

State of Nevada Hearings and Appeals Division

Version Date: 3/11/2015

2009003 Administrative Fines and Penalties Files

Reviewed: 03/11/2009

Description: This record series documents the licensing and monitoring of hearing representatives (See NRS 616C.325, NRS 616D.330 and NAC 616C.350 et seq.). The record may contain but is not limited to: Violation documentation; Investigation documentation; Determination (including corrective action plans, etc.) documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the date of final action.

Disposition: Destroy Securely

1994015 Appeals Officers Case File

Reviewed: 03/11/2009

Description: This record series documents the administrative hearings held by an appeals officer for industrial insurance, victims of crime and other matters (See NRS 616C.330, 616D.050, 333.370, 391.3161 and 217.010, etc.). The record may contain but is not limited to: Hearing documentation (including orders, notices, motions, pleadings, etc.); Decision documentation; Transcripts; Supportive documentation, and; Related correspondence

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

Disposition: Destroy Securely

1994014 Hearing Officers Case File

Reviewed: 03/11/2009

Description: This record series documents the administrative hearings held by a hearings officer for industrial insurance, victims of crime and other matters (See NRS 616C.330, 616D.050, 333.370, 391.3161, 217.010, etc). The record may contain but is not limited to: Hearing documentation (including orders, notices, motions, pleadings, etc.); Decision documentation; Transcripts; Supportive documentation, and; Related correspondence

Retention: Retain these records for a period of two (2) calendar years from the date of decision or date of appeal to an appeals officer.

Disposition: Destroy Securely

2009001 Hearing Representatives Licensing File

Reviewed: 03/11/2009

Description: This record series documents the licensing and monitoring of hearing representatives (See NRS 616C.325 and NAC 616C.350 et seq.). The record may contain but is not limited to: Application and related documentation; Investigation; Disciplinary procedures; Supportive materials, and; Related correspondence

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

Disposition: Destroy Securely

2002031 Record on Appeal Files

Reviewed: 03/11/2009

Description: This record series documents and administers the cases that have been, or potentially will be, appealed to the court system. The record may contain but is not limited to: Court documentation; Hearing documentation (including orders, notices, motions, pleadings, etc.); Decision documentation; Transcripts; Supportive documentation, and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the date of final determination or action in the case.

Disposition: Destroy Securely

1989100 Recordings of Hearings

Reviewed: 03/11/2015

Description: This record series consists of recordings of hearings before a Hearing or Appeals Officer.

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.

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Disposition: Destroy Securely

2009002 Revoked Hearing Representatives Licensing File

Reviewed: 03/11/2009

Description: This record series documents the Individuals whose license was revoked (See NAC 616C.374 (2)). The record may contain but is not limited to: Application and related documentation; Investigation; Disciplinary procedures; Supportive materials, and; Related correspondence

Retention: Retain these records for a period of thirty (30) calendar years from the date of revocation or final action.

Disposition: Destroy Securely

1995001 Workers Compensation Representative Files

Reviewed: 01/09/1995

Description: This record series consists of licenses issued as a Workers Compensation Representative. The file may contain but is not limited to: Application with associated documents; Testing documentation including test scores, and; Related correspondence

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

Disposition: Destroy