

**The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
Scott Anderson, Chairman**



**Department of Employment , Training  
And Rehabilitation  
July 22, 2009**

*This version supersedes all previous versions*



**Nevada State Library and Archives  
Records Management Program**

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***The Committee to Approve Records Retention And Disposition  
Schedules for Official State Records***

*This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.*

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Department Name: DETR: Administrative Services Division

Schedule Number: 360103

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**Title:** Financial Reports

RDA#: 1991209

**Description:**

Reviewed: 8/14/2002

This record series consists of financial information on programs, cost centers employees and sections. The series may contain: Cost System Reports, Resources on Order/Accounts Payable Detail Listing by Cost Center, Obligational Authority, Summary of Expenses within sections, Cost Center expenses, Time distribution reports, general ledgers and Statement of Financial Position. (See attached list for a more comprehensive overview of the financial reports included.)

**Authorized Retention:**

Retain for a period of three (3) federal fiscal years from the date of the annual or final expenditure report. 41 CFR 29-70.203.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

**Title:** IRS Tax Deductions

RDA#: 2002022

**Description:**

Reviewed: 8/14/2002

This record series documents the deductions of taxes for individuals who request DETR to do this (instead of them claiming it on their return). The files may include: agreement or request, Quarterly Return of Withheld FIT and Medicare Tax (941 E), W-2 Master List, W-2/W-2-P/W-2-C/W-4/W-4 Employer copies, and similar material as required under 26 CFR 31.6001-5.

**Authorized Retention:**

Retain this record series for a period of four (4) years from the tax period concerned. See 26 CFR 31.6001-1 (e) (2).

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Administrative Services Division

Schedule Number: 360103

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**Title:** State Affirmative Action Plan (AAP)

RDA#: 2004016

**Description:**

Reviewed: 3/10/2004

This records series is used to administer the State Affirmative Action Plan. The file may contain: copy of State of Nevada Affirmative Action Plan, copies of the Federal EEO law, letters & memos from the US Equal Employment Opportunity Commission (EEOC) and other Federal agencies, letters & memos from the Department of Personnel and EEO Office, Department Objectives & Plans and related correspondence.

**Authorized Retention:**

Retain until no longer administratively useful.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Title:** Unemployment Benefits: Trust Fund and Benefit Payments

RDA#: 1991211

**Description:**

Reviewed: 8/14/2002

This record series contains Benefit Payment Accounts, BPA Comparison Report, Cost Accounting tables - general ledger master file dump, Cost Accounting Run Requests, Cost Accounting Letters, Benefit Payment Accounts - ES-191, BPA Quarterly Detail Data-UCX.(see attached sheet for details of benefit reports on microfilm).

**Authorized Retention:**

Retain for a period of three (3) federal fiscal years from the date of the annual or final expenditure report. 41 CFR 29-70.203.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

***The Committee to Approve Records Retention And Disposition  
Schedules for Official State Records***

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Department Name: DETR: Appeals Office

Schedule Number: 360406

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**Title:** Appeals Referees Files

RDA#: 1991225

**Description:**

Reviewed: 1/21/1992

This record series consists of file used by the Appeals Referees for hearings about unemployment compensation benefits. The file may contain: copies of the decision and a copy of the appeal.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the date of the final outcome or decision of the appeal referee. NRS 612.260(3)(a)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

## ***The Committee to Approve Records Retention And Disposition Schedules for Official State Records***

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Department Name: DETR: Career Enhancement Program

Schedule Number: 360300

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**Title:** Career Enhancement Program (CEP) Central Training Files

RDA#: 2001005

**Description:**

Reviewed: 3/7/2001

This record series documents and administers this program to aid individuals to improve their status for employment. The files may contain: older Claimant Employment Program forms, copies of work card applications, Classroom Training Contract / Purchase Authorization (form NSES-2209 CEP), Needs Assessment and Reemployment Plan (form NSES-2206 CEP), ESD printouts, Return Document Form (ESD Claimant Employment Program), CEP Classroom / OJT [Office of Job Training] Training Outcome Report (form NSES-2203 CEP), copies of invoices, copies of training confirmation documents [such as class rosters, grade sheets, etc.], Claimant Employment Program - Employment Confirmation (form NSES-2205 CEP), related correspondence and similar documents.

**Authorized Retention:**

Retain this record series for a period of four (4) fiscal years from the fiscal year to which it pertains (see NRS 612.260 #3).

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

## ***The Committee to Approve Records Retention And Disposition Schedules for Official State Records***

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Adjudication Investigation Files

RDA#: 2005068

**Description:**

Reviewed: 6/8/2005

This records series documents the investigations made into eligibility for unemployed workers claims. The files may contain: copy of initial claim, monetary determination/redetermination, notice of appeal and supporting documents, wage protest and supporting documents, medical statements, related correspondence and other supportive documentation.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the date of the last action in the file.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Applicant / Registration Forms

RDA#: 1991335

**Description:**

Reviewed: 11/19/1997

This record series consists of the Nevada Unemployment Compensation Service Registration for (NUC 40-57) used by prospective employers to register with the Employment Security Department. This form is to be completed by prospective employers employing one or more persons in Nevada, or if they have acquired the ownership of a business or operation in which there have been employees. This form must be filed if there has been any change in the type of business organization. The form includes: business name (DBA), corporation name, address, work location, telephone number, type of organization, name of owner(s), business activity and other relevant information.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain. (See NRS 612.260)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Audits of Employers Accounts

RDA#: 1991337

**Description:**

Reviewed: 10/13/1992

This record series consists of audits of employers accounts done by the Employment Security Department. The files may contain: workpapers, receipts of money collected, delinquent reports, correspondence, and other relevant material that the auditor may have found.

