

State of Nevada Approved Records Retention and Disposition Schedule

AGR: Animal Industry Division

Schedule ID # 40302

Version Date: 04/09/2014

This version supersedes all previous versions.

1992682 Accession Log Book

Last Reviewed: 11/12/2013

Description: This records series contains the accession log for incoming specimens (NRS 561.305). The log is used to assign an accession number for the specimen. The log sheet contains the accession number, date, submitter, owner name, animal type, and test desired, and is used for reference.

Retention: Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as administratively useful to the department.

Disposition: Destroy

1992685 Brucellosis Test Record File

Last Reviewed: 11/12/2013

Description: The record series contains the official results of diagnostic testing for brucellosis under the provisions of NRS 561.305(1), 1991, and NAC 571.340 to 571.370, inclusive.

Retention: Retain for a period of three (3) calendar years following date of report of findings.

Disposition: Destroy

1992672 Cattle and Swine Herd Files

Last Reviewed: 11/12/2013

Description: This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991; 9 CFR Parts 1-167; and NAC Chapter 571. The file may contain: (1) permit for importation of cattle or swine into Nevada; (2) certificate of veterinary inspection; (3) brucellosis test record; (4) brucellosis vaccination record; (5) tuberculosis test record; (6) livestock hold order; (7) livestock quarantine order; (8) quarantine and/or livestock hold order cancellation/modification; (9) pseudorabies test record, and (10) related correspondence and similar material.

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

Disposition: Destroy

1992689 Disease Incident Report - Annual

Last Reviewed: 11/12/2013

Description: This records series contains the Annual Disease Incident Report prepared by the Animal Disease Laboratory of the Division of Animal Industry (NRS 561.305, 1991).

Retention: Retain for a period of three (3) calendar years.

Disposition: Permanent: Transfer to State Archives

1992686 Equine Infectious Anemia Test Record File

Last Reviewed: 11/12/2013

Description: The record series contains the official results of diagnostic testing for equine infectious anemia under the provisions of NRS 561.305(1), 1991, and NAC 571.380 to 571.410, inclusive.

Retention: Retain for a period of three (3) calendar years following date of report of findings.

Disposition: Destroy

1992676 Exhibition Livestock File

Last Reviewed: 11/12/2013

Description: This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991, and NAC Chapter 571 for exhibition livestock, imported into Nevada for sale, show, fairs or other public exhibitions. The file contains appropriate official health certificates and other required material for entry of that animal.

Retention: Retain for a period of three (3) calendar years following the expiration date of the permit.

Disposition: Destroy

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1992674 Large/Small Animal and Avian Species File

Last Reviewed: 11/12/2013

Description: This record series contains the information documenting animal health compliance, pursuant to NRS Chapter 561; 571.130; 571.210 and NAC Chapter 571, which includes a variety of species: horses, mules, asses; swine; goats; sheep; dogs and cats; poultry and birds; or other species, including wild horses under the jurisdiction of the Bureau of Land Management. The file may contain: (1) Certificate of Veterinary Inspection (large animal), (2) Certificate of Veterinary Inspection for Small Animals and Avian Species, and (3) related material.

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

Disposition: Destroy

1992683 Owners File

Last Reviewed: 11/12/2013

Description: The record series contains a complete file of information pertaining to samples/specimens submitted for the diagnosis of infectious, contagious and parasitic diseases of animal species under the provisions of NRS 561.305 & 571.120, 1991; and NAC Chapter 571. The file may contain: (1) accession number, (2) specimen submission forms, (3) submitter/owner information, (4) species and number of specimens, (5) history and symptoms, (6) disease or condition suspected, (7) postmortem examination findings, (8) laboratory results (microbiology, serology, etc.), and (9) related correspondence and similar material.

Retention: Retain for a period of three (3) calendar years following date of report of findings.

Disposition: Destroy Securely

1992677 Pasture to Pasture Permit file

Last Reviewed: 11/12/2013

Description: The record series contains the Request for Animal Health Pasture to Pasture Permit, and related material, which is valid for one pasture to pasture movement only and is restricted to the cattle, time period, and premise described.

Retention: Retain for a period of three (3) calendar years after the expiration date of the permit.

Disposition: Destroy

1992687 Plague Test Record File

Last Reviewed: 11/12/2013

Description: The record series contains the official results of diagnostic testing for plague under the provisions of NRS 561.305(1).

