

State of Nevada Insurance Division: Legal & Enforcement Section

Version Date: 09/18/2013

1999081 Cause and Investigation Files

Reviewed: 01/21/2010

Description: These records document the administrative procedures by the Insurance Commissioner in determinations on suspensions, revocations and other actions of licensees (See NRS 679B. 120, 679B.159, 679B.180, etc.). These records may contain but are not limited to: Investigative reports and related documentation; Documentation of consent orders, hearing notices, certificates of mailing, summary of suspensions, revocations, hearing transcripts, etc. and; Related correspondence

Retention: Retain these records for a period of six (6) years following the close of the case.

Disposition: Destroy Securely

1994096 Claims and Legal Records of Defunct Insurance Companies

Reviewed: 11/16/2009

Description: This record series contains claims related documents and files acquired from insurance companies when they go out of business. These may include but are not limited to: Copies of financial records; Client files; Correspondence files; Claims files; Investigation files; Creditors files and; Similar documentation

Retention: Retain these records for a period of three (3) calendar years from the date a company goes out of business.

Disposition: Destroy Securely

2010001 Disciplinary Actions Database

Reviewed: 03/10/2010

Description: These electronic records document the disciplinary actions taken against license and non-license holders (See NRS 679A.190, 679B.120, 679B.180, 679B.185, etc.). The records may include but are not limited to: Identifying information of licensees; Information about disciplinary actions and; Related data

Retention: Retain these records for a period of six (6) calendar years from the date of last entry.

Disposition: Destroy Securely

1996120 Service of Process

Reviewed: 08/04/2009

Description: These records document summons and complaints received from private attorneys (retained on behalf of an individual) bringing legal action against an insurance company. The records may contain but are not limited to: Summons and complaint; Form letters to the insurance company and, where applicable the attorney; Original Proof of Service and; Copy of receipts for money

Retention: Retain these records for a period of one (1) calendar year from the date the division sends form letters to the insurance company.

Disposition: Destroy