**Authorized Retention:**

Retain for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** BAM (Benefit Accuracy Measurement) Investigation Case Files

RDA#: 2002144

**Description:**

Reviewed: 5/21/2003

This record series is used to document the investigations the Unemployment Insurance, Quality Control - BAM section, does to fulfill Federal requirements found in 42 USC 503 (a) (1) (Section 303 (a)(1) of the "Social Security Act"), 20 CFR 602.21, 20 CFR 617 Appendix B section 6013, 20 CFR Part 640, 26 USC s.3301 et. Seq. (the "Federal Unemployment Tax Act") and Federal Department of Labor (DOL) requirements found in "ET Handbook No. 395 - 3rd Edition" [ET means the Employment and Training Administration of DOL] to determine the accuracy of benefits payments to clients. The state employment security agency (SESA) reports BAM statistics on a routine basis to the regional UI (Unemployment Insurance) Office of the Federal DOL. According to the ET Handbook Chapter VII, the BAM investigative case files must contain claimant questionnaire, copy of key week certification, disqualifying ineligibility ruling, copy of claimant identification (drivers license & SSN), authorization to release information (if needed), signed statement of fact-finding issue, work search verification (employer, labor organization & private employment agency), employment/ wages/ earnings verification forms, disqualifying income verification, verification of dependants, monetary determination/ redetermination, nonmonetary determination/ redetermination, key week error summary worksheet, overpayments/ underpayment actions, appeals decisions and summary of investigation. Nevada BAM files may also include: ESD coding sheet, BAM Activity Log, various computer printouts, Fact finding statements, copies of job descriptions, related correspondence & notes and similar documents.

**Authorized Retention:**

Retain these records for four (4) calendar years after the end of the calendar year in which the investigation was closed.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Benefit Payment Control Files

RDA#: 1995053

**Description:**

Reviewed: 4/7/1995

These are claimant files for overpayments established which have been paid off by the claimant, or written off by the agency. There will also be prosecution files which have cleared the court system, and records of judgments which have been satisfied or not renewed.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Board of Review Appeals

RDA#: 2005069

**Description:**

Reviewed: 6/8/2005

This records series documents the appeal process of claimants to the Board of Review (See NRS 612.515 and NAC 612.242 to 612.265). The files may contain: copy of initial claim, monetary determination and/or redetermination, notice of appeal to Appeal Referee with supporting documents, copy of appeal referee decision, Board of Review Hearing documentation (Notice of Hearing, Request for Review, Board Decision, etc.), transcriptions of hearings (see NRS 612.500), policy statements, related correspondence and similar documentation.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the date of the last action in the file.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Board of Review Appeals: Audio/visual Recordings of Hearings

RDA#: 2005070

**Description:**

Reviewed: 6/8/2005

This records series consists of audio/visual recordings made during the hearings before the Board of Review (See NRS 612.515 and NAC 612.242 to 612.265).

**Authorized Retention:**

Retain recordings for a period of six (6) months from the date of the Hearing. Note: this is a valid exception to the General Records Retention and Disposition Schedules since the Board of Review is exempt from the Open Meeting Law (NRS Chapter 241).

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Claim Cards

RDA#: 1995043

**Description:**

Reviewed: 4/10/1995

Cards furnished to claimants. These are filled out and mailed in weekly to certify another week of eligibility for unemployment compensation. This is required in order to issue a warrant for that week. Cards are grouped into batches and filed by batch number within date.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain. (See NRS 612.260)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Claimants' Jackets

RDA#: 1995041

**Description:**

Reviewed: 3/27/1995

This records series contains all Unemployment Insurance records pertaining to claimants filing for Unemployment Insurance Benefits. May contain: copy of initial claim, monetary determination/redetermination, notice of appeal and supporting documents, wage protest and supporting documents, medical statement(s), copy of appeal decision, correspondence, and any other related documentation. These records provide a history of all activity for each claimant within the retention period.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain. (See NRS 612.260)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied. This record series may be microfilmed at any time and disposed of, providing that the microfilm is retained for the four (4) year period of time.

**Title:** Claims Payment Records

RDA#: 1995051

**Description:**

Reviewed: 3/31/1995

This record series documents the payment of claims for unemployment insurance. Contains: Form #NUCS 4545 - Transmittal of continued claims over 4 weeks old from local offices, Form #BT06 - Record of cancellation of warrant (who and why), #BC04 - Records released from ADABAS computer file (files held for payment).

**Authorized Retention:**

Retain for a period of four (4) calendar years from the date on which the draft was paid or cancelled.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Employers Jackets

RDA#: 1991350

**Description:**

Reviewed: 10/13/1992

This record series contains information on employers concerning legal matters in the State of Nevada. The files may contain: letter of transmittal to Bankruptcy Court, pending correspondence, bankruptcy paperwork, reorganization papers, appeals, obstructed claims documents and other relevant material.

**Authorized Retention:**

Retain for a period of six (6) calendar years from the close of the case (Notice of Entry or Renewal of Judgment).

