

## State of Nevada DETR: Bureau of Services to the Blind

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### **1990531 Services to the Blind Client Case Files**

Description: This record series consists of Services to the Blind Program client records. The individual client file may include: completed application, financial statement, health survey, transcripts and certificates, certification of eligibility, narrative progress review notes, vocational assessment reports, diagnostic study, medical and psychological reports, training progress notes, adaptive aids, individualized written rehabilitation program, documentation of verbal communications, closure information, correspondence and similar information.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

### **1990532 Services to the Blind Vendor License files**

Description: This record series contains copies of licenses and renewals issued to blind persons to operate a vending facility pursuant to NRS 426.630 through 426.720 and NAC 426.100 through 426.145.

Retention: Retain for a period of three (3) calendar years after expiration of license.

Disposition: Destroy