

# State of Nevada Insurance Division: Legal & Enforcement Section

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## **1999081 Cause and Investigation Files**

Description: These records document the administrative procedures by the Insurance Commissioner in determinations on suspensions, revocations and other actions of licensees (See NRS 679B. 120, 679B.159, 679B.180, etc.). These records may contain but are not limited to: Investigative reports and related documentation; Documentation of consent orders, hearing notices, certificates of mailing, summary of suspensions, revocations, hearing transcripts, etc. and; Related correspondence

Minimum

Retention: Retain these records for a period of six (6) years following the close of the case.

Disposition: Destroy Securely

## **1994096 Claims and Legal Records of Defunct Insurance Companies**

Description: This record series contains claims related documents and files acquired from insurance companies when they go out of business. These may include but are not limited to: financial records, client files, correspondence files, claims files, investigation files, creditors files, similar or related documentation.

Minimum

Retention: Retain for three (3) calendar years from the date a company goes out of business or receivership is closed by the court, whichever is longer.

Disposition: Destroy Securely

## **2010001 Disciplinary Actions**

Description: These records document the disciplinary actions taken against individuals and companies found to have violated the Insurance Code (See NRS Chapters 679A.190, 679B.120, 679B.185, and other provisions of NRS title 57). The records may include, but are not limited to: identifying information of licensees and individuals, investigation reports and documentation, administrative hearing documentation, decrees, including cease-and-desist orders, revocations of non-resident producer licenses, consents to fine, reports to the district attorney or attorney general, court documents, related correspondence, information about disciplinary actions; and; related documentation.

Minimum

Retention: Retain these records for thirty (30) calendar years from the closing date of the last action.

Disposition: Destroy Securely

## **2017042 Final Administrative Actions**

Description: These record series contain final actions taken by the Commissioner against individuals and companies as required by the Insurance Code (See NRS title 57). The records may include, but are not limited to: consent orders and examination orders, rejections against pre-licensing courses and instructors, license denial letters, and any other official action of the Commissioner that does not constitute disciplinary action.

Minimum

Retention: Retain these records for thirty (30) calendar years from the closing date of the last action.

Disposition: Destroy Securely

## **1996120 Service of Process**

Description: These records document summons and complaints received from private attorneys (retained on behalf of an individual) bringing legal action against an insurance company. The records may contain but are not limited to: Summons and complaint; Form letters to the insurance company and, where applicable the attorney; Original Proof of Service and; Copy of receipts for money

Minimum

Retention: Retain these records for a period of one (1) calendar year from the date the division sends form letters to the insurance company.

Disposition: Destroy