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Employers Quarterly Contributions and Wage Report

RDA#: 1991336

**Description:**

Reviewed: 11/19/1997

This record series consists of Employer's Quarterly Contribution and Wage Report (NUCS 4072) used by the employer and the department to report contributions made. This form is to be filled out by the employer in accordance with such regulations as the executive director may prescribe. The form includes: change of name and address (if applicable), federal i.d. #, total wages paid this quarter, amount due, prior credit, charges (if any apply), interest on past due contributions, employees name, social security number, total tips and wages reported for the quarter, and other relevant information.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain. (See, NRS 612.260)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Incoming Combined Wage Claims

RDA#: 1995045

**Description:**

Reviewed: 3/28/1995

This record series is used in the transfer of wage information from other states concerning claimants in Nevada that were previously living and working in other states. Used to establish Nevada unemployment insurance claims. Contains forms IB-4 Request for Transfer of Wages and IB-5 Report of Determination of Combined Wage Claims. Filed by last four digits of SSN within Quarter.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain. (See NRS 612.260)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Initial Claims

RDA#: 1995050

**Description:**

Reviewed: 3/29/1995

Form #NUCS 4188 'Notice of Claim Filing.' These are used to establish a claim for unemployment insurance benefits. Filed daily by SSN.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the date submitted.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Interstate Liable

RDA#: 1995047

**Description:**

Reviewed: 4/10/1995

Form #IB-2. These are received bi-weekly from claimants residing out-of-state to certify that they are still unemployed and eligible to receive benefits. Filed by batch within date.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Judgments and Satisfactions

RDA#: 1991338

**Description:**

Reviewed: 10/13/1992

This record series consists of Judgments made by the Employment Security Department against employers who have defaulted in payment of contributions, interest or forfeit due. The files may contain: copies of the judgment, demand letter, affidavit of mailing, paperwork including the court seal, correspondence, copy of satisfaction (if applicable) and other relevant information.

**Authorized Retention:**

Retain for a period of six (6) calendar years from the close of the case (Notice of Entry of Judgment or Renewal of Judgment).

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Judgments, Satisfactions & Expirations

RDA#: 1995054

**Description:**

Reviewed: 4/10/1995

Judgments filed against individuals with fraud overpayments when refunds are not received. This file consists of the original judgment document (showing the court's stamp and the recorder's information), a copy of the Satisfaction or Expiration, a copy of the letter to the individual, and a computer printout of the account.

**Authorized Retention:**

Retain for a period of three (3) calendar years from the date a judgment is satisfied or expires.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Liens and Releases

RDA#: 1991339

**Description:**

Reviewed: 10/13/1992

This record series consists of liens made by the Employment Security Department against an employer indebted to the Unemployment Compensation Fund and the Claimant Fund of the State of Nevada. The form may contain: the name of owner(s), name of the business, amount due and other relevant information.

**Authorized Retention:**

Retain for a period of six (6) calendar years from the close of the case.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** New Hire Documents

RDA#: 1997038

**Description:**

Reviewed: 12/10/1997

This record series is used to input data into the State Directory of New Hires database as required by Public Law 104-193 (August 22, 1996) and 1997 Statutes of Nevada Chapter 489 (AB 401). The documents may consist of copies of W-4 forms and reports from employers. [This record series was originally scheduled under agency # 360904 which was incorrect]

**Authorized Retention:**

Retain for a period of sixty (60) days from the date the information was entered into the State Directory of New Hires database.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Notice of Determination or Redetermination

RDA#: 1995046

**Description:**

Reviewed: 3/28/1995

This record series consists of form NUCS 4158. These are adjudication decisions, based on law, concerning claimants' eligibility to Unemployment Insurance.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain. (See NRS 612.260)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Outgoing Combined Wage Claims

RDA#: 1995044

**Description:**

Reviewed: 3/27/1995

This record series is used in the transfer of wage information to other states concerning claimants in those states that were previously living and working in Nevada. Used to establish unemployment insurance claims there. Contains forms IB-4 Request for Transfer of Wages and IB-5 Report of Determination of Combined Wage Claims. Filed by state within year.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain. (See NRS 612.260)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Payment Agreement / Contract

RDA#: 1991341

**Description:**

Reviewed: 10/13/1992

This record series consists of contracts drawn between the Employment Security Department and employers to make payments of delinquent taxes due. The file may contain: contract, a copy of the judgement, correspondence and other relevant information.

**Authorized Retention:**

Retain for a period of six (6) calendar years from the close of the case. (Notice of Entry or Renewal of Judgement)

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Proof of Claim

RDA#: 1991340

**Description:**

Reviewed: 10/13/1992

This record series consists of the United States Bankruptcy Court "Proof of Claim" form. It is filled out by the employer for protection by the court, but is used to collect taxes. The form may contain: name of debtor, bankruptcy case #, creditor information, letter of transmittal to the court, claim information and other relevant information.

**Authorized Retention:**

Retain for a period of six (6) calendar years from the close of the case.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** Referee & Appeals Decisions (Copies)

RDA#: 1995042

**Description:**

Reviewed: 3/27/1995

These are copies of the Agency's internal appellate process decisions. This is a single document copy of each decision provided by the Appeals Office. Filed by decision number.

**Authorized Retention:**

Retain this duplicate document only as long as useful to the agency.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Rulings Files

RDA#: 2008018

**Description:**

Reviewed:

These records are used to charge or relieve the employer of charges for unemployment compensation (See NRS and NAC chapter 612). The record may include but is not limited to:

- \* Notice of Ruling form with associated documentation
- \* Notification to employer of unemployment insurance claim
- \* Request for additional information
- \* Supportive documentation
- \* Related correspondence

**Authorized Retention:**

Retain these records for a period of four (4) calendar years from the close of the case.