Retention: Retain for a period of three (3) calendar years following date of report of findings.

Disposition: Destroy

1992688 Rabies Test Record File

Last Reviewed: 11/12/2013

Description: The record series contains the official results of diagnostic testing for rabies under the provisions of NRS 561.305(1), 1991.

Retention: Retain for a period of three (3) calendar years following date of report of findings.

Disposition: Destroy

1992675 Rodeo Animals File

Last Reviewed: 11/12/2013

Description: This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991, and NAC Chapter 571 for livestock use in a rodeo. The file may contain: (1) Certificate of Veterinary Inspection, (2) entry permit, (3) related correspondence and similar material.

Retention: Retain for a period of three (3) calendar years after the expiration date of the permit.

Disposition:

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AGR: Animal Industry Division: Livestock Identification

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Version Date: 04/09/2014

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1992710 Astray Animal Report File

Last Reviewed: 04/09/2014

Description: This record series contains reports of livestock running at large upon public or private lands in Nevada whose owner is unknown (NRS Chapter 569, 1991). The file may contain: (1) Astray Report, (2) Notice of Seizure, (3) Appointment of Keeper, (4) astray checklist/worksheet, (5) notice of astray animal, (6) financial information, and (7) related correspondence and similar information.

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

Disposition: Destroy

2003077 Brand Inspection Certificate File

Last Reviewed: 04/09/2014

Description: This record series is used to inspect brands and marks on grazing animals pursuant to NRS 565.100 to 565.170, inclusive, and NAC Chapter 565. Brand inspection includes a careful examination of each animal, details on sex of the animal, identified brands, marks and other characteristics, and is signed by an authorized agent of the department and the owner (or authorized representative). The file may also include the Auction Yard Master Sheet, Slaughter House Inspection Master Sheet, clearance certificates, related correspondence and similar documents.

Retention: Retain these records for ten (10) calendar years from the end of the calendar year in which the brand certificate and/or transportation permit expired.

Disposition: Destroy

1992702 Brand or Mark Re-recording File

Last Reviewed: 04/09/2014

Description: This record series contains the Brand Renewal Notice used to rerecord brands or marks pursuant to NRS 564.010 to 564.150, inclusive.

Retention: Retain for a period of five (5) calendar years following the expiration date.

Disposition: Destroy Securely

1992701 Brand or Mark Recording File

Last Reviewed: 04/09/2014

Description: This record series contains information used to record brands or marks, including temporary, pursuant to NRS 564.010 to 564.150, inclusive, 1991. The file may contain: (1) Livestock Brand Recording Applications, (2) Brand Recording Authorization, (3) Affidavit for Distinct and Separate Livestock Unit, (4) Livestock Security Agreement; and (5) related correspondence and similar material.

Retention: Retain for a period of five (5) calendar years following the expiration date.

Disposition: Permanent: Transfer to State Archives

1992703 Brand or Mark Transfer File

Last Reviewed: 04/09/2014

Description: This record series contains information used to transfer brands or marks pursuant to NRS 564.010 to 564.150, inclusive (1991). The file may contain: (1) Livestock Brand Bill of Sale and/or Transfer of Title, (2) supporting legal documents, (3) related correspondence, and similar material.

Retention: Retain for a period of five (5) calendar years following the effective date.

Disposition: Permanent: Transfer to State Archives

1992715 Investigative Case File

Last Reviewed: 04/09/2014

Description: This record series contains investigative case files compiled by livestock investigators in the conduct of investigations of reported or suspected cases of livestock theft, violations or irregularities. The file may contain a variety of documentation relating to the incident, such as: officer's report; voluntary statement; waiver of

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rights; verified theft complaint; citation and bail schedules; road checks; investigative notes; related correspondence and reports; and similar information.
Retention: Retain for a of three (3) calendar years after closure of case.
Disposition: Destroy Securely

1992704 Livestock Brand and Mark Card File

Last Reviewed: 04/09/2014

Description: This record series contains the Livestock Brand Cards (3 x 5) maintained pursuant to NRS 564.010 to 564.150, inclusive, 1991. The card contains: owner information; brand or mark name; a drawing (exact, except as to size); notation if lost to record with date; and similar information.

Retention: Retain in the legal custody of the department as long as administratively useful.

