

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



**Department of Agriculture
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This version supersedes all previous versions



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

This document is not an attempt to give legal advice. If any questions should arise concerning any information given in this document, you are directed to seek the advice of your legal counsel. This document is subject to change without notice.

Nevada State Library and Archives

Records Management Program

100 N. Stewart Street
Carson City, NV 89701
775-684-3411
1-800-922-2880 (in-state)
(775) 687-8338 TDD
records@clan.lib.nv.us
www.nevadaculture.org

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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 a formal action by the Committee to approve official state records.

Department Name: AGR: Animal Industry Division

Schedule Number: 40302

Title: Accession Log Book

RDA#: 1992682

Description:

Last Reviewed on: 07/09/1992

This records series contains the accession log for incoming specimens (NRS 561.305). The log is used to assign an accession number for the specimen. The log sheet contains the accession number, date, submitter, owner name, animal type, and test desired, and is used for reference.

Authorized Retention:

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as administratively useful to the department.

Authorized Disposition:

Paper records may be disposed of in a normal manner, such as by dumping or recycling. Electronic data must have a security backup in accordance with NRS 239.051.

Title: Apiary Test Record File

RDA#: 1992684

Description:

Last Reviewed on: 07/09/1992

The record series contains the official test results of the diagnosis of infectious, contagious, and parasitic disease of bees (NRS 561.305(2), 1991) as necessary under the provisions of NRS 552.085 to 552.310, inclusive.

Authorized Retention:

Retain for a period of three (3) calendar years following date of report of findings.

Authorized Disposition:

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

Title: Brucellosis Test Record File

RDA#: 1992685

Description:

Last Reviewed on: 07/09/1992

The record series contains the official results of diagnostic testing for brucellosis under the provisions of NRS 561.305(1), 1991, and NAC 571.340 to 571.370, inclusive.

Authorized Retention:

Retain for a period of three (3) calendar years following date of report of findings.

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.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: AGR: Animal Industry Division

Schedule Number: 40302

Title: Cattle and Swine Herd Files

RDA#: 1992672

Description:

Last Reviewed on: 07/09/1992

This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991; 9 CFR Parts 1-167; and NAC Chapter 571. The file may contain: (1) permit for importation of cattle or swine into Nevada; (2) certificate of veterinary inspection; (3) brucellosis test record; (4) brucellosis vaccination record; (5) tuberculosis test record; (6) livestock hold order; (7) livestock quarantine order; (8) quarantine and/or livestock hold order cancellation/modification; (9) pseudorabies test record, and (10) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the effective date.

Authorized Disposition:

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

Title: Disease Incident Report - Annual

RDA#: 1992689

Description:

Last Reviewed on: 07/09/1992

This records series contains the Annual Disease Incident Report prepared by the Animal Disease Laboratory of the Division of Animal Industry (NRS 561.305, 1991).

Authorized Retention:

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

Authorized Disposition:

Transfer the original copy to the State Archives.

Title: Equine Infectious Anemia Test Record File

RDA#: 1992686

Description:

Last Reviewed on: 07/09/1992

The record series contains the official results of diagnostic testing for equine infectious anemia under the provisions of NRS 561.305(1), 1991, and NAC 571.380 to 571.410, inclusive.

Authorized Retention:

Retain for a period of three (3) calendar years following date of report of findings.

Authorized Disposition:

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

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Department Name: AGR: Animal Industry Division

Schedule Number: 40302

Title: Exhibition Livestock File

RDA#: 1992676

Description:

Last Reviewed on: 07/09/1992

This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991, and NAC Chapter 571 for exhibition livestock, imported into Nevada for sale, show, fairs or other public exhibitions. The file contains appropriate official health certificates and other required material for entry of that animal.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date of the permit.

Authorized Disposition:

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

Title: Large/Small Animal and Avian Species File

RDA#: 1992674

Description:

Last Reviewed on: 07/09/1992

This record series contains the information documenting animal health compliance, pursuant to NRS Chapter 561; 571.130; 571.210 and NAC Chapter 571, which includes a variety of species: horses, mules, asses; swine; goats; sheep; dogs and cats; poultry and birds; or other species, including wild horses under the jurisdiction of the Bureau of Land Management. The file may contain: (1) Certificate of Veterinary Inspection (large animal), (2) Certificate of Veterinary Inspection for Small Animals and Avian Species, and (3) related material.

