

State of Nevada WILD: Operations Division

Version Date: 10/16/2013

1986100 Application Hunts: Big Game Hunts

Reviewed: 02/13/2013

Description: These are the copies of all applicants by number order and name for all big game trophy hunts.

Retention: Retain these records for a period of fifty (50) calendar years from the year to which they pertain to document Application Hunt eligibility.

Disposition: Destroy Securely

2004001 Application Hunts: Game Applications

Reviewed: 02/13/2013

Description: This record series is used to document the applications for game tags and permits. The files may consist of, but are not limited to: applications with associated documentation; license agent reports, and; related correspondence.

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

Disposition: Destroy Securely

1986098 Application Hunts: Game Tag Lists

Reviewed: 01/28/2013

Description: These records document the status of applicants after game tag draws.

Retention: Retain these records for a period of two (2) calendar years after the close of the application deadline.

Disposition: Destroy Securely

2012036 Boats: County Funds Report

Reviewed: 11/14/2012

Description: This is a report of boat registrations by county used to allocate funds to county school districts in accordance with NRS 488.075 (2). This is a regular report created from the database. The list includes transaction code, county of registration, fees and total disbursements.

Retention: Retain this report for a period of three (3) fiscal years from the end of the fiscal year to which it pertains.

Disposition: Destroy Securely

1986059 Boats: Decals Issued but not sold

Reviewed: 09/11/2012

Description: These are the Boat Registration and Aquatic Invasive Species (AIS) decals issued from inventory to agents, but returned unsold at the end of the year.

Retention: Retain for a period of six (6) months after the beginning of a new calendar year after a reconciliation is conducted to account for the decal numbers.

Disposition: Destroy Securely

1986061 Boats: Registration Master File

Reviewed: 11/14/2012

Description: This record series is a master file of boat certificate (registration) and ownership. The files may include, but are not limited to: application with supportive documentation; title documentation; boat identification information; erasure affidavit, lost title affidavit, etc.; US Coast Guard code and identification; out of state registrations, and; related correspondence

Retention: Retain these records for a period of twenty (20) calendar years after the confirmed destruction of the boat.

Disposition: Destroy Securely

1986060 Boats: Unissued Decals

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Version Date: 10/16/2013

Reviewed: 09/11/2012

Description: These are the Boat Registration and Aquatic Invasive Species (AIS) decals which were never issued from inventory, but remain at the office until the end of the calendar year.

Retention: Retain these records for a period of six (6) months after an account has been taken to verify the control numbers.

Disposition: Destroy Securely

2012037 Boats: US Coast Guard Report

Reviewed: 11/14/2012

Description: This is an annual report of boat registrations to the US Coast Guard as required by 33 CFR 174.123. A copy is sent to the Department of Motor Vehicles for fuel tax purposes. This is a regular report created from the database. The "Report of Certificates of Number Issued to Boats" lists all boats registered including type of hull, type of power, auxiliary sail and length of boat.

Retention: Retain this report for a period of three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

1986063 Boats: Voided and Unused Titles

Reviewed: 09/11/2012

Description: These are titles for boats which were printed wrong, had incorrect information on them, had changes in ownership, were damaged or otherwise voided.

Retention: Retain these records until after completion of a reconciliation to account for the control numbers.

Disposition: Destroy Securely

1986083 Inventory: Collectable Stamps

Reviewed: 12/04/2012

Description: These are the stamps kept beyond their valid year and sold to collectors.

Retention: Retain booklet covers of sold stamps for a period of six (6) months after the close of the license year, and until an audit to account for the control number can be completed.

Disposition: Destroy Securely

1986082 Inventory: Licenses Issued to Agents

Reviewed: 02/13/2013

Description: These are the actual license inventory which was issued to an agent, and the unsold inventory returned at the end of the license year to clear agents account.

Retention: Retain these records for a period of six (6) months after the end of a license year.

Disposition: Destroy Securely

1986081 Inventory: Licenses Unissued

Reviewed: 02/13/2013

Description: These records are the actual license inventory which was never issued to an agent.

Retention: Retain for a period of six (6) months after the end of a license year.

Disposition: Destroy Securely

1986086 Inventory: Multiple Year Documents

Reviewed: 09/11/2012

Description: This record series consists of multiple year printed accountable numbered documents for licensing, hunts and boats issued as needed to agents.

Retention: Retain until superseded by an updated form.

Disposition: Destroy Securely

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1986085 Inventory: Stamps Issued to Agents

Reviewed: 02/13/2013

Description: These are the stamps issued to agents for hunting and fishing. The agent must return the covers of the sold booklets which were issued to him by the end of license year, as well as the unsold booklets.

Retention: Retain for a period of six (6) months after the end of the license year.

Disposition: Destroy Securely

1986084 Inventory: Stamps Unissued

Reviewed: 02/13/2013

Description: These are the stamps for hunting and fishing that were never issued to agents. These do not include collector stamps.

Retention: Retain for a period of six (6) months after the end of the license year.

Disposition: Destroy Securely

1986069 Licensing: Agent Files

Reviewed: 01/28/2013

Description: These are the files of agents that have been authorized to sell licenses, permits and/or boat decals. The files may include, but are not limited to: applications for License Agent with associated documentation including agent contract information; bond information; up to five years of agent sales reports; agent document supply lists; complaints and investigative records, and; related correspondence.

Retention: Retain closed agent files for a period of five (5) calendar years after closing.

Disposition: Destroy Securely

1986080 Licensing: License and Permit Holders

Reviewed: 02/13/2013

Description: This is a report of all license or permit holders used primarily for law enforcement purposes. The report contains data on, but is not limited to: Julian date, agent number, class code and number, name and address, state and county, issue date, birth date, and residency.

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

Disposition: Destroy Securely

1986095 Licensing: Remittance Copy of Licenses

Reviewed: 01/28/2013

Description: These files contain remittance copies of licenses and permits.

Retention: Retain these records for a period of one (1) calendar year after the close of the license year.

Disposition: Destroy Securely

2012038 Reconciliation Files

Reviewed: 11/14/2012

Description: This record series documents the in-house audit of unused and/or unissued licensing, hunt and boat documents before they are destroyed. The files may consist of, but are not limited to record Disposal Request with associated documentation with related correspondence.

Retention: Retain this report for a period of three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely