

State of Nevada P&BH: Community Program for Mental Health

Version Date: 2/28/2014

2007035 Community Program for Mental Health Files

Reviewed: 06/13/2007

Description: These records are used to administer the Community Program for Mental Health (See NRS chapter 436). The files may contain: application for funding with attached documentation (including certification of incorporation, IRS non-profit affidavit, proof of insurance coverage, etc.), annual proposed program plan of expenditures, claims for reimbursement, report of expenditures, related correspondence and similar documents.

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

Disposition: Destroy

2007036 Nevada Conference of County Community Mental Health Programs

Reviewed: 06/13/2007

Description: These records are used to administer the functions of the Nevada Conference of County Community Mental Health Programs (See NRS 436.320). The files may include: minutes of meetings (See NRS 241.035 (2)), recommendations to MHDS, plans to coordinate county mental health programs, resolutions, proclamations, related correspondence and similar documents.

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

Disposition: Permanent: Transfer to State Archives