Authorized Retention:

Retain for a period of three (3) calendar years after the effective date.

Authorized Disposition:

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

Title: Owners File

RDA#: 1992683

Description:

Last Reviewed on: 07/09/1992

The record series contains a complete file of information pertaining to samples/specimens submitted for the diagnosis of infectious, contagious and parasitic diseases of animal species under the provisions of NRS 561.305 & 571.120, 1991; and NAC Chapter 571. The file may contain: (1) accession number, (2) specimen submission forms, (3) submitter/owner information, (4) species and number of specimens, (5) history and symptoms, (6) disease or condition suspected, (7) postmortem examination findings, (8) laboratory results (microbiology, serology, etc.), and (9) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendars years following date of report of findings.

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: AGR: Animal Industry Division

Schedule Number: 40302

Title: Pasture to Pasture Permit file

RDA#: 1992677

Description:

Last Reviewed on: 07/09/1992

The record series contains the Request for Animal Health Pasture to Pasture Permit, and related material, which is valid for one pasture to pasture movement only and is restricted to the cattle, time period, and premise described.

Authorized Retention:

Retain for a period of three (3) calendar years after the expiration date of the permit.

Authorized Disposition:

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

Title: Plague Test Record File

RDA#: 1992687

Description:

Last Reviewed on: 07/09/1992

The record series contains the official results of diagnostic testing for plague under the provisions of NRS 561.305(1).

Authorized Retention:

Retain for a period of three (3) calendar years following date of report of findings.

Authorized Disposition:

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

Title: Rabies Test Record File

RDA#: 1992688

Description:

Last Reviewed on: 07/09/1992

The record series contains the official results of diagnostic testing for rabies under the provisions of NRS 561.305(1), 1991.

Authorized Retention:

Retain for a period of three (3) calendar years following date of report of findings.

Authorized Disposition:

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

Title: Rodeo Animals File

RDA#: 1992675

Description:

Last Reviewed on: 07/09/1992

This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991, and NAC Chapter 571 for livestock use in a rodeo. The file may contain: (1) Certificate of Veterinary Inspection, (2) entry permit, (3) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years after the expiration date of the permit.

Authorized Disposition:

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

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Department Name: AGR: Livestock Identification Division

Schedule Number: 40401

Title: Astray Animal Report File

RDA#: 1992710

Description:

Last Reviewed on: 12/11/1992

This record series contains reports of livestock running at large upon public or private lands in Nevada whose owner is unknown (NRS Chapter 569, 1991). The file may contain: (1) Astray Report, (2) Notice of Seizure, (3) Appointment of Keeper, (4) astray checklist/worksheet, (5) notice of astray animal, (6) financial information, and (7) related correspondence and similar information.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

Title: Astray Animal Report Log

RDA#: 1992709

Description:

Last Reviewed on: 12/11/1992

This record series contains the log used to assign control numbers to astray animal reports. The log contains: control number; date received; seizure number; description of animal; name of keeper; brand/location; sale date; and similar information.

Authorized Retention:

Retain log sheets as long as administratively useful to the department.

Authorized Disposition:

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

Title: Brand Inspection Certificate File

RDA#: 2003077

Description:

Last Reviewed on: 05/21/2003

This record series is used to inspect brands and marks on grazing animals pursuant to NRS 565.100 to 565.170, inclusive, and NAC Chapter 565. Brand inspection includes a careful examination of each animal, details on sex of the animal, identified brands, marks and other characteristics, and is signed by an authorized agent of the department and the owner (or authorized representative). The file may also include the Auction Yard Master Sheet, Slaughter House Inspection Master Sheet, clearance certificates, related correspondence and similar documents.

Authorized Retention:

Retain these records for ten (10) calendar years from the end of the calendar year in which the brand certificate and/or transportation permit expired.

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: AGR: Livestock Identification Division

Schedule Number: 40401

Title: Brand Inspection Certificate Log

RDA#: 1992707

Description:

Last Reviewed on: 12/11/1992

This record series contains the log used for accountability of each Brand Inspection Certificate. The log sheet contains: book number; certificate numbers; date completed; name of district brand inspector; and similar information.

Authorized Retention:

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as administratively useful to the department.

