

State of Nevada Approved Records Retention and Disposition Schedule

Committee on Catastrophic Leave

Schedule ID # 940501

Version Date: 04/09/2014

This version supersedes all previous versions.

2007097 Committee on Catastrophic Leave Case Files

Last Reviewed: 12/12/2007

Description: These records document and administer the actions of the Committee on Catastrophic Leave. The files may contain, but are not limited to: Receipts of certified mailings; Request to Receive Catastrophic Leave Donation forms; Physician's Certification for Catastrophic Leave Request forms and related medical information; Copies of FMLA forms; Copy of correspondence between employee/employee representative and appointing authority; Copy of Formal Grievance forms; Formal Appeal to Committee on Catastrophic Leave forms; Notice of appeal; Hearing records; Notice of decision, and; Related correspondence and similar documents

Retention: Retain this record series for a period of five (5) calendar years from the date of the decision.

Disposition: Destroy Securely

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HRM: Central Payroll

Schedule ID # 940102

Version Date: 04/17/2014

This version supersedes all previous versions.

1988247 Deduction Input Documents

Last Reviewed: 05/11/2011

Description: These records document deductions to employees' payroll. This includes all forms used to input information into the system for a payroll deduction, including, without limitation: Authorization forms for elective deductions; Child support deduction records; Court execution records, and; Related correspondence

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2011009 Direct Deposit Records

Last Reviewed: 05/11/2011

Description: These records document the requests for deposit of payroll to a banking institution via electronic direct deposit. The records may include, but are not limited to: Direct Deposit forms; Copies of payroll reports, and; Related correspondence

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

Disposition: Destroy Securely

2010060 Electronic Human Resource Records

Last Reviewed: 05/11/2011

Description: This data is contained within the Human Resources (HR) database of the IFS Advantage™ system (and uses the NEATS system). The data may include, but is not limited to: Wages, deductions, leave, etc.; Recruitment, and; Time and attendance

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

Disposition: Destroy Securely

1988245 IRS Tax Documentation

Last Reviewed: 03/23/2011

Description: This series includes all reports and backup for reporting to the Internal Revenue Service. The files may include, but are not limited to: Quarterly Return of Withheld FIT and Medicare Tax (941 E); Reportable Fringe Benefits Reports; W-2 Master List and W-2/W-2-P/W-2-C/W-4/W-4E employer copies; Levies against employee's, and; Similar documentation as required by 26 CFR 31.6001-5

Retention: Retain these records for a period of four (4) calendar years from the tax period concerned.

Disposition: Destroy Securely

1994057 Pay Register Report

Last Reviewed: 05/11/2011

Description: These records document the pay and benefits earned by employees. The report is a listing by agency of each employee containing information not limited to: Name and personal identifying information of the employee; Agency budget account; Dates worked and work codes; Wage and deduction information, and; Leave earned and used

Retention: Retain these reports for a period of thirty (30) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1996113 Payroll Reports

Last Reviewed: 03/23/2011

Description: These records document reports produced on payroll matters used for administrative purposes. The reports may include, but are not limited to: Payroll maintenance reports; Direct Deposit reports; Deduction reports;

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Retention: Longevity reports; Retirement reports, and; Employee Year to Date Gross reports
Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which the records pertain.

Disposition: Destroy Securely

1996114 Time Maintenance Records

Last Reviewed: 03/23/2011

Description: This record series is used to document time, leave and pay adjustments. The files may include, but are not limited to: Annual Leave payouts; Leave Adjustments; Retirement Adjustments; Pay Adjustments, and; Related correspondence

Retention: Retain this records series for a period of three (3) fiscal years from the fiscal year to which the records pertain.

Disposition: Destroy Securely

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HRM: Central Records

Schedule ID # 940103

Version Date: 02/25/2014

This version supersedes all previous versions.

