

State of Nevada GCB: Administration Division

Version Date: 2/28/2014

1990228 Account Control Sheet

Reviewed: 02/13/2013

Description: The records series serves as control authorization documenting changes to licensee records pertaining to deposits and application fees.

Retention: Retain these records for a period of three (3) fiscal years from the year in the account closes.

Disposition: Destroy Securely

1990033 Appointment and Orientation Files

Reviewed: 08/08/2012

Description: This record series consists of materials relating to the Governor's appointments for Nevada Gaming Commissioners, State Gaming Control Board Members, and Gaming Policy Committee Members. The files may include, but are not limited to: Copies of certificate of appointments; Personal identifying and contact information; Orientation materials, and; Related correspondence

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year in which the appointment ended.

Disposition: Destroy Securely

1995040 Employment Background Investigation Records

Reviewed: 02/13/2013

Description: This record series consists of folders containing information regarding individual personal backgrounds of applicants and employees, and are used for determining their suitability for employment and/or retention. The files may contain, but are not limited to: Personal identifying information including birth certificate, driver's license, Social Security Number, etc.; Citizenship documentation; Educational documentation; Work history; Personal history including marital status, financial, medical, military, etc.; Criminal history records including fingerprints, and; Related correspondence

Retention: For applicants who do not pass the initial background investigation, retain information for a period of six (6) calendar years from the date the employment offer was withdrawn.
For employees, retain background information for a period of six (6) years from the date of separation from service.

Disposition: Destroy Securely

1990032 Enrolled Attorneys and Agents

Reviewed: 08/08/2012

Description: This record series consists of all letters from qualified lay persons, attorneys and CPAs requesting enrollment to practice before the Board and Commission pursuant to NGC Regulation 10, related responses and copies of the Certificates of Enrollment.

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year in which they are no longer enrolled.

Disposition: Destroy Securely

2012001 Hearing Recordings

Reviewed: 02/08/2012

Description: These are the recordings of hearings of disputes from casinos and patrons (See NRS 463.362 et seq.) and work permit applications (See NRS 463.335 et seq.).

Retention: Retain these recordings for a period of one (1) calendar year from the end of the calendar year in which the recordings were made.

Disposition: Destroy Securely

1990041 Internal Investigations File

Reviewed: 02/13/2013

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Version Date: 2/28/2014

Description: This record series is created when it becomes necessary to conduct an administrative investigation concerning the conduct of an employee of this agency. The files may contain, but are not limited to: Dispositions; Exhibits and evidence with associated documentation; Related correspondence
Retention: Retain for a period of six (6) years from the date of separation from service.
Disposition: Destroy Securely

1995028 Location Files

Reviewed: 02/08/2012

Description: These records document the gaming activity on a specific physical location (See NRS 463.162 et seq.). The records may include, but are not limited to: Licensing information, including application material (NRS 463.200); Financial data; Investigative records (NRS 463.210), and; Related correspondence
Note: These records are considered confidential in accordance with NRS 463.3407.

Retention: Retain for a period of ten (10) calendar years from the last date in the file.

Disposition: Permanent: Transfer to State Archives

1995027 Person Application Files

Reviewed: 02/08/2012

Description: These records document the application for gaming licenses by natural persons (See NRS 463.162 et seq.). The records may include, but are not limited to: Applications with supportive documentation; Investigative records including: personal history, financial background and criminal history background checks, and; elated correspondence

Note: These records are considered confidential in accordance with NRS 463.3407.

Retention: Retain these records until the notification of death or one hundred (100) calendar years from the birth date of the individual, whichever occurs first.

Disposition: Permanent: Transfer to State Archives

2012031 Public Requests

Reviewed: 08/08/2012

Description: This file documents the public requests for information that were granted, denied (in whole or in part) and/or appealed. The file may contain but is not limited to: Request documentation; Logs of requests & released information, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of final outcome of the request.

Disposition: Destroy Securely

1990017 Report of Expenses File

Reviewed: 02/13/2013

Description: These records document agent's reports of expenses concerning gaming applicant accounts.

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year in the account closes.

Disposition: Destroy Securely

2012015 Sealed Records

Reviewed: 06/13/2012

Description: These records document the sealing of criminal history records from the files of gaming applicants, applicants for employee registration or those from the Enforcement Investigation Case Files as ordered by a court (See NRS 179.245 to NRS 179.301). The records may include, but are not limited to: Records of criminal history including fingerprint cards; Access and dissemination log, and; Copy of the court order

Retention: Retain these records until the notification of death or for a period of one hundred (100) calendar years from the birth date of the individual, or one hundred (100) calendar years from the close of the investigation, whichever occurs first.

Disposition: Destroy Securely