

State of Nevada DETR: Bureau of Vocational Rehabilitation

Version Date: 4/13/2016

1990536 Administrative Reviews/Grievance file

Description: This record series consists of complaints received against the division and the results of complaint investigation pursuant to NRS 615.190(1) and 615.280; 34 CFR 361.48. The individual file may contain: Correspondence, transcripts of hearings, supportive documentation, cassette tapes, decision paper and related Documentation.

Retention: Retain for a period of three (3) calendar years after resolution of complaint.

Disposition: Destroy Securely

1990537 Independent Living Client Case file

Description: This record series contains Independent Living Rehabilitation Services Program client records (See 34 CFR 365.35-6). the individual client file may include: completed application, certificate of eligibility, independent Written rehabilitation plan, references, narrative progress review notes, case notes, medical and psychological Reports, equipment contracts, documentation of verbal communications, 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

1990539 Master Client Record Data Base

Description: This record series contains the Vocational Rehabilitation & Services to the Blind Master Client Record reports And is maintained in an electronic data base and computer print-outs.

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

Disposition: Permanent: Transfer to State Archives

1990538 Master Client Statistical Report file

Description: This record series contains Client Statistical Reports used for compiling statistical data on individual clients in Accordance with NRS 615.200(4) (a). Data is entered in the Vocational Rehabilitation & Services to the Blind Master Client Record Data Base. The file may contain: computer print outs, statistical reports, notes, related correspondence and other supportive documentation.

Retention: Retain until verification of data entry.

Disposition: Destroy Securely

1990535 Vocational Assessment Center Client Case file

Description: This record series consists of Vocational Assessment Center client records. The individual client file may include: completed application, referral, individual assessment/ adjustment plan, daily observation, raw test data, case notes, production records, final report, correspondence and related documentation.

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

Disposition: Destroy Securely

1990534 Vocational Rehabilitation Client Case file

Description: This record series consists of Vocational Rehabilitation 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, copies of medical and psychological reports, training progress reports, individualized written rehabilitation program, documentation of verbal communications, closure information, correspondence and similar documentation.

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

Disposition: Destroy Securely