

State of Nevada HRM: Central Records

Version Date: 8/10/2016

2003100 Employee Service Jacket

- Description:** This record series is the official personnel file for those employed by the Executive and Judicial Branches of the State of Nevada and retained by the Division of Human Resources Management, Central Records. The files may contain, but are not limited to: Hiring documentation, including applications with associated documents; State and federal forms, including Employment Eligibility Verification (I-9), Employment Status Maintenance; Transaction, etc.; Disciplinary action documentation; Resignation documentation; Performance evaluation training documentation (See NAC 284.498 (5)) , and; Related correspondence
- Retention:** Retain these records for a period of ten (10) calendar years from the year of separation from service. Records may be purged from the files under the following circumstances: (1) by order of a Nevada Court of record, (2); by order of a hearing officer -- see NRS 284.091 & 284.390, (3); by order of the Employee - Management Committee -- see NRS 284.073 (5) and Attorney General Letter of Opinion dated Sept. 29, 1993, (4); by order of stipulation, agreed statement, consent order or default in accordance with NRS 233B.12, (5); the Division of Human Resource Management may remove any record which they determine by law or regulation should not be filed or any duplications of records, or as ordered by the Personnel Commission, and (6); by order of the Department Director or Agency Administrator in accordance with the instructions found in the Attorney General Letter of Opinion dated Sept. 29, 1993.
- Disposition:** Destroy Securely

1995152 Employment Verification Documents

- Description:** This record series is used to document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 (See 8 U.S.C. § 1324a and 8 CFR 274a). The documents include, but are not limited to: Department of Justice Immigration and Naturalization Form I-9 Employment Eligibility Verification (OMB No. 1115-0136) with attachments; Copies of acceptable documents used to verify employment, and; Associated documents
- Note:** These documents should be made accessible separate from other personnel records and accessed only by authorized department staff, hearings officers, members of the Personnel Commission, the appointing authority and/or his designated representative, the named employee and legal counsel from the Attorney General's Office. Supervisors reviewing an employee's records must not have access to these documents (See 8 U.S.C. § 1324a and 8 CFR 274a).
- Retention:** Retain these records for a period of three (3) calendar years from the date of separation from service.
- Disposition:** Destroy Securely