Disposition: Permanent: Transfer to State Archives

1992711 Livestock Railroad/Highway Kills File

Last Reviewed: 04/09/2014

Description: This record series contains the reports of livestock killed on railroads and highways. The file contains: (1) Officer's Report of Livestock Killed by Railroad, and (2) Highway Kill Report.

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

Disposition: Destroy

1992706 Special Permit File

Last Reviewed: 04/09/2014

Description: This record series contains the information used to issue special permits pursuant to NAC 565.030, 1991. The files include applications submitted with supporting documentation for: (1) pasture to pasture permit (intrastate), (2) special ranch permit, (3) extraordinary permit, (4) annual horse transportation card, (5) lifetime horse permit, and (6) related correspondence, and similar material.

Retention: Retain for a period of three (3) calendar years following expiration date.

Disposition: Destroy

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AGR: Consumer Equitability, Division of

Schedule ID # 40801

Version Date: 04/09/2014

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1992613 Antifreeze Registration and Sample Analysis file

Last Reviewed: 04/09/2014

Description: This record series contains information used for the issuance of permits by the state sealer of weights and measures to sell antifreeze in this state pursuant to NRS 590.340 and 590.450 inclusive, 1991 and NAC 590.010 to 590.030 inclusive. The file may contain, but is not limited to: (1) application for permit; (2) results of analysis and testing of sample (NRS 561.305(10)); (3) copies of permit to sell antifreeze, and (4) related correspondence and similar material.

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

Disposition: Destroy

1992645 Certificates of Inspection

Last Reviewed: 11/12/2013

Description: This record series contains information used to record all weights, measures, balances or other devices calibrated or tested (pursuant to NRS 581.060 and .070, 1991). The file may contain: (1) certificate of inspection for: scales, metering devices, livestock scales, motor truck and hopper scales, liquefied petroleum gas meters, truck meters and racks, etc.; (2) repair/new installation notice; (3) fee charge sheet; (4) copy of invoice; (5) related correspondence and similar material.

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

Disposition: Destroy

1992646 Consumer Complaint File

Last Reviewed: 11/12/2013

Description: This record series contains complaints received from consumers regarding commercial weighing and measuring devices under the provisions of NRS Chapter 581, 1991. The file may contain: (1) complaint form; (2) copy of certificate of inspection; (3) interview notice; (4) package checking report; (5) sample collection data; (6) analysis report; (7) advertisement of product; (8) related correspondence and similar material.

Retention: Retain for a period of three (3) calendar years following the date of resolution or closure.

Disposition: Destroy

1992650 NDOT Contractor and DMV Highway Patrol Scales Inspection Report(s)

Last Reviewed: 11/12/2013

Description: This record series contains highway scale inspection reports produced for the Nevada Department of Transportation and commercial enforcement scale inspection reports produced for the Nevada Highway Patrol.

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

Disposition: Destroy

1992612 Petroleum Products Sample Analysis Reports

Last Reviewed: 04/09/2014

Description: This record series contains petroleum products inspection reports done pursuant to NRS 590.010 to 590.150 inclusive. The file may contain, but is not limited to: (1) petroleum products inspection sample collection data; (2) analysis and testing results of samples (NRS 561.305(9)); and (3) related correspondence and similar material.

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

Disposition: Destroy

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AGR: Food and Nutrition Division

Schedule ID # 40500

Version Date: 04/09/2014

This version supersedes all previous versions.

2009069 Program Appeals and Reviews

Last Reviewed: 11/12/2013

Description: These records document the review of sponsor programs and/or appeals of denial of an application for participation, denials of sponsor's request for advance payment, denials of sponsor's claims, (etc.) for the Summer Food Service Program, Child and Adult Care Food Program and other programs sponsored by the Office (See 7 CFR Part 225 and Part 226). The records may contain, but are not limited to: Application with related supportive documentation; Copies of accounting records; Hearing documents including notices, recordings, written decisions, etc.; Program reviews with associated documentation, and; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date of the final determination of the appeal or review.

Disposition: Destroy Securely

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AGR: Food and Nutrition Division: Dairy Commission

Schedule ID # 260100

Version Date: 04/09/2014

This version supersedes all previous versions.

1998035 Application Files - Not Approved

Last Reviewed: 05/20/1998

Description: This record series consists of license files that have not been approved by the State Dairy Commission. The files may include, but are not limited to: applications with associated documentation, licenses that have been withdrawn or denied, etc.

