

# State of Nevada Approved Records Retention and Disposition Schedule

Hearings and Appeals Division

Schedule ID # 20401

Version Date: 5/8/2019

This version supersedes all previous versions.

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## **2009003 Administrative Fines and Penalties Files**

Description: This record series documents the licensing and monitoring of hearing representatives (See NRS 616C.325, NRS 616D.330 and NAC 616C.350 et seq.). The record may contain but is not limited to: Violation documentation; Investigation documentation; Determination (including corrective action plans, etc.) documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the date of final action.

Disposition: Destroy Securely

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## **1994015 Appeals Officers Case File**

Description: This record series documents the administrative hearings held by an appeals officer for industrial insurance, victims of crime and other matters (See NRS 616C.330, 616D.050, 333.370, 391.3161 and 217.010, etc.). The record may contain but is not limited to: Hearing documentation (including orders, notices, motions, pleadings, etc.); Decision documentation; Transcripts; Supportive documentation, and; Related correspondence

Retention: Retain these records for a period of two (2) calendar years from the date of decision.

Disposition: Destroy Securely

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## **1994014 Hearing Officers Case File**

Description: This record series documents the administrative hearings held by a hearings officer for industrial insurance, victims of crime and other matters (See NRS 616C.330, 616D.050, 333.370, 391.3161, 217.010, etc). The record may contain but is not limited to: Hearing documentation (including orders, notices, motions, pleadings, etc.); Decision documentation; Transcripts; Supportive documentation, and; Related correspondence

Retention: Retain these records for a period of two (2) calendar years from the date of decision or date of appeal to an appeals officer.

Disposition: Destroy Securely

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## **2002031 Record on Appeal Files**

Description: This record series documents and administers the cases that have been, or potentially will be, appealed to the court system. The record may contain but is not limited to: Court documentation; Hearing documentation (including orders, notices, motions, pleadings, etc.); Decision documentation; Transcripts; Supportive documentation, and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the date of final determination or action in the case.

Disposition: Destroy Securely

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## **1989100 Recordings of Hearings**

Description: This record series consists of recordings of hearings before a Hearing or Appeals Officer.

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Disposition: Destroy Securely