

State of Nevada TRE: Office of the State Treasurer

Version Date: 1/10/2018

Department ID /TRE/1240900/

1994020 Bank Reconciliation Reports

Description: This record series are used to reconcile the State Treasurer Main Bank Account. The files may consist of, but are not limited to: Copies of accounting records including bank statements, and; Financial reports from outside sources

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994022 Bank Statements - Miscellaneous Bond Funds

Description: This record series contains monthly statements received from banks for various bond accounts that are created with the proceeds from bond sales (such as the Colorado River Commission, the State System for Higher Education, escrow accounts, etc.).

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994023 Bank Statements - Travel Advances, Daily

Description: This record series contains statements received from financial institutions maintaining the State Travel Advance Fund showing daily status of the account.

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain. .

Disposition: Destroy Securely

1994024 Bond File

Description: This record series is used to document each separate bond issue. The files may contain, but are not limited to: Prospectus with supportive documentation; Interest rate schedule and work papers; Copies of bank statements; ADVANTAGE™ Financial System reports; Paid bonds and coupons; Reconciliation worksheets, and; Related correspondence

Minimum

Retention: Retain the records concerning redeemed bonds for a period of six (6) fiscal years from the end of the fiscal year in which they were redeemed.

Disposition: Destroy Securely

1994026 Cancelled Coupons and Bonds

Description: This record series documents debt obligations that have been paid off. The files may contain, but are not limited to: Cancelled coupons and bonds; Bond Registers, and; Related documents

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the cancellation of the bond or coupon.

Disposition: Permanent: Transfer to State Archives

1994027 Collateral Files - Financial Institutions

Description: This record series documents collateral from financial institutions. The files may contain, but are not limited to: Monthly recaps of collateral posted by individual financial institutions receiving state deposits; Recaps from third party custodian institutions and; Associated documentation

Minimum

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994028 Collateral Files - Investments

Description: This record series is used to document investment accounts. The files may contain, but are not limited to:

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Monthly reports of securities; Reports of market values; Broker-dealer confirmations, and; Repurchase agreements

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994029 Colorado River Resource File

Description: This record series documents the financial program for the Colorado River Commission. The files may contain, but are not limited to: Financial reports; Copies of fiscal/accounting documents, and; Related correspondence.

Minimum

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2016008 Education Savings Account (ESA) Participating Entity Vendor Applications

Description: These records document the applications submitted by private schools, eligible institutions, tutors, tutoring agencies, or distance education providers to become a Participating Entity (vendor) with Nevada's Education Savings Account program. The record may consist of, but is not limited to: application with supporting documentation and related correspondence.

Minimum

Retention: Retain these records for a period of three (3) calendar years from the date of termination, denial, or withdrawal.

Disposition: Destroy Securely

2016001 Education Savings Account (ESA) Student Applications

Description: These records document the applications submitted by parents requesting an education savings account. The record may consist of, but is not limited to: application with supporting documentation and related correspondence.

Minimum

Retention: Retain these records for a period of three (3) calendar years from the date of approval, denial, or withdrawal.

Disposition: Destroy Securely

1994032 Employment Security Account Files

Description: This record series documents the accounts for Employment Security. The files may consist of, but are not limited to: Copies of bank statements and other accounting records; Reconciliation reports, and; Other financial reports

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2002053 Fraudulent Checks

Description: This record series documents the cancellation and reissue of warrants (checks) due to "forgery" [someone other than the named individual endorsing and cashing the check]. The files may contain, but are not limited to: Cancellation of Controller's Warrant, Affidavit: General and Forged (form), copies of checks (warrants), copies of payment voucher forms, copies of deposit receipts, copies of bank statements, Reissue Document forms, copies of computer printouts, Affidavit of Claimant: Endorsement Forged (court document), notes and related correspondence.

Minimum

Retention: Retain this record series for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994035 Interest Income Distribution File

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Description: This record series documents the distribution of interest income. The files may contain, but are not limited to: A quarterly spread sheet, and; Copies of journal vouchers and vouchers payable for distribution of interest on all investments

Minimum

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994037 Investment Ledgers

Description: This record series documents investment accounts. The files may contain, but are not limited to, ledger pages which document the daily transaction activity by category of investment.

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the fiscal year to which they pertain.

Disposition: Permanent: Transfer to State Archives

1994038 Local Government Investment Pool and General Fund Records

Description: These records documents the Local Government Investment Pool program (See NRS 355.167). The record may contain, but is not limited to: Investment Pool reports (internal and from investment firms/banks); Transfer of fund documentation; Copies of IFS Advantage™ reports; Copies of accounting documents; Related correspondence

Minimum

Retention: Retain these records for a period of six (6) fiscal years from end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994041 Municipal Bond Bank Files

Description: This record series documents transactions in Municipal Bond Accounts. The files may contain, but are not limited to: Copies of deposit slips; Copies of bank statements with related records; Copies of paid bonds and coupons; Copies of checks, and; Related correspondence

Minimum

Retention: Retain records concerning redeemed bonds for a period of six (6) fiscal years from the fiscal year in which they were redeemed.

Disposition: Destroy Securely

1994043 Payroll Warrants Paid

Description: This record series documents the issue of payroll warrants. The files may consist of, but are not limited to: Microfilm and/or images received twice monthly from the servicing bank of all payroll warrants paid, and; Original warrants returned by the bank

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain. The original cancelled checks may be destroyed after microfilming -- see NRS 239.051.

Disposition: Destroy Securely

1994044 Permanent School Fund Investment Records

Description: This record series documents investments in the Permanent School Fund. The files may contain, but are not limited to: Copies of voucher payables; Investment transaction forms; Deposit receipts for maturities and interest received by the fund, and; Related correspondence

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994047 Treasurer's Daily Activity Files

Description: This record series documents daily bank activity. The files may contain, but are not limited to: Copies of bank statements; Deposit receipts; Bank credit and debit memos; Paid item summaries; Deposit summary, and; Related correspondence

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Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1989035 Vault Inventory Report

Description: This record series consists of reports of all items held in the Treasurer's vault for various state agencies. The report may include, but is not limited to: Treasury bonds, coupon bonds, etc., and; Certificates of deposit, savings account passbooks, stock certificates, cash, etc.

Minimum

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

1994048 Vault Transaction Receipts

Description: This record series is used to document the placement and release of items stored in the Treasurer's Vault.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date the deposited item is withdrawn from the vault.

Disposition: Destroy Securely

1994051 Warrants Paid

Description: This record series is used to control the payment of warrants issued by the state. The files may contain, but are not limited to: * Copy of warrants; Original warrants returned from the servicing bank, and; Related correspondence

Minimum

Retention: Retain the cleared, cancelled and voided warrants (checks) for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

1994045 Workers Compensation Bank Account Reconciliation

Description: This record series is used to control the accounts for the Workers' Compensation bank account. The files may contain, but are not limited to: Bank statements; Reconciliation reports; Deposit receipts; Bank credit statements; Balancing tapes, and; Related correspondence

Minimum

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely