

State of Nevada Approved Records Retention and Disposition Schedule

AGR: Food and Nutrition Division

Schedule ID # 40500

Version Date: 3/13/2019

This version supersedes all previous versions.

1991515 Audit Files

Description: These records document audit reports of distributors of dairy products in the State of Nevada. The records may include but are not limited to: findings, recommendations and responses to audit findings, associated documentation, and related correspondence.

Retention: Retain for three (3) fiscal years from the end of the fiscal year in which the audit was conducted.

Disposition: Destroy

1996115 Cost Files

Description: These records document Statement of Unit Costs of dairy products used in accordance with NRS 584.395 to obtain and have on file current cost information before consideration of a license application or renewal of an existing license. The records 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, Return On Investment (R.O.I.) costs, marketing area and zones, associated documentation, and related correspondence.

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

Disposition: Destroy Securely

1991507 Dairy Products Remittance Reports

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

1996116 Price Files

Description: These records document price files of all distributors of dairy products in Nevada with associated documentation and related correspondence.

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

Disposition: Destroy

2009069 Program Appeals and Reviews

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, and denials of sponsor's claims for all food programs overseen by the Nevada Department of Agriculture. The records may contain but are not limited to: application with related supportive documentation, accounting records, hearing documents including notices, recordings, written decisions, program reviews with associated documentation, associated documentation, and related correspondence.

Retention: Retain for three (3) federal fiscal years from the end of the federal fiscal year in which the appeal or review was finalized.

Disposition: Destroy Securely

1991508 Usage Reports

Description: These records document the Distributor's Monthly Usage Report of dairy products and is the Schedule of Products Processed for the accounting of receipts, production, losses and usage of dairy products., with 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 Securely