Retention: Retain for a period of eight (8) calendar years from the date of closure, denial or withdraw of the application.

Disposition: Destroy Securely

1991515 Audit Files

Last Reviewed: 11/12/2013

Description: This record series consist of the audit reports of distributors of dairy products in the State of Nevada. The files may include, but are not limited to: findings, recommendations and responses to audit findings.

Retention: Retain for a period of three (3) calendar years from the fiscal year to which they pertain.

Disposition: Destroy

1998037 Complaint and Disciplinary Files

Last Reviewed: 11/12/2013

Description: This record series consists of complaints against distributors in the State of Nevada. The files may include, but are not limited to: a list of violations against the distributor, copies of court documents, auditors comments, fine amounts, notes and decrees from the Commission from administrative hearings, correspondence and other related documents.

Retention: Retain for a period of eight (8) calendar years from the close of the investigation or complaint.

Disposition: Destroy Securely

1996115 Cost Files

Last Reviewed: 11/12/2013

Description: This record series is the Statement of Unit Costs (DC-1A) used by the State Dairy Commission in accordance with NRS 584.395 obtain and have on file current cost information before consideration of a license application or renewal of an existing license. The files may include, but are not limited to information on: product, brand/label, manufacturer, size, unit case, percent of butterfat, acquisition cost, transportation and delivery, handling and storage, general and administrative and sales costs, R.O.I. (return on investment)costs, marketing area and zones.

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

Disposition: Destroy Securely

1991507 Dairy Products Remittance Reports

Last Reviewed: 11/12/2013

Description: The Dairy Products Remittance Report is used by the State Dairy Commission for the assessment of dairy products throughout the State of Nevada, NRS 584.630 and 584.633. The report (filled out by marketing area) must be filed by a distributor who is subject to any stabilization and marketing plan as established by the Commission. The files may include, but are not limited to: assessments on fluid milk and cream, sour cream, yogurt, butter, cottage cheese, ice cream/Novelty's, and frozen mix. The Products Imported Report is used by the State Dairy Commission for the accounting of dairy products imported into Nevada by Nevada Processing Plants.

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

Disposition: Destroy Securely

1991517 Distributor Bonds

Last Reviewed: 11/12/2013

Description: This record series contains the surety bonds from distributors in Nevada in accordance with NRS 584.600.

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Schedule ID # 260100

Version Date: 04/09/2014

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Retention: Retain for a period of five (5) calendar years past the final maturity of the bond.
Disposition: Destroy Securely

1998036 Distributor's License Files

Last Reviewed: 04/09/2014

Description: This record series consists of the license files of distributors (see NRS chapter 584). The files may include, but are not limited to: application with supportive documentation, price lists, amendments to a license, corporate officer's address listing, copies of contracts, correspondence and other related documents.

Retention: Retain these records for a period of three (3) calendar years from the expiration or cancellation of the license.
Disposition: Destroy Securely

1990452 Milk files

Last Reviewed: 11/12/2013

Description: This records series contains licensing files for producers of milk and milk products. The files may include, but are not limited to: a copy of the application, the sanitarian's inspection report, in-coming and out-going correspondence, inter-office memos, lab reports, fee invoices and similar information.

Retention: Retain for a period of three (3) calendar years from the expiration of the license.
Disposition: Destroy

1996116 Price Files

Last Reviewed: 11/12/2013

Description: This record series contains price files of all distributors in Nevada.

Retention: Retain these records for a period of three (3) calendar years from the date of the list.
Disposition: Destroy

1991508 Usage Reports

Last Reviewed: 11/12/2013

Description: This record series is the Distributor's Montly Usage Report, and is the Schedule of Products Processed used by the State Dairy Commission for the accounting of receipts, production, losses and usage of dairy products.

Retention: Retain for a period of three (3) calendar years from the date on the usage report.
Disposition: Destroy Securely

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AGR: Plant Industry Division

Schedule ID # 40703

Version Date: 04/09/2014

This version supersedes all previous versions.

1992607 Apiary Inspection Reports

Last Reviewed: 11/12/2013

Description: This record series contains apiary inspection reports completed in accordance with NRS 552.160; 552.205; and 552.215, 1991.

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

Disposition: Destroy

1992605 Apiary Serial Index Cards

Last Reviewed: 11/12/2013

Description: This record series contains index cards (5x 8) used to brand new hives by name and number by county pursuant to NRS 552.090, 1991.