Authorized Disposition:

The paper records may be disposed of in a normal manner, such as by dumping or recycling. Electronic data must have a security backup copy in accordance with NRS 239.051.

Title: Brand or Mark Recording File

RDA#: 1992701

Description:

Last Reviewed on: 12/11/1992

This record series contains information used to record brands or marks, including temporary, pursuant to NRS 564.010 to 564.150, inclusive, 1991. The file may contain: (1) Livestock Brand Recording Applications, (2) Brand Recording Authorization, (3) Affidavit for Distinct and Separate Livestock Unit, (4) Livestock Security Agreement; and (5) related correspondence and similar material.

Authorized Retention:

Retain for a period of five (5) calendar years following the expiration date.

Authorized Disposition:

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

Title: Brand or Mark Recording/Transfer Log

RDA#: 1992700

Description:

Last Reviewed on: 12/11/1992

This record series contains logs used to assign control numbers to applications for brand or mark recording and transfer of brand ownership. The log sheet contains: control number; name of brand owners; date received; date recorded; and related information.

Authorized Retention:

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as useful to the department.

Authorized Disposition:

The paper records may be disposed of in a normal manner, such as by dumping or recycling. Electronic data must have a security backup copy in accordance with NRS 239.051.

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Department Name: AGR: Livestock Identification Division

Schedule Number: 40401

Title: Brand or Mark Rerecording File

RDA#: 1992702

Description:

Last Reviewed on: 12/11/1992

This record series contains the Brand Renewal Notice used to rerecord brands or marks pursuant to NRS 564.010 to 564.150, inclusive, 1991.

Authorized Retention:

Retain for a period of five (5) calendar years following the expiration date.

Authorized Disposition:

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

Title: Brand or Mark Transfer File

RDA#: 1992703

Description:

Last Reviewed on: 12/11/1992

This record series contains information used to transfer brands or marks pursuant to NRS 564.010 to 564.150, inclusive (1991). The file may contain: (1) Livestock Brand Bill of Sale and/or Transfer of Title, (2) supporting legal documents, (3) related correspondence, and similar material.

Authorized Retention:

Retain for a period of five (5) calendar years following the effective date.

Authorized Disposition:

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

Title: Investigative Case File

RDA#: 1992715

Description:

Last Reviewed on: 12/11/1992

This record series contains investigative case files compiled by livestock investigators in the conduct of investigations of reported or suspected cases of livestock theft, violations or irregularities. The file may contain a variety of documentation relating to the incident, such as: officer's report; voluntary statement; waiver of rights; verified theft complaint; citation and bail schedules; road checks; investigative notes; related correspondence and reports; and similar information.

Authorized Retention:

Retain for a of three (3) calendar years after closure of case.

Authorized Disposition:

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

Title: Livestock Brand and Mark Card File

RDA#: 1992704

Description:

Last Reviewed on: 12/11/1992

This record series contains the Livestock Brand Cards (3 x 5) maintained pursuant to NRS 564.010 to 564.150, inclusive, 1991. The card contains: owner information; brand or mark name; a drawing (exact, except as to size); notation if lost to record with date; and similar information.

Authorized Retention:

Retain in the legal custody of the department as long as administratively useful.

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: AGR: Livestock Identification Division

Schedule Number: 40401

Title: Livestock Railroad/Highway Kills File

RDA#: 1992711

Description:

Last Reviewed on: 12/11/1992

This record series contains the reports of livestock killed on railroads and highways. The file contains: (1) Officer's Report of Livestock Killed by Railroad, and (2) Highway Kill Report.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

Title: Special Permit File

RDA#: 1992706

Description:

Last Reviewed on: 12/11/1992

This record series contains the information used to issue special permits pursuant to NAC 565.030, 1991. The files include applications submitted with supporting documentation for: (1) pasture to pasture permit (intrastate), (2) special ranch permit, (3) extraordinary permit, (4) annual horse transportation card, (5) lifetime horse permit, and (6) related correspondence, and similar material.

Authorized Retention:

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

Authorized Disposition:

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

Title: Special Permit Log

RDA#: 1992705

Description:

Last Reviewed on: 12/11/1992

This record series contains the log used to assign control numbers to requests for special permits, e.g., pasture to pasture permit (intrastate); special ranch permit; extraordinary permit; and similar material. The log sheet may contain: (1) control number, (2) name of applicant, (3) date of expiration, and (4) similar information.

