal. The justice of the peace may order the destruction of the recording at any time after that date pursuant to subsection 3 of <u>NRS 4.420</u>.</p>	

## OTHER DOCUMENTS

Record Series Title	Retention Period	Citation/Remarks
<p><b>Bail Bonds</b></p> <p><b>Description</b></p> <p>These records document information on bail bonds posted with the court and may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Actual Bail Bond</li> <li>• Date of Exoneration</li> <li>• Date of Forfeiture</li> </ul>	<p>Date of most recent exoneration or forfeiture plus 6 years.</p>	<ul style="list-style-type: none"> <li>• <u>NRS 178.544</u> mandates the retention of this record.</li> <li>• JUSTICE COURT ONLY</li> </ul>
<p><b>Denials/No Charges Filed</b></p> <p><b>Descriptions</b></p> <p>These records refer to a file on a person who is arrested or cited, but against whom the district attorney declines to file charges. Records may also include letter from district attorney asserting such.</p>	<p>If no case file, retain for 3 years after the date of arrest.</p> <p>The retention period is usually 3 years and may require the approval of the city attorney to dismiss.</p>	<ul style="list-style-type: none"> <li>• May require the city attorney or prosecutor's permission to dispose of the file.</li> <li>• MUNICIPAL COURTS ONLY</li> </ul>
<p><b>Dockets/Register of Actions</b></p> <p><b>Description</b></p> <p>These records document the case-by case register listing of court actions and documents filed in the court cases and include the electronic record created.</p>	<p>If the Dockets contains the case summary (i.e., title of action or proceeding, hearing dates, parties to the case, summary of actions, etc.) the court shall follow the retention period of 10 years after the most recent entry for the Dockets created after 1940.</p> <p>If a Docket is defined as a court calendar, and does not contain a case summary or a summary of actions, the retention period for the court calendar should be that set forth in the <u>Administrative Records Retention Schedule</u>.</p>	<ul style="list-style-type: none"> <li>• <u>NRS 239.110</u> and <u>Nevada Electronic Filing and Conversion Rules</u></li> <li>• <u>NRS 4.230</u> mandates the keeping and form of dockets.</li> <li>• <u>NRS 4.260</u> Court Records; disposition upon expiration of term.</li> <li>• <u>NRS 4.270</u> Disposition of court records in case of vacancy.</li> <li>• See also <u>NRS 178.606</u>. Dockets created before 1940 can be disposed of only with the advice and consent of the <u>Nevada State Division of Archives and Records</u>.</li> <li>• Some courts may use the terms Register of Actions and Dockets interchangeably, while other courts may refer to Dockets as the court calendar.</li> <li>• See Appendix A (Glossary) for a list of all terms.</li> </ul>

## OTHER DOCUMENTS - CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p><b><u>Exhibits – Civil and Criminal</u></b></p> <p><b><u>Description</u></b>                      These records include exhibits filed in a case file.</p>	<p>Varies</p>	<ul style="list-style-type: none"> <li>• For retention standards, please refer to <u>Supreme Court Protocol for Storage, Retention, and Destruction of Evidence</u>.</li> <li>• See <u>NRS 52.385</u> and <u>NRS 52.395</u>, disposal of physical evidence before criminal trial.</li> <li>• See <u>NRS 176.0912</u> Biological evidence; required preservation.</li> </ul>
<p><b><u>Indices</u></b></p> <p><b><u>Description</u></b>                      These records document indices and include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Case File Index (Finding aid to various types of case files linking names of parties to cases)</li> <li>• Court Minute Index (Finding aid to court minutes not filed in individual case files)</li> <li>• Judgment Book Index</li> <li>• Index to Citations</li> <li>• Index to Dockets</li> <li>• Miscellaneous Indices (finding aid to search warrants, arrest warrants, evictions, executions, etc.)</li> </ul>	<p>Most recent entry plus 6 years, or until superseded.</p> <p>At a minimum, the retention period should be for as long as the retention period for the material indexed.</p>	

