

State of Nevada P&BH: Community Training Center Program

Version Date: 2/28/2014

2007034 Community Training Center Enrollee Certification Files

Reviewed: 06/13/2007

Description: These records are used to certify individual enrollees for funding purposes within the community training center programs. The files may contain, but are not limited to: Evaluations (See NAC 435.255); Enrollee certifications; Progress reports (NAC 435.305); Quarterly and annual reviews (NAC 435.305) and summary reports (NAC 435.320); Related correspondence.

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

Disposition: Destroy Securely

2007033 Community Training Center Program Certification Files

Reviewed: 06/13/2007

Description: These records are used to administer the certification of non-profit organizations for the funding to operate a community training centers (See NRS 435.130 to 435.320). The files may include but are not limited to: Applications and renewals with associated documentation; Ownership information; MHDS forms (See NAC 435.200 to 435.350); Commission on MHDS reviews; Documentation of investigations of grievances & complaints; Documentation of disciplinary actions; Related correspondence.

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

Disposition: Destroy Securely