

State of Nevada P&BH: Substance Abuse Prevention and Treatment Agency

Version Date: 2/28/2014

2006027 Client Statistical Report File

Reviewed: 03/08/2006

Description: This record series contains Client and Detox Client Reports submitted to SAPTA by substance abuse programs in accordance with NRS chapter 458 and NAC chapter 458. The files may also contain supportive documentation and related correspondence.

Retention: Retain for a period of one (1) calendar year from the date of the report.

Disposition: Destroy Securely

2006028 Client Statistics Electronic File

Reviewed: 03/08/2006

Description: This record series contains the data compiled from required reports to SAPTA and is maintained in an electronic storage media and computer printouts. The data may include information on clients and providers of substance abuse programs.

Retention: Retain these records for as long as administratively useful. It is recommended to purge the data after a period of six (6) calendar years from the end of the calendar year to which they pertain. A security copy of this database is required in accordance with NRS 239.051.

Disposition: Destroy Securely

2001004 Investigation Files

Reviewed: 03/07/2001

Description: This record series documents the investigation of treatment and prevention programs when complaints are received from clients or employees. The files may contain, but are not limited to: Complaint with associated documentation; Investigation with related records, including the formal report; Program response and plans; Disciplinary procedures and related documents.

Retention: Retain this record series for a period of six (6) calendar years from the close of the investigation or end of the disciplinary action, whichever occurs later.

Disposition: Destroy Securely

2006029 Program Accreditation Files

Reviewed: 03/08/2006

Description: This record series contains the information required to be submitted for certification of accreditation for a program pursuant to NRS 458.025 and NAC 458.103 through 458.138. The files may contain but are not limited to: Application and renewals with associated documentation; Partnership agreement, articles of incorporation, by-laws and other legal documents; Copy of policies and procedures manual; Related correspondence.

Retention: Retain for a period of four (4) calendar years after expiration of accreditation.

Disposition: Destroy