

State of Nevada B&I: Mortgage Lending Division

Version Date: 09/18/2013

2007026 Licensing Files

Reviewed: 2/13/2008

Description: This record series is used to document mortgage brokers, bankers and agents licensed by the Division (See NRS and NAC Chapter 645A, 645B, 645E). The files may include, but are not limited to: Organizational Documentation (including: applications, contact information, background checks, credit information, articles of incorporation, list of officers, surety bonds, etc.); Financial Statements and other reports; Examinations and continuing education documentation; Complaints & Disciplinary Procedures (including complaints, investigations, hearing documentation, etc.); Related correspondence and; Similar document

Retention: Retain these records for a period of six (6) calendar years from the date the license expires, is revoked or otherwise invalidated.

Disposition: Destroy Securely

2008003 Licensing Files: Disciplinary

Reviewed: 4/9/2008

Description: This record series is used to document mortgage brokers, bankers and agents licensed by the Division that have been involved in disciplinary and/or legal actions (See NRS and NAC Chapter 645A, 645B, 645E). The files may include, but are not limited to: Organizational Files (including: applications, contact information, background checks, credit information, articles of incorporation, list of officers, surety bonds, etc.); Financial Statements and other reports; Examinations and continuing education documentation; Complaints & Disciplinary Procedures (including complaints, investigations, hearing documentation, etc.); Related correspondence and; Similar documents

Retention: Retain these records for a period of ten (10) calendar years from the date the license is suspended, revoked or is otherwise invalidated, or from the date of final action if litigation is involved.

Disposition: Destroy Securely