

State of Nevada SOS: Notaries Division

Version Date: 10/16/2013

2007060 Arbitration Agreements

Reviewed: 08/15/2007

Description: This record series documents filing of arbitration agreements in accordance with NRS 614.060. The files may contain but are not limited to: copy of arbitration agreement, related correspondence and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives

2007055 Assistance to Finance Housing Files

Reviewed: 08/15/2007

Description: This record series documents the official filing of documents relating to assistance to finance housing (See NRS chapter 319). The files may contain but are not limited to: agreements providing for the service of collateral (See NRS 319.230), instruments providing remedies of bond holders (See NRS 319.370), related correspondence and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives

2007054 Commissioned Abstracter Files

Reviewed: 08/15/2007

Description: This record series documents and administers the commissioning of abstracters (See NRS 240.250). The files may contain but are not limited to: applications, commissions, bonds, oath of office, related correspondence and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives

2007061 Digital Signature Authorities Files

Reviewed: 08/15/2007

Description: This record series documents and administers the certification of digital signature authorities and repositories by the Secretary of State (SOS, see NRS and NAC chapter 720). The files may contain but are not limited to: Applications with related documentation; Renewal documentation; Investigations (NRS 720.150, NAC 720.810 to 720.850); Copy of compliance audit; SOS disclosure statement (NAC 720.370); Certification practice statement (NAC 720.360); Administrative hearing / disciplinary documentation (See NAC 720.550 to 720.610 and 720.900 to 720.950); Repository recognition documentation (See NAC 720.650 to 720.710); Related correspondence and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of expiration, revocation or suspension of the certification.

Disposition: Destroy Securely

1999061 Marriage (Minister) Files

Reviewed: 08/15/2007

Description: This record series documents the filing of certificates to perform marriages with the Secretary of State (See NRS 122.064). The files may contain, but are not limited to: copies of denominational standing of applicant for certificate to perform marriages (by county clerk), related correspondence and similar documents.

Retention: Send a list of all ministers annually to the State Archives. Transfer the inactive records to the State Archives after a retention period of one (1) calendar year after they become inactive

Disposition: Permanent: Transfer to State Archives

1999063 Notaries Files

Reviewed: 06/10/1999

Description: This record series documents and administers the appointments of notary publics (See NRS 240.030). The files may contain but are not limited to: applications, appointments, bonds, oath of office, related correspondence

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and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives

2007056 Public Lands Filings

Reviewed: 08/15/2007

Description: This record series documents the filings relating to public lands (See NRS 321.310, NRS 324.050 & NRS 328.100).

The files may contain but are not limited to: Report of transactions by the State Land Registrar concerning the Carey Act (See NRS 324.050); Resolution ceding state jurisdiction of public lands (See NRS 328.100); Copy of title to state lands conveyed by patent (See NRS 321.310); Related correspondence and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives

2007057 Registration of Public Securities Files

Reviewed: 08/15/2007

Description: This record series documents and administers the registration of public securities (See NRS 348.370). The files may contain but are not limited to: signatures of officers signing certificated public securities, related correspondence and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the date of the filing.

Disposition: Permanent: Transfer to State Archives