CLARK COUNTY BOARD OF COMMISSIONERS
UMC HOSPITAL BOARD OF TRUSTEES AND
CLARK COUNTY WATER RECLAMATION DISTRICT
BOARD OF TRUSTEES
AGENDA ITEM

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<th>Issue:</th>
<th>Acceptance of Records Retention Schedules</th>
<th>Back-up:</th>
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<td>Petitioner:</td>
<td>Laura Fucci, Chief Information Officer</td>
<td>Clerk Ref. #</td>
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Recommendation:

That the Board of County Commissioners, the University Medical Center of Southern Nevada Board of Hospital Trustees, and the Clark County Water Reclamation District Board of Trustees approve and adopt the Records Retention Schedules for Clark County, University Medical Center, and Clark County Water Reclamation District, authorizing their implementation as of March 1, 2009. *(Records Retention Schedules are available for review at the County Clerk's Office, Commission Division)*

FISCAL IMPACT:

None

BACKGROUND:

To better enable County departments to understand rules around records retention, destruction, and storage and thereby, reduce risk of inappropriate records management, Clark County is developing a Countywide Records Management Program (Program). RFP 600981 was issued on December 26, 2007 and a contract was awarded on May 6, 2008 to Information Management Specialists, Inc. by the Board of County Commissioners to assist Clark County with the development of the Program. This Program includes a Records Management Policy, Retention Schedules for public records, procedures for ongoing maintenance and monitoring of records according to the Records Management Policy, and a training program for the ongoing education of the proper handling of records.

The Program will document and maintain the Records Retention Schedules, which is a list of record series or types and the length of time each record series or type will be kept. This includes the approved records retention schedules from the State Library and Archives Administrator in accordance with NAC 239.155. The Public Records Act, NRS 239.125, provides that the Administrator of the Nevada State Library and Archives shall approve minimum periods of retention for records of local governments.

The Records Retention Schedules submitted for your approval include record retention schedules for the University Medical Center, the Clark County Water Reclamation District, and all Clark County departments except the Department of Aviation. The retention schedules have been reviewed by staff within each department and agency, are in compliance with current federal and state laws and regulations at the time of adoption, and have been approved by the State Library and Archives Administrator.

Respectfully submitted,

[Signature]

VIRGINIA VALENTINE, County Manager

2/17/2009

Cleared for Agenda

Agenda Item #

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