

# State of Nevada B&I: Office of the Labor Commissioner

Version Date: 09/18/2013

## **1992458 Active Public Works Files**

Reviewed: 6/28/1996

Description: This record series consists of Public Works Projects being conducted throughout the State of Nevada. In accordance with NRS 338.013 each public body which awards a contract for public work must inform the Labor Commissioner within ten days after the award. The file may contain: Letter of Transmittal from the Labor Commission, awarding letter, issuing number, sub contractors list, payroll logs, non-performance payroll sheet, weekly wage and hour report of public works contractors, prevailing wage jobs, correspondence and other relevant information.

Retention: Retain this record series until the project is finalized and/or closed.

Disposition: Destroy Securely

## **2004264 Administrative Hearings Files**

Reviewed: 2/9/2005

Description: This record series is used to document administrative hearings, settlement agreements, other resolutions and decisions of the Labor Commissioner in accordance with NRS Chapter 607 and NAC Chapter 607 (and other laws and regulations). The files may contain: Notice of Hearing, Notice of Continuance, certification of mailing, Written Notice of Entry of Order, Written Notice of Entry of Decision, transcripts of hearings, Objections, Motions, settlement agreement, Stipulations, Orders, copies of subpoenas, related correspondence and similar documentation.

Retention: Retain these records for a period of six (6) calendar years from the date of decision or final action in the case.

Disposition: Destroy

## **1992441 Apprenticeship Actions**

Reviewed: 10/13/1992

Description: This record series consists of the apprenticeship action files. The file may contain: Request for Completion from a program, Request for Cancellation from a program, correspondence and the end of the month reports.

Retention: Retain this record series for a period of three (3) calendar years from the calendar year to which it pertains.

Disposition: Destroy Securely

## **1992442 Apprenticeship Appeals Files**

Reviewed: 10/13/1992

Description: This record series consists of the appeals files from individuals involved in the apprenticeship program who feel they have been wrongly terminated or have a grievance to be resolved. The file may contain: correspondence, letter of intent to appeal, copy of apprenticeship agreement, copies of school attendance schedule, complaint union representative questionnaire, telephone messages, return receipt mail, notes, copies of rules, regulations, and procedures, cancellation notice, minutes of the meeting the appeal was heard at, apprenticeship monthly work record, charges of discrimination (if applicable), general intake form, copies of court documents, discharge/self termination form, retaliation form, appeal form, and any other relevant information.

Retention: Retain for a period three (3) calendar years after the final outcome or decision of the appeal. .

Disposition: Destroy Securely

## **2005013 Apprenticeship Files**

Reviewed: 3/9/2005

Description: This record series is used to document the apprenticeship programs in accordance with NRS Chapter 610 and NAC Chapter 610. The files may contain: copy of the Apprenticeship Agreement (which may contain name of applicants and personal identifying information including: social security number, date of birth, veteran status, ethnic derivation, sex, and signature of apprentice), program sponsor information, copies of complaints, Apprenticeship Council investigations & hearings, terms and conditions, related correspondence and similar documentation.

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

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### **1996119 Closed Public Works Files**

Reviewed: 6/28/1996

Description: This record series documents the monitoring of Public Works Projects. The record series may contain: letter of transmittal from the Labor Commission, awarding letter, issuing number, subcontractors list, payroll logs, non-performance payroll sheets, weekly and hourly report of public works contractors, prevailing wage jobs, related correspondence, documents detailing the difference between prevailing wage rate and actual pay, and similar relevant documents.

Retention: Retain for a period of one (1) calendar year from the date of receipt of the complete records, or one (1) calendar year from the final completion of the project, whichever is later.

Disposition: Destroy Securely

### **1992439 Completed Apprentice Files**

Reviewed: 10/13/1992

Description: This record series consists of the completed apprentice files in the State of Nevada. The file consists of the Apprenticeship Agreement, form (O)-5240. The form includes such information as: name, social security number, date of birth, veteran status, ethnic derivation, credit for previous experience (hours, months, years), sex, type of apprenticeship program, signatures of apprentice, program sponsor and Apprenticeship Council, terms and conditions, and other relevant information.

Retention: Retain this record series for a period of three (3) calendar years from the calendar year to which it pertains.

Disposition: Destroy Securely

### **1992445 Escheated Files**

Reviewed: 10/13/1992

Description: This record series consists of the escheated files for individuals who are entitled to money from a wage claim dispute or through audit findings. The file may contain: award letter, rates used, charges against the contractor (if applicable), correspondence, receipts, Weekly Wage and Hour Report of Public Work Contractors, Public Agency Awarding Contract, certified payroll report, weekly time card, copies of paycheck stubs, return mail, telephone messages, wage claims filed and other related documents.

