

State of Nevada DETR: Administrative Services Division

Version Date: 10/16/2013

1991209 Financial Reports

Description: This record series consists of financial information on programs, cost centers employees and sections. The series may contain: Cost System Reports, Resources on Order/Accounts Payable Detail Listing by Cost Center, Obligational Authority, Summary of Expenses within sections, Cost Center expenses, Time distribution reports, general ledgers and Statement of Financial Position.

Retention: Retain for a period of three (3) federal fiscal years from the date of the annual or final expenditure report. 41 CFR 29-70.203.

Disposition: Destroy

2002022 IRS Tax Deductions

Description: This record series documents the deductions of taxes for individuals who request DETR to do this (instead of them claiming it on their return). The files may include: agreement or request, Quarterly Return of Withheld FIT and Medicare Tax (941 E), W-2 Master List, W-2/W-2-P/W-2-C/W-4/W-4 Employer copies, and similar material as required under 26 CFR 31.6001-5.

Retention: Retain this record series for a period of four (4) years from the tax period concerned. See 26 CFR 31.6001-1 (e) (2).

Disposition: Destroy Securely

2004016 State Affirmative Action Plan (AAP)

Description: This records series is used to administer the State Affirmative Action Plan. The file may contain: copy of State of Nevada Affirmative Action Plan, copies of the Federal EEO law, letters & memos from the US Equal Employment Opportunity Commission (EEOC) and other Federal agencies, letters & memos from the Department of Personnel and EEO Office, Department Objectives & Plans and related correspondence.

Retention: Retain until no longer administratively useful.

Disposition: Destroy

1991211 Unemployment Benefits: Trust Fund and Benefit Payments

Description: This record series contains Benefit Payment Accounts, BPA Comparison Report, Cost Accounting tables - general ledger master file dump, Cost Accounting Run Requests, Cost Accounting Letters, Benefit Payment Accounts - ES-191, BPA Quarterly Detail Data-UCX.(see attached sheet for details of benefit reports on microfilm).

Retention: Retain for a period of three (3) federal fiscal years from the date of the annual or final expenditure report. 41 CFR 29-70.203.

Disposition: Destroy Securely