**Authorized Disposition:**

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

**Title:** Rulings Files

RDA#: 2009018

**Description:**

Reviewed: 7/22/2009

These records are used to charge or relieve the employer of a charge for unemployment compensation (See NRS 612.551). The record may include but is not limited to:

- \* Notice of Ruling form with associated documentation
- \* Notification to employer of unemployment insurance claim
- \* Request for additional information
- \* Supportive documentation
- \* Related correspondence

**Authorized Retention:**

Retain these records for a period of four (4) calendar years from the close of the case.

**Authorized Disposition:**

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** State Directory of New Hires Database

RDA#: 1997039

**Description:**

Reviewed: 12/10/1997

This database contains information required by Public Law 104-193 (1996) section 313 (amending 42 USC section 453A (b)(1)). The information includes "...the name, address and social security number of the employee..." as well as the name, address and identifying number of the employer. This information is received from the employer. [Note: this was originally scheduled under agency # 360904 which was incorrect]

**Authorized Retention:**

Retain this database intact until submission to the Welfare Division, then the information on the database may be modified or discarded as needed. Upon termination of the requirements of PL 104-193 (1996), retain the information for a period of three (3) calendar years (preferably on tape format).

**Authorized Disposition:**

Retain a backup tape as required by NRS 239.051 and in accordance with DoIT requirements (see NAC 240) and the General Records Retention Schedule ("System Backups"). Destroy these confidential records in a secure manner after the retention period has been satisfied.

**Title:** State Directory of New Hires Quarterly Reports

RDA#: 1997041

**Description:**

Reviewed: 12/10/1997

This record series contains copies of the reports submitted to the National Directory of New Hires containing information on wages and unemployment compensation, and other data, as required by PL 104-193 (1996) section 313 (amending 42 USC s.453 (g)(2)(B), 110 Statutes 2211).

**Authorized Retention:**

Retain this record series for a period of three (3) calendar years from the end of the quarter in which the report was submitted to the federal government.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Unemployment Insurance

Schedule Number: 360904

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**Title:** TRA/NAFTA Files (Trade Readjustment Allowances / North American Free Trade Agreement) RDA#: 2005060

**Description:**

Reviewed: 5/11/2005

This record series documents the claims for unemployment benefits submitted to DETR in accordance with the Trade Act of 1974 (19 U.S.C. §§ 2101 et seq. "Trade Act of 1974, Amended") concerning the Transitional Adjustment Assistance / Trade Readjustment Allowances (See 19 U.S.C. § 2291 to 2298 and 20 CFR Part 617 for Trade Readjustment Allowances and 19 U.S.C. § 2331 for NAFTA Transitional Adjustment Assistance Program, which was repealed in 2002). The files may contain: Request for Determination of Entitlement to TAA/TRA, Request for Employment Information, Training Request Determination (TRA waiver), Entitlement Determination to Trade Readjustment Allowance, TRA/NAFTA Payment Ledger (with associated accounting documents), TRA/NAFTA Computation Worksheet, Weekly Request for Allowances by Workers on Waiver (Trade Act of 1974), NAFTA/TRA Claimant Invoices, accounting documentation, Unemployment Insurance Service work papers (including Notice of Eligibility, Fact Finding Eligibility Requirements), related correspondence and similar documentation.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), when the retention period has been satisfied.

**Title:** UCX and UCFE

RDA#: 1995052

**Description:**

Reviewed: 4/6/1995

Contains records that determine claimant eligibility for former members of the military or former federal employees. UCX (ex-military) files will include these forms: ETA 841, DD 214, MA 8-43, MUCS-4002. UCFE (former federal employees) files include forms ES 931, ES 934 and ES 935. These are requests for and verification of wages for federal employees.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Warrants

RDA#: 1995049

**Description:**

Reviewed: 3/29/1995

This record series consists of Unemployment Insurance benefit checks paid, cancelled, and stale-dated.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the date of issue.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

## ***The Committee to Approve Records Retention And Disposition Schedules for Official State Records***

*This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.*

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** Agricultural Worker Program (H2-A)

RDA#: 1991430

**Description:**

Reviewed: 7/8/1991

This record series is created when an employer requests the recruitment of foreign workers for agricultural labor due to the unavailability of domestic workers. Files will contain Job Application (750-A), Job Order (790), domestic market check, copies of want ads, housing inspection records (OSHA Standards), and related records.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Alien Labor Certifications and Program Reviews

RDA#: 2005144

**Description:**

Reviewed: 1/11/2006

This record series is used to document the certification process for the use of alien laborers due to the unavailability of domestic workers in accordance with 20 CFR Parts 655 and 656. The files may contain (a) Alien Labor Certification: copies of U.S. Department of Labor documents including Notice of Findings with attachments, Final Determinations, letter of remand, and related documentation, (b) Program Reports: copies of U.S. Department of Labor reports including Program Reports (from the Alien Labor Certification Unit), Bimonthly Reports (from the Employment and Training Administrations) with associated notes, and (c) Prevailing Wage Requests: State of Nevada Employment Security Division "Prevailing Wage Request" and "Alien Certification Wage Request" with related documents.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** B-22 Performance Reports

RDA#: 1991746

**Description:**

Reviewed: 10/13/1992

This record series consists of a monthly computer printout of office performance statistics, compiled in the field offices throughout the state. The printout contains information such as: # of openings listed, # of counseling services, applications filed, placement activity transactions and other relevant information.

