

State of Nevada B&I: Manufactured Housing Division

Version Date: 09/18/2013

1994078 Administrative Hearing Files

Reviewed: 10/11/1994

Description: Files created as records of hearings pertaining to the issuance or denial of a license or violations of the Landlord - Tenant Act (NRS Chapter 118B). The files may include: cassette tapes of hearings, transcripts of hearings, exhibits, complaint and order to show cause, and any other legal documentation or notes that may apply to a licensee.

Retention: Retain for a period of three (3) calendar years from the date of a decision or final action (such as an appeal).

Disposition: Destroy

1994086 Administrative Notices

Reviewed: 8/31/1994

Description: This record series consists of copies of notices to mobile home parks, park managers, park owners, licensees and related agencies regarding legislation and new requirements and other subjects that affect the manufactured housing industry.

Retention: Retain only as long as useful to the agency.

Disposition: Destroy

1994088 Complaint Files

Reviewed: 8/31/1994

Description: Consumer and landlord-tenant complaints are filed with this division against licensees, manufactured home parks and tenants, and are used to mediate and settle these complaints between the parties involved. Files may contain: complaint forms, correspondence between parties, correspondence from the division to involved parties, notes taken during investigations, photographs, copies of contracts and agreements between parties, and copies of checks and receipts.

Retention: Retain for a period of three (3) calendar years from the close of mediation.

Disposition: Destroy Securely

1994082 Compliance Label Records

Reviewed: 10/12/1994

Description: Certificates for every seal that is issued by this division for installations, factory built housing and commercial coaches.

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

Disposition: Destroy

1994087 Contract Inspector Files

Reviewed: 10/13/1994

Description: This record series consists of monthly reporting forms showing number of installation inspections completed for the month, correspondence to and from the division with the inspector, certified receipts for seals sent to contractors. This record series serves to keep an accurate count of seals issued throughout the state, and in which areas.

Retention: Retain for a period of three (3) calendar years from the date an inspector's contract is terminated.

Disposition: Destroy

1994077 Factory Built Housing

Reviewed: 10/11/1994

Description: This record series documents the manufacturer certification for building unit, building or component structures in Nevada and other states. The files may also include accompanying plans and specifications which are approved for each building or project.

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

Disposition: Destroy

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1994079 Local Government Cooperation Inspection Agreement

Reviewed: 8/24/1994

Description: Contracts signed by local governing agencies granting to them the authority to complete commercial coach and manufactured home installation inspections.

Retention: Retain for a period of six (6) calendar years from the date a contract is terminated or discontinued.

Disposition: Destroy

1994085 Manufactured Home Park Files

Reviewed: 10/12/1994

Description: This record series is used to administer manufactured home parks. The files may contain two separate filings. The first contains: declarations and notices to pay annual fees, trust fund fees, manager affidavits and park demographics information on parks regulated under NRS Chapter 118B. The second contains: applications for the rent subsidy program which contains personal identifying information on all applicants (social security number, tax information, bank information, etc.), information on title of manufactured home or travel trailer, copies of titles to motor vehicles, manufactured home park manager certification and annual renewal information.

Retention: Retain for a period of three (3) calendar years from the date of closure of the mobile home park.

Disposition: Destroy Securely

2005136 Manufactured Home Titles

Reviewed: 12/14/2005

Description: Files contain documentation on all manufactured home titles issued within the State of Nevada such as: applications, bill of sale, affidavit of entitlement, affidavit for application of certificate of ownership, name statement, power of attorney, erasure affidavits, lien forms, lien satisfied forms, repossession affidavits, and anything else of a pertinent nature.

Retention: Retain for a period of forty (40) calendar years from the first date of registration.

Disposition: Destroy Securely

2005137 Real Property Notices

Reviewed: 12/14/2005

Description: This record series documents the conversion of manufactured homes to real property. The files contain the original affidavit of conversion or certified copy of conversion that has been recorded with the county recorder's office, titles that will become void as soon as the real property notice is issued, any other documentation that might take the place of a title, manufacturer statement of origin for new homes, and a dealer report of sale if the home is sold through a dealer.

Retention: Retain these records for a period of forty (40) calendar years from the original date of registration of the mobile home prior to conversion.

Disposition: Destroy Securely

1994081 Trip Permits

Reviewed: 10/12/1994

Description: This record series is used to document the number of permits issued and to whom. This record series contains two separate types of files. One file contains the monthly reports from every county assessor in the state listing how many trip permits were issued out of their office during the month reported. The second file contains part of the Trip Permit Certificate.

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

Disposition: Destroy