Authorized Retention:

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain the information in the data base as long as useful to the department.

Authorized Disposition:

The paper records may be disposed of in a normal manner, such as by dumping or recycling. Electronic data must have a security backup copy in accordance with NRS 239.051.

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Department Name: AGR: Measurement Standards Division

Schedule Number: 40801

Title: Certificates of Inspection

RDA#: 1992645

Description:

Last Reviewed on: 12/11/1992

This record series contains information used to record all weights, measures, balances or other devices calibrated or tested (pursuant to NRS 581.060 and .070, 1991). The file may contain: (1) certificate of inspection for: scales, metering devices, livestock scales, motor truck and hopper scales, liquefied petroleum gas meters, truck meters and racks, etc.; (2) repair/new installation notice; (3) fee charge sheet; (4) copy of invoice; (5) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date.

Authorized Disposition:

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

Title: Consumer Complaint File

RDA#: 1992646

Description:

Last Reviewed on: 12/11/1992

This record series contains complaints received from consumers regarding commercial weighing and measuring devices under the provisions of NRS Chapter 581, 1991. The file may contain: (1) complaint form; (2) copy of certificate of inspection; (3) interview notice; (4) package checking report; (5) sample collection data; (6) analysis report; (7) advertisement of product; (8) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of resolution or closure.

Authorized Disposition:

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

Title: NDOT Contractor and DMV Highway Patrol Scales Inspection Report(s)

RDA#: 1992650

Description:

Last Reviewed on: 12/11/1992

This record series contains highway scale inspection reports produced for the Nevada Department of Transportation and commercial enforcement scale inspection reports produced for the Nevada Highway Patrol.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

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Department Name: AGR: Plant Industry Division

Schedule Number: 40703

Title: Antifreeze Registration and Sample Analysis file

RDA#: 1992613

Description:

Last Reviewed on: 08/15/2001

This record series contains information used for the issuance of permits by the state sealer of weights and measures to sell antifreeze in this state pursuant to NRS 590.340 and 590.450 inclusive, 1991 and NAC 590.010 to 590.030 inclusive. The file may contain: (1) application for permit; (2) results of analysis and testing of sample (NRS 561.305(10)); (3) copies of permit to sell antifreeze, and (4) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date.

Authorized Disposition:

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

Title: Apiary Inspection Reports

RDA#: 1992607

Description:

Last Reviewed on: 12/11/1992

This record series contains apiary inspection reports completed in accordance with NRS 552.160; 552.205; and 552.215, 1991.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

Title: Apiary Serial Index Cards

RDA#: 1992605

Description:

Last Reviewed on: 12/11/1992

This record series contains index cards (5x 8) used to brand new hives by name and number by county pursuant to NRS 552.090, 1991.

Authorized Retention:

Retain until verification of data entry into a computerized system which permits the retrieval and reproduction of data. Retain the information in the data base permanently, and dispose of cards when no longer useful to the department.

Authorized Disposition:

The paper records may be disposed of in a normal manner, such as by dumping or recycling. Electronic data must have a security backup copy in accordance with NRS 239.051.

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Department Name: AGR: Plant Industry Division

Schedule Number: 40703

Title: Certified Seed Registration File

RDA#: 1992635

Description:

Last Reviewed on: 12/11/1992

This record series contains field registration records pursuant to NRS 587.015 to 587.123, inclusive, 1991 and NAC 587.010 through 587.220, inclusive. The file may contain: (1) application for seed certification and renewal application; (2) permanent field certification number; (3) seed tags; (4) field inspection reports; (5) seed movement permit; (6) seed laboratory test; (6) certified seed blending permit; (7) related correspondence, and similar information.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date.

Authorized Disposition:

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

Title: Commercial Fertilizers and Agricultural Minerals Registration File

RDA#: 1992610

Description:

Last Reviewed on: 08/15/2001

This record series contains information used for the registration of each brand and grade of commercial fertilizer and agricultural mineral being offered for sale, sold or distributed in the state pursuant to NRS Chapter 588, 1991. The file may contain: (1) application for registration (NRS 588.180); (2) guaranteed analysis showing the minimum percentage and source of plant food claimed (NRS 588.180(1)(c) and .190); (3) labels or tags (NRS 588.200); laboratory analysis and test results (NRS 561.305(8); and (5) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date.