## OTHER DOCUMENTS - CONTINUED

Record Series Title	Retention Period	Citation/Remarks
<p><b>Warrants</b></p> <p><b>Description</b>                      These record document search warrants and arrest warrants issued by the court. These records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Telephonic Search Warrant</li> <li>• Electronic Search Warrant</li> <li>• Served and Unserved Search Warrant</li> <li>• Served Arrest Warrant</li> <li>• Unserved Arrest Warrant</li> </ul>	<p>Search warrants, if not a part of the case file and issued by the court, should be retained for the expiration of the warrant plus 2 years.</p> <p>Served arrest warrant, if not a part of case file, should be retained for 3 years after arrest.</p> <p>For unserved arrest warrants, if not a part of case file, retain for 5 years.</p>	<ul style="list-style-type: none"> <li>• Once served, a warrant is usually filed in a case file or attached to the citation.</li> <li>• Served arrest warrants refer to warrants of arrest issued and served for various types of cases.</li> <li>• Un-served arrest warrants refer to warrants that were issued, but were never served.</li> </ul>

## Glossary of Terms

**Active Records:** A group of records that are referred to frequently, such as daily, weekly, or monthly. Active records should be maintained in the courthouse for quick and easy access.

**Administrative Value:** The usefulness of a record in the conduct of an organization's business and the value of a record for the purpose for which it was created. Presumably, every record has this value to the court that generates or receives it. This value might be as temporary as the length of time it takes to read it, or the value may endure throughout the life of the court. The record may be necessary to carry on routine business or perform a required function, or it may be useful as an inter-office reference source providing data for reports, studies, or short-term and long range planning. Regardless of the reason, as long as the record has operational significance to the court, the record has administrative value.

**Archival/Historical Records:** Records with enduring value that are preserved for reference and research purposes because they (1) contain evidence or information that protects some right or claim; (2) document significant events or functions; or (3) contain sufficient information about people, places, or events to warrant retention for historical research.

**Archives:** The facilities responsible for selecting, preserving, and making available archival records.

**Case Record:** Any document, information, data, or other item collected, received, or maintained by a court, court agency, or clerk of the court in connection with a particular case.

**Case Management System:** An electronic database maintained by the court or clerk to track information used to manage the court's caseload, such as case numbers, party names, attorneys for parties, titles of all documents filed in a case, and all scheduled events in a case.

**Commercial Records Center:** A records center, operated by a private company, storing and retrieving records for another organization on a fee basis.

**Confidential Record:** A record that by statute or regulation requires special protection from unlawful removal, misuse, damage, alteration, destruction, disclosure, or loss.

**Convenience Copy:** All copies of a record other than the official copy that were created for purposes of reference or research. See also: Non-record.

**Conversion:** The process of changing court records from one medium to another or from one format to another. This may include changing paper records to electronic records, microfilm to electronic records, electronic records to microfilm, etc.

**Court Calendar:** A list of matters scheduled for trial or hearing. Please note: some courts refer to the court calendar as the docket while other courts use the terms "register of actions" and "docket" interchangeably. See Docket and Register of Actions.

**Court File:** All the pleadings, orders, exhibits, discovery and other papers properly filed with the clerk of the court under a single or consolidated case number(s).

**Court Record:** A record, which is the product of some judicial process. The keeping of the record may be specifically required by statute or court rule, or it may be kept as a natural outgrowth of judicial-support duties. Court records may include both case records and administrative records.

Court record does not include data maintained by, or for, a judge pertaining to a particular case or party, such as personal notes and communications, memoranda, drafts, or other working papers; or information gathered, maintained, or stored by a government agency or other entity to which the court has access but which is not entered in connection with a judicial proceeding, nor does it include documents or information provided to the court for inspection or in camera review unless such documents or information are made a part of the court record by order.

**Destruction Hold:** See: Legal Hold

**Disposition:** The final act that an organization takes with a record series at a specified time. Disposition may entail the record's destruction but may also refer to the record reformatting, transfer, or permanent retention. Final disposition may include transfer to archives and destruction.

**Docket:** (1) **NOUN:** A formal record in which a judge or court clerk briefly notes all the proceedings and filings in a court case. (2) **VERB:** To schedule a case for trial or some other event. Please note: some courts refer to the docket as the court calendar while other courts use the terms "register of actions" and "docket" interchangeably. See Court Calendar and Register of Actions.

**Document Management System:** An electronic database containing documents in electronic form and structured to allow access to documents based on index fields such as case number, filing date, type of document, etc.

**Electronic Case:** An electronic case is one in which the documents are electronically stored and maintained by the court, whether the documents were electronically filed originally or later converted to an electronic format. The court's electronic version of the document is deemed to be the original.

**Electronic Document:** An electronic document includes the electronic form of pleadings, notices, motions, orders, paper exhibits, briefs, judgments, writs of execution, and other papers.

