

## State of Nevada Accountancy, State Board of

Version Date: 09/18/2013

### **2006156 License Files (Deceased), State Board of Accountancy**

Reviewed: 05/14/2009

Description: These records document the individuals who are known to be deceased who were licensed by the Board. The files may contain but are not limited to: Original application documentation; Renewal documentation (including, notification, renewal forms, copies of fee payments, CE documentation and similar records); Informational documentation on licensees (including copies of letters, certificates, news media articles, photos, etc.); Contact information (including home and business); Exams, training records, and; Complaints/disciplinary actions (when the Board chooses not to file such documentation separately)

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

Disposition: Destroy Securely

### **2006119 License Files, State Board of Accountancy**

Reviewed: 05/14/2009

Description: These records document the application & renewal process and monitors individuals receiving a professional license from the Board in accordance with NRS chapter 628 and NAC chapter 628. The files may contain but are not limited to: Original application documentation ; Renewal documentation (including, notification, renewal forms, copies of fee payments, CE documentation and similar records); Informational documentation on licensees (including copies of letters, certificates, news media articles, photos, etc.); Contact information (including home and business); Exams, training records, and; Complaints/disciplinary actions (when the Board chooses not to file such documentation separately)

Retention: Retain these records for a period of fifteen (15) calendar years from the expiration, revocation, suspension or other final disposition of the license.

Disposition: Destroy Securely