Authorized Disposition:

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

Title: Cooperative Agricultural Pest Survey Field Data Work Sheet

RDA#: 1992608

Description:

Last Reviewed on: 12/11/1992

This record series contains the Cooperative Agricultural Pest Survey (CAPS) Program Field Data Sheets used for compiling statistical data in accordance with the cooperative agreement between the State Department of Agriculture and the U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ) Programs (NRS 561.245). Statistical data is entered into the State CAPS Data Base which is maintained in Reno.

Authorized Retention:

Retain until verification of data entry, and dispose of when no longer administratively useful to the department.

Authorized Disposition:

The paper records may be disposed of in a normal manner, such as by dumping or recycling. Electronic data must have a security backup copy in accordance with NRS 239.051.

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Department Name: AGR: Plant Industry Division

Schedule Number: 40703

Title: Cooperative Agricultural Pest Survey Program Data Base

RDA#: 1992609

Description:

Last Reviewed on: 12/11/1992

This record series contains the Cooperative Agricultural Pest Survey Program data of: (1) surveys for exotic pests which are not known to occur in the state; (2) surveys for endemic organisms of significance which are known to occur in the state; and (3) surveys which aid in export certification.

Authorized Retention:

Retain the information in the data base permanently.

Authorized Disposition:

Send a copy of the annual narrative report to the State Archives..

Title: Egg Standardization File

RDA#: 1992616

Description:

Last Reviewed on: 12/11/1992

This record series contains documentation of the inspection of shell eggs at the retail level for compliance of grade and labeling of product as required (NRS 583.130, 1991 and NAC 583.080 through 583.201, inclusive). The file contains: (1) Nevada Department of Agriculture Egg Inspection Report, and (2) related material.

Authorized Retention:

Retain for a period of three (3) calendar years after the date of inspection.

Authorized Disposition:

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

Title: Egg Surveillance and Grading File

RDA#: 1992614

Description:

Last Reviewed on: 12/11/1992

This record series contains documentation of voluntary grading of shell eggs and regulatory surveillance inspection of wholesale shell egg handlers per cooperative agreement between the Nevada Department of Agriculture and USDA Agricultural Marketing Service. The file contains: (1) Poultry Products Grading Certificate and worksheet memorandum; and (2) Shell Egg Regulatory Inspection Report.

Authorized Retention:

Retain for a minimum period of three (3) calendar years after the date of the report.

Authorized Disposition:

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

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Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: AGR: Plant Industry Division

Schedule Number: 40703

Title: Federal-State Inspection Certificate

RDA#: 1992638

Description:

Last Reviewed on: 12/11/1992

This record series contains inspection records pertaining to the Cooperative Agreement between the USDA-Agricultural Marketing Service and the Department of Agriculture for shipping point inspection. The file contains Federal-State Inspection Certificates and worksheets.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the certificate.

Authorized Disposition:

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

Title: Feed Analysis Report File

RDA#: 1992623

Description:

Last Reviewed on: 12/11/1992

This record series contains information pertaining to the commercial feed for livestock program pursuant to NRS 587.670 through 587.690, inclusive, 1991 and NAC 587.500 through 587.630, inclusive. The file contains commercial feed analysis reports, related correspondence and similar information.

Authorized Retention:

Retain reports for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

Title: General and Restricted-Use Pesticides Reports

RDA#: 1992621

Description:

Last Reviewed on: 12/11/1992

This record series contains documentation of routine inspection, investigation of violations, and enforcement activities for general and restricted-use pesticides [pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended; 40 CFR Part 171; NRS 555.2605 through 555.460, inclusive, and NRS 586.010 through 586.700, inclusive, 1991]. The file includes: (1) applicator use investigation reports; (2) producer establishment investigation reports; (3) manufacturer, seller, and user records inspections; and (4) related information.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the 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: AGR: Plant Industry Division

Schedule Number: 40703

Title: Inactive Pesticide Labels

RDA#: 2001029

Description:

Last Reviewed on: 08/15/2001

When a pesticide producer has ceased production of a general pesticide or restricted-use pesticide for a minimum period of five (5) years, that pesticide is classified as inactive. This record series identifies those pesticides which have been deemed inactive, and may contain: Application for / Notification of, State Registration of a Pesticide, Specimen Label, Supplemental Labeling, Revised Labels, Product Data Sheets, Ingredient Statement, EPA Registration Number, and related correspondence of Pesticide Producer, Environmental Protection Agency, and the Nevada Department of Agriculture.

