

State of Nevada PS: Highway Patrol Division

Version Date: 2/28/2014

1988129 Accidents

Reviewed: 04/07/1989

Description: This records series is an on-line computer tracking system for all accident reports taken by the Highway Patrol. This records series is utilized for alphabetically indexing (by name) of reports and statistics. Currently, these accident reports are online from 1981 forward.

Retention: Retain the individual histories contained within this record series for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1988087 Captured Escapees File

Reviewed: 04/07/1989

Description: This record series is used to enter and verify data into the National Criminal Information Center computer files, and produce APB's on escaped prisoners from the Nevada State Prison System. The files may contain: Escapee Information form, and the following computer printouts; Clear Wanted Person, CJIS Criminal Information Inquiry, NCIC Criminal History, NCIC Modify Wanted Person, Request Statewide Broadcast (APB), Enter Wanted Person, and Enter Wanted Person Supplemental.

Retention: Retain until entered into the computer system and verified.

Disposition: Destroy

1988088 Cleared and Active NCIC or CJIS Warrant Entry Cards

Reviewed: 04/07/1989

Description: This record series is used to enter warrant information into the National Criminal Information Center and Criminal Justice Information System computer data bases, to confirm warrants, produce and send abstracts of warrants, and as a quality control measure to check existing warrants with computer data and 'Cleared' warrants (which are removed from the data base and sent to the appropriate courts with the warrants). The series consists of: NHP form 67 (a card containing information on the person and details on the warrant), and copies of computer printouts.

Retention: Retain until the warrant has been served and the entry has been taken out of the computer system and verified.

Disposition: Destroy Securely

2007046 Commercial Driver and Vehicle Inspection Records

Reviewed: 09/12/2007

Description: This record series documents the road commercial inspections, safety inspections, and commercial vehicle & driver violations under the Motor Carrier Safety Assistance Program (MCSAP, see 49 CFR Part 350). The files may contain, but are not limited to: NHP forms; Driver/Vehicle Inspection Reports (detailing information on driver, vehicle, violations, etc.); Related correspondence.

Retention: Retain this record series for a period of three (3) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2002005 Emergency Vehicles, Applications and Permits

Reviewed: 06/11/2003

Description: This record series consists of applications for permits to operate emergency vehicles in the State of Nevada and the paper copy of the permit that is issued.

Retention: Retain this record series for a period of one (1) calendar year from the date the permit was issued.

Disposition: Destroy

1988089 Fatal Accident Statistics File

Reviewed: 04/07/1989

Description: This record series is used to notify the Traffic Safety Division, NHP Command, and NDOT about fatal

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accidents, and serves as a resource to produce annual and special reports. The files consists of: NHP from 109 Fatal Accident Statistics, Holiday Fataals, Fatal Tally (numeric), and Fatal Statistics forms.

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

Disposition: Permanent: Transfer to State Archives

2002007 Flashing Amber Lights Permits, Card File

Reviewed: 06/11/2003

Description: This record series consists of duplicate copies (card stock) of permits issued for the use of flashing amber lights on authorized vehicles (NRS 484.579).

Retention: Retain this record series for a period of one (1) calendar year from the date the permit was issued.

Disposition: Destroy

2002008 Flashing Amber Lights, Applications and Permits

Reviewed: 06/11/2003

Description: This record series consists of applications forms and paper copies of permits issued authorizing the use of flashing amber lights on approved vehicles. (NRS 484.579)

Retention: Retain this record series for a period of one (1) calendar year from the end of the year in which the permit was issued.

Disposition: Destroy

1988062 Motor Carrier Drivers License Check Records

Reviewed: 03/01/1989

Description: This record series is used to document drivers license checks of motor carriers, state and out of state alike. Out of state alleged violations are sent to the respective state(s) for action as a courtesy. The files may consist of, but are not limited to: Mobile Communication Log; Records Requests with associated documentation; Photo copies of drivers licenses; Related correspondence.

Retention: Retain this record series for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1988090 NCIC Updates

Reviewed: 04/07/1989

Description: This record series is used to supply technical data and corrections for the National Criminal Information Center computer data base. The series consists of newsletters and memorandums from the NIC: 'NCIC Update' from the US Justice Department.

Retention: Retain this records series for a period of one (1) year from the date received.

Disposition: Destroy Securely

2002012 NHP Vehicle File

Reviewed: 06/11/2003

Description: This record series documents and administers the use and repair history of vehicles in the possession of the Nevada Highway Patrol. This record series may contain: documents which contain a description of the vehicle, manufacturers owners and repair manuals, budget account information and copies of purchase orders, service and maintenance records for vehicles copies of invoices of labor and parts, routine maintenance logs, safety inspections and related correspondence.

Retention: Retain this record series for a period of three (3) fiscal years following the final disposition of the vehicle.

Disposition: Destroy Securely

1988059 Office of Traffic Safety Projects

Reviewed: 03/01/1989

Description: This record series documents the activities under this federal grant from the Department of Transportation,

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National Highway Safety Administration. The files may include, but are not limited to: Program/Project logs, Description of Project (Schedule A); Itemization of Budget (Schedule B); Time and Cost (Schedule C); Agreement of Understanding and Compliance (Schedule D); Narrative and financial reports; Project agreements and modifications and; related correspondence.

Retention: Retain this record series for a period of three (3) federal fiscal years from the date of the submission of an audit report.

Disposition: Destroy

1988093 Radioactive Waste Shipment Notifications

Reviewed: 04/07/1989

Description: This record series is used to gather and disseminate information on the shipment of radioactive waste in and through Nevada. The file consists of Radioactive/Hazardous Waste Shipments form, and copies of teletypes to law enforcement agencies. The teletypes are sent to all law enforcement agencies along the route of the shipment.

Retention: Retain for a period of two (2) calendar years from date of notification.

Disposition: Permanent: Transfer to State Archives

2002010 Traffic Accident Report

Reviewed: 06/11/2003

Description: This record series may contain: Traffic Accident Report, Accident Occupant Injury Supplement, NHP Accident Diagram, Informal Statements, Vehicle Report, Alcohol Test result, Statement of Miranda Rights, Continuation/supplement, etc..

Retention: Retain this record series for a period of five (5) calendar years from the date of the report.

Disposition: Destroy Securely

2002013 Vehicle Reports (NHP 9)

Reviewed: 06/11/2003

Description: This record series consists of vehicle reports not filed in conjunction with an arrest / incident / or accident reports. This record series may contain Inventory / Receipt for Property Reports that are completed in conjunction with the Vehicle Report.

Retention: Retain this record series for a period of three (3) calendar years from the date of the report.

Disposition: Destroy