

State of Nevada Approved Records Retention and Disposition Schedule

AGR: Plant Industry Division

Schedule ID # 40703

Version Date: 06/11/2014

This version supersedes all previous versions.

1992607 Apiary Inspection Reports

Last Reviewed: 11/12/2013

Description: This record series contains apiary inspection reports completed in accordance with NRS 552.160; 552.205; and 552.215, 1991.

Retention: Retain for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

1992605 Apiary Serial Index Cards

Last Reviewed: 11/12/2013

Description: This record series contains index cards (5x 8) used to brand new hives by name and number by county pursuant to NRS 552.090.

Retention: Retain until verification of data entry into a computerized system which permits the retrieval and reproduction of data. Retain the information in the data base permanently, and dispose of cards when no longer useful to the department.

Disposition: Destroy

1992684 Apiary Test Records

Last Reviewed: 04/09/2014

Description: The record series contains the official test results of the diagnosis of infectious, contagious, and parasitic disease of bees (NRS 561.305(2)) as necessary under the provisions of NRS 552.085 to 552.310, inclusive.

Retention: Retain these records for a period of three (3) calendar years following date of report of findings.

Disposition: Destroy

1992635 Certified Seed Registration File

Last Reviewed: 11/12/2013

Description: This record series contains field registration records pursuant to NRS 587.015 to 587.123, inclusive, 1991 and NAC 587.010 through 587.220, inclusive. The file may contain: (1) application for seed certification and renewal application; (2) permanent field certification number; (3) seed tags; (4) field inspection reports; (5) seed movement permit; (6) seed laboratory test; (6) certified seed blending permit; (7) related correspondence, and similar information.

Retention: Retain for a period of three (3) calendar years following the expiration date.

Disposition: Destroy

1992610 Commercial Fertilizers and Agricultural Minerals Registration File

Last Reviewed: 11/12/2013

Description: This record series contains information used for the registration of each brand and grade of commercial fertilizer and agricultural mineral being offered for sale, sold or distributed in the state pursuant to NRS Chapter 588, 1991. The file may contain: (1) application for registration (NRS 588.180); (2) guaranteed analysis showing the minimum percentage and source of plant food claimed (NRS 588.180(1)(c) and .190); (3) labels or tags (NRS 588.200); laboratory analysis and test results (NRS 561.305(8)); and (5) related correspondence and similar material.

Retention: Retain for a period of three (3) calendar years following the expiration date.

Disposition: Destroy

1992608 Cooperative Agricultural Pest Survey Field Data Work Sheet

Last Reviewed: 11/12/2013

Description: This record series contains the Cooperative Agricultural Pest Survey (CAPS) Program Field Data Sheets used for compiling statistical data in accordance with the cooperative agreement between the State Department of Agriculture and the U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ) Programs (NRS 561.245). Statistical data is entered into the State CAPS

State of Nevada Approved Records Retention and Disposition Schedule

AGR: Plant Industry Division

Schedule ID # 40703

Version Date: 06/11/2014

This version supersedes all previous versions.

Retention: Data Base which is maintained in Reno.
Retain until verification of data entry, and dispose of when no longer administratively useful to the department.
Disposition: Destroy

1992638 Federal-State Inspection Certificate

Last Reviewed: 11/12/2013

Description: This record series contains inspection records pertaining to the Cooperative Agreement between the USDA-Agricultural Marketing Service and the Department of Agriculture for shipping point inspection. The file contains Federal-State Inspection Certificates and worksheets.

Retention: Retain for a period of three (3) calendar years following the date of the certificate.

Disposition: Destroy

1992623 Feed Analysis Report File

Last Reviewed: 11/12/2013

Description: This record series contains information pertaining to the commercial feed for livestock program pursuant to NRS 587.670 through 587.690, inclusive, 1991 and NAC 587.500 through 587.630, inclusive. The file contains commercial feed analysis reports, related correspondence and similar information.

Retention: Retain reports for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

1992621 General and Restricted-Use Pesticides Reports

Last Reviewed: 11/12/2013

Description: This record series contains documentation of routine inspection, investigation of violations, and enforcement activities for general and restricted-use pesticides [pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended; 40 CFR Part 171; NRS 555.2605 through 555.460, inclusive, and NRS 586.010 through 586.700, inclusive, 1991]. The file includes: (1) applicator use investigation reports; (2) producer establishment investigation reports; (3) manufacturer, seller, and user records inspections; and (4) related information.

Retention: Retain for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

1992624 Junior Agricultural Loan Program Applicant File

Last Reviewed: 11/12/2013

Description: This record series contains information used to process loans for the youth of Nevada for agricultural projects pursuant to NRS 561.405 and 561.425 through .465, 1991. The file may contain: (1) loan application form; (2) financial statement of applicant and cosigner; (3) request for funds; (4) summary of facts; (5) promissory note; (6) security agreement; (7) loan agreement; (7) loan data; and (8) related correspondence and similar material.

Retention: Retain for a period of three (3) calendar years following the expiration date.

Disposition: Destroy

1992625 Nursery Licensee File

Last Reviewed: 11/12/2013

Description: This record series contains information used to issue licenses to produce or sell nursery stock pursuant to NRS 555.235 to 555.249, inclusive, 1991. The file may contain: (1) application; (2) copy of license; (3) nursery inspection report; (4) interview notice; and (5) related correspondence, and similar material.

Retention: Retain for a period of three (3) calendar years following the expiration date.

