

State of Nevada Ethics, Commission On

Version Date: 10/12/2016

2007088 Financial Disclosure Statements

Description: This record series documents the filing of financial disclosure statements by candidates for public office, candidates elected to public office and those appointed to public office (See NRS 281.471, 281.561 and NAC 281.165). The files may contain, but are not limited to: Financial statement forms, Amendments, Attachments, Related correspondence and similar documents.

Retention: Retain these records for a period of six (6) calendar years after the date of filing. (This RDA will sunset on 1/1/2018. See RDA 2007-062 from the Secretary of State, Elections Division. Remove this RDA on 1/1/2018)

Disposition: Permanent: Transfer to State Archives

2012046 Nevada Acknowledgement of Ethical Standards for Public Officials

Description: These records document the filing of the "Acknowledgement of Ethical Standards" form by those who are elected or appointed to public office (See NRS 281A.500). The record may contain but is not limited to: Nevada Acknowledgement of Ethical Standards form, Related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives

1989237 Opinion Cases

Description: These records document the case files of the Commission related to request for opinions (See NRS 281A.440). The records may contain but are not limited to: request for opinions, confidential investigative documentation, staff work product, confidential recommendation by Executive Director (NRS 281A.440 (3)), Hearing documentation, related correspondence, Similar documentation.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year in which the determination or opinion was published.

Disposition: Destroy Securely

2016035 Published Opinions

Description: These records document the final published opinions rendered by the Commission (See NRS 281A.440). The record contains the final published opinion.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year in which the final opinion was published.

Disposition: Permanent: Transfer to State Archives

2016012 Request for Opinions - No Jurisdiction

Description: These records document the requests for opinion that are denied due to the fact that the Ethics Commission does not have jurisdiction. These records may include, but are not limited to: Request for Opinion, Commission determination and related correspondence.

Retention: Retain for a period of one (1) year from the end of the calendar year in which the no jurisdiction letter or Commission determination was published.

Disposition: Destroy Securely