

State of Nevada Veterinary Medical Examiner's, State Board of

Version Date: 10/16/2013

2006158 Veterinary Facilities Registration / Permit Files

Reviewed: 10/11/2006

Description: This record series documents the application & renewal process and monitoring of veterinary facilities registered with and receiving permits from the State Board of Veterinary Medical Examiners in accordance with NRS chapter 638 and NAC chapter 638. Licensee files may include, but are not limited to: (a) original application documentation, including list of owners, licensed practitioners and other facility staff; (b) self-inspection forms and Board inspection forms; (c) renewal documentation including notification, renewal forms, copies of fee payments, and similar documents; (d) informational documentation on the facility, including copies of letters, certificates, newsmedia, photos, etc.; (e) address and contact information (including corrections) and corrections to list of owners, licensed practitioners and facility staff.

Retention: Retain the records listed under (a), (b) and (c) in the description statement for a period of six (6) calendar years from the expiration, revocation, suspension or other final disposition of the license. Documents listed under (d) and (e) of the description statement may be purged when no longer administratively useful to the Board.

Disposition: Destroy Securely

2006157 Veterinary Licensing Files

Reviewed: 10/11/2006

Description: This record series documents the application & renewal process and monitoring of individuals receiving licenses and/or certification from the State Board of Veterinary Medical Examiners in accordance with NRS chapter 638 and NAC chapter 638. Licensee files include, but are not limited to, veterinarians, veterinary interns, veterinary technicians (including unlicensed, licensed and in training), euthanasia technicians, animal physical therapist and animal chiropractic. The file may contain, but is not limited to: (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.; (e) address and contact information (including home and business).

Retention: Retain the records listed under (a), (b) and (c) in the description statement for a period of six (6) calendar years from the expiration, revocation, suspension or other final disposition of the license. Documents listed under (d) and (e) of the description statement may be purged when no longer administratively useful to the Board.

Disposition: Destroy Securely