**Authorized Retention:**

Retain until superseded with a current report.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Title:** Employment/Training Support Services

RDA#: 1991637

**Description:**

Reviewed: 1/21/1992

Services provided for persons with disabilities, law offenders, and youth. Files contain correspondence, financial reports, pamphlets, booklets, articles. Used to monitor and manage eligibility of applicants and expenditure of funds. Used also for staff training. Includes logs and copies of documents.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** ESAS BLM-USFS Packet Tracking System

RDA#: 1991636

**Description:**

Reviewed: 1/21/1992

This is an applicant file maintained on floppy disk (Word Processing- Symphony). File contains applicant name, SSN, date DD-214 received, date returned, date coded, date entered. These are for seasonal employees (May-Sept) for the Bureau of Land Management and U.S. Forestry Service.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the date the records used as input were received.

**Authorized Disposition:**

These records are confidential and must be destroyed by erasing the disk when the required retention period has expired.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** Federal Bonding Program Files

RDA#: 1991433

**Description:**

Reviewed: 7/9/1991

This record series consists of applications to the bonding company for approval for individuals who may be ex-felons, have problems with a bankruptcy, have no credit rating, history of alcohol/drug abuse, or for any reason have been refused by a bonding company. It is used to determine bonding requirements for individuals. The file contains a monthly updated printout from bonding agent of all individuals currently participating in the state and information about each. File may contain copies of correspondence or there related items.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Foreign Recruitment Data File

RDA#: 1991429

**Description:**

Reviewed: 7/8/1991

This file has to do with the recruitment of foreign nationals for skills/specialties not available domestically. This is maintained on floppy disk and is created from applications received at local offices and forwarded to this department, before the applications are sent to Regional Department of Labor Office in San Francisco. Entries include name of employee/employer, skill level, date received, and date forwarded to Regional Department of Labor Office. The file is used for tracking of the application should any question arise as to their receipt or disposition.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** GATB Training Files

RDA#: 1991629

**Description:**

Reviewed: 1/21/1992

This records series contains general information about the General Aptitude Test Battery (Dept. of Labor). Contains trainer's curriculum, correspondence, trainee handouts (copies), forms, various training materials, policies, memos, quizzes, answer sheets, and similar materials used in the training of field staff for State/local/school training programs.

**Authorized Retention:**

Review annually to remove obsolete, outdated and valueless materials.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** Inquiries

RDA#: 1991748

**Description:**

Reviewed: 10/13/1992

This record series consists of inquiries done on Job Corps applicants. The file contains the basic Job Corps application, ETA 652 Jobs Corps Data Sheet.

**Authorized Retention:**

Retain for a period of three (3) calendar years.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Inter local Testing Agreements

RDA#: 1991630

**Description:**

Reviewed: 1/21/1992

Formal agreements with various agencies and schools for the testing of students. Files will contain correspondence and related materials used to assess aptitudes and interests for courses to be taken. Files will also include copies of billing records and monthly status printouts from Financial Management.

**Authorized Retention:**

Retain for a period of six (6) calendar years from the termination date of an agreement.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Title:** Interstate Job Bank Microfiche

RDA#: 1991432

**Description:**

Reviewed: 7/9/1991

This is reviewed weekly from the National Interstate Job Bank in New York. It is a list of all employers with a hard-to-fill job (because of skill level or unusual occupation).

**Authorized Retention:**

Retain for a period of one (1) calendar year from the date received.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Job Corp. Contract Files

RDA#: 1991627

**Description:**

Reviewed: 1/21/1992

Files contain contracts with Dept. of Labor, correspondence, goal of recruiters, performance data and forms, information on individual recruits, billing data as sent to Financial Mgmt, reports to D.O.L. and internal, budgeting and time coding info from Financial Mgmt, printouts from D.O.L. Job Corp office in Texas, and any other related documents.

**Authorized Retention:**

Retain for a period of six (6) calendar years from the termination of the contract.

**Authorized Disposition:**

Transfer these records to the State Archives after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** No Show Files

RDA#: 1991749

**Description:**

Reviewed: 10/13/1992

This record series consists of an applicant's jacket. The files contain: travel instructions, data sheet, copy of screener inventory, medical records, police records, release of information forms, selective service information, institution or foster homes information, self certification forms, income, legal residency and other related documents..

**Authorized Retention:**

Retain for a period of three (3) calendar years.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Program Year Rapid Response Files

RDA#: 1991521

**Description:**

Reviewed: 9/3/1991

This record series contains notification to Employment Security of impending plant closures or layoffs by employers in Nevada as required by Public Law 100-379 - Aug. 4, 1988 [Workers Adjustment and Retraining Act (WARN)]. Files will contain the Rapid Response Notification form RRT.002 (rev 1/91), and related documentation such as news clippings, correspondence, chrono log, list of employees supplied by employer, and any other similar types of documents. These files are used to monitor the closure/layoff and the placement of workers until all are placed. These files are used to create quarterly/annual reports which are sent to the Office of the Governor. This data is entered into a local computer hard disk and backed up periodically, not less than monthly. These records are subject to subpoena as may be required.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Transfer these records to the State Archives after the retention period has been satisfied.

**Title:** Screener Folder Inventory

RDA#: 1991747

**Description:**

Reviewed: 10/13/1992

This record series consists of a Screener Folder Inventory (sample) and Screener Folder Inventory (non-sample). The sample file may contain name and social security number, documentation of specific criteria. The non-sample file may contain name and social security number and general information.

