

State of Nevada Field Services Division

Version Date: 2/28/2014

2003004 Vehicle Registration Files: Field Offices

Reviewed: 01/11/2012

Description: This record series administers the registration of vehicles by field offices in accordance with NRS 482.215. The files may contain, but are not limited to: Signed application for vehicle registration form with supportive documentation; Dealer's report of sale forms; Plates turned in report; Fee record (a printout detailing types of fees, amount of fee, date paid, payment method and similar data); Vehicle inspection certificate; Out of state DMV documents; Affidavit of non-operation" forms; Original and copies of vehicle registration certificate and receipt; Related correspondence.

Retention: Retain these records for a period of eight (8) calendar years from the end of the calendar year to which the records pertains.

Disposition: Destroy Securely