

## State of Nevada TRE: Unclaimed Property Division

Version Date: 10/16/2013

### **2004164 Inventory of Safety Deposit Box Contents**

Reviewed: 09/08/2004

Description: This record series documents the remittance of the contents of safety deposit boxes abandoned in accordance with NRS 120A.160. The files may contain, but are not limited to: Inventory of Safety Deposit Box Contents; Coversheets (transmittal documentation), and; Supporting documentation

Retention: Microfilm the "Inventory of Safety Deposit Box Contents" form (UP-6) and coversheet after at most a four (4) calendar year retention, after which the paper files (including all supporting documentation) may be destroyed (See NRS 239.051). Transfer the original microfilm to the State Archives after a retention period of twenty-five (25) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

### **2004166 Reciprocal Agreement Reports**

Reviewed: 09/08/2004

Description: This record series documents the reports from other states concerning unclaimed property. The files may contain, but are not limited to: List of all abandoned accounts; Personal identifying information , and; Account information

Retention: Microfilm the reports and coversheet after at most a four (4) calendar year retention, after which the paper and electronic files (including all supporting documentation) may be destroyed (See NRS 239.051). Transfer the original microfilm to the State Archives after a retention period of twenty-five (25) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

### **2004167 Unclaimed Property claim Files**

Reviewed: 09/08/2004

Description: This record series documents the claims for property by owners in accordance with NRS Chapter 120A. The files may contain, but are not limited to: Claim for Property Presumed Abandoned with supporting documentation; Response documnetation, and; Associated correspondence

Retention: Microfilm the "Claim for Property Presumed Abandoned" and coversheet after at most a four (4) calendar year retention, after which the paper and electronic files (including all supporting documentation) may be destroyed (See NRS 239.051). Transfer the original microfilm to the State Archives after a retention period of twenty-five (25) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

### **2004168 Unclaimed Property Reports**

Reviewed: 09/08/2004

Description: This record series documents the reporting by holders of abandoned accounts in accordance with NRS Chapter 120A. The contents of the files may include, but are not limited to: Report of Property Subject to the Uniform Disposition of Unclaimed Property Act; Report of Unclaimed Property; Remittance Advice for Abandoned Property; Additions or Deletions to Remittance; Supportive documentation; Owner Account Records (accounts over \$25.00), and; Related correspondence

Retention: Microfilm the associated forms (such as UP-1, UP-2, UP-3 and UP-4) and coversheets after at most a four (4) calendar year retention, after which the paper and electronic files (including all supporting documentation) may be destroyed (See NRS 239.051). Transfer the original microfilm to the State Archives after a retention period of twenty-five (25) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

### **2004169 Unclaimed Property Reports - Negative**

Reviewed: 09/08/2004

Description: This record series documents the reporting by holders when they do not have abandoned property. The contents of the files may include, but are not limited to: Report of Property Subject to the Uniform Disposition of Unclaimed Property Act with supportive documentation, and; Associated correspondence

Retention: Retain these records for a period of ten (10) calendar years from the end of the calendar year to which they pertain (See NRS 120A.150).

**State of Nevada TRE: Unclaimed Property Division**

Version Date: 10/16/2013

Disposition: Destroy Securely