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STATE OF NEVADA  
COUNTY OF WASHOE

ss. Julia Ketcham

Being first duly sworn, deposes and says:  
That as the legal clerk of the RENO  
GAZETTE-JOURNAL, a daily newspaper  
published in Reno, Washoe County,  
State of Nevada, that the notice:

Ordinance 1168

has published in each regular and entire  
issue of said newspaper on the following  
dates to wit:

August 16, 23, 2002

Signed *Julia Ketcham*

Subscribed and sworn to before me this  
AUG 27 2002

*Tana Cicotti*

PROOF OF PUBLICATION

NOTICE OF ADOPTION  
WASHOE COUNTY ORDINANCE NO. 1168

NOTICE IS HEREBY GIVEN THAT: Bill No. 1345, Ordinance No. 1168 entitled:

"AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY CREATING A SCHEDULE FOR THE RETENTION OF RECORDS BY THE PUBLIC GUARDIAN."

was adopted on August 13, 2002, by Commissioners Bond, Galloway, Ferrazza, Shaw and Short. This ordinance shall be in full force and effect from and after August 23, 2002.

Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk, 75 Court Street, Reno, Nevada.

AMY HARVEY,  
Washoe County Clerk and  
Clerk of the Board of County  
Commissioners  
NO.3011 Aug 16, 23, 2002



SEP 04 2002

SUMMARY: An ordinance amending Washoe County Code by creating a schedule for the retention of records by the public guardian.

BILL NO. 1345

ORDINANCE NO. 1168

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY CREATING A SCHEDULE FOR THE RETENTION OF RECORDS BY THE PUBLIC GUARDIAN.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Chapter 5 of the Washoe County Code is hereby amended by adding a new section which shall read as follows:

5.495 Retention of records.

1. The public guardian shall maintain case file records that are necessary for the daily business of the office or used as a source of reference for a period of time not less than 6 years after the case is closed.

2. The public guardian shall maintain case file records that are irreplaceable records which are needed during or after an emergency or to protect the rights and obligations of a local governmental entity or member of the general public for a period of time not less than 6 years after the case is closed.

3. The public guardian shall maintain inventories of property that are necessary for the daily business of the office or used as a source of reference for a period of time not less than 6 years after the case is closed.

4. The public guardian shall maintain inventories of property that are irreplaceable records which are needed during or after an emergency or to protect the rights and obligations of a local governmental entity or member of the general public for a period of time not less than 6 years after the case is closed.

[Business Impact Note: The Board of County Commissioners hereby finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.]

Proposed on the 16<sup>th</sup> day of JULY, 2002.

Proposed by Commissioner GALLOWAY.

Passed on the 13<sup>th</sup> day of AUGUST, 2002.

Vote:

Ayes: SPERAZZA, BOND, GALLOWAY,  
SHAW & SHORT

Nays: NONE

Absent: NONE

  
Chairman  
Washoe County Commission

ATTEST:  
  
County Clerk

This ordinance shall be in force and effect from and after the  
23rd day of AUGUST, 2002.