**Authorized Retention:**

Retain for a period of three (3) calendar years.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** Shepherd Program

RDA#: 1991431

**Description:**

Reviewed: 7/8/1991

This record series is created when a request is received from an employer for foreign shepherders, and will include paperwork requesting herders, housing checklist (OSHA Standards), housing availability, and related records.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Summer Youth Program

RDA#: 1991638

**Description:**

Reviewed: 1/21/1992

This records series contains records accumulated by a program that is now inactive. Contains correspondence, logs, and individual jackets of participants which will contain application forms, time sheets, contracts, and termination forms plus any other related forms.

**Authorized Retention:**

Retain for a period of six (6) calendar years from the date this program was discontinued.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Testing Files

RDA#: 1991628

**Description:**

Reviewed: 1/21/1992

Correspondence, general info about Pre-Employment testing (kind of tests available, newspaper articles, catalogs, etc.), assessment of unemployed or underemployed individuals, info about materials and equipment, policies relating to Nevada and other states. Contains some information about specific companies and individuals. Kept primarily as information/subject file.

**Authorized Retention:**

Review annually and remove any outdated, superseded, or unneeded material.

**Authorized Disposition:**

Any information identifying specific individuals by name should be destroyed to protect confidentiality per NRS 612.265(1).

**Title:** Time Coding by Project Monthly Reports

RDA#: 1991436

**Description:**

Reviewed: 7/9/1991

This is an internal report that is used to prove the accuracy of weekly time sheets from field offices. It contains a summary of working time by employee within office, showing time and individual responsibilities accomplished. This report is received from the Financial Management Division.

**Authorized Retention:**

Retain for a period of one (1) calendar year from the date of report.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** Veterans Program

RDA#: 1991435

**Description:**

Reviewed: 1/21/1992

This record series contains all data about individual veterans participating in this program. Files will contain application for employment (ETA 511), DD214, disability papers, I-9 forms, eligibility forms, OJT contracts, monthly invoices and time sheets from employers, evaluations, and any other related documents.

**Authorized Retention:**

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Work Opportunity Tax Credit / Welfare to Work: Certifications

RDA#: 2003128

**Description:**

Reviewed: 1/14/2004

This record series documents and administers the certification process for tax credit of the applicant and the employer under the provisions of the Welfare-to-Work Program (Title IV, Part A of the Social Security Act, 42 USC s.601 et. Seq.) and Work Opportunity Tax Credit Program (26 USC s. 51 and s.51(a)). The files may contain: "Applicant Eligibility Worksheet," "Work Opportunity / Welfare-to-Work Tax Credit" DETR/ESD form, "Individual Characteristics Form: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (Employment and Training Administration, US Employment Service), "Pre-Screening Notice and Certification Request for Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of the Treasury, Internal Revenue Service), "Employer Certification: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of Labor, Employment and Training Administration), copies of Alien Registration Receipt Card (US Department of Justice, Immigration and Naturalization Service), computer printouts and similar related documentation.

**Authorized Retention:**

Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** Work Opportunity Tax Credit / Welfare to Work: Denials

RDA#: 2003129

Description:

Reviewed: 1/14/2004

This record series documents the determination to deny certification of the applicant and/or the employer for tax credit under the provisions of the Welfare-to-Work Program (Title IV, Part A of the Social Security Act, 42 USC s.601 et. Seq.) and Work Opportunity Tax Credit Program (26 USC s. 51 and s.51(a)). The files may contain: "Applicant Eligibility Worksheet," "Work Opportunity / Welfare-to-Work Tax Credit" DETR/ESD form, "Individual Characteristics Form: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (Employment and Training Administration, US Employment Service), "Pre-Screening Notice and Certification Request for Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of the Treasury, Internal Revenue Service), "Employer Certification: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of Labor, Employment and Training Administration), copies of Alien Registration Receipt Card (US Department of Justice, Immigration and Naturalization Service), computer printouts and similar related documentation.

Authorized Retention:

Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Work Opportunity Tax Credit / Welfare to Work: Ineligibles

RDA#: 2003213

Description:

Reviewed: 1/14/2004

This record series documents the determination of ineligible status of the applicant and/or the employer for tax credit under the provisions of the Welfare-to-Work Program (Title IV, Part A of the Social Security Act, 42 USC s.601 et. Seq.) and Work Opportunity Tax Credit Program (26 USC s. 51 and s.51(a)). The files may contain: "Applicant Eligibility Worksheet," "Work Opportunity / Welfare-to-Work Tax Credit" DETR/ESD form, "Individual Characteristics Form: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (Employment and Training Administration, US Employment Service), "Pre-Screening Notice and Certification Request for Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of the Treasury, Internal Revenue Service), "Employer Certification: Work Opportunity Tax Credit and Welfare-to-Work Tax Credit" (US Department of Labor, Employment and Training Administration), copies of Alien Registration Receipt Card (US Department of Justice, Immigration and Naturalization Service), computer printouts and similar related documentation.

Authorized Retention:

Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: DETR: Workforce Investment Support Services

Schedule Number: 360702

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**Title:** Worker Profiling and Reemployment Services Files

RDA#: 2005061

**Description:**

Reviewed: 5/11/2005

This record series documents the provisions of services in the Worker Profiling and Reemployment Services Program in accordance with 26 U.S.C. § § 3301 et seq. (Unemployment Compensation Amendments of 1993), 42 U.S.C. § 503 (j) (Worker Profiling) and NRS 612.375 (2). The files may contain: (1) list of profiled claimants scheduled for orientation services; (2) reemployment plans; (3) unemployment eligibility review; (4) orientation evaluation; (5) list of participants signed up for workshops; (6) related correspondence and similar documentation.

