

State of Nevada Deferred Compensation Committee

Version Date: 10/16/2013

2010022 Deferred Compensation Plan Files

Reviewed: 6/9/2010

Description: These records document the administration of the Deferred Compensation Program (See NRS 287.381 to 287.480 and 26 U.S.C. § 401 and 26 U.S.C. § 457). The files may contain, but are not limited to: Plan details with supportive documentation; Third party administrator information; Investment and fund performance information; Enrollment information; Contribution and distribution information and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the termination of the deferred compensation plan.

Disposition: Destroy Securely

1997016 Unforeseen Emergency Case Files

Reviewed: 6/9/2010

Description: These records document the application for withdrawal of deferred compensation program funds from a participants account due to unforeseen emergencies (See NRS 287.381 to 287.480, 26 U.S.C. § 401 and 26 CFR 1.457-6 (c)). The files may contain, but are not limited to:

- * Application with supportive documentation

- * Evaluation/investigation documentation

- * Approval/denial documentation

- * Related correspondence

Retention: Retain for a period of six (6) calendar years from the date of approval or disapproval of application.

Disposition: Destroy Securely