

# State of Nevada Approved Records Retention and Disposition Schedule

AGR: Plant Industry Division

Schedule ID # 40703

Version Date: 6/12/2019

This version supersedes all previous versions.

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## 1992607 Apiary Inspection Reports

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

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

Disposition: Destroy

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## 1992605 Apiary Serial Index Cards

Description: This record series contains index cards used to brand new hives by name and number by county pursuant to NRS 552.090.

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

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## 1992684 Apiary Test Records

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

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## 1992635 Certified Seed Registration File

Description: This record series contains field registration records pursuant to NRS 587.015 to 587.123, inclusive 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 these records for a period of three (3) calendar years following the expiration date.

Disposition: Destroy

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## 1992610 Commercial Fertilizers and Agricultural Minerals Registration File

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. 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 these records for a period of three (3) calendar years following the expiration date.

Disposition: Destroy

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## 1992608 Cooperative Agricultural Pest Survey Field Data Work Sheet

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 Data Base which is maintained in Reno.

Retention: Retain until verification of data entry, and dispose of when no longer administratively useful to the department.

Disposition: Destroy

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## 1992638 Federal-State Inspection Certificate

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 these records for a period of three (3) calendar years following the date of the certificate.

Disposition: Destroy

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## 1992623 Feed Analysis Report File

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

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

Disposition: Destroy

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## 1992621 General and Restricted-Use Pesticides Reports

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]. 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 these records for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

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## 1992624 Junior Agricultural Loan Program Applicant File

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. 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 these records for a period of three (3) calendar years following the expiration date.

Disposition: Destroy

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## 1992625 Nursery Licensee File

Description: These records contain information used to issue licenses to produce or sell nursery stock pursuant to NRS Chapters 555.235 to 555.249, inclusive. The records may contain but are not limited to: application, license, nursery inspection report, interview notice, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the license was expired, denied, withdrawn, or revoked.

Disposition: Destroy

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## 2014193 PCO: Training Program Accreditation Approvals

Description: These records document the accreditation of courses for continuing education for PCO recertification (See NRS 555.340 and NAC 555.374 to 555.377). The files may contain, but are not limited to: application with associated documentation; notification of accreditation; modification records; withdrawal and suspension documentation.

Retention: Retain these records for a period of seven (7) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

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## 1992630 Pest Control Operator Monthly Use Report

Description: This record series contains the monthly report of pest control operators submitted [pursuant to NRS 555.390 and NAC 555.410(4)].

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

Disposition: Destroy

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## 2019004 Pest Control Operator: Violation

Description: These records document citations written for nonserious violations that do not result in further disciplinary actions. The violation is given by the Department of Agriculture to individuals who hold Pest Control Operator certification (see NRS 555.350 et seq.). The records may include but are not limited to: warning letter, Notice of Noncompliance, follow up documentation of compliance, associated documentation, and related correspondence.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the violation is satisfied.

Disposition: Destroy Securely

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## 2001029 Pesticide Registrations

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 and 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

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## 1992611 Pesticides Registration File

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 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 these records for a period of three (3) calendar years following the expiration date.

Disposition: Destroy

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## 1992640 Pesticides Report For Pesticide-Producing Establishments and Poison Register

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 these records for a period of three (3) calendar years following the date of report.

Disposition: Destroy

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## 1992632 Plant Disease Determination Report

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

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

Disposition: Destroy

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## 1992615 Poultry Products Inspection File

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 these records for a period of three (3) calendar years after the date of inspection.

Disposition: Destroy

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## 1992636 Seed Analysis Report

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 these records for a period of three (3) calendar years following the date of the report.

Disposition: Destroy

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## 1992631 Wood-Destroying Pests Inspection Report

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

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

Disposition: Destroy

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