

## **VIRGIN VALLEY WATER DISTRICT PUBLIC RECORDS MANAGEMENT PROGRAM**

**1. Purpose.** The purpose of this public records management program is to establish a management program which provides for the systematic control over the creation, maintenance, protection, and disposition of all records of the Virgin Valley Water District and to adopt retention schedules for such records.

**2. Records Administrator and Records Management Program.**

A. Pursuant to the provisions of Nevada Revised Statutes Section 239.125, this records management program is hereby adopted by the Virgin Valley Water District.

B. The records management program of the Virgin Valley Water District shall be administered by an administrator selected and appointed by the General Manager of the Virgin Valley Water District.

**3. Duties of Administrator.** The administrator shall:

A. Establish practices for the effective management of records;

B. Recommend improvements in records management practices including suggestions regarding the use of space, equipment, and supplies in order to maintain and store records;

C. Establish appropriate locations for storing records pending their disposition;

D. Establish practices for the protection of records essential for the continuation or reestablishment of governmental operations in the event of natural or other disaster; and

E. Establish a program for the preservation of any records designated by the state librarian or the administrator as having permanent value.

**4. Retention Schedule.** The retention schedules developed under the authority of the Nevada Revised Statutes Section 239.125 by the Nevada State Library and Archives are hereby adopted as the retention schedules for the Virgin Valley Water District. If the Nevada State Library and Archives adopts or provides new retention schedules which are applicable to the Virgin Valley Water District, such new retention schedules shall automatically be adopted as the retention schedules of the Virgin Valley Water District and replace and supersede the prior retention schedules of the Virgin Valley Water District.

**5. Disposal of Records.** Records should be disposed of in accordance with the retention schedules, procedures approved by the General Manager, and Section 239.165 of the Nevada Administrative Code.

**6. Records Management Handbook.** The Nevada Local Government Records Management Program Manual shall serve as the records management handbook for the Virgin Valley Water District.

**7. Public Records Requests.** The Virgin Valley Water District should prepare a public records request form for persons requesting copies of public records to complete. The Virgin Valley Water District should respond to public records requests in accordance with state law. Persons requesting copies of public records are required to pay for such copies, consistent with state law. Applicable costs and charges should be included on the public records request form and be otherwise made available consistent with state law.

**8. Severability.** If any section, subsection, paragraph, clause or provision of this public records management program shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section or subsection, paragraph, clause or provision shall not affect any of the remaining provisions of this public records management program.