Retention: Retain until verification of data entry into a computerized system which permits the retrieval and reproduction of data. Retain the information in the data base permanently, and dispose of cards when no longer useful to the department.

Disposition: Destroy

1992684 Apiary Test Records

Last Reviewed: 04/09/2014

Description: The record series contains the official test results of the diagnosis of infectious, contagious, and parasitic disease of bees (NRS 561.305(2)) as necessary under the provisions of NRS 552.085 to 552.310, inclusive.

Retention: Retain these records for a period of three (3) calendar years following date of report of findings.

Disposition: Destroy

1992635 Certified Seed Registration File

Last Reviewed: 11/12/2013

Description: This record series contains field registration records pursuant to NRS 587.015 to 587.123, inclusive, 1991 and NAC 587.010 through 587.220, inclusive. The file may contain: (1) application for seed certification and renewal application; (2) permanent field certification number; (3) seed tags; (4) field inspection reports; (5) seed movement permit; (6) seed laboratory test; (6) certified seed blending permit; (7) related correspondence, and similar information.

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

Disposition: Destroy

1992610 Commercial Fertilizers and Agricultural Minerals Registration File

Last Reviewed: 11/12/2013

Description: This record series contains information used for the registration of each brand and grade of commercial fertilizer and agricultural mineral being offered for sale, sold or distributed in the state pursuant to NRS Chapter 588, 1991. The file may contain: (1) application for registration (NRS 588.180); (2) guaranteed analysis showing the minimum percentage and source of plant food claimed (NRS 588.180(1)(c) and .190); (3) labels or tags (NRS 588.200); laboratory analysis and test results (NRS 561.305(8)); and (5) related correspondence and similar material.

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

Disposition: Destroy

1992608 Cooperative Agricultural Pest Survey Field Data Work Sheet

Last Reviewed: 11/12/2013

Description: This record series contains the Cooperative Agricultural Pest Survey (CAPS) Program Field Data Sheets used for compiling statistical data in accordance with the cooperative agreement between the State Department of Agriculture and the U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ) Programs (NRS 561.245). Statistical data is entered into the State CAPS

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Retention: Data Base which is maintained in Reno.
Retain until verification of data entry, and dispose of when no longer administratively useful to the department.
Disposition: Destroy

1992638 Federal-State Inspection Certificate

Last Reviewed: 11/12/2013

Description: This record series contains inspection records pertaining to the Cooperative Agreement between the USDA-Agricultural Marketing Service and the Department of Agriculture for shipping point inspection. The file contains Federal-State Inspection Certificates and worksheets.

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

Disposition: Destroy

1992623 Feed Analysis Report File

Last Reviewed: 11/12/2013

Description: This record series contains information pertaining to the commercial feed for livestock program pursuant to NRS 587.670 through 587.690, inclusive, 1991 and NAC 587.500 through 587.630, inclusive. The file contains commercial feed analysis reports, related correspondence and similar information.

Retention: Retain reports for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

1992621 General and Restricted-Use Pesticides Reports

Last Reviewed: 11/12/2013

Description: This record series contains documentation of routine inspection, investigation of violations, and enforcement activities for general and restricted-use pesticides [pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended; 40 CFR Part 171; NRS 555.2605 through 555.460, inclusive, and NRS 586.010 through 586.700, inclusive, 1991]. The file includes: (1) applicator use investigation reports; (2) producer establishment investigation reports; (3) manufacturer, seller, and user records inspections; and (4) related information.

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

Disposition: Destroy

1992624 Junior Agricultural Loan Program Applicant File

Last Reviewed: 11/12/2013

Description: This record series contains information used to process loans for the youth of Nevada for agricultural projects pursuant to NRS 561.405 and 561.425 through .465, 1991. The file may contain: (1) loan application form; (2) financial statement of applicant and cosigner; (3) request for funds; (4) summary of facts; (5) promissory note; (6) security agreement; (7) loan agreement; (7) loan data; and (8) related correspondence and similar material.

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

Disposition: Destroy

1992625 Nursery Licensee File

Last Reviewed: 11/12/2013

Description: This record series contains information used to issue licenses to produce or sell nursery stock pursuant to NRS 555.235 to 555.249, inclusive, 1991. The file may contain: (1) application; (2) copy of license; (3) nursery inspection report; (4) interview notice; and (5) related correspondence, and similar material.