2003100 Employee Service Jacket

Last Reviewed: 11/10/2010

Description: This record series is the official personnel file for people in the employ of the Executive Branch of the State of Nevada. 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 thirty (30) 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 Department of Personnel 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

Last Reviewed: 8/10/2011

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

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HRM: Compensation, Classification and Recruitment

Schedule ID # 940200

Version Date: 04/09/2014

This version supersedes all previous versions.

2002114 Biennial Salary Survey

Last Reviewed: 02/19/2003

Description: This record series administers and documents the salary survey that the Department of Personnel conducts (see NRS 284.175 #5). The files consist of: surveys, work papers, backup documents, notes, correspondence and the printed report. The printed report consists of salary comparisons for (1) all employees within the state of Nevada (public and private), (2) all Nevada employers, (3) compilations from Western States, (4) occupational study classes, (5) special survey classes and (6) a benefits comparison report.

Retention: Retain the files for six (6) calendar years from the end of the calendar year in which the study was conducted. Upon the printing of the report, transfer one copy to the State Archives.

Disposition: Permanent: Transfer to State Archives

1987022 Certification Lists

Last Reviewed: 04/07/1987

Description: These are the lists of eligible applicants for a position, sent to agencies for interviews and consideration for the job opening. The list is also used as a master list of eligible persons, which is maintained should the position (or a similar one) be opened again.

Retention: Retain these records for a period of three (3) calendar years from the issuance of the list.

Disposition: Destroy Securely

2002113 Class Specification History Files

Last Reviewed: 02/19/2003

Description: This record series administers and documents the official class specification descriptions and pay grades authorized by the Personnel Commission for employees within the State Personnel System. The files also contain the historical actions of changes to the class specifications over the years. The files may contain: official class specifications, change forms (Classification File Maintenance form), Advantage system input documentation, and recommendation statements (justification for changes made to the class specifications).

Retention: Retain for a period of five (5) calendar years from the end of the calendar year in which the classification was abolished.

Disposition: Permanent: Transfer to State Archives

2002138 Classification and Compensation Plan

Last Reviewed: 02/19/2003

Description: This record series is the master charts of all position classification (along with the compensation code) within the classified service of the executive branch of government as required by NRS 284.160. The files contain the actual classification plan authorized by the Personnel Commission (NRS 284.160 (4)).

Retention: Retain for a period of ten (10) calendar years from the end of the calendar year in which the classification plan was approved.

Disposition: Permanent: Transfer to State Archives

2002115 Classification Appeals

Last Reviewed: 02/19/2003

Description: This record series administers and documents the appeals of employees to decisions in reclassification and/or pay grade made by the Department of Personnel as found in NRS 284.165 and NAC 284.152. The documents represent the administrative hearing process and may include final hearings and decisions made by the Personnel Commission. The files may contain: Appeal of Classification - Occupational Study forms, appeal of Individual PDQ (Position Description Questionnaire) determinations, determination documents with backup material -- from the Department of Personnel and/or the Personnel Commission, administrative hearing documents, minutes of the Personnel Commission, correspondence and related documents.

Retention: Retain files for three (3) calendar years from the close or final determination of the case.

Disposition: Destroy Securely

2002139

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Version Date: 04/09/2014

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Compensation Schedule

Last Reviewed: 02/19/2003

Description: This record series consists of the master compensation schedules that show the range of wages within each pay grade code for the classified service required by NRS 284.180. The files may contain: master compensation chart, drafts, memos, backup documentation and related correspondence.

Retention: Retain for a period of ten (10) calendar years from the end of the calendar year in which the schedule was approved.

