

State of Nevada Approved Records Retention and Disposition Schedule

HRM: Central Records

Schedule ID # 940103

Version Date: 08/12/2020

This version supersedes all previous versions.

2003100 Employee Service Jacket

Description: These records document the official personnel file for those employed by the Executive and Judicial Branches of the State of Nevada (NAC 284.498(5)). The records may include but are not limited to: hiring documentation including applications with associated documentation, state and federal forms, Employment Eligibility Verification (I-9) forms, an employee's change of status documentation, disciplinary action documentation, resignation documentation, performance evaluations, training documentation, associated documentation, and related correspondence.

Retention: Retain for ten (10) calendar years from the end of the calendar year in which the employee separated from service.

Disposition: Destroy Securely

1995152 Employment Verification Documents

Description: These records document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 (See 8 U.S.C. § 1324a and 8 CFR 274a). The records may include but are not limited to: Department of Justice Immigration and Naturalization Form I-9 Employment Eligibility Verification, other documents used to verify employment, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from end of the calendar year in which the employee separated from service.

Disposition: Destroy Securely