**Authorized Retention:**

Retain these records for a period of four (4) calendar years from the end of the calendar year to which it pertains.

**Authorized Disposition:**

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722).

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

## ***The Committee to Approve Records Retention And Disposition Schedules for Official State Records***

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Department Name: DETR: Equal Rights Commission

Schedule Number: 361202

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**Title:** Affirmative Action Files

RDA#: 1995031

**Description:**

Reviewed: 9/6/2000

This record series consists of records documenting how business, manufacturing, service industry and governmental agencies observed Equal Employment Opportunity Act (EEO) requirements. The files consists of: NERC Request for Information and Comprehensive Minority Employment Report forms; staff notes and reports; NERC Compliance Report; agency affirmative action plans, policies and procedures, copies of job application forms and tests; with related correspondence.

**Authorized Retention:**

Retain for a period of three (3) calendar years from the close of the case.

**Authorized Disposition:**

Transfer these records to the State Archives after the retention period has been satisfied.

**Title:** Case Files

RDA#: 1995030

**Description:**

Reviewed: 9/6/2000

This record series consists of the case files of alleged discriminatory practices in housing, employment or public accommodations. The files may contain: NERC forms including; intake forms, running telephone log, investigation plan format, pre-fact finding checklist, informal fact finding meeting and rescheduling forms, discharge, constructive discharge, pregnancy, harassment, retaliation, terms and conditions, charge transmittal, charge of discrimination, findings of charge of discrimination, agency final deferral action, affidavits, and; investigators notes and reports, investigation documents --including medical, wage and housing records, negotiated settlement, record of charge withdrawal, record of case conciliation, case closure, notes, memos, related correspondence and statistical analysis.

**Authorized Retention:**

Retain these records for a period of three (3) calendar years from the close of the case as described in NAC 233.220.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: DETR: Equal Rights Commission

Schedule Number: 361202

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**Title:** Inquiry Recordings

RDA#: 2009010

**Description:**

Reviewed: 6/10/2009

These recordings are made for requests for service or information.

**Authorized Retention:**

Retain these records for a period of ninety (90) days from the date of the recording

**Authorized Disposition:**

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

**Title:** Intake Records

RDA#: 2000074

**Description:**

Reviewed: 9/6/2000

These records are used to take and evaluate phone, mail and walk-in requests for information or services. The files consist of but is not limited:

- \* Intake Inquiry
- \* Assessment
- \* Copies of response letters
- \* Related correspondence
- \* Similar documents

**Authorized Retention:**

Retain the file for a period of one (1) calendar year from the calendar year to which they pertain.

**Authorized Disposition:**

Transfer these records to the State Archives after the retention period has been satisfied. Destroy the other documents in the file, including incomplete forms, in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Reports: Federal

RDA#: 1995032

**Description:**

Reviewed: 9/6/2000

This record series consists of copies of reports required by the federal Equal Employment Opportunity Commission. The files consist of: State and Local Government Information Report EEO-4, work papers which were used in the compiling of the EEO-4 report and related correspondence. Copies of other federal reports may be included: specifically, Employer Information Report EEO-1, Apprenticeship Information Report EEO-2, Local Union Report EEO-3, Elementary - Secondary Staff Information Report EEO-5, and Higher Education Staff Information Report EEO-6..

**Authorized Retention:**

Retain for a period of three (3) calendar years from the submission of the report to the EEO Commission.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Equal Rights Commission

Schedule Number: 361202

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**Title:** Reports: State

RDA#: 1995033

**Description:**

Reviewed: 9/6/2000

This records series consists of reports made by the Equal Rights Commission in the administration of the functions of the office. These reports include: reports of hearings sent to the Governor in accordance with NRS 233.200, statistical analysis, and similar reports.

**Authorized Retention:**

Retain for a period of two (2) calendar years from the date of issue of the final draft. Other drafts should be destroyed upon the acceptance and issue of the final draft.

**Authorized Disposition:**

A copy of these reports should be sent to the State Archives for preservation purposes when the final draft is issued. Reports of hearings created in accordance with NRS 233.200 and adopted as part of the minutes of the public hearing should be retained in accordance with NRS 241.035 (See also the General Records Retention and Disposition Schedules).

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

***The Committee to Approve Records Retention And Disposition  
Schedules for Official State Records***

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Department Name: DETR: Bureau of Disability Adjudication

Schedule Number: 361007

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**Title:** BDA Disability Claimant Data Base

RDA#: 1990544

**Description:**

Reviewed: 2/28/1991

This records series contains the Disability Claimant Data Base (compiled from statistical records and records pertaining to disability claim processing).

**Authorized Retention:**

Retain computer printout until superseded.

**Authorized Disposition:**

Transfer acopy of the computer printout annually to the State Archives after the retention period has been satisfied.

**Title:** BDA Disability Claimant Electronic Input Forms

RDA#: 1990543

**Description:**

Reviewed: 2/28/1991

This records series consists of all electronic input forms (including Form SSA-831-U3, etc.) pertaining to disability claims processing.

**Authorized Retention:**

Retain statistical records and records that pertain to the processing of disability claims for the length of time specified in the disposal schedule, SSA/DDA Fiscal and Administrative Management (DI39509.051).

