

CLARK COUNTY SCHOOL DISTRICT REGULATION

3620

RETENTION OF RECORDS

- I. Clark County School District records, including but not limited to financial records, shall be maintained in accordance with applicable federal and state laws and regulations.
- II. The Clark County School District has established a Records Retention Schedule in accordance with Nevada Revised Statutes and the Nevada Administrative Code.

To ensure adequate control of public records, Principals and Department Heads will ensure that disposal of records is in accordance with the Retention Schedule and maintain safe custody of current records.

Legal References:	NRS Chapter 239 Public Records NAC Chapter 239 Public Records
Review Responsibility:	Business and Finance Services
Adopted:	[3460:11/22/71]
Revised:	6/74; 1/5/79; 3/26/81; 8/8/95
Pol. Gov. Review:	6/28/01