

State of Nevada Economic Development, Office of

Version Date: 8/10/2016

2003086 CDBG Consolidated Plan Files

Description: This record series is used to document the Federal requirements for a Consolidated Plan for Community Development Block Grants (CDBG) as found in 24 CFR Part 91 [especially 24 CFR 91.305 to 330]. The files may contain: copy of the Consolidated Plan (signed original is sent to HUD), Consolidated Annual Performance Reviews (CAPR's), strategic plan & supporting documentation, action plan & supporting documentation, certifications (see 24 CFR 91.325), correspondence, plan amendments, and other documents as required by 24 CFR 91.305 to 91.330. Note: copies of the Consolidated Plan are sent to the Nevada State Library Publication Distribution Center in accordance with NRS 378.160 to 180.

Retention: Retain these records for five (5) year duration of the original signed Consolidated Plan submitted to HUD and then for three (3) calendar years from the end of the calendar year in which the Plan was superseded with a new five-year Plan.

Disposition: Destroy

2003005 Community Development Block Grant (CDBG) Records

Description: This record series is used to document and control the granting of funds to counties and cities for this CDBG financed through the U.S. Dept. of Housing and Urban Development (HUD) under 42 USC s.3535 (d) and 42 USC s.5301 to 5320 and 24 CFR Part 570, Subpart I (24 CFR 570.480 to 570.497). The files may include copies of: proposals, award notice, narrative & financial reports, budgets and financial (accounting) documents, request for funds, invoices, notes, correspondence and related documents.

Retention: Retain for five (5) fiscal years from the date of the close out letter from HUD.

Disposition: Destroy Securely

2015010 Emerging Small Business Applications

Description: This series is used to manage the Emerging Small Business (ESB) program which assists small businesses in obtaining work with state and local government agencies (NRS 231.1405 and NRS 333.177). The record may include but is not limited to: application for certification, re-certification affidavits, and related correspondence.

Retention: Retain for one (1) calendar year from expiration or denial.

Disposition: Destroy Securely

1986223 Industrial Client Response File

Description: These are files control responses to promotional ads of the office. The file may contain; correspondence, Client Form (green sheet form MK-1, listing informational data on the business responding), and notes. The file is in alphabetical arrangement.

Retention: Review annually, disposing of valueless, out dated and duplicated material.

Disposition: Destroy

1986222 Industrial Files

Description: These are files kept on businesses inquiring into possible location or relocation in Nevada, or who actually do so. The record may include; press statements, governors and commission notes, brochures, pamphlets, newsletters, correspondence, booklets, reviews, copies of articles, telegrams, and similar documents.

Retention: Review file annually, purging valueless, out dated and duplicated material.

Disposition: Destroy

1986237 Motion Picture and Television Client Files

Description: This file is used as a reference for information concerning film and television producers and companies. The files may include: correspondence, forms for permits, and supportive material.

Retention: Review annually, discarding valueless, out-dated, and duplicated material.

Disposition: Destroy