

# State of Nevada WSS: Energy Assistance Program

Version Date: 2/28/2014

## **2006201 Computer Reports for EAP (Energy Assistance Program): Regularly Scheduled**

Reviewed: 11/08/2006

Description: This record series contains standard (non-statistical and non-temporary) reports generated on a regular basis and used to administer the Energy Assistance Program. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

## **2006202 Computer Reports for EAP (Energy Assistance Program): Statistical**

Reviewed: 11/08/2006

Description: This record series contains statistical reports generated on a regular basis used to administer and monitor the Energy Assistance Program. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Permanent: Transfer to State Archives

## **2003208 Computer Reports for EAP (Energy Assistance Program): Temporary**

Reviewed: 12/10/2003

Description: This record series contains reports generated on a regular basis and are used to prepare other reports, complete an administrative task or to correct the database in the administration of the EAP. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.

Retention: Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.

Disposition: Destroy Securely

## **2003203 EAP Client Files**

Reviewed: 12/10/2003

Description: This records series is used to document the clients applying for and those receiving services through the EAP (Energy Assistance Program) in accordance with 42 U.S.C. §.8621 et. Seq. and Title 38 of Nevada Revised Statutes "Public Welfare." The files may contain: application form, Eligibility Determination, copies of computer printouts, accounting documents and related information.

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

Disposition: Destroy Securely

## **2003204 EAP Vendor & Contract Files**

Reviewed: 12/10/2003

Description: This record series is used to document contracts with vendors as well as with other state and local government agencies who serve as Intake sites. The files may contain: contract / agreement documentation, financial documentation, copies of payment vouchers, billing statements, related correspondence and similar documentation.

Retention: Retain these records for a period of six (6) Federal fiscal years from the end of the Federal fiscal year in which the contract expired or otherwise was finalized.

Disposition: Destroy Securely

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### **2003205 Energy Assistance Program Files**

Reviewed: 12/10/2003

Description: This record series documents the administration of the program including federal and state reporting requirements. The files may contain; monthly spreadsheets outlining client demographic information, periodic federal and state reports, state plan documentation, related correspondence and similar information.

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

Disposition: Permanent: Transfer to State Archives