

State of Nevada Approved Records Retention and Disposition Schedule

AGR: Consumer Equitability, Division of

Schedule ID # 40801

Version Date: 12/11/2019

This version supersedes all previous versions.

1992613 Antifreeze Registration and Sample Analysis file

Description: These records contain information used for the issuance of permits by the state sealer of weights and measures to sell antifreeze in this state. The records may include but are not limited to: applications for permit, permits to sell antifreeze, associated documentation, and related correspondence. NRS 590, NAC 590

Retention: Retain for three (3) calendar years from the end of the calendar year in which the permit expired.

Disposition: Destroy

2018016 Calibration Files

Description: These records contain calibration files pursuant to NRS 561.305 and National Institute of Standards and Technology, Uniform Laws and Regulations, as outlined in NRS 581.067. The records may include but are not limited to: measurement results including the measurement uncertainty and/ or a statement of compliance with an identified metrological specification from the Nevada State Metrology Laboratory, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the last certification expired.

Disposition: Destroy

1992645 Certificates of Inspection Files

Description: These records contain information used to record all weights, measures, balances, or other devices calibrated or tested. The records may include but are not limited to: certificate of inspection for: scales, metering devices, livestock scales, motor truck and hopper scales, liquefied petroleum gas meters, truck meters and racks, repair/new installation notices, fee charge sheets, invoices, associated documentation, and related correspondence. NRS Chapter 581

Retention: Retain for three (3) calendar years from the end of the calendar year in which the certificate was superseded or was not renewed for reason of non-payment.

Disposition: Destroy

1992646 Consumer Complaint File

Description: These records document complaints received from consumers regarding commercial weighing and measuring devices, motor vehicle fuel quality, quantity of packaged products, and/or verification of advertised prices under the provisions of NRS Chapters 581 and 590. The records may include but are not limited to: complaint forms, certificates of inspection, interview notices, package checking reports, sample collection data, analysis reports, advertisement of products, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the complaint was resolved or closed.

Disposition: Destroy

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

Description: These records document highway scale inspection reports produced for the Nevada Department of Transportation and commercial enforcement scale inspection reports produced for the Nevada Highway Patrol. The records may include but are not limited to: highway scale inspection reports, commercial enforcement scale inspection reports, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the report was finalized.

Disposition: Destroy

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1992612 Petroleum Products Collection Data and Sample Analysis Reports

Description: These records document petroleum products collection and inspection reports pursuant to NRS 590.010 to 590.150 inclusive. The records may include but are not limited to: petroleum products inspection sample collection data, chain of custody documentation, business information, product details, analysis and testing results of samples, comparisons to established standards (NRS 561.305(9)), associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the sample analysis report was finalized.

Disposition: Destroy

2018015 Price Verification Reports

Description: These records document pricing audits performed at business locations. The records may include but are not limited to: business information, product details and pricing (Pursuant to NRS 581.067, NRS 581.375, and NRS 581.377), associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the report was filed.

Disposition: Destroy

2018012 Weighing and Measuring Device Placed in Service Reports

Description: These records document information related to repairs or adjustments made to weighing and measuring devices by a registered service agency or service person pursuant to NAC 581.370. The records may include but are not limited to: business information, adjustments made, device test results, part/serial numbers of devices, National Type Evaluation Program (NTEP) certificates of conformance approval numbers, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the report was submitted.

Disposition: Destroy

2018013 Weights and Measures Violation Interview

Description: These records document interviews between weights and measures representatives and business representatives regarding violations and late penalty fees in accordance with NRS 581 and NAC 581. The records may include but are not limited to: business information, pertinent sales transactions, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the violation was resolved.

Disposition: Destroy