Disposition: Permanent: Transfer to State Archives

2002140 Examination Development and Validation Files

Last Reviewed: 02/26/2003

Description: This record series administers and documents the research and reviews that are done to create and validate examinations used in the recruiting process conducted by the Department of Personnel. The files may contain, but is not limited to: Lists of subject matter experts, subject matter expert profiles, etc.; Copies of class specifications, lists of tasks for knowledge & skills & abilities, Job Analysis (rating process for knowledge & skills & abilities), etc; Examination evaluations with sample testing, test category analysis, examinee evaluations, item analysis of tests, charts, graphs, statistical analysis, reviews, copies of tests that have been developed, and; Related correspondence

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year in which the test resulting from them is discarded and no longer used by the Department of Personnel.

Disposition: Destroy Securely

2002141 Individual Classification Study Folders

Last Reviewed: 03/11/2009

Description: This record series administers and documents the process of evaluating changes needed for class specifications due to an individual's request for upgrade or reclassification as required by NRS 284.160 and NAC 284.126. The record includes but is not limited to: Copies of forms and reports with supportive material; Audit notes and workpapers, and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years after a new superseding study was reported to the Personnel Commission for action.

Disposition: Destroy

2002071 Occupational Studies

Last Reviewed: 03/11/2009

Description: This record series administers and documents the occupational studies conducted by the Department of Personnel in accordance with NRS 284.139 to 284.172 and NAC 284.126 to 284.152. The record may contain but is not limited to: Copies of forms and reports with supportive material; Audit notes and workpapers, and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years after a new superseding study was reported to the Personnel Commission for action.

Disposition: Destroy

1987023 Oral Examination Recordings

Last Reviewed: 03/11/2009

Description: This record series consists of recordings of oral examinations for a state position or advancement (See NRS 284.210 and NAC 284.329 to 284.353.

Retention: Retain these recordings for a period of two (2) calendar years from the date of the examination.

Disposition: Destroy Securely

1987024 Oral Rating Sheets

Last Reviewed: 03/16/1987

Description: This record series contains the rating sheets of an oral examination and the comments of the Board members

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Version Date: 04/09/2014

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Retention: pertaining to the candidate's performance.
Retain these records for a period of three (3) calendar years from the date of the test.
Disposition: Destroy Securely

1987025 Recruitment Files

Last Reviewed: 04/07/1987

Description: This record series is used to document, verify, and control the application process for state positions. The files may include, but are not limited to: Lists for candidates passing, those passing below grade (GBP), scheduled for examination but did not appear (DNA), and rejected applications; Applications with associated documentation; Addendums, examination materials, schedule notices, grade notifications; Training and Experience forms, Physical Performance form; Letter to applicant (A-40), list of applicants (A-41), and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of application.
Disposition: Destroy Securely

1987026 Recruitment History Files

Last Reviewed: 03/16/1987

Description: This record series is a history of the process of recruiting for a specific job class, including the establishment of criteria for the position, examinations used, and pertinent notes. The records may include, but are not limited to: Copy of the job class specifications; Input from the hiring agency; Job announcements, announcement format; Applicant history sheet, chronology log sheet, examination plan, statistics and eligible lists, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of issue of the list.
Disposition: Destroy Securely

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HRM: Consultation and Accountability

Schedule ID # 940301

Version Date: 04/09/2014

This version supersedes all previous versions.

2004038 Appeals and Grievance Files: Record on Judicial Review

Last Reviewed: 08/11/2004

Description: This record series is used to document the Grievance Files (EMC) or Appeals Files (Disciplinary Actions) where court action has been initiated. The files may consist of copies of: documents found in the EMC Grievance File, documents within the Appeals File (Disciplinary Action), and court documents. The files may also contain related correspondence and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of the final court action, or the date the action was withdrawn, settled or dismissed.

Disposition: Destroy Securely

2004039 Appeals Audio Recordings

Last Reviewed: 09/10/2008

Description: These are the audio recordings of personnel disciplinary appeals heard before a Hearings Officer.

