

State of Nevada B&I: Industrial Insurance Regulation

Version Date: 09/18/2013

2010021 Workers Compensation Administration Files

Reviewed: 06/09/2010

Description: These records document the administration of the Uninsured Employer's Account (See NRS 616C.220 et seq.) and the Subsequent Injury Accounts for Private Carriers, Self-Insured Employers, and Self-Insured Associations (See NRS 616B.575 et seq.) The files may contain, but are not limited to: SIIS claims, reports and related documentation; Uninsured Employer's claims documents; Subsequent Injury claims documentation; Copies of Hearings and Appeals documentation and: Related correspondence

Retention: Retain these records for a period of fifty (50) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely

2003150 Workers Compensation Claim Files

Reviewed: 06/14/2011

Description: These records document complaints concerning workers compensation claims (See NRS 616A.465 and NRS 616D.120 (et seq.)). The files may contain, but are not limited to: Complaints with supportive documentation; Investigative records; Hearings and Appeals documentation; Determinations and: Related correspondence

Retention: Retain this records series for a period of six (6) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely

2010026 Workers Compensation Claim Index

Reviewed: 08/11/2010

Description: The Index for Worker's Compensation Claims mandated by NRS 616B.018 may consist of, but not limited to the following data: Claimant personal identifying; Employer and; Injury/disability

Retention: Retain this data for as long as Nevada law requires the index to be created and maintained.

Disposition: Destroy Securely