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

***The Committee to Approve Records Retention And Disposition  
Schedules for Official State Records***

*This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.*

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Department Name: DETR: Bureau of Services to the Blind

Schedule Number: 361008

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**Title:** Services to the Blind Client Case Files

RDA#: 1990531

**Description:**

Reviewed: 2/28/1991

This record series consists of Services to the Blind Program client records. The individual client file may include: completed application, financial statement, health survey, transcripts and certificates, certification of eligibility, narrative progress review notes, vocational assessment reports, diagnostic study, medical and psychological reports, training progress notes, adaptive aids, individualized written rehabilitation program, documentation of verbal communications, closure information, correspondence and similar information.

**Authorized Retention:**

Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Services to the Blind Vendor License files

RDA#: 1990532

**Description:**

Reviewed: 2/28/1991

This record series contains copies of licenses and renewals issued to blind persons to operate a vending facility pursuant to NRS 426.630 through 426.720 and NAC 426.100 through 426.145.

**Authorized Retention:**

Retain for a period of three (3) calendar years after expiration of license.

**Authorized Disposition:**

These records may be disposed of in a normal manner, such as by dumping or recycling.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

## *The Committee to Approve Records Retention And Disposition Schedules for Official State Records*

*This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.*

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Department Name: DETR: Bureau of Vocational Rehabilitation

Schedule Number: 361009

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**Title:** Administrative Reviews/Grievance file

RDA#: 1990536

**Description:**

Reviewed: 2/28/1991

This record series consists of complaints received against the division and the results of complaint investigation pursuant to NRS 615.190(1) and 615.280; 34 CFR 361.48. The individual file may contain: correspondence, transcripts of hearings, supportive documentation, cassette tapes, decision paper and related documentation.

**Authorized Retention:**

Retain for a period of three (3) calendar years after resolution of complaint.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Independent Living Client Case file

RDA#: 1990537

**Description:**

Reviewed: 2/28/1991

This record series contains Independent Living Rehabilitation Services Program client records (See 34 CFR 365.35-6). The individual client file may include: completed application, certificate of eligibility, independent written rehabilitation plan, references, narrative progress review notes, case notes, medical and psychological reports, equipment contracts, documentation of verbal communications, correspondence and similar information.

**Authorized Retention:**

Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Master Client Record Data Base

RDA#: 1990539

**Description:**

Reviewed: 2/28/1991

This record series contains the Vocational Rehabilitation & Services to the Blind Master Client Record reports and is maintained in an electronic data base and computer print-outs.

**Authorized Retention:**

Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner after the retention period has been satisfied. Transfer a copy of the annual summary report to the State Archives annually.

**Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.**

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Department Name: DETR: Bureau of Vocational Rehabilitation

Schedule Number: 361009

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**Title:** Master Client Statistical Report file

RDA#: 1990538

**Description:**

Reviewed: 2/28/1991

This record series contains Client Statistical Reports used for compiling statistical data on individual clients in accordance with NRS 615.200(4)(a). Data is entered in the Vocational Rehabilitation & Services to the Blind Master Client Record Data Base. The file may contain: computer print outs, statistical reports, notes, related correspondence and other supportive documentation.

**Authorized Retention:**

Retain until verification of data entry.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Vocational Assessment Center Client Case file

RDA#: 1990535

**Description:**

Reviewed: 2/28/1991

This record series consists of Vocational Assessment Center client records. The individual client file may include: completed application, referral, individual assessment/ adjustment plan, daily observation, raw test data, case notes, production records, final report, correspondence and related documentation.

**Authorized Retention:**

Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** Vocational Rehabilitation Client Case file

RDA#: 1990534

**Description:**

Reviewed: 2/28/1991

This record series consists of Vocational Rehabilitation client records. The individual client file may include: completed application, financial statement, health survey, transcripts and certificates, certification of eligibility, narrative progress review notes, vocational assessment reports, diagnostic study, copies of medical and psychological reports, training progress reports, individualized written rehabilitation program, documentation of verbal communications, closure information, correspondence and similar documentation.

**Authorized Retention:**

Retain for a period of five (5) calendar years from the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

***The Committee to Approve Records Retention And Disposition  
Schedules for Official State Records***

*This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.*

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Department Name: DETR: Client Assistance Program

Schedule Number: 361010

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**Title:** CAP Client Case file

RDA#: 1990519

**Description:**

Reviewed: 2/28/1991

This record series contains the Division's Client Assistance Program records (Rehabilitation Act, Sec. 112(a) and 34 CFR Parts 76, 369, and 370). The individual client file may include: intake form, release of information, decision/provision of assistance, outcome summary, reference notes, copy of BVR case file, documentation of verbal communications, closure information, correspondence, and similar material.

**Authorized Retention:**

Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Title:** CAP Client Statistical Card file

RDA#: 1990520

**Description:**

Reviewed: 2/28/1991

This record series contains statistical information on each CAP client for the years 1979 to 1984 recorded on 4X 6 cards.

**Authorized Retention:**

Retain cards for a period of five (5) calendar years from case closure date.

**Authorized Disposition:**

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

**Notice:** When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

# *The Committee to Approve Schedules for the Retention and Disposition of Official State Records*

*NRS 239.073 et seq.*

**Scott Anderson, Chairman**

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## **Retention Guidelines**

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "disposition holds" may occur that will require a stop to the regular destruction or dumping of records.

## **Disposition Holds include:**

### **Audits.**

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

### **Investigations.**

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

### **Litigation.**

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention Schedule or one of the General Records Retention and Disposition Schedules. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

## **Disposition Guidelines**

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.