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

Disposition: Destroy

2004037 Appeals Files (Disciplinary Actions)

Last Reviewed: 08/11/2004

Description: This record series is used to document the personnel disciplinary actions appealed to a hearings officer involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. The core file consists of Formal Appeal of Disciplinary or Involuntary Transfer form (NPD-54) or original letter requesting an appeal, copies of documents from the personnel service jacket, document index, Specificity of Charges form (NPD-41) [note: involuntary transfers and whistleblower complaints will not have this form] and related correspondence with original appeal. The files may also contain: motions, decisions, exhibits, copies of applications (NPD-1), work performance standards, job descriptions, job announcements, Personnel/Payroll Actions forms (NPD-35), "Request for Hearing Under the Provisions of NRS 281.641 (Whistleblower Law)" (NPD-53), resignation forms (NPD-36), Employee Development Report form (NPD-15), Written Reprimands (NPD-52), audio and visual tapes, photos and similar documents.

Retention: Retain this record series for a period of three (3) calendar years from the date of the decision of the hearings officer, or the date the appeal was withdrawn, settled or dismissed.

Disposition: Destroy Securely

2004040 Appeals Files: Hearing Officer Decision Papers

Last Reviewed: 08/11/2004

Description: This record series documents the decisions made by a Hearings Officer when acting on personnel disciplinary appeals. The file consists of the written decision papers.

Retention: Retain these records for a period of five (5) calendar years from the date of the decision.

Disposition: Permanent: Transfer to State Archives

2005143 Career Development Examinations

Last Reviewed: 01/11/2006

Description: This record series is used to document examinations given during career development training courses taught by the Department of Personnel. The files may contain, but are not limited to: Exams, score sheets, attendance rosters, etc.; Documentation of appeals; Documentation of re-examinations, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of the examination or finalization of any appeal process, whichever is later.

Disposition: Destroy Securely

2009011 Employee Assistance Program Case Files

Last Reviewed: 06/10/2009

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HRM: Consultation and Accountability

Schedule ID # 940301

Version Date: 04/09/2014

This version supersedes all previous versions.

Description: These records are used in the evaluation and treatment of employees using the services of the Employee Assistance Program (See NRS 284.4062, NAC 284.598 and NAC 284.892). These records may include, but are not limited to: Referrals with associated documentation; Appointment records; Agreements; Employee/family personal information; Release of information forms; Assessment records, counseling and consultation records, treatment plans, etc., and; Related correspondence and similar documents

Retention: Retain these records for a period of six (6) calendar years from the completion of Program services.

Disposition: Destroy Securely

2004034 Grievance Files: EMC Decision Papers

Last Reviewed: 08/11/2004

Description: This record series documents the decisions made by the Employee-Management Committee when acting on personnel grievances. The file consists of the written decision papers.

Retention: Retain these records for a period of ten (10) calendar years from the date of the decision.

Disposition: Permanent: Transfer to State Archives

2004035 Grievance Files: Employee-Management Committee

Last Reviewed: 09/10/2008

Description: These records document personnel grievances presented to the Employee-Management Committee (EMC) (See NRS 284.073, and NAC 284.690-697). The record may consist of but are not limited to:

- * Formal Grievance (including supportive documentation)
- * EMC hearing documentation (notifications, subpoenas, exhibits, settlement, etc.)
- * Related correspondence
- * Similar documentation

Retention: Retain these records for a period of five (5) calendar years from the date of the decision by the EMC, or the date the case was withdrawn, settled or dismissed.

Disposition: Destroy Securely

2004036 Grievance Files: Log of EMC Decision Papers

Last Reviewed: 08/11/2004

Description: This record series is used to provide access to the files of decisions made by the Employee-Management Committee. The file consists of a log containing the name of the employee(s), date of grievance, date of hearing before the EMC, date of the decision of the EMC, and similar information.

Retention: Retain these records for a period of ten (10) calendar years from the date of the decision.

Disposition: Permanent: Transfer to State Archives

2008031 Grievances Audio Recordings

Last Reviewed: 09/10/2008

Description: These are the audio recordings of personnel grievances heard before the Employee-Management Committee (EMC) (See NRS 284.073, and NAC 284.690-697).

