

State of Nevada Contractors Board

Version Date: 10/16/2013

2006292 Certificates of Eligibility Files

Reviewed: 4/14/2010

Description: This record series documents the process of granting Certificates of Eligibility to receive preference in bidding on Public Work Projects in accordance with NRS 338.1389 (See also NAC 624.1389 et seq.). The files may contain, but are not limited to: Application with associated documentation; Statement of Compliance (NAC 624.6863); Affidavit and review of banking records by CPA; Board issuance/denial letter; Appeal documentation; Affidavit for renewal; Copies of disciplinary actions and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years from the date of the final outcome or decision.

Disposition: Destroy Securely

2006294 Contractor's Licensing Files

Reviewed: 4/14/2010

Description: This record series documents the application & renewal process and monitoring of individuals receiving licenses from the State Contractors Board (see NRS and NAC chapter 624). The file may contain, but is not limited to: Application with supportive documentation; Contractor's bond documentaation; Renewals; Copies of complaints with any investigative documentation; Documentation on disciplinary actions (including hearings), * Documentation on fees and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years from the expiration, revocation or inactivation of the license.

Disposition: Destroy Securely