



BOB MILLER  
Governor

JOAN G. KERSCHNER  
Department Director

STATE OF NEVADA  
DEPARTMENT OF MUSEUMS, LIBRARY AND ARTS  
NEVADA STATE LIBRARY AND ARCHIVES

Capitol Complex  
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Carson City, Nevada 89710  
Archives (702) 687-5210  
Records Management (702) 687-5211  
(800) 992-2880 (In-State)

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ARCHIVES AND RECORDS

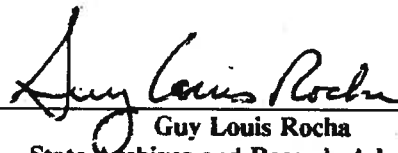
**LOCAL GOVERNMENT RETENTION SCHEDULE REVIEW**

**TO: Incline Village General Improvement District**  
**ATTN: Julie Amass, Information Systems Specialist**

We have reviewed your proposed schedule(s) for the retention and/or disposition of records of the Incline Village General Improvement District as submitted to the State Archivist in accordance with NAC 239.

The schedule is approved as submitted with no exceptions.

If there are any questions concerning this approval, please contact Bill Bowden, Local Governments Records Manager at (702) 687-5211.



Guy Louis Rocha  
State Archives and Records Administrator  
(State Archivist)

8/29/1994

Date

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### IVGID Record's Retention Schedule 1994

Department	Record Series	IVGID's Records Retention Schedule (In years)	Years on-hand	Media Type	Record Series Description	
Accounts Payable	Accounts Payable Checks	6	9	COM		
	Invoice Dist. Audit	6	3	COM		
	Changed Invoice Audit	6	3	COM		
	Check Register	6	9	COM		
	Manual Check Register	6	9	COM		
	Check Reversal	6	3	COM		
	Cash Disbursement Journal	6	9	COM		
	Purchase Orders	6	6	stored	Now on line	
	Vendor Files	5	7	stored		
	<b>AP Month End Reports</b>					
	Vendors with \$5,000 & over	6	7	COM	No longer do	
	Journal Entries	6	9	COM		
	Invoice Accrual Report	6	9	COM	No longer do	
	Purchase Order Journal/Reg.	6	6	COM		
	Receipts Entry Audit	6	3	COM		
	A/P Deleted History Records	6	6	COM		
	Fixed Assets	FA Depreciation Register	5 After Superseded	8	COM	
FA vs. GL Variance		5 After Superseded	8	COM		
Depreciation Journal Entries		6 After Superseded	8	COM		
Detail Register		5 After Superseded	8	COM		
Retirement/Sales		5 After Superseded	8	COM		
General Ledger	Trial Balance	Resolution of Audit	11	COM		
	General Ledger	Permanent	11	COM		
	Daily Sales	Resolution of Audit	11	COM		
	Operating Statement	Permanent	11	COM		
	GL Account Analysis Sum.	6	9	COM		
	GL Weekly Operating Report	6	4	COM	No longer do	
	Working Trial Balance	Resolution of Audit	8	COM		
	Auditors Report (all funds sum.)	Permanent	8	COM		
	Auditors Report (fund level)	Permanent	8	COM		
	Auditors Report (program level)	Permanent	8	COM		
	Auditors Report (act. level)	Permanent	8	COM		
	Auditors Report (act. all)	Permanent	8	COM		
	Fund Account Trans. Totals	6	8	COM	No longer do	
	Audit Adjustment JE's	6	9	COM		

