

State of Nevada Alcohol, Drug Abuse and Gambling Counselors, Board of

Version Date: 09/18/2013

2006018 Certification and Licensing Files

Reviewed: 3/8/2006

Description: This record series contains information required to be submitted with an application for certification as counselor or administrator of a program of treatment by personnel who have completed training and are authorized to perform services pursuant to NRS Chapter 641C and NAC Chapter 641C. The file may contain, but is not limited to:

- * Application with supportive documentation
- * Examination results, background and other investigation documents
- * Disciplinary and complaint records
- * related correspondence

Retention: Retain the original application and the three (3) most current years of records for a period of three (3) calendar years after expiration of the certification or license, purging the file of older records.

Disposition: Destroy Securely