

State of Nevada DETR: Equal Rights Commission

Version Date: 10/16/2013

1995031 Affirmative Action Files

Description: This record series consists of records documenting how business, manufacturing, service industry and governmental agencies observed Equal Employment Opportunity Act (EEO) requirements. The files consists of: NERC Request for Information and Comprehensive Minority Employment Report forms; staff notes and reports; NERC Compliance Report; agency affirmative action plans, policies and procedures, copies of job application forms and tests; with related correspondence.

Retention: Retain for a period of three (3) calendar years from the close of the case.

Disposition: Permanent: Transfer to State Archives

1995030 Case Files

Description: This record series consists of the case files of alleged discriminatory practices in housing, employment or public accommodations. The files may contain: NERC forms including; intake forms, running telephone log, investigation plan format, pre-fact finding checklist, informal fact finding meeting and rescheduling forms, discharge, constructive discharge, pregnancy, harassment, retaliation, terms and conditions, charge transmittal, charge of discrimination, findings of charge of discrimination, agency final deferral action, affidavits, and; investigators notes and reports, investigation documents --including medical, wage and housing records, negotiated settlement, record of charge withdrawal, record of case conciliation, case closure, notes, memos, related correspondence and statistical analysis.

Retention: Retain these records for a period of three (3) calendar years from the close of the case as described in NAC 233.220.

Disposition: Destroy Securely

2009010 Inquiry Recordings

Description: These recordings are made for requests for service or information.

Retention: Retain these records for a period of ninety (90) days from the date of the recording

Disposition: Destroy Securely

2000074 Intake Records

Description: These records are used to take and evaluate phone, mail and walk-in requests for information or services. The files consist of but is not limited: Intake Inquiry, Assessment, Copies of response letters, Related correspondence, Similar documents.

Retention: Retain the file for a period of one (1) calendar year from the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

1995032 Reports: Federal

Description: This record series consists of copies of reports required by the federal Equal Employment Opportunity Commission. The files consist of: State and Local Government Information Report EEO-4, work papers which were used in the compiling of the EEO-4 report and related correspondence. Copies of other federal reports may be included: specifically, Employer Information Report EEO-1, Apprenticeship Information Report EEO-2, Local Union Report EEO-3, Elementary - Secondary Staff Information Report EEO-5, and Higher Education Staff Information Report EEO-6.

Retention: Retain for a period of three (3) calendar years from the submission of the report to the EEO Commission.

Disposition: Destroy

1995033 Reports: State

Description: This records series consists of reports made by the Equal Rights Commission in the administration of the functions of the office. These reports include: reports of hearings sent to the Governor in accordance with NRS 233.200, statistical analysis, and similar reports.

Retention: Retain for a period of two (2) calendar years from the date of issue of the final draft. Other drafts should be destroyed upon the acceptance and issue of the final draft.

Disposition: Permanent: Transfer to State Archives