**Electronic Filing:** The electronic transmission to, or from, a court or clerk of a document in electronic form as defined by the accepting court; it does not include submission via e-mail, fax, computer disks, or other electronic means.

**Electronic Filing System:** A system implemented or approved by a court for filing and service of pleadings, motions, and other documents via the Internet or kiosk.

**Electronic Records:** Digitized records consisting of character-coded electronic signals that can be processed and read by computers (machine-readable), as opposed to human-readable or eye-readable information such as paper and microfilm records. Information meeting the definition of a Nevada record created and stored in a form that only a computer can manage by a program when accompanied by appropriate certification and documentation.

**Form of Record:** The court clerk may maintain the official court record of a case in electronic format or in a combination of electronic and traditional formats consistent with the Nevada Electronic Filing and Conversion Rules 4(b), (c), and (f). Documents submitted by traditional means may be converted to electronic format and made part of the electronic record. Once converted, the electronic form of the documents is the official court

record. If exhibits are submitted, the clerk may maintain the exhibits by traditional means or by electronic means where appropriate.

**Imaging:** The process of creating an exact image of a document utilizing either electronic (digital) or photographic (microfilm) technology.

**Inactive Records:** Records that are referred to infrequently in the conduct of current business but must be retained for legal or administrative reasons. Inactive records may be removed from the court house and either retired to an inactive record center or destroyed, pursuant to the appropriate records retention schedule.

**Intrinsic Value:** Archival term applied to permanent records that have qualities and characteristics that make the physical form of the record the only acceptable form for preservation.

**Legal Custody:** Legal custody means that all rights and responsibilities of title to a record or series of records are vested in an office or department as the agent of a government entity, and the clerk or head of the department is charged with the care, custody, and control of that record or series of records.

**Legal Hold:** The act of suspending the process of routine destruction of records when it is determined that the records may be relevant to foreseeable or pending litigation, government investigation, or audit.

**Legal Value:** Citizens, businesses, and governments have legal rights and obligations. Characteristically, these rights and obligations are documented by one or more records as prescribed in statute, regulation, or ordinance. A record has legal value for however long it is required to guarantee a right or to ensure the satisfactory completion of any obligation.

**Lifecycle of Records:** The progression of records from creation and receipt through distribution, use, storage, maintenance, and final disposition.

**Local Court:** Local court means any municipal, justice, or district court in Nevada.

**Microfilm: NOUN:** A high-resolution photographic film used to record reduced-size images of paper or digital records. Formats include roll film, microfiche, aperture cards, and COM fiche. **VERB:** The act of capturing micro-images on film.

**Migration:** A set of organized tasks designed to achieve the periodic transfer of digital materials from one hardware/software configuration to another or from one generation of computer technology to a subsequent generation. The purpose of migration is to preserve the integrity of digital objects and to retain the ability of clients to retrieve, display, and otherwise use them in the face of constantly changing technology.

**Non-record:** This includes publications, worksheets, drafts, routine replies, telephone messages, blank forms, and extra copies of documents created for convenience or public distribution.

**Non-permanent Records:** Records which need to be retained for a specified period of time and which may be disposed of without prior approval upon expiration of the retention period provided in the applicable record retention schedule.

**Official Court Record:** Electronic Documents – For documents that have been electronically filed or converted, the electronic version of the document constitutes the official court record, and electronically filed documents have the same force and effect as documents filed by traditional means. (Rule 6 Nevada Electronic Filing and Conversion Rule)

**Official Court Record (Continued):**

The official court record of any proceeding is the transcript of the original notes of the court reporter or court recorder made in open court. Videos, photographs, or audio reproductions made in a court proceeding by an outside source under Supreme Court Rule 241 shall not be considered as part of the official court record.

**Permanent Record:** A record that has been determined to have enough value for legal, administrative, or historical reasons to justify its maintenance, in one format or another, indefinitely.

**Physical Custody:** Physical custody refers to where the record actually is and who has control over its location. This is not the same as legal custody. A records center may have physical custody of a record, but decisions as to its accessibility and as to its eventual disposition reside with the legal custodian.

**Public Record:** All documents regardless of physical form or characteristics created or received by a court in the course of business that have not been declared by law to be confidential.

**Purge:** To remove and destroy records in a case file pursuant to the applicable retention schedule.

**Reader:** A machine for the display and reading of microfilm.

**Reader-printer:** A machine, which will allow for both the reading and printing onto paper of microfilm images.

**Record:** All documents, papers, letters, maps, charts, drawings, photographs, films, sound, video, and digital recordings, court reporters' notes, computer tapes and disks, microfilm, and any other medium used to store and retrieve information that was made or received in the course of doing business.