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	Account Analysis Summary	6	9	COM	
	Fund Account Trans. Totals	6	9	COM	No longer do
	Budget Listing	Permanent	9	COM	
	Budget (all funds sum. level)	Permanent	9	COM	
	Budget (fund level)	Permanent	9	COM	
	Budget (program level)	Permanent	9	COM	
	Budget (activity level)	Permanent	9	COM	
	Budget (activity sum. level)	Permanent	9	COM	
	Finance Dir. Report (all funds)	6	9	COM	
	Finance Dir. Report (prog. lev.)	6	9	COM	
	Pre. Closing Journal Entries	6	10	COM	
	Final Closing Journal Entries	6	10	COM	
<b>Payroll</b>	Payroll Checks	6	8	COM	
	Employee Deduction Reg.	6	8	COM	
	Check Register	6	9	COM	
	YTD & QTD Listing	6	9	COM	
	Labor Distribution	1	9	COM	
	Voided Check Register	6	9	COM	
	Employer Paid FICA Journal	4	9	COM	
	Employee by Cost Center	1	9	COM	
	SIIS Summary	6	9	COM	
	Op. Eng. Pension Plan & Ins	Permanent	9	COM	
	Hartford Pension Plan	Permanent	9	COM	
	SIIS P/R Journal Entries	6	9	COM	
	Op. Eng. Payroll J.E.'s	6	9	COM	
	Hartford Pension Plan J.E.'s	6	9	COM	
	Wages & Benefit J.E.'s	6	9	COM	
	Payroll Accrual J.E.'s	6	9	COM	
	PR Unused Benefit Hrs/Amts	6	9	COM	
	Payroll W-2 Statements	4	9	COM	
	PR Employee Listing by Name	1 After Superseded	9	COM	
	Employee Health Insurance	5 After Plan Terminate		stored	
	Payroll time cards	3		roll film	
	Retirement & Deduction Rep.	Permanent		stored	
	Personnel File	85		stored	
	Union Contracts	Permanent		stored	

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	Deferred Comp Plans	Permanent		stored	
	Payroll Files	3 After Termination		stored	
	Applications & Resumes	2	2	stored	
<b>Assessments</b>	Assessment Pre-Billing Reg.	1	7	COM	
	Pre-Paid Installments	1	7	COM	
	Lien Notice Del. Installments	1	6	COM	
<b>General Accounting</b>					
<b>Source Documents</b>	Assessment Maps	Permanent		Fiche	
	G/L Conversion Posting	Permanent	1	COM	Converting GL to new software
	General Ledger Worksheets	Permanent	11	fiche	
	A/P Prepays	3	3	fiche	
	Annual Budget	Permanent	9	fiche	
	Annual Audit	Permanent	25	fiche	
	Finance Director's report	6		fiche	
	1970 to 1979 Old Ledgers	1 Resolution of Audit		roll film	
	Bank statements & Dep. slips	Resolution of Audit	3	stored	
	Check Registers	6	6	stored	
	Bond registers & records	10 After Expires		stored	
<b>Information Systems</b>	Programs/codes no longer use	10		stored	
	Contract for purchase of Computers & Software	6 After Termination		stored	
	Agreements/Equip. Maint.	6 After Termination		stored	
<b>Administration</b>	Board Minutes	Permanent	32	fiche	in Archives; scanned
	Annexation Files	Permanent		stored	
	Contracts	6 After Termination		stored	in Archives; scanned
	Agendas	Permanent	9	fiche	
	Resolutions	Permanent	32	fiche	in Archives; scanned
	Ordinances	Permanent	Updated	fiche	in Archives; scanned
	Reapportionments	Permanent		roll film	
	Assessment Reapportionment	Permanent		roll film	
	Assessment Transcript	Permanent		roll film	
	Newsletters	Permanent		fiche	
	Project Files	Permanent		stored	

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	1968 Rec. Revenue Bonds	10 After Expiration		stored	
	General Counsel Selection	Permanent		stored	
	Ski Incline Lease Info	Permanent		stored	
	67-1 Prospectus/Old Elections	Permanent		stored	
	Labor Negotiations	5		stored	
	Union Contracts	Permanent		stored	
	Alpha Files past G.M.'s	Permanent	25	stored	Correspondence
	Formation files	Permanent		30	IV history files
<b>Utility Billing</b>	Utility Meter Read Trans. rep	1 Resolution of Audit	8	COM	
	Utility Billing Register	5	9	COM	
	Utility Billing J.E.s	5	8	COM	
	Cash Receipt Trans. report	1 Resolution of Audit	9	COM	
	Cash Receipt Batch release	1 Resolution of Audit	9	COM	
	Cash Receipts applied A/R	1 Resolution of Audit	9	COM	
	Receivable Adjustment	1 Resolution of Audit	8	COM	
	Receivable Adjustment JE's	1 Resolution of Audit	8	COM	
	Adjustment JE Summary	1 Resolution of Audit	8	COM	
	Billing JE Summary	1 Resolution of Audit	8	COM	
	Billing Journal Entries	6	8	COM	
	Aged Accounts Receivable	5	8	COM	
	Old Utility History	2	11	fiche	
	Meter readings	1 Resolution of Audit	9	fiche	
	Parcel Files	Permanent	30	fiche	
	Application for Service	6 End of Service		fiche	
	Utility Invoices	6	20	fiche	
	IVGID Easements	Permanent		fiche	
	Utility Workorders	Permanent		fiche	
<b>Equipment</b>	Vehicle Maint. records	Life of Veh.+3		stored	
<b>Treatment Plant</b>	Solids Handling report	Permanent	20	fiche	Daily Pump Sta. Meter reads
	Water & Sewer reports	Permanent	24	fiche	
	Weekly/Monthly Water Reports	Permanent	5	fiche	
	Operating Log for Sewerage	Permanent	24	fiche	
	Washoe Co. Sewer Audit	Permanent	2	fiche	
	Water/Sewer Lab Reports	Permanent		fiche	Water quality/sample tests

