

## State of Nevada B&I: Athletic Commission

Version Date: 09/18/2013

### **1989119 Licensee Files**

Reviewed: 1/4/2011

Description: These records apply to boxers, mixed martial artists, kick boxers, all officials, promoters, corner men, managers, ring announcers, matchmakers, ring physicians, etc., and are used by the commission to authorize, document and regulate the issuance of licenses to these individuals. The files may contain, but are not limited to: Application and related documentation; Copies of contracts between contestants and managers and; Related correspondence

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

Disposition: Destroy Securely

### **1989118 Promoter Files**

Reviewed: 1/4/2011

Description: These records document each promoter of an athletic event under the jurisdiction of the Athletic Commission. This is used to verify his acceptability as a promoter. The file may contain, but is not limited to: Application and related documentation; Financial statements; Fingerprint cards; Articles or incorporation; Surety bonds; Copy of master medical insurance policy and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the end of the promotion.

Disposition: Permanent: Transfer to State Archives

### **1989117 Show Files**

Reviewed: 1/4/2011

Description: These records are created for each athletic event in the state that falls under the jurisdiction of the Athletic Commission. The record may include, but is not limited to: Club Reports; Master score sheets; Physician's report and related documentation; Official's and Boxer's pay sheets; Contracts (including media); Insurance records; Press releases and passes and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the end of the event.

Disposition: Permanent: Transfer to State Archives

### **1989121 Unissued Licenses**

Reviewed: 1/4/2011

Description: These records consist of serially numbered pre-printed forms used in the licensing of individuals by the Commission. This record series also includes spoiled license forms.

Retention: Retain the unissued forms for a period of thirty (30) days following the successful completion of an in-house audit.

Disposition: Destroy Securely