

State of Nevada Liquefied Petroleum Gas, Board for the Regulation of

Version Date: 2/28/2014

1991790 Consumer Complaint Files

Reviewed: 12/16/1991

Description: This record series consists of consumer complaints. The file may contain: letter of complaint, reply to complaint, incidence report by employee involved, complaint memorandum, complainant information, gas company information (including name, address, phone number), correspondence, return mail receipt, certified postage receipt and other relevant information.

Retention: Retain for a period of three (3) calendar years from the close or resolution of the complaint.

Disposition: Destroy

1991791 Incidence Files

Reviewed: 12/16/1991

Description: This record series consists of incidence reports made to the board. The file may contain: a report of the incidence, complaints (if any), receipts, description of action taken, inspectors notes and any other relevant information.

Retention: Retain for a period of three (3) calendar years from the date of the incidence or accident.

Disposition: Permanent: Transfer to State Archives

1991792 Inspection Files

Reviewed: 12/16/1991

Description: This record series consists of the annual inspection reports to the board. The file may contain: correspondence, receipts, annual inspection checklist, annual plant inspection checklist and other related documents.

Retention: Retain for a period of three (3) calendar years from the date of inspection.

Disposition: Destroy