

# State of Nevada Compliance Enforcement

Version Date: 2/28/2014

## **2000060 Licensing File: Body Shop**

Reviewed: 09/06/2000

Description: This record series is used to administer and document the licensing process. The files may contain: License Application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.

Retention: Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.

Disposition: Destroy Securely

## **2000066 Licensing File: Brokers**

Reviewed: 09/06/2000

Description: This record series is used to administer and document the licensing process. The files may contain: License Application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copy of brokers license, copies of corporate documents and related documentation.

Retention: Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.

Disposition: Destroy Securely

## **2000069 Licensing File: Driving Schools**

Reviewed: 09/06/2000

Description: This record series is used to administer and document the licensing process. The files may contain: License Application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.

Retention: Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.

Disposition: Destroy Securely

## **2000067 Licensing File: DUI Schools**

Reviewed: 09/06/2000

Description: This record series is used to administer and document the licensing process. The files may contain: License Application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.

Retention: Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.

Disposition: Destroy Securely

## **2000062 Licensing File: Emission Control Station**

Reviewed: 09/06/2000

Description: This record series documents and administers the licensing process. The files may contain: License application (DS237), Personal History Questionnaire (DS242), Security Bond (DS210), copy of city or county business license, copy of corporate documents and related documents.

Retention: Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.

Disposition: Destroy Securely

## **2000070 Licensing File: Garages**

Reviewed: 09/06/2000

Description: This record series is used to administer and document the registering and licensing processes. This record series may contain: Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance

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certificate, copy of city or county business license, copies of corporate documents and related documentation.  
Retention: Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.  
Disposition: Destroy Securely

### **2000068 Licensing File: Traffic Safety Schools**

Reviewed: 09/06/2000

Description: This record series is used to administer and document the licensing process. The files may contain: License Application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.

Retention: Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.

Disposition: Destroy Securely

### **2000065 Licensing File: Wrecker, Salvage Pool**

Reviewed: 09/06/2000

Description: This record series is used to administer and document the licensing process. The files may contain: License Application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), insurance certificate, copy of city or county business license, copy of corporate documents and related documents.

Retention: Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.

Disposition: Destroy Securely