Disposition: Destroy

2014192 PCO: Disciplinary Files

Last Reviewed: 06/11/2014

Description: These records document disciplinary actions taken by the Department of Agriculture on individuals who hold

State of Nevada Approved Records Retention and Disposition Schedule

AGR: Plant Industry Division

Schedule ID # 40703

Version Date: 06/11/2014

This version supersedes all previous versions.

Pest Control Operator certification (see NRS 555.350 et seq.). The record may include but is not limited to: investigation reports & documentation; administrative hearing documentation; decrees including Cease and Desist Orders; reports to District Attorneys and/or the Attorney General's Office; copy of court documents; related documentation.

Retention: Retain these records for a period of five (5) calendar years from the close of the case.
Disposition: Destroy Securely

2014191 PCO: Continuing Education (CE) Compliance Files

Last Reviewed: 06/11/2014

Description: These records document the CE that is required for renewal of certification through the Pest Control Operators Licensing and Enforcement Program (PCO) (see NRS 555.320 et seq.). The record may consist of, but is not limited to: educational transcripts; attendance rolls; course/workshop documentation; CE/Training forms; evaluations; training reports; related documentation.

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

2014193 PCO: Training Program Accreditation Approvals

Last Reviewed: 06/11/2014

Description: These records document the accreditation of courses for continuing education for PCO recertification (See NRS 555.340 and NAC 555.374 to 555.377). The files may contain, but are not limited to: application with associated documentation; notification of accreditation; modification records; withdrawal and suspension documentation.

Retention: Retain these records for a period of seven (7) calendar years from the end of the calendar year to which they pertain.
Disposition: Destroy

1992630 Pest Control Operator Monthly Use Report

Last Reviewed: 11/12/2013

Description: This record series contains the monthly report of pest control operators submitted [pursuant to NRS 555.390 and NAC 555.410(4)].

Retention: Retain for a period of three (3) calendar years following the date of the report.
Disposition: Destroy

2001029 Pesticide Registrations

Last Reviewed: 04/09/2014

Description: These records document registered pesticides (see NRS 586.010 to 586.450). The records may contain, but are not limited to: Application for / Notification of, State Registration of a Pesticide; Specimen Label, Supplemental Labeling and Revised Labels; Product Data Sheets; Ingredient Statement; EPA Registration Number, and; related correspondence.

Retention: Retain this record series for a period of three (3) calendar years after the date the pesticide becomes inactive.
Disposition: Destroy Securely

1992611 Pesticides Registration File

Last Reviewed: 11/12/2013

Description: This record series contains information used for the registration of every pesticide which is distributed, sold, or offered for sale within this state or delivered for transportation or transported in interstate commerce or between points within this state through any point outside this state pursuant to NRS Chapter 586, 1991 and NAC Chapter 586. The file may contain: (1) application for registration of pesticides (NRS 586.250); (2) complete copy of labeling accompanying the pesticide and statement of all claims to be made for it (NRS 586(c)); (3) full description of tests made and the results (NRS 586(d)); (4) special use permit (NRS 586.405); (5) application for dealer's license to sell restricted-use pesticides (NRS 586.406); (6) laboratory analysis and testing results (NRS 561.305(5)); and (7) related correspondence and similar material.

Retention: Retain for a period of three (3) calendar years following the expiration date.

State of Nevada Approved Records Retention and Disposition Schedule

AGR: Plant Industry Division

Schedule ID # 40703

Version Date: 06/11/2014

This version supersedes all previous versions.

Disposition: Destroy

1992640 Pesticides Report For Pesticide-Producing Establishments and Poison Register

Last Reviewed: 11/12/2013

Description: This records series contains reports made to Environmental Protection Agency (in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act, 7 USC Sect. 136(e) and 40 CFR Ch. 1, Part 167-9), detailing the amounts of toxicant (strychnine alkaloid paste/bait) manufactured and sold by the Department of Agriculture each year. The poison register is the record of all transactions made for restricted-use pesticides by the department.

Retention: Retain for a period of three (3) calendar years following the date of report.

Disposition: Destroy

1992632 Plant Disease Determination Report

Last Reviewed: 11/12/2013

Description: This record series contains documentation of the diagnosis of plant diseases and disorders made pursuant to NRS 555.010 and 561.305(4), 1991.

Retention: Retain for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

1992615 Poultry Products Inspection File

Last Reviewed: 11/12/2013

Description: This record series contains documentation of mandatory inspection of poultry products conducted per agreement between the Nevada Department of Agriculture and USDA Agricultural Marketing Service. The file contains the USDA Poultry Products Grading Certificate which includes: (1) applicant information; (2) product site; (3) amount of material inspected; (4) grade of product; (5) temperature of product; and (6) similar information.

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

Disposition: Destroy

1992636 Seed Analysis Report

Last Reviewed: 11/12/2013

Description: This record series contains reports pertaining to the sampling, inspection, analysis and testing of both regulatory and certified seed samples (pursuant to the Federal Seed Act; 7 USC 1551-1661; NRS 587.081 and 561.305(7), and NAC 587.010 to 587.810). The file may contain: (1) request for seed test; (2) seed analysis report; and (3) related correspondence, and similar material.

Retention: Retain for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

1992631 Wood-Destroying Pests Inspection Report

Last Reviewed: 11/12/2013

Description: This record series contains reports of wood-destroying pests submitted by pest control operators in accordance with NAC 555.430

Retention: Retain for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

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.