Retention: Retain for a period of three (3) calendar years from the time the money and the information is transferred to the Unclaimed Property Division.

Disposition: Destroy Securely

### **2004265 Finaled Public Works Files**

Reviewed: 2/9/2005

Description: This record series consists of Public Works Projects that have been concluded or completed throughout the State of Nevada. The awarding body contacts the Labor Commission either with a letter or a completion notice to inform them that the job is finished. This is the 2nd stage of the process, the 1st being the award of the project and the 3rd being the closing process. The file may contain: Letter of Transmittal from the Labor Commission, awarding letter, issuing number, sub contractors list, payroll logs, non-performance payroll sheet, weekly wage and hour report of public works contractors, prevailing wage jobs, correspondence, any difference between the prevailing wage rate and what was actually paid to the contractors, and other relevant information.

Retention: Retain this record series for a period of three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

### **2000026 Prevailing Wage Survey**

Reviewed: 5/17/2000

Description: This record series consists of the prevailing wage survey sent to all contractors in the State of Nevada each year. The compilation of statistical information is done in accordance with NAC 338.020. The survey is conducted by county. The survey is used to determine the prevailing wage for the ensuing year beginning each October 1. It includes project name and type, project location, work dates, zone pay per hour, employee classification, number of hours worked, hourly base rate, total hourly fringes, union status, business name, address, telephone and FAX numbers and certification.

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**Retention:** Retain the paper copy of the survey form until verification of data entry. Retain the statistical information in the computer database for a period of three (3) calendar years from the end of the year to which it pertains. Within thirty (30) days of the completion of the prevailing wage report, a copy must be sent to the State Archives. The computer database must have a security backup in accordance with NRS 239.051.

**Disposition:** Permanent: Transfer to State Archives

### **2005012 Private Employment Agency Files**

**Reviewed:** 3/9/2005

**Description:** This record series is used to document the application and licensing of Private Employment Agencies (PEA) in accordance with NRS Chapter 611. The file may contain: application & renewals, agency name, address, telephone number, type of employment, information about the applicant, investigative report, copy of license, copy of fingerprint cards, copies of checks, job orders, newspaper ads, job applications, affidavits, assignments, surety bond documentation, related correspondence and similar documentation. These files may also contain copies of any disciplinary actions (including complaints, investigation reports, staff recommendations, determinations, etc.) and/or other hearings held by the Labor Commission.

**Retention:** Retain these records for a period of three (3) calendar years from the date of expiration, revocation or suspension of the license.

**Disposition:** Destroy Securely

### **1992457 Producer/Promoter Permits**

**Reviewed:** 10/13/1992

**Description:** This record series consists of Producer/Promoter permits pursuant to NRS 608.300 by anyone who intends to put on a production in Nevada. Production means a stage or screen production or a radio or television program using actors, musicians, dancers or any other actors and including the technical personnel used to create and produce it. The file may contain the application for the permit, copy of the permit, letter of agreement, list of officers, notice of cancellation, surety bond, return receipt mail, and any other relevant information.

**Retention:** Retain for a period of three (3) calendar years from the date of the promotion.

**Disposition:** Destroy

### **1992448 Project Audits**

**Reviewed:** 10/13/1992

**Description:** This record series consists of on-site audits of public works projects dealing with overtime wage disputes, minimum wage requirements or other relevant concerns. The files may contain: copies of litigation, union correspondence, hearings, correspondence and any other relevant information.

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

**Disposition:** Destroy Securely

### **1992454 Rejected or Canceled Private Employment Agencies Files**

**Reviewed:** 10/13/1992

**Description:** This record series consists of the license files for Private Employment Agencies (PEA) in the State of Nevada that for some reason have either been rejected by the commission or canceled. The file may contain all the relevant information that a license file has, and the reason for rejection or cancellation.

**Retention:** Retain for a period of three (3) calendar years from the date of rejection or cancellation.

**Disposition:** Destroy Securely

### **2004263 Wage Claim Files**

**Reviewed:** 2/9/2005

**Description:** This record series is used to document wage claims against employers in accordance with NRS Chapter 607 and NAC Chapter 607. The files may contain: Claim for Wages (this form includes name, address telephone number of both claimant and employer), copy of check stubs and other supportive documentation, formal notice to the employer from the Commissioner, employer's response, related correspondence and similar documentation.

**Retention:** Retain these records for a period of three (3) calendar years from the final outcome or disposition of the case.

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Disposition: Destroy Securely