

# State of Nevada Tourism, Division of

Version Date: 10/16/2013

## **1992722 Agents and Distributors**

Reviewed: 06/30/1993

Description: This record series is a listing of agents and distributors doing business with Nevada Magazine. The files contain: affidavits of returns, statements, copies of invoices, correspondence and other relevant information.

Retention: Retain for a period of three (3) calendar years, and then dispose of when no longer administratively useful to the agency.

Disposition: Destroy

## **1992720 Customer Service Files**

Reviewed: 06/30/1993

Description: This record series consists of customer service files for Nevada Magazine. The files may contain: correspondence, responses, and action taken.

Retention: Retain for a period of (3) three fiscal years from the resolution of the problem or complaint.

Disposition: Destroy

## **1992727 Magazine Film for Printing**

Reviewed: 06/30/1993

Description: This record series consists of a 4 color film copy of the magazine used for processing and publication of Nevada Magazine. It includes films for Nevada Magazine, Nevada Events, Nevada Golf, Nevada Travel Update, and Nevada Gift Catalog.

Retention: Retain for a period of three (3) calendar years.

Disposition: Destroy

## **1992721 Merchandise Sales Records**

Reviewed: 06/30/1993

Description: This record series consists of the sales records for products produced and sold by Nevada Magazine. They include the merchandise inventory list for Nevada Magazine, and the master merchandise orders files.. The file contains: what type of merchandise was sold, (collector's sets, calendars, paper goods, and other assorted materials), where it was sold, cash or credit card, account numbers, retail agency, and the 'source' document (the 'merchandise orders') used to track orders.

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

Disposition: Destroy

## **1992725 Photo File**

Reviewed: 06/30/1993

Description: This record series consists of the photograph file for Nevada Magazine. The files contain: photographs for current issues, both black and white and color, historical photos and others.

Retention: Retain as long as administratively useful to the agency.

Disposition: Permanent: Transfer to State Archives

## **1992731 Printing and Purchasing Files**

Reviewed: 06/30/1993

Description: This record series consists of printing and purchasing files for Nevada Magazine. The files contain information concerning merchandise for resale, requisitions, circulation information and other relevant information.

Retention: Retain for a period of three (3) calendar years from the date of the information.

Disposition: Destroy

## **1992724 Production File**

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Reviewed: 06/30/1993

Description: This record series consists of the production file for the publication of Nevada Magazine. The file contains: color work, type setting, copies of receipts, correspondence, copies of ad work requests, dust covers, listing of what is in the issue, shipping schedules, travel update and other relevant information.

Retention: Retain for a period of one (1) calendar year, and discard when no longer administratively useful to the agency.

Disposition: Destroy

### **1992732 Radio Show Tapes**

Reviewed: 06/30/1993

Description: This record series consists of reel-to-reel tapes of a radio show narrated by Norm Neilsen, titled 'Tales of Nevada.'

Retention: Retain for as long as administratively useful.

Disposition: Permanent: Transfer to State Archives

### **1992730 Reader Service Cards**

Reviewed: 06/30/1993

Description: This record series consists of Reader Service Cards or 'bingo cards.' The cards are filled in (by checking the squares on the card) by readers on subjects such as tourism agencies, hotels/casinos, attractions, recreation, events and transportation.

Retention: Retain as long as administratively useful to the agency.

Disposition: Destroy

### **1992719 Subscription Orders**

Reviewed: 06/30/1993

Description: This record series consists of subscription order forms from people who are ordering Nevada Magazine. The form consists of the name and address of the person making the order, how many issues ordered (one or two years), and method of payment. The order forms are sent through a fulfillment house and then returned to the Nevada Magazine office.

Retention: Retain for a period of three (3) calendar years from the calendar year to which they pertain.

Disposition: Destroy