**Record of Proceedings:** Any record that documents the legal proceedings or actions of a court is invested with legal value as a record of what transpired. This may include the court reporters' notes and any sound or video recording of the proceeding.

**Recorded information, regardless of medium or characteristics.** Any paper, book, microfilm, card, magnetic tape, disk, map, or any copy or printout that has been received by an organization and has been used by that organization or its successors as evidence of its activities or because of the information contained.

**Records Center:** A facility for the economical storage of inactive records.

**Records Management:** The systematic control of information from creation or receipt, through processing and use, until final disposition or placement in an archive.

**Records Manager or Records Officer:** The individual responsible for the records-management functions, including file organization and maintenance, record transfer, and record destruction.

**Records Retention Schedule:** An approved timetable stating retention periods (minimum length of time to maintain) and the method of disposal for the records. The records retention schedule ensures that court records have been retained for as long as they are needed, and the retention schedule promotes the prompt and legal disposition of records.

**Records Series:** Records kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of action, take a particular physical form, or because of some other relationship arising out of their creation, receipt, or use. Generally handled as a unit for disposition purposes.



**Records Series Description:** The record series includes a brief description to assist courts in defining which records are included in the record series.

**Register of Actions:** The Register of Actions is a summary of the actions in a case and may include the hearing dates, parties to the case, etc. Please note: some courts refer to the docket as the court calendar while other courts use the terms "register of actions" and "docket" interchangeably. See Court Calendar and Docket.

**Retention Period:** The minimum length of time that a record must be maintained before disposition. The minimum length of time is based on adjudicatory, historical, and legal values before disposition can take place.

# Enhanceable Misdemeanor Offenses

## Enhanceable Misdemeanors and Traffic Offenses

Offenses that carry enhanced penalties and/or category of offense in certain circumstances or are enhanced to a more serious category of offense, when the first offense is a misdemeanor, upon commission of an additional subsequent offense (usually within a specific frame of time, typically 7 years).

NRS	Description
<b>Misdemeanor</b>	
<u>7.285</u>	Practice of law by a person who is not a member of the NV Bar
<u>193.167</u> <sup>1</sup>	Victim over 60 years old or vulnerable person –additional penalty
<u>200.481</u>	Battery
<u>200.485</u>	Battery constituting domestic violence (See NRS 33.018)
<u>200.571</u>	Harassment
<u>200.575</u>	Stalking
<u>201.020</u>	Failure to pay court ordered child support
<u>201.354</u> <sup>2</sup>	Being a customer of an prostitute (not in a licensed house of prostitution)
<u>201.430</u>	Unlawful advertising of a house of prostitution
<u>201.440</u>	Permitting unlawful advertising of a house of prostitution
<u>202.300</u>	Aiding or permitting a child to use or possess a firearm
<u>205.216</u>	Unlawful operation of audiovisual recording function in motion picture theater
<u>206.330</u>	Graffiti
<u>207.171</u>	False, deceptive, or misleading advertising and other sales practices
<u>207.310</u>	Discrimination in housing/mortgage lending
<u>370.405</u>	Unlawful sale or possession of contraband tobacco products
<u>383.180</u>	Removal, mutilation, defacement, destruction, etc. of a native Indian burial site
<u>383.435</u>	Removal, mutilation, defacement, destruction, etc. of historic or prehistoric site
<u>408.433</u>	Sale of goods or posting of advertising at roadside parks/rest areas
<u>444.630</u>	Unlawful dumping of sewage, solid waste, etc.
<u>453.3345</u>	Illegal drug violations in or around schools, school bus stops, parks, etc.
<u>453.336</u> <sup>3</sup>	Possession of 1 oz. or less of marijuana
<u>453.3585</u>	Methamphetamine precursors
<u>454.326</u>	Misrepresentation by use of telephone to obtain a dangerous drug
<u>Ch. 457</u>	Cancer treatment, diagnosis, or cure/false representation thereof
<u>482.322</u>	License required for vehicle dealers, manufactures, distributors, or rebuilders
<u>490.200</u>	License/permits required for off-highway vehicle dealers
<u>501.382</u>	Feeding big game mammals
<u>502.390</u>	Failure to obtain a permit to develop or maintain an artificial body of water
<u>503.430</u>	Water pollution
<u>519.130</u>	Posting of required statement by assayer
<u>Ch. 574</u>	Cruelty to animals
<u>574.070</u>	Witnessing bird or animal fights
<u>574.100</u>	Horse tripping
<u>581.415</u>	Weights and measures (ref. NRS 581.445)
<u>583.495</u>	Unlawful acts related to inspection of meat and poultry
<u>590.330</u>	Unlawful advertisement of petroleum products

<sup>1</sup> The Court must state on the record that it has considered the information described in paragraphs (a) to (e) of NRS 193.167, inclusive, in determining the length of the additional penalty imposed.