Authorized Retention:

Retain this record series for a period of Ten (10) calendar years after the date the pesticide becomes inactive.

Authorized Disposition:

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

Title: Insect Specimen Distribution Cards

RDA#: 1992618

Description:

Last Reviewed on: 12/11/1992

This record series contains 3x5 index cards depicting the distribution by county of insect specimens collected in Nevada and maintained pursuant to NRS 561.305, 1991.

Authorized Retention:

Retain until entry into a computerized system which permits the retrieval and reproduction of the data.

Authorized Disposition:

After verification of data entry transfer the files to the State Archives. Electronic data must have a security backup copy in accordance with NRS 239.051.

Title: Insect Specimen Identification Record

RDA#: 1992617

Description:

Last Reviewed on: 12/11/1992

These records document, describe, and identify the specimens of the group Arthropoda (insects, arachnids, etc.) in this premier collection controlled by the Nevada Department of Agriculture. This record series contains insect specimen identification records ((4 x 6 multi-colored page, carbon form) maintained pursuant to NRS 561.305(4). Each record may contain: (1) assigned reference number, (2) collector information (who, where, when), (3) common name and scientific name, (4) host, (5) distribution within the state, (6) economic impact, (7) shipper, (8) remarks, and similar information.

Authorized Retention:

Retain until entry into a computerized system which permits the retrieval and reproduction of the data, and retain the data base permanently.

Authorized Disposition:

After verification of data entry transfer the paper files to the State Archives. Electronic data must have a security backup copy in accordance with NRS 239.051.

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: AGR: Plant Industry Division

Schedule Number: 40703

Title: Junior Agricultural Loan Program Applicant File

RDA#: 1992624

Description:

Last Reviewed on: 12/11/1992

This record series contains information used to process loans for the youth of Nevada for agricultural projects pursuant to NRS 561.405 and 561.425 through .465, 1991. The file may contain: (1) loan application form; (2) financial statement of applicant and cosigner; (3) request for funds; (4) summary of facts; (5) promissory note; (6) security agreement; (7) loan agreement; (7) loan data; and (8) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date.

Authorized Disposition:

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

Title: Nursery Licensee File

RDA#: 1992625

Description:

Last Reviewed on: 12/11/1992

This record series contains information used to issue licenses to produce or sell nursery stock pursuant to NRS 555.235 to 555.249, inclusive, 1991. The file may contain: (1) application; (2) copy of license; (3) nursery inspection report; (4) interview notice; and (5) related correspondence, and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date.

Authorized Disposition:

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

Title: Pest Control Operator Monthly Use Report

RDA#: 1992630

Description:

Last Reviewed on: 12/11/1992

This record series contains the monthly report of pest control operators submitted [pursuant to NRS 555.390 and NAC 555.410(4)].

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

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Department Name: AGR: Plant Industry Division

Schedule Number: 40703

Title: Pesticides Registration File

RDA#: 1992611

Description:

Last Reviewed on: 08/15/2001

This record series contains information used for the registration of every pesticide which is distributed, sold, or offered for sale within this state or delivered for transportation or transported in interstate commerce or between points within this state through any point outside this state pursuant to NRS Chapter 586, 1991 and NAC Chapter 586. The file may contain: (1) application for registration of pesticides (NRS 586.250); (2) complete copy of labeling accompanying the pesticide and statement of all claims to be made for it (NRS 586(c)); (3) full description of tests made and the results (NRS 586(d)); (4) special use permit (NRS 586.405); (5) application for dealer's license to sell restricted-use pesticides (NRS 586.406); (6) laboratory analysis and testing results (NRS 561.305(5)); and (7) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date.

Authorized Disposition:

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

Title: Pesticides Report For Pesticide-Producing Establishments and Poison

RDA#: 1992640

Description:

Last Reviewed on: 12/11/1992

This records series contains reports made to Environmental Protection Agency (in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act, 7 USC Sect. 136(e) and 40 CFR Ch. 1, Part 167-9), detailing the amounts of toxicant (strychnine alkaloid paste/bait) manufactured and sold by the Department of Agriculture each year. The poison register is the record of all transactions made for restricted-use pesticides by the department.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of report.

