

State of Nevada Postsecondary Education, Commission on

Version Date: 2/28/2014

2008051 Account for Student Indemnification Files

Reviewed: 01/14/2009

Description: These records document the Account for Student Indemnification (See NRS 394.553 and NAC 394.652). The record may contain, but is not limited to: Applications for refund and related documentation; Budget documentation (including deposits, withdrawals, status reports); Payment calculation documentation; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year in which the refund was paid.

Disposition: Destroy Securely

2008053 Agent Permit Files

Reviewed: 01/14/2009

Description: These records document applications for an agent's permit (See NRS 394.465 to 394.473). The record may contain, but is not limited to: Application with associated documentation (including renewals); Related correspondence.

Retention: Retain these records for a period of five (5) calendar years from the date of the expiration of the permit.

Disposition: Destroy Securely

2011008 Alcoholic Beverage Awareness Certification Files

Reviewed: 05/11/2011

Description: These records document the certification of courses for the Alcoholic Beverage Awareness Program (See NRS 369.625 et seq.). The files may contain, but are not limited to: Applications with associated documentation; Instructor information; Renewal documentation; Related correspondence.

Retention: Retain these records for a period of four (4) calendar years from the date of expiration or revocation.

Disposition: Destroy Securely

2008054 Applicant Investigation Files

Reviewed: 01/14/2009

Description: These records document the investigation of applicants (See NRS 394.465). The record may contain, but is not limited to: Application with related fingerprint cards & authorization form; FBI/Central Repository response; Investigation database; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the end of the investigation.

Disposition: Destroy Securely

1996124 Applications for Licenses: Incomplete and Withdrawn

Reviewed: 01/14/2009

Description: These records document applications for licenses for postsecondary educational institutions that have been withdrawn or were never completed (See NRS 394.411 to 394.610 and NAC 394.365 to 394.685). The record may contain, but is not limited to: Application with associated documentation; Commission investigation documentation; Related correspondence.

Retention: Retain these records for a period of one (1) calendar year from the date of application.

Disposition: Destroy Securely

2008055 Employee Investigation/Disciplinary Files

Reviewed:

Description: These records document the investigation and disciplinary actions of employees of educational institutions (See NRS 394.465 and NAC 394.685). The record may contain, but is not limited to: Complaint documentation; Investigation documentation (including employee & institution response, etc.); Request for continued employment and associated documentation; Related correspondence.

Retention: Retain these records for a period of ten (10) calendar years from the date of final action.

State of Nevada Postsecondary Education, Commission on

Version Date: 2/28/2014

Disposition: Destroy Securely

1996125 Licensed School Files

Reviewed: 01/14/2009

Description: These records document postsecondary educational institutions that have received licenses from the Commission (See NRS 394.411 to 394.610 and NAC 394.365 to 394.685). The record may contain, but is not limited to: Application with associated documentation; Commission investigation documentation; Budget; Course descriptions (including certification and/or diploma requirements, etc.); Catalog and advertisement approvals; Evidence of financial stability; Surety bonds with related documentation; Documentation of institution staff (including director, administration and instructors); Facility documentation (including plans, rental-lease agreements, etc.); Related correspondence.

Retention: Retain these records for a period of forty-five (45) calendar years from the closing date of the educational institution.

Disposition: Permanent: Transfer to State Archives

2008052 Student Complaints

Reviewed: 01/14/2009

Description: These records document complaints by students and other individuals against a postsecondary educational institution or its agents (See NRS 394.520). The record may contain, but is not limited to: Complaint with associated documentation; Commission investigation documentation (including determination); Hearing documentation; Settlement documentation; Related correspondence.

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

Disposition: Destroy Securely

1996126 Student Transcripts

Reviewed: 01/14/2009

Description: These are the educational transcripts of students whose postsecondary educational institution has discontinued operations (See NRS 394.550). Note: these records are confidential per 20 U.S.C. § 1232g, 34 CFR Part 99 & NRS 392.029.

Retention: Retain these records for a period of forty-five (45) calendar years from the date a school closes.

Disposition: Permanent: Transfer to State Archives

1996127 Veterans' Administration State Approving Agency Files

Reviewed: 11/20/1996

Description: These records document the actions of Commission acting as the State Approving Agency (SAA) for veterans' vocational and educational benefits (See 38 U.S.C. §§ 3670 et seq. and 38 CFR 21.4001 to 21.4155). The record may contain, but is not limited to: Reports by SAA (with associated documentation); VA evaluations; Reimbursement requests (with related documentation); Copies of VA adjudication records; Overpayment reports (with related documentation); Related correspondence.

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely