

State of Nevada Approved Records Retention and Disposition Schedule

SOS: Notaries Division

Schedule ID # 1100300

Version Date: 08/12/2020

This version supersedes all previous versions.

2007054 Commissioned Abstracter Files

Description: These records document the commissioning of abstracters (See NRS 240.250). The records may include but are not limited to: applications, commissions, bonds, oath of office, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the commission was filed.

Disposition: Permanent: Transfer to State Archives

2007061 Digital Signature Authorities Files

Description: These records document the certification of digital signature authorities and repositories by the Secretary of State (SOS), (see NRS and NAC chapter 720). The records may include but are not limited to: applications, renewal documentation, investigations (NRS 720.150, NAC 720.810 to 720.850), compliance audit, SOS disclosure statement (NAC 720.370), certification practice statement (NAC 720.360), administrative hearing / disciplinary documentation (See NAC 720.550 to 720.610 and 720.900 to 720.950), repository recognition documentation (See NAC 720.650 to 720.710), associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the certification expires, is suspended, or revoked.

Disposition: Destroy Securely

1999063 Notaries Files

Description: These records document the appointments of notary publics (See NRS 240.030). The records may include but are not limited to: applications, appointments, oath of office, complaints, violations, disciplinary actions, associated documentation, and related correspondence.

Retention: Retain for ten (10) calendar years from the end of the calendar year in which appointment has ended.

Disposition: Destroy Securely
