

State of Nevada GCB: Enforcement Division

Version Date: 2/28/2014

1989108 Activity Blotter

Reviewed: 09/18/2013

Description: This record series is a chronological log of all calls received by the division and action taken, with operators' initials.

Retention: Retain for a period of six (6) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1993050 Agent's Daily Report

Reviewed: 09/18/2013

Description: This record series documents the activities of agents on a daily shift basis, including, but not limited to: actual activity, leave status and special reports.

Retention: Retain for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2012030 Book Wager Reports

Reviewed: 08/08/2012

Description: These records document the reports required by Nevada Gaming Commission (NGC) Regulation 22 (see NGC Reg. 22.061, 22.062 and 22.065). The report is on a form required by the GCB and includes information on: Patron's and agent's name, identity credential information, social security number; Wager amount, and; Date of transactions

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1989105 Chip and Token Files

Reviewed: 09/18/2013

Description: This record series documents the authorization of gaming tokens by the Gaming Control Board. The files may contain, but are not limited to: correspondence, 'proofs' (sample tokens), authorization documentation, reports and similar material.

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

Disposition: Destroy Securely

1991391 Employee Registration Records

Reviewed: 06/13/2012

Description: These records document the application for gaming employee registration (See NRS Chapter 463 and NAC Chapter 463). The files may contain, but are not limited to: Application documentation including supportive material; Criminal history records including fingerprint cards; * Fiscal records including fee receipts, etc., and; Related correspondence

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, whichever occurs first.

Disposition: Destroy Securely

1989102 Enforcement Investigative Case Files

Reviewed: 05/02/2013

Description: These records document the investigation by the Enforcement Division (See NRS 463.1405 et seq.). The records may include, but are not limited to: Dispute investigations; Background investigations; Regulatory investigations; Criminal investigations, and; Other investigations including new games, game variations, general investigations and online gaming

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, whichever occurs first, or one hundred (100) calendar years from the completion of the investigation.

Disposition: Destroy Securely

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1989115 Evidence Records

Reviewed: 08/29/2013

Description: This record series is maintained by an electronic database to record the property dispositions for evidence or property items seized in a criminal action.

Retention: Retain for a period of three (3) calendar years after the disposition of the case.

Disposition: Destroy Securely

2013013 Field Training Officers (FTO) Training Files

Reviewed: 09/18/2013

Description: These records document the training of officers who will become instructors for the Field Training courses. The records may include, but are not limited to: course outlines; class roster; grade sheet; and, related correspondence.

Retention: Retain for a period of thirty (30) calendar years from the end of the calendar year in which the course was completed.

Disposition: Destroy Securely

1990003 Intelligence Files

Reviewed: 06/11/2014

Description: This record series contains all available information, gathered from many sources, concerning individuals that are suspected of being involved in criminal activity. The records may include, but are not limited to: law enforcement, informant, communications (including wire taps) and surveillance reports; research documents; validation documentation and; appraisals.

Retention: Retain these records for a period of one hundred (100) calendar years from the birth date of the individual, or six (6) calendar years from the known death of the individual, or 80 years from the date received, whichever occurs first.

Disposition: Destroy Securely

1989112 Live Broadcast Files

Reviewed: 09/18/2013

Description: This record series is used to monitor off-site horse racing events in accordance with NRS 463.421-480. The files may contain, but are not limited to: copies of contracts, lists, inspection reports, and similar documents dealing with the dissemination, receipts, and location of off-site horse racing.

Retention: Retain for period of six (6) calendar years from the date of the broadcast.

Disposition: Destroy Securely

1989113 Race and Sportsbook Files

Reviewed: 09/18/2013

Description: This record series is used to document all race and sportsbook approvals. The files may contain, but are not limited to current parlay card and copy of approval letter from the Gaming Board.

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

Disposition: Destroy Securely

1989109 Shipment Inspection File

Reviewed: 08/12/2013

Description: This record series documents the shipment of gaming devices from licensed manufacturer or distributor to locations outside of Nevada.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

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1989107 Source Files

Reviewed: 08/12/2013

Description: This record series documents the informants used by the Board for various investigative activities. The files contain, but are not limited to: identification data and case histories.

Retention: Retain for a period of five (5) calendar years from the completion of the investigation.

Disposition: Destroy Securely

1989106 Special Investigation Intelligence Files

Reviewed: 09/18/2013

Description: This record series documents the special investigation activities. The records may include, but are not limited to: Intelligence reports; Criminal investigations; Sensitive information materials.

Retention: Retain these records for a period of ten (10) calendar years from the end of the calendar year in which the investigation was closed.

Disposition: Destroy Securely

1989104 Surveillance System Files

Reviewed: 09/18/2013

Description: This record series documents licensee surveillance approvals by the Gaming Control Board for all required surveillance coverage and systems. The files may contain, but are not limited to: technical brochures on systems, floor plans, surveillance programs, inspection reports, related correspondence and similar material.

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

Disposition: Destroy Securely