

State of Nevada Veterans' Services: Office

Version Date: 10/16/2013

1993174 Cemetery Interment Administrative Records

Reviewed: 11/18/2009

Description: These records document the process for applying for interment within one of the burial grounds administered by the Office (See NRS 417.210). The record may contain but is not limited to: V.A. Application for Burial Benefits with associated documentation; Copy of DD-214; Copy of burial transit permit; Burial services arrangement information; V.A. Application for Standard Government Marker; Related correspondence; Similar material.

Retention: Retain these records for a period of one hundred (100) calendar years from the date of the application or three (3) calendar years following the date of burial of veteran and/or all qualified dependants.

Disposition: Destroy Securely

2009072 Cemetery Interment Pre-Registration Records

Reviewed: 11/18/2009

Description: These records document the process for pre-registering for interment within one of the burial grounds administered by the Office (See NRS 417.210). The records may contain but are not limited to: V.A. Application for Burial Benefits with associated documentation; Copy of DD-214; Copy of marriage certificate; Related correspondence.

Retention: Retain these records for a period of one hundred (100) calendar years from the date of receipt or approval. Transfer these records to the Cemetery Interment Administrative Records (RDA 1993174) upon the interment of a veteran or qualified dependant.

Disposition: Destroy Securely

1993176 Cemetery Land Documents

Reviewed: 08/19/1993

Description: This record series contains documents pertaining to the Northern and Southern Nevada Veterans' Cemeteries (NRS 417.200, 1991). The file may include: architectural drawings, plans, blueprints, specifications, review sets; contractor's guidelines and conditions; and similar material.

Retention: Retain until no longer administratively useful.

Disposition: Permanent: Transfer to State Archives

1993177 Individual Ward Files

Reviewed: 08/19/1993

Description: This record series contains case files maintained by the agency as the guardian of estates of certain persons pursuant to NRS 417.110, 1991 and NRS Chapter 160. The file may contain: (1) court order appointing guardian; (2) copy of Form DD-214; (3) medical records; (4) fiscal statements; (5) criminal history; (6) copies of vital records (marriage, divorce, etc.); (7) related correspondence; (8) and similar information.

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

Disposition: Destroy Securely

2009051 Record of Interment

Reviewed: 09/09/2009

Description: These records document the interments in burial grounds administered by this Office (See NRS 417.210 and NRS 440.590). The record may contain but is not limited to: Name of the deceased person; Place of death; Date of burial; Name and address of the funeral director; Copy of burial permits.

Retention: Permanent record.

Disposition: Permanent: Held by Agency

1993179 Veteran's Report of Discharge (Form DD-214) File

Reviewed: 08/19/1993

Description: This record series contains a copy of the report of discharge from active military service of veterans claiming Nevada as home of record. The file contains the Form DD-214, and related documents, which details active

State of Nevada Veterans' Services: Office

Version Date: 10/16/2013

military service, e.g.: beginning and ending dates; career fields; awards and decorations; training completed; separation authority; discharge information; and similar information.

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

Disposition: Permanent: Transfer to State Archives

1993178 Veterans Case File

Reviewed: 11/18/2009

Description: These records document claims for benefits by veterans and/or qualified dependents (See NRS 417.090). The files may contain but are not limited to: Copy of DD-214; Claim forms with associated documentation; Related correspondence; Similar information.

Retention: Retain these records for a period of one hundred (100) calendar years from date of the claim.

Disposition: Destroy Securely