

State of Nevada PS: State Fire Marshal Division

Version Date: 2/28/2014

2008020 Fire, Safety & Life Inspections

Reviewed: 07/16/2008

Description: These records are used to document the inspection of buildings occupied by state agencies in accordance with NRS 477.035. The record may contain but is not limited to: Inspection report; State Fire Marshal orders with acknowledgment and related documents; Notifications to the State Public Works Board; Related correspondence and similar documents.

Retention: Retain these records for a period of five (5) calendar years after the conclusion of the inspection.

Disposition: Destroy

2005036 Hazardous Materials Storage Permit Files

Reviewed: 05/11/2005

Description: This record series documents and controls the permits for the storage of hazardous materials and extremely hazardous materials issued in accordance with state law (See NRS 477.030, NRS 477.031, NRS 477.045, and NAC 477.323 or the first type and NRS Chapter 459 for the second type). The files may contain: (1) facility information (name, address, phone numbers, contact names, etc.), map of facility and (2); applications, list of chemicals and other hazardous materials being stored, financial worksheet, fee information (copy of check, receipt, etc.), related correspondence and similar documentation.

Retention: Retain for a period of five (5) calendar years from the date expiration, revocation or suspension of the permit.

Disposition: Destroy Securely

1987081 Investigative Files

Reviewed: 06/10/2009

Description: These records document the investigations conducted by this office (See NRS 477.030 et seq.). The files may include but are not limited to: Investigation reports with associated documentation; Copies of criminal history material; Photos, maps, drawings, etc.; Copies of court documents; Supportive documentation; Related correspondence.

Retention: Retain these records for a period of six (6) fiscal years from the close of the investigation or court case.

Disposition: Permanent: Transfer to State Archives

1987082 Licensing Files

Reviewed: 10/16/1990

Description: This record series documents, verifies and control the issuance of licenses for individuals and companies for the installation of fire alarm and fire extinguishing systems, commercial explosives, and commercial fireworks in accordance with NRS 477.033. The files may contain: applications, copies of licenses, copies of receipts, certificates of insurance, articles of incorporation (of businesses), correspondence, copies of state licenses, resumes, and copies of tests.

Retention: Retain for a period of four (4) fiscal years from the non-renewal or revocation of the license.

Disposition: Destroy

2005035 Plans and Specifications Review Files

Reviewed: 05/11/2005

Description: This record series documents the review of building plans (new and remodeling) for purposes of compliance to established national and international fire & safety codes as well as state law (See NRS 477.030 (1)(b), NRS 477.100 to 477.140, and NAC 477.740 to 477.745). The files may contain: (1) copies of blue prints, line drawings, specifications and other plans from engineering firms, architects, and contractors, and (2) applications for plans review, fee receipts (and similar documentation), plans review status reports, Statement of Deficiencies and Plan of Correction, fire alarm & suppression system specifications, system manuals, Retrofit Compliance forms & reports, related correspondence and similar documentation.

Retention: Retain documents listed under (2) in the description for a period of three (3) calendar years from the date certification. The documents listed under (1) in the description may be disposed of after a retention of six months from the date of certification.

Disposition: Destroy Securely

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1987083 Product File

Reviewed: 10/16/1990

Description: This record series documents the evaluations of products for fire safety in accordance with NRS 477.030. The files may contain: Product Evaluation Form, correspondence, Test Certificates, Product Reports, Product Specifications, Approval-Disapproval forms, Regulation Inquiry material and similar documents.

Retention: Retain fro a period of three (3) fiscal years.

Disposition: Destroy