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	Treatment Plant Inventory List	Permanent		fiche	
	O & M Equipment History	Permanent		fiche	
	Water Production records	Permanent		fiche	
	Flow Charts	Permanent		fiche	
<b>Risk Management</b>	Insurance Policies	3 After Expiration		stored	
	Claims & Court Cases	Permanent		stored	
<b>Engineering</b>	Address Maps	Permanent	Needs to be done		maps of each parcel
	Overall Water System maps	Permanent	"		
	Construction Plan maps	Permanent	"		
	Original WW Treatment maps	Permanent	"		
	Sub Division Plans	Permanent	"		
	Water System Improve. plans	Permanent	"		
	Sub Division Construction plans	Permanent	"		
	Construction Projects	10 after project	"		
	Financial Files	Permanent	"		
	Maps	Permanent	"		location of lots & annexation
	Contract Files	Permanent	"		
	Financial Files	Permanent	"		Original agreement & PO
	Development Review Files	Permanent	"		Development of neighborhoods
	Water Rights Files	Permanent	"		
<b>Ski</b>	Cross Country Daily Sales rep.	Resolution of Audit	11	fiche	
	Diamond Peak Daily Sales	Resolution of Audit	11	fiche	
	Ski F/B Daily Sales Reports	Resolution of Audit	11	fiche	
	Rental Receipts	3		roll film	Ski Equipment rental
	Activity Reports	6			
	Construction of Facility	6 After Completion			
	Agreements-Facility Rental	6			
	Ski Inventory	1 Until Superseded			
	Contracts	6			
<b>Golf</b>	Champ. Daily Sales Reports	Resolution of Audit	3	fiche	
	Exe. Daily Sales Reports	Resolution of Audit	3	fiche	
	Golf F/B Daily Sales Reports	Resolution of Audit	3	fiche	
	Golf Inventory	1 Until Superseded		fiche	Pro Shop Inventory

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	Agreements-Facility Rental	6 After Termination			
	Golf Course Registration List	Resolution of Audit			
	Activity Reports	6			
	Construction of Facility	6 After Completion			
	Contracts	6			
	Programs (accident reports)	2			
<b>Parks &amp; Recreation</b>	Recreation Charge Roll	Resolution of Audit	9	fiche	Taxes per parcel
	Tennis Daily Sales report	Resolution of Audit		fiche	
	P & R Daily Sales report	Resolution of Audit		fiche	
	Beach F/B Daily Sales report	Resolution of Audit		fiche	
	Contracts (all)	6		stored	
	Sr. Citizen Pgm records	5 After Program Com.		stored	
	Programs (accident reports)	2			
	Registration for Programs	Resolution of Audit			
	Contractors	3		stored	
	Activity Reports	6		stored	
	Agreements-Facility Rental	6 After Termination		stored	
	Construction of Facilities	6 After Completion		stored	
<b>Food &amp; Beverage</b>	Ski Daily Sales report	Resolution of Audit		fiche	
	Golf Daily Sales report	Resolution of Audit		fiche	
	Beach Daily Sales report	Resolution of Audit		fiche	
	F/B Inventory	3		fiche	

**NRS 239.125 Local governmental records: Program for management; regulations of State Library, Archives and Public Records Administrator.**

1. A local governmental entity may establish a program for the management of records, including the adoption of schedules for the retention of records and procedures for microfilming, which must be approved by the governing body and comply with the applicable provisions of this chapter and any regulations adopted pursuant thereto.
2. The State Library, Archives and Public Records Administrator shall adopt regulations to carry out a program to establish and approve minimum periods of retention for records of local governments. The proposed regulations or any amendment thereto must be submitted to the Committee on Local Government Finance, established pursuant to NRS 354.105, for its advice and recommendations.

(Added to NRS by 1973, 323; A 1977, 457; 1979, 180; 1993, 170; 1997, 3156)