

State of Nevada Approved Records Retention and Disposition Schedule

Risk Management Division

Schedule ID # 20600

Version Date: 02/04/2014

This version supersedes all previous versions.

2010016 Fitness for Duty Files

Last Reviewed: 5/12/2010

Description: These records document the evaluation of employees done at the request of the agency (See NAC 284.568 and SAM 5021). The record may include but is not limited to: Personnel forms and reports including FMLA, Work Performance Standards, Essential Functions, etc.; Physician reports and recommendations, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years after the individual leaves state service.

Disposition: Destroy Securely

1986138 Fleet Loss File

Last Reviewed: 5/12/2010

Description: This record series is used to document losses sustained by state vehicles. The record may include, but is not limited to: Accounting spreadsheets; Quarterly Claim reports from insurance agencies; Billing claims and associated documents

Retention: Retain for a period of three (3) years after the close or settlement of a claim.

Disposition: Destroy

2010020 Hazmat Certification Files

Last Reviewed: 5/12/2010

Description: These records document the Hazardous Materials (Hazmat) medical examinations conducted in accordance with NRS Chapter 618, 29 CFR 1910.120 (b) and 29 CFR 1910.134 (e). The record may include but is not limited to: Physician reports and related documentation; Hazmat exam reports; Respirator fit tests, and; Related correspondence

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

Disposition: Destroy Securely

2010017 Heart and Lung Program Files

Last Reviewed: 2/4/2014

Description: These records document the police and firefighters medical examinations conducted in accordance with NRS 617.455 and NRS 617.457(See SAM 0524). The record may include but is not limited to: * Physician reports and related documentation; Pre-disposing conditions letter, and; Related correspondence

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

Disposition: Destroy Securely

2008010 Indoor Air Quality Files

Last Reviewed: 5/12/2010

Description: These records consist of indoor air quality claims against the state and are used for risk analysis purposes (See NRS 331.184). The record may include but is not limited to: Incident/accident reports (including photos); Copy of court documents; Medical effects (with supportive documentation), and; Related correspondence

Retention: Retain these records for a period of fifteen (15) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1986139 Insurance Policies

Last Reviewed: 5/12/2010

Description: These records document insurance policies covering state executive branch agencies. The record may include but is not limited to: Insurance policies (including schedules, portfolios and supportive documentation); Billing documentation; Claims with supportive documentation, and; Related correspondence

Retention: Retain these records for a period of twelve (12) calendar years after the expiration or termination of policy or the final outcome of any claim, whichever is later.

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1986140 Potential Claims File

Last Reviewed: 5/12/2010

Description: These records document cases which may result in claims being made against the state. The record may include but is not limited to: Accident reports (with supportive documentation); Potential Liability Reports (with supportive documentation); Incidents and Property Loss Forms (with supportive documentation); Related correspondence, and; Similar documentation

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

Disposition: Destroy Securely

2008008 Property Insurance Inspection Reports

Last Reviewed: 5/12/2010

Description: These records are used for risk analysis purposes (See NRS 331.184 (4)) and consist of reports from Independent Loss Control Insurance Inspections. The record may include but is not limited to: Property/building life safety and fire system reviews; Facility condition analysis reports; Seismic bracing; Related correspondence, and; Similar documentation

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

Disposition: Destroy

1986141 Property Losses File

Last Reviewed: 5/12/2010

Description: These records are used to document losses of state property other than vehicles. The record may include but is not limited to: Accident/Property Loss reports (with supportive documentation); Claims (with supportive documentation); Related correspondence, and; Similar documentation

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

Disposition: Destroy

2008009 Safety Program Files

Last Reviewed: 5/12/2010

Description: These records document the oversight of the safety programs of the executive branch of government (See NRS 618.383 and 331.184 (9)). The record may include but is not limited to: Year End Safety Report; * Copies of safety committee minutes; Building/site safety surveys; Life Fire Surveys; Semi-annual Reports, and; Related correspondence

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

Disposition: Permanent: Transfer to State Archives

2010018 Volunteer Workers Compensation Files

Last Reviewed: 5/12/2010

Description: These records document the collection and payment of Workers Compensation premiums for volunteer workers and board members. The record may include but is not limited to: Volunteer/Board Member application; Volunteer, Inmate, Intern and Board Member Activity form or description of duties; Memorandum of Understanding; Fiscal documentation, and; Related correspondence

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

Disposition: Destroy

2008007 Workers' Compensation Claims Adjustment Files

Last Reviewed: 5/14/2008

Description: These records document the monitoring and adjustment of worker's compensation claims for state insurance purposes (See NRS 331.184). The record may include, but is not limited to: Copies of Third Party

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Retention: Administrator's worker's compensation claim records, and; Related documentation
Retain these records until the case has been resolved.
Disposition: Destroy Securely

2010019 Workplace Violence Files

Last Reviewed: 2/4/2014

Description: These records document reports of workplace violence (See SAM 5021 and the Workplace Violence Prevention Policy of the Risk Management Division). The record may include, but is not limited to: Incident reports and associated documentation; risk analysis reports and follow-up notes; and related correspondence.

Retention: Retain these records for a period of ten (10) calendar years from the date of the incident report.
Disposition: Destroy Securely