

State of Nevada EDU: Office of Teacher Licensure

Version Date: 10/16/2013

2007080 Background Investigation Files: Applications

Reviewed: 12/12/2007

Description: These records are used to investigate an applicant for an initial licensee (See NRS 391.311 to 391.361). The files may contain, but are not limited to: Checklist for Identifying Investigative Procedures; Application; Copies of written request to applicant for further information and applicant's response; Denial or invalidation notification; Appeal with associated supportive documentation (including appeal summary statement, appeal outcome notification, etc.), and; Related correspondence and similar documents

Retention: Retain the records of individuals cleared for a period of one (1) calendar year from the date the case was closed by the Office of Teacher Licensure.

Disposition: Destroy Securely

2007115 Background Investigation Files: Disciplinary Actions

Reviewed: 12/12/2007

Description: These records are used to investigate an applicant for an initial license or a licensee who has been or can be charged with a criminal act or professional misconduct (See NRS 391.311 to 391.361). The files may contain, but are not limited to: Checklist for Identifying Investigative Procedures; Copies of written request to applicant for further information and applicants response; Denial or invalidation notification; Appeal with associated supportive documentation (including appeal summary statement, appeal outcome notification, etc.); Notification of arrest documentation from school district or charter school (See 2007 Statutes of Nevada Chapter 142 [AB 313]); Court documents (including Indictment, Entry of Judgment, sentencing documentation, etc.); Copy of request for hearing and associated documentation, and; Related correspondence and similar documents

Retention: Retain these records for a period of three (3) calendar years from the date of determination by the State Board of Education or other closure of the case.

Disposition: Destroy Securely

2007081 Licensure Disciplinary (Suspended or Revoked) Files

Reviewed: 12/12/2007

Description: These records document and control the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to: Licensure documentation; Checklists (including Background Investigation checklist); Contact information (including changes); Notification of arrest documentation from school district or charter school (See 2007 Statutes of Nevada Chapter 142 [AB 313]); Copy of Notice of Entry of Judgment from the State Board of Education (or other notification), and; Related correspondence and similar documents

Retention: Retain these records for a period of fifty (50) calendar years from the date of determination from the State Board of Education.

Disposition: Destroy Securely

2007071 Licensure Files

Reviewed: 12/12/2007

Description: These records document and control the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to: Initial license application; Renewal applications; Checklists; Name change forms; Contact information (including changes); Additional endorsement applications; Special qualification license applications; Supporting documentation (including educational transcripts, continuing education units, proof of citizenship, residency documentation, etc.), and; Related correspondence and similar documents

Retention: Retain these records for a period of three (3) years after the expiration, voluntary surrender or other closure of the license. Supporting documentation may be returned to the applicant or disposed of when no longer needed.

Disposition: Destroy Securely

2007082 Licensure Suspense (Denied and/or Incomplete) Files

Reviewed: 12/12/2007

Description: These records are incomplete applications for the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to: Initial license application; Checklists; Contact

State of Nevada EDU: Office of Teacher Licensure

Version Date: 10/16/2013

information (including changes); Supporting documentation (including educational transcripts, continuing education units, proof of citizenship, residency documentation, etc.), and; Related correspondence and similar documents

Retention: Retain these records for a period of one (1) calendar year from the date of receipt of the application. Supporting documentation may be returned to the applicant or disposed of when no longer needed.

Disposition: Destroy Securely

2009070 National Board Certification Financial Award Files

Reviewed: 10/21/2009

Description: These records document the National Board for Professional Teaching Standards Certification Program stipend, waiver and reimbursement awards (See NRS 391.160 and NAC 391.0545 to 391.060). The records may contain but are not limited to: Applications and associated documentation; Approval/denial documentation; Financial reports, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the close of the award.

Disposition: Destroy Securely

2007084 Professional Development Files

Reviewed: 12/12/2007

Description: This record series documents the professional development training required for renewal of a professional license. The files may include, but are not limited to: Application for Renewal of Nevada License; Course attendance rolls; Confirmation of course attendance / completion; CEU (continuing education unit) credit receipts; CE/Training forms; Related correspondence and similar documents.

Retention: Retain these records for a period of five (5) calendar years from the date of receipt of the application for renewal. Supporting documentation may be returned to the applicant or disposed of when no longer needed.

Disposition: Destroy Securely

2007083 Professional Development Suspense (Incomplete) Files

Reviewed: 12/12/2007

Description: These records are incomplete professional development training files submitted by an applicant for renewal of a license. The files may include, but are not limited to: Application for Renewal of Nevada License; Course attendance rolls; CE/Training forms, and; Related correspondence and similar documents

Retention: Retain these records for a period of one (1) calendar year from the date of receipt of the application. Supporting documentation may be returned to the applicant or disposed of when no longer needed.

Disposition: Destroy Securely