

State of Nevada POST: Administration

Version Date: 8/9/2017

2000057 Certified Course Files

Description: These records document the certification of law enforcement training courses created and taught statewide by agencies and private vendors. The files may contain, but are not limited to: Certification forms with associated documentation, including resumes of instructors and lesson plans; Testing criteria; Evaluation documentation including certification notification; Decertification documentation; Related correspondence.

Minimum

Retention: Retain these records for two (2) calendar years after the course is inactivated.

Disposition: Destroy

2010027 Certified Courses Table

Description: This data is the list of certified courses that support the Officers' Files within the electronic record keeping system. The data may contain, but is not limited to: Certified course name and description; Certification number; Effective dates; Related data.

Minimum

Retention: Retain course data in the system until all officers that have taken the course have been deleted from the system and data is no longer needed to support the Officer Files. Any documents used to input data or images into the electronic record keeping system may be destroyed once verification of data entry has been confirmed (See NRS 52.247 and NRS 239.051).

Disposition: Destroy

2010024 Course Approval Files

Description: These records document the approval of continuing education courses (See NAC 289.230). The files may include, but are not limited to: Class description documentation; Course approval number form; Related correspondence.

Minimum

Retention: Retain these records for two (2) calendar years after the course is discontinued, suspended or revoked. Any documents used to input data or images into the Crownpoint Skills Manager electronic record keeping system (or its successor) may be destroyed once verification of entry has been confirmed (See NRS 52.247 and NRS 239.051).

Disposition: Destroy

2000105 Officer Files

Description: These records document the training, employment, compliance checks, etc. of law enforcement officers in the State of Nevada. The files may contain, but are not limited to: Basic certification information; Professional Certification information; Personnel action reports with associated documentation; Legal actions; International Association of Chiefs of Police, Drug Recognition Expert data; Related correspondence.

Minimum

Retention: Retain these records for a period of thirty-five (35) calendar years from the date an individual leaves service as a Nevada peace officer, or six (6) calendar years from the known death of the individual, whichever occurs first. Any documents used to input data or images into the Crownpoint Skills Manager electronic record keeping system (or its successor) may be destroyed once verification of entry has been confirmed (See NRS 52.247 and NRS 239.051).

Disposition: Destroy Securely