

# State of Nevada Risk Management Division

Version Date: 11/08/2017

## **2010016 Fitness for Duty Files**

Description: These records document the evaluation of employees done at the request of the agency (See NAC 284.568 and SAM 5021). The record may include but is not limited to: Personnel forms and reports including FMLA, Work Performance Standards, Essential Functions, etc.; Physician reports and recommendations, and; Related correspondence

Minimum

Retention: Retain these records for a period of three (3) calendar years after the individual leaves state service.

Disposition: Destroy Securely

## **1986138 Fleet Loss File**

Description: This record series is used to document losses sustained by state vehicles. The record may include, but is not limited to: Accounting spreadsheets; Quarterly Claim reports from insurance agencies; Billing claims and associated documents

Minimum

Retention: Retain for a period of three (3) years after the close or settlement of a claim.

Disposition: Destroy

## **2010020 Hazmat Certification Files**

Description: These records document the Hazardous Materials (Hazmat) medical examinations conducted in accordance with NRS Chapter 618, 29 CFR 1910.120 (b) and 29 CFR 1910.134 (e). The record may include but is not limited to: Physician reports and related documentation; Hazmat exam reports; Respirator fit tests, and; Related correspondence

Minimum

Retention: The record shall be maintained for the duration of employment plus thirty (30) calendar years from the date of the examination.

Disposition: Destroy Securely

## **2010017 Heart and Lung Program Files**

Description: These records document the police and firefighters medical examinations conducted in accordance with NRS 617.455 and NRS 617.457(See SAM 0524). The record may include but is not limited to: \* Physician reports and related documentation; Pre-disposing conditions letter, and; Related correspondence

Minimum

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

Disposition: Destroy Securely

## **2008010 Indoor Air Quality Files**

Description: These records consist of indoor air quality claims against the state and are used for risk analysis purposes (See NRS Chapter 331.184). The record may include but is not limited to: Incident/accident reports (including photos); Copy of court documents; Medical effects (with supportive documentation), and; Related correspondence

Minimum

Retention: Retain for fifteen (15) calendar years from the end of the calendar year in which the claim was settled.

Disposition: Destroy Securely

## **1986139 Insurance Policies**

Description: These records document insurance policies covering state executive branch agencies. The record may include but is not limited to: Insurance policies (including schedules, portfolios and supportive documentation); Billing documentation; Claims with supportive documentation, and; Related correspondence

Minimum

Retention: Retain these records for a period of twelve (12) calendar years after the expiration or termination of policy or the final outcome of any claim, whichever is later.

Disposition: Destroy Securely

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## **1986140 Potential Claims File**

Description: These records document cases which may result in claims being made against the state. The record may include but is not limited to: Accident reports (with supportive documentation); Potential Liability Reports (with supportive documentation); Incidents and Property Loss Forms (with supportive documentation); Related correspondence, and; Similar documentation

Minimum

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

Disposition: Destroy Securely

## **2008008 Property Insurance Inspection Reports**

Description: These records are used for risk analysis purposes (See NRS 331.184 (4)) and consist of reports from Independent Loss Control Insurance Inspections. The record may include but is not limited to: Property/building life safety and fire system reviews; Facility condition analysis reports; Seismic bracing; Related correspondence, and; Similar documentation

Minimum

Retention: Retain these records for a period of five (5) calendar years from the date of the report.

Disposition: Destroy

## **1986141 Property Losses File**

Description: These records are used to document losses of state property other than vehicles. The record may include but is not limited to: Accident/Property Loss reports (with supportive documentation); Claims (with supportive documentation); Related correspondence, and; Similar documentation

Minimum

Retention: Retain these records for a period of three (3) calendar years after the close of the case.

Disposition: Destroy

## **2008009 Safety Program Files**

Description: These records document the oversight of the safety programs of the executive branch of government (See NRS Chapters 618.383 and 331.184 (9)). The record may include but is not limited to: Year End Safety Report; \* Copies of safety committee minutes; Building/site safety surveys; Life Fire Surveys; Semi-annual Reports, and; Related correspondence

Minimum

Retention: Retain for five (5) calendar years from the end of the calendar year in which the yearend report was submitted.

Disposition: Permanent: Transfer to State Archives

## **2010018 Volunteer Workers Compensation Files**

Description: These records document the collection and payment/reporting of Workers Compensation premiums for volunteer workers and board members. The record may include but is not limited to: Volunteer/Board Member application; Volunteer, Inmate, Intern and Board Member Activity form or description of duties; Memorandum of Understanding; Fiscal documentation, and; Related correspondence

Minimum

Retention: Retain for three (3) calendar years from the end of the calendar year the reporting was done.

Disposition: Destroy

## **2008007 Workers' Compensation Claims Adjustment Files**

Description: These records document the monitoring and adjustment of worker's compensation claims for state insurance purposes (See NRS 331.184). The record may include, but is not limited to: Copies of Third Party Administrator's worker's compensation claim records, and; Related documentation

Minimum

Retention: Retain these records until the case has been resolved.

Disposition: Destroy Securely

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### **2010019 Workplace Violence Files**

Description: These records document reports of workplace violence (See SAM 5021 and the Workplace Violence Prevention Policy of the Risk Management Division). The record may include, but is not limited to: Incident reports and associated documentation; risk analysis reports and follow-up notes; and related correspondence.

Minimum

Retention: Retain these records for a period of ten (10) calendar years from the date of the incident report.

Disposition: Destroy Securely