

State of Nevada Merit Award Board

Version Date: 09/18/2013

2007089 Individual Suggestion Files

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