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MINIMUM RECORDS RETENTION SCHEDULES

MINIMUM RECORDS RETENTION SCHEDULE FOR MUNICIPAL COURTS

No.	Record Series Title	Record Series Description	Retention Period	Disposition Remarks
1.	Criminal Case Files	Case file on criminal matters before the court. May contain: complaint, arrest warrant, bail bond information, motions, settings, judgements, etc.	6 years after the case is closed.	If this records series contains DUI files, the DUI files <u>must</u> be kept for 7 years.
2.	Driving Under the Influence Case Files	Case file on DUI cases before the court. May contain: citation, blood alcohol test results, plea, motions, judgment, etc.	7 years after the case is closed.	See NRS 484.3792 et seq. for 7 year cycle on DUI cases.
3.	Civil Case Files	Case file on civil cases to which the city is a party. May contain: affidavits, motions, orders, judgments, etc.	6 years after the case is closed.	See NRS 5.050 for civil jurisdiction of municipal courts.

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MINIMUM RECORDS RETENTION SCHEDULE FOR JUSTICE COURTS

No.	Record Series Title	Record Series Description	Retention Period	Disposition Remarks
1.	Criminal Case Files	Case file on criminal matters before the court. May contain complaint, citation, motions, orders, judgments, etc.	6 years after the case is closed.	
2.	Traffic Case Files	Case file for traffic cases. May contain citation, motions, orders, judgments, etc.	6 years after the case is closed.	See NRS 4.200 regarding duty to keep record of motor vehicle violations.
3.	Driving Under the Influence Case Files	Case file for DUI cases. May contain citation, blood alcohol test results, plea, judgment, etc.	7 years after the case is closed.	See NRS 484.3792 et seq. for 7 years cycle on DUI cases.

MINIMUM RECORDS RETENTION SCHEDULE FOR DISTRICT COURTS

No.	Record Series Title	Record Series Description	Retention Period	Disposition Remarks
1.	Case Files	Court case file in which motions, orders, judgments, etc. are filed for court cases such as: Adoption, Civil, Criminal, Divorce, Guardianship, Juvenile, Mental Illness, Probate, etc.	Permanent	Suggest the microfilming of inactive cases under the provisions of NRS 239.110 to save space and insure security.
2.	Register of Actions and Dockets	Case-by-case register listing court actions and papers filed for court cases.	Permanent	Suggest microfilming. See NRS 3.280 regarding the keeping of this record for civil cases.
3.	Judgement Docket	Register containing information on monetary judgments and judgment creditors and debtors.	Permanent	NRS 17.150 mandates the keeping of this record. See NRS 17.160 as to form.
4.	Court Minutes	Minutes taken in court summarizing court activity for various types of cases.	Permanent	Older minutes may be in bound volumes. Minutes are now usually filed in the individual case files.
5.	Minutes taken in court summarizing court activity for various types of cases.	Security copies of court orders, judgments, letters, etc. for most types of cases. Usually kept in bound volumes.	Until original case file is microfilmed and film is verified.	This records series has been discontinued by most courts.