<sup>2</sup> The amendatory provisions of AB260 of the 2017 Session that create this enhanceable offense have not yet been codified.

<sup>3</sup> This statute has not been updated or altered to reflect the passage of Question 2 (legalization of recreational marijuana) in 2016.

<u>597.260</u>	Unlawful alcoholic beverage brand substitution
<u>598.0999</u>	Deceptive trade practices
<u>599B.255</u>	Unlawful solicitation by telephone ( <i>10 year enhancement period</i> )
<u>616D.200</u>	Failure of employer to maintain and secure compensation
<u>618.685</u>	Workplace health and safety violations resulting in death of an employee
<u>623.360</u>	Unlicensed architect or designer and associated violations
<u>624.750</u>	Unlicensed contractor and associated violations
<u>624.965</u>	Unlawful acts related to residential pools and spas
<u>648.210</u>	Unlawful acts related to private investigators, security guards, etc.
<u>652.260</u>	Medical laboratory violations
<u>706.756</u>	Public conveyance violations

<b>NRS</b>	<b>Description</b>
<b>Traffic</b>	
<u>483.2523</u>	Minor driver transporting non-family member juvenile passenger
<u>483.560</u>	Driving suspended/revoked for DUI
<u>484B.130</u>	Double penalty in work zone
<u>484B.157</u>	Child restraint system (seat)
<u>484B.165</u>	Cell phone use while driving
<u>484B.353</u>	Passing and/or overtaking a school bus
<u>484B.467</u>	Handicapped parking
<u>484B.650</u>	Aggressive driving
<u>484B.653</u>	Reckless driving
<u>484C.110</u>	DUI (see NRS Ch. 484C)

# RESOURCES

- **Administrative Records Retention Schedule**
  - <http://nvcourts.gov/AOC/Templates/documents.aspx?folderID=8945>
- **Protocol for Storage, Retention, and Destruction of Evidence**
  - <http://nvcourts.gov/AOC/Templates/documents.aspx?folderID=8945>
- **Court Rules**
  - <http://www.leg.state.nv.us/Division/Legal/LawLibrary/CourtRules/index.cfm>
- **Justice Court Rules of Civil Procedure**
  - <http://www.leg.state.nv.us/Division/Legal/LawLibrary/CourtRules/JCRCP.html>
- **National Center for State Courts – Records/Document Management – Links to Court Retention Schedules**
  - <http://www.ncsc.org/topics/technology/records-document-management/state-links.aspx?cat=court%20retention%20schedules>
- **Nevada Electronic Filing and Conversion Rules**
  - <http://www.leg.state.nv.us/CourtRules/NEFCR.html>
- **Nevada Revised Statutes – Public Records – NRS Chapter 239**
  - <http://www.leg.state.nv.us/NRS/NRS-239.html>
- **Nevada Rules of Civil Procedure**
  - <http://www.leg.state.nv.us/Division/Legal/LawLibrary/CourtRules/NRCP.html>
- **Nevada State Library, Archives and Public Records**
  - [http://nsla.nv.gov/Library/Library\\_Services/State\\_Library\\_Services/](http://nsla.nv.gov/Library/Library_Services/State_Library_Services/)
- **Nevada State Library, Archives and Public Records, Records Management Division – Contact Information**
  - <http://nsla.nv.gov/Records/Staff/>
- **Nevada State Library, Archives and Public Records- Records Management Services for State Agencies**
  - [http://nsla.nv.gov/Records/State/Agency\\_Main/](http://nsla.nv.gov/Records/State/Agency_Main/)
- **Records of District Courts of the United States**
  - <http://www.archives.gov/research/guide-fed-records/groups/021.html>
- **U.S. District Court of Records at the National Archives San Francisco**
  - <http://www.archives.gov/san-francisco/public.html>