Authorized Disposition:

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

Title: Petroleum Products Sample Analysis Reports

RDA#: 1992612

Description:

Last Reviewed on: 08/15/2001

This record series contains petroleum products inspection reports done pursuant to NRS 590.010 to 590.150 inclusive, 1991. The file may contain: (1) petroleum products inspection sample collection data; (2) analysis and testing results of samples (NRS 561.305(9)); and (3) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the effective date.

Authorized Disposition:

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

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Department Name: AGR: Plant Industry Division

Schedule Number: 40703

Title: Plant Disease Determination Report

RDA#: 1992632

Description:

Last Reviewed on: 12/11/1992

This record series contains documentation of the diagnosis of plant diseases and disorders made pursuant to NRS 555.010 and 561.305(4), 1991.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

Title: Poultry Products Inspection File

RDA#: 1992615

Description:

Last Reviewed on: 12/11/1992

This record series contains documentation of mandatory inspection of poultry products conducted per agreement between the Nevada Department of Agriculture and USDA Agricultural Marketing Service. The file contains the USDA Poultry Products Grading Certificate which includes: (1) applicant information; (2) product site; (3) amount of material inspected; (4) grade of product; (5) temperature of product; and (6) similar information.

Authorized Retention:

Retain for a period of three (3) calendar years after the date of inspection.

Authorized Disposition:

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

Title: Quarantine of Agricultural Commodities File

RDA#: 1992634

Description:

Last Reviewed on: 12/11/1992

This record series contains quarantines issued by the Department of Agriculture for any agricultural commodity pursuant to NRS 554.010 through 554.240, inclusive, 1991 and NAC Chapter 554.

Authorized Retention:

Retain for a period of three (3) calendar years following the expiration date.

Authorized Disposition:

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

Title: Restricted-Use Pesticide Certification Examination File

RDA#: 1992622

Description:

Last Reviewed on: 12/11/1992

This record series contains examination results of applicants for restricted-use pesticide certification [pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended; 40 CFR Part 171; NRS 555.2605 through 555.450; and NAC 555.660 and .670]. The file may contain: (1) test application, with control number; (2) answer sheet; and (3) related correspondence and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the expiration date of certificate.

Authorized Disposition:

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

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Department Name: AGR: Plant Industry Division

Schedule Number: 40703

Title: Seed Analysis Report

RDA#: 1992636

Description:

Last Reviewed on: 12/11/1992

This record series contains reports pertaining to the sampling, inspection, analysis and testing of both regulatory and certified seed samples (pursuant to the Federal Seed Act; 7 USC 1551-1661; NRS 587.081 and 561.305(7), and NAC 587.010 to 587.810). The file may contain: (1) request for seed test; (2) seed analysis report; and (3) related correspondence, and similar material.

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

Title: Vertebrate Pest Control Field Trials File

RDA#: 1992639

Description:

Last Reviewed on: 12/11/1992

This records series contains protocols, results of field trials for vertebrate pest investigation and control, and related material (pursuant to NRS 555.010 and 555.021, 1991).

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the report.

Authorized Disposition:

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

Title: Weed Control Distribution File

RDA#: 1992643

Description:

Last Reviewed on: 12/11/1992

This records series contains information relating to the distribution, spread and development of noxious (NAC 555.010) and injurious (NAC 555.020) weeds in the state pursuant to NRS 555.130 to NRS 555.201, 1991.

Authorized Retention:

Retain as long as administratively useful to the department.

Authorized Disposition:

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

Title: Weed Herbarium Master Catalog

RDA#: 1992641

Description:

Last Reviewed on: 12/11/1992

This record series contains the master listing of specimens in the Department of Agriculture weed herbarium.

Authorized Retention:

Retain as long as administratively useful to the department.

Authorized Disposition:

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

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Department Name: AGR: Plant Industry Division

Schedule Number: 40703

Title: Wood-Destroying Pests Inspection Report

RDA#: 1992631

Description:

Last Reviewed on: 12/11/1992

This record series contains reports of wood-destroying pests submitted by pest control operators in accordance with NAC 555.430

Authorized Retention:

Retain for a period of three (3) calendar years following the date of the 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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The Committee to Approve Schedules for the Retention and Disposition of Official State Records

NRS 239.073 et seq.

Scott Anderson, Chairman

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.