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

Disposition: Destroy

1992630 Pest Control Operator Monthly Use Report

Last Reviewed: 11/12/2013

Description: This record series contains the monthly report of pest control operators submitted [pursuant to NRS 555.390

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Retention: and NAC 555.410(4)].
Retain for a period of three (3) calendar years following the date of the report.
Disposition: Destroy

2001029 Pesticide Registrations

Last Reviewed: 04/09/2014

Description: These records document registered pesticides (see NRS 586.010 to 586.450). The records may contain, but are not limited to: Application for / Notification of, State Registration of a Pesticide, Specimen Label, Supplemental Labeling, Revised Labels, Product Data Sheets, Ingredient Statement, EPA Registration Number, and related correspondence.

Retention: Retain this record series for a period of three (3) calendar years after the date the pesticide becomes inactive.
Disposition: Destroy Securely

1992611 Pesticides Registration File

Last Reviewed: 11/12/2013

Description: This record series contains information used for the registration of every pesticide which is distributed, sold, or offered for sale within this state or delivered for transportation or transported in interstate commerce or between points within this state through any point outside this state pursuant to NRS Chapter 586, 1991 and NAC Chapter 586. The file may contain: (1) application for registration of pesticides (NRS 586.250); (2) complete copy of labeling accompanying the pesticide and statement of all claims to be made for it (NRS 586(c)); (3) full description of tests made and the results (NRS 586(d)); (4) special use permit (NRS 586.405); (5) application for dealer's license to sell restricted-use pesticides (NRS 586.406); (6) laboratory analysis and testing results (NRS 561.305(5)); and (7) related correspondence and similar material.

Retention: Retain for a period of three (3) calendar years following the expiration date.
Disposition: Destroy

1992640 Pesticides Report For Pesticide-Producing Establishments and Poison Register

Last Reviewed: 11/12/2013

Description: This records series contains reports made to Environmental Protection Agency (in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act, 7 USC Sect. 136(e) and 40 CFR Ch. 1, Part 167-9), detailing the amounts of toxicant (strychnine alkaloid paste/bait) manufactured and sold by the Department of Agriculture each year. The poison register is the record of all transactions made for restricted-use pesticides by the department.

Retention: Retain for a period of three (3) calendar years following the date of report.
Disposition: Destroy

1992632 Plant Disease Determination Report

Last Reviewed: 11/12/2013

Description: This record series contains documentation of the diagnosis of plant diseases and disorders made pursuant to NRS 555.010 and 561.305(4), 1991.

Retention: Retain for a period of three (3) calendar years following the date of the report.
Disposition: Destroy

1992615 Poultry Products Inspection File

Last Reviewed: 11/12/2013

Description: This record series contains documentation of mandatory inspection of poultry products conducted per agreement between the Nevada Department of Agriculture and USDA Agricultural Marketing Service. The file contains the USDA Poultry Products Grading Certificate which includes: (1) applicant information; (2) product site; (3) amount of material inspected; (4) grade of product; (5) temperature of product; and (6) similar information.

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

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1992636 Seed Analysis Report

Last Reviewed: 11/12/2013

Description: This record series contains reports pertaining to the sampling, inspection, analysis and testing of both regulatory and certified seed samples (pursuant to the Federal Seed Act; 7 USC 1551-1661; NRS 587.081 and 561.305(7), and NAC 587.010 to 587.810). The file may contain: (1) request for seed test; (2) seed analysis report; and (3) related correspondence, and similar material.

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

Disposition: Destroy

1992631 Wood-Destroying Pests Inspection Report

Last Reviewed: 11/12/2013

Description: This record series contains reports of wood-destroying pests submitted by pest control operators in accordance with NAC 555.430

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

Disposition: Destroy

The Committee to Approve Schedules for the Retention and Disposition of Official State Records

NRS 239.073 et seq.

Scott Anderson, Chairman

Retention Guidelines

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "disposition holds" may occur that will require a stop to the regular destruction, recycling or normal tossing of records.

Disposition Holds include:

Audits.

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

Investigations.

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

Litigation.

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention and Disposition Schedule or the General Records Retention and Disposition Schedule. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

Disposition Guidelines

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." NRS chapter 239B "Disclosure of Personal Information to Governmental Agencies" (See especially NRS 239B.030) also describes such records. Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.