

State of Nevada Medical Examiners, State Board of

Version Date: 2/28/2014

2006112 Applications - Denied, Incomplete or Withdrawn

Reviewed: 08/09/2006

Description: This record series documents the application process for licenses and certificates which have been denied due to incompleteness, those deemed unqualified or for other reasons (See NRS chapter 630 and NAC chapter 630). The file may include: application, school transcripts, waivers, a record of fees paid, fingerprint card, related correspondence and supportive documentation.

Retention: Retain for a period of five (5) calendar years from the date of denial or from the expiration of the validity period of the application.

Disposition: Destroy Securely

2007013 Board Complaint and Investigation Files - Non-Licensee

Reviewed: 04/11/2007

Description: This records series documents the investigation into complaints about individuals who may be practicing medicine without a license from the Nevada State Board of Medical Examiners (See NRS 630.400 (4)). The files may include: letters of complaint, investigation reports, staff reports, reports to district attorneys and/or the Attorney General's Office, copies of court documents, contact notes, supportive documentation and related correspondence.

Retention: Retain for a period of ten (10) calendar years from the final close of the case.

Disposition: Destroy Securely

2006113 Complaint Files

Reviewed: 11/12/2008

Description: These records document complaints and investigations concerning license and/or certificate holder that did not result in disciplinary action. The record may contain but is not limited to: Complaint; Investigation documentation; Related correspondence; Similar documentation.

Retention: Retain these records for a period of five (5) calendar years from the close of the case.

Disposition: Destroy Securely

2006114 Continuing Education (CE)/ Training Files

Reviewed: 08/09/2006

Description: This record series documents the CE and/or training that may be required for renewal of a professional license/certificate. The files may include: educational transcripts, attendance rolls, course/workshop documentation, CE credit slips, CE/Training forms, related correspondence and similar documentation.

Retention: Retain CE documentation until after a notion has been made on the renewal application form and then dispose of them.

Disposition: Destroy Securely

2006115 Continuing Education (CE)/ Training Program Approvals

Reviewed: 08/09/2006

Description: This record series documents the process of accreditation (investigation and approval) of individuals and/or organizations that offer CE or other training courses for professional licensees. The files may contain: (a) applications, resumes of instructors, lesson plans, curriculum, organization credentials, investigation documentation, approval/denial documentation, related correspondence and similar documents, and (b) course and/or instructor evaluations, class rosters, attendance rolls, complaints & complaint resolution documentation, renewal documentation, and similar records.

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

Disposition: Destroy Securely

2008041 Disciplinary Files

Reviewed: 11/12/2008

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Version Date: 2/28/2014

Description: These records document any form of disciplinary action concerning license and/or certificate holder. The record may contain but is not limited to: Complaint; Investigation documentation; Administrative hearing documentation (including findings and decree); Related correspondence; Similar documentation.

Retention: Retain these records for a period of twenty (20) calendar years from the close of the case.

Disposition: Destroy Securely

2006116 Examination Development and Validation Files

Reviewed: 08/09/2006

Description: This record series administers and documents the research and reviews that are done to create exams by those professional licensing agencies that create their own exams, and/or to validate examinations offered by other organizations. The files may contain; subject matter expert profiles, examination evaluations with sample testing, test analysis, examinee evaluations, item analysis of tests, charts, graphs, statistical analysis, reviews, copies of tests that have been developed, background documentation of organizations offering professional examinations, related correspondence and similar records.

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year in which the examination is discarded and no longer used.

Disposition: Destroy Securely

2006117 Examination Files

Reviewed: 08/09/2006

Description: This record series is used to document examinations given to individuals either by a professional licensing agency or an approved examination organization. The files may contain: exams, score sheets, attendance rosters, documentation of appeals, documentation of re-examinations, related correspondence and similar records.

Retention: Retain for a period of five (5) calendar years from date of the examination or resolution of any appeal process, whichever is later.

Disposition: Destroy Securely

2006118 Licensing Files, State Board of Medical Examiners

Reviewed: 08/09/2006

Description: This record series documents the application & renewal process and monitoring of individuals receiving licenses, certification and registration from the State Board of Medical Examiners. The file may contain: (a) original application documentation (which may or may not include a photo), (b) resumes, copies of educational transcripts, verification letters, references, certificates, examination results, related correspondence, and similar records used in the initial application process, (c) renewal documentation including notification, renewal forms, copies of fee payment, and similar documents, (d) informational documentation on the licensee, including copies of letters, certificates, newsmedia, photos, etc., and (e) address and contact information (including home and business).

Retention: Retain the original application documentation (See item (a) in the description statement) and the five (5) most current years of records described under (b), (c), (d) and (e) for a period of five (5) calendar years after expiration of the certification, registration or license. Documents older than five (5) calendar years described in (b), (c), (d) and (e) may be purged from the files.

Disposition: Destroy Securely