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

Disposition: Destroy

1987115 Training Course Files

Last Reviewed: 09/14/1987

Description: This record series is used to verify training courses taught by the Dept. of Personnel. The files may contain, but are not limited to: Class Course Evaluations and statistical Sheets, and; Registration forms, class lists, and TR-17's for attendees

Retention: Retain these records for a period of three (3) calendar years after the date of class.

Disposition: Destroy Securely

State of Nevada Approved Records Retention and Disposition Schedule

HRM: EEO and Discrimination Investigation Unit

Schedule ID # 940400

Version Date: 04/09/2014

This version supersedes all previous versions.

2007087 Discrimination Investigation Case Files

Last Reviewed: 05/14/2008

Description: These records document the actions of the Discrimination Investigation Unit of the Department of Personnel. The files may contain, but are not limited to: Sexual Harassment or Discrimination Complaint form (NPD 30); Intake Report of Harassment or Discrimination form (NPD 31); Notice of Employee Rights During An Internal Investigation form (NPD 32); Initial Interview Notes; Witness Statements; Audio Recordings; Investigative Notes; Written Report of Findings, and; Related correspondence and similar documents.

Retention: Retain this record series for a minimum period of five (5) calendar years from the end of the calendar year in which the investigation was closed. If the Discrimination Investigation Unit is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action, or for the minimum five (5) calendar year period, whichever is longer.

Disposition: Destroy Securely

2013043 Organizational Climate Study Records

Last Reviewed: 04/09/2014

Description: These records document the study conducted to assess and evaluate the culture, effectiveness of management, employee morale and internal communication of an organization (See NAC chapter 284 as amended by LCB file R021-12 and R022-13). The records may include, but are not limited to: survey summary; study summary; findings and recommendations; follow-up summary findings; related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the final action in the study.

Disposition: Destroy Securely

2007015 State Affirmative Action Plan (AAP)

Last Reviewed: 04/11/2007

Description: This records series is used to administer the State Affirmative Action Plan (AAP) as required by 29 CFR Part 1608 (See also NRS 613.310 to 613.435). The files may contain: State AAP, copies of documentation required by 41 CFR 60-2.10 (b)(1) (including organizational profiles, job group analysis, placement goals, etc.), documentation required by 41 CFR 60-2.10 (b)(2) (including designation of responsibility, identification of problem areas, action plans and internal audits), State EEO Office and federal EEO Commission surveys & investigations (with related documentation), federal EEO reports (See 29 CFR Part 1602), compliance evaluations, Program Summary (See 41 CFR 60-2.31), related correspondence and similar documentation.

Retention: Retain these records for a period of six (6) calendar years from the date of the document or when superseded by a new plan, whichever is later.

Disposition: Permanent: Transfer to State Archives

State of Nevada Approved Records Retention and Disposition Schedule

Merit Award Board

Schedule ID # 940503

Version Date: 04/09/2014

This version supersedes all previous versions.

2007089 Individual Suggestion Files

Last Reviewed: 11/14/2007

Description: These records document and administer the actions of the Merit Award Board. The files may contain, but are not limited to: Suggestion Form For Nevada State Employees; Records documenting investigation, review and evaluation of suggestions by the Board; Agency findings and recommendations; Records documenting adoption or rejection of suggestion by agency; Review, evaluation and recommendations by the Board; Governor's signed Certificate of Commendation; Certificates of Appreciation; Photographs; Records documenting monetary awards, and; Related correspondence and similar documents

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year to which the records pertain.

Disposition: Permanent: Transfer to State Archives

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, recycling or normal tossing 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 and Disposition Schedule or the General Records Retention and Disposition Schedule. 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." NRS chapter 239B "Disclosure of Personal Information to Governmental Agencies" (See especially NRS 239B.030) also describes such records. 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.