

State of Nevada Approved Records Retention and Disposition Schedule

Liquefied Petroleum Gas, Board for the Regulation of

Schedule ID # 700000

Version Date: 5/8/2019

This version supersedes all previous versions.

1991790 Consumer Complaint Files

Description: This record series consists of consumer complaints. The file may contain: letter of complaint, reply to complaint, incidence report by employee involved, complaint memorandum, complainant information, gas company information (including name, address, phone number), correspondence, return mail receipt, certified postage receipt and other relevant information.

Retention: Retain for a period of three (3) calendar years from the close or resolution of the complaint.

Disposition: Destroy

1991791 Incidence Files

Description: This record series consists of incidence reports made to the board. The file may contain: a report of the incidence, complaints (if any), receipts, description of action taken, inspectors notes and any other relevant information.

Retention: Retain for a period of three (3) calendar years from the date of the incidence or accident.

Disposition: Permanent: Transfer to State Archives

1991792 Inspection Files

Description: This record series consists of the annual inspection reports to the board. The file may contain: correspondence, receipts, annual inspection checklist, annual plant inspection checklist and other related documents.

Retention: Retain for a period of three (3) calendar years from the date of inspection.

Disposition: Destroy

2017020 Licensing Records

Description: These records document the licensing of individuals by the Liquefied Petroleum Gas Board in accordance with NRS Chapter 590.465 to 590.645 and NAC Chapter 590.010 to 590.690. The records may include but are not limited to: application form, proof of insurance, investigative records, examination results, renewal forms, continuing education and training verification records, verified statements, financial information, proof of payment of required fees, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the license was expired, suspended or revoked.

Disposition: Destroy Securely
