

## State of Nevada Director's Office

Version Date: 09/18/2013

### **1988119 Revenue Files**

Reviewed: 11/17/2010

Description: This record series is used to gather information concerning revenue earnings so proper decisions on budget spending can be made. The files may consist of, but are not limited to: Revenue documentation from state and local governments; Tax revenue reports; Revenue deposit and spending reports, and; Related correspondence

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

Disposition: Destroy

### **1988115 Tort Claims**

Reviewed: 11/17/2010

Description: These are claims made against the state for various reasons. All claims are investigated by the Attorney General's Office, and validity for payment is determined by that office. Those under \$1,000.00 are sent to the Director of the Dept. of Administration for signature; all others are sent to the Board of Examiners for action. The files may contain, but are not limited to: Application by claimant with associated documentation; Determination documentation including referral letter to the AG's Office and the AG's recommendations; Payment documentation, and; Related correspondence

Retention: Retain these records for a period of (3) calendar years from the date of the claim.

Disposition: Destroy