

State of Nevada Approved Records Retention and Disposition Schedule

B&I: Labor Commissioner, Office of

Schedule ID # 650400

Version Date: 5/8/2019

This version supersedes all previous versions.

2004264 Administrative Hearings Files

Description: This record series is used to document administrative hearings, settlement agreements, other resolutions and decisions of the Labor Commissioner in accordance with NRS Chapter 607 and NAC Chapter 607 (and other laws and regulations). The files may contain: Notice of Hearing, Notice of Continuance, certification of mailing, Written Notice of Entry of Order, Written Notice of Entry of Decision, transcripts of hearings, Objections, Motions, settlement agreement, Stipulations, Orders, copies of subpoenas, related correspondence and similar documentation.

Retention: Retain for two (2) years from the date of the last decision that was assigned by the Office of the Labor Commissioner or the Court of Jurisdiction.

Disposition: Destroy Securely

1996119 Closed Public Works Files

Description: This record series documents the monitoring of Public Works Projects. The record series may contain: letter of transmittal from the Labor Commission, awarding letter, issuing number, subcontractors list, payroll logs, non-performance payroll sheets, weekly and hourly report of public works contractors, prevailing wage jobs, related correspondence, documents detailing the difference between prevailing wage rate and actual pay, and similar relevant documents.

Retention: Retain for a period of one (1) calendar year from the date of receipt of the complete records, or one (1) calendar year from the final completion of the project, whichever is later.

Disposition: Destroy Securely

1992445 Collections Files

Description: This record series consists of the files where wages and/or any amounts due as a result of a Wage Claim/Complaint, Investigation, Hearing, Final Decision, Audit Finding, Settlement Agreement, and any other final resolution through the Office of the Labor Commissioner have not been paid. The file may contain: award letter, rates used, charges against the contractor (if applicable), correspondence, receipts, Weekly Wage and Hour Report of Public Work Contractors, Public Agency Awarding Contract, certified payroll report, weekly time card, paycheck stubs, return mail, telephone messages, wage claims files and other related documents.

Retention: Retain for two (2) calendar years from the end of the calendar year in which the final resolution occurred.

Disposition: Destroy Securely

1992454 Denied, Revoked, Suspended, or Canceled Private Employment Agencies Files

Description: This record series consists of the license files for Private Employment Agencies (PEA) in the State of Nevada that have either been denied, revoked, suspended or canceled by the Office of the Labor Commission pursuant to NRS Chapter 611 and NAC Chapter 611. The file may contain all the relevant documents and information for the license, and the basis for denial, revocation, suspension and cancellation.

Retention: Retain for two (2) calendar years from the date of denial, revocation, suspension, or cancellation.

Disposition: Destroy Securely

2017035 General Complaints

Description: General Complaints are complaints filed with the Office of the Labor Commissioner that allege potential violations, including, but not limited to: violations of NRS Chapters 607, 608, and 613, and NAC Chapters 607, 608 and 613. This record series consists of the files where a warning, wages and/or any amounts due as a result of a General Complaint, Investigation, Hearing, Final Decision, Audit Findings, Settlement Agreement, and any other final resolution through the Office of the Labor Commissioner have been found. The file may contain: General Complaint, Warning Letter, Determination, Final Order, Final Decision, Settlement Agreement, Award Letter, payroll reports, weekly time cards, timesheets, paycheck stubs, returned mail, and any other related documents and information related to the case.

Retention: Retain for two (2) calendar years from date of the final payment.

Disposition: Destroy Securely

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2000026 Prevailing Wage Survey

Description: This record series consists of the prevailing wage survey sent to all contractors in the State of Nevada each year. The compilation of statistical information is done in accordance with NAC 338.020. The survey is conducted by county. The survey is used to determine the prevailing wage for the next year beginning each October 1. It includes project name and type, project location, work dates, zone pay per hour, employee classification, number of hours worked, hourly base rate, total hourly fringes, union status, business name, address, telephone and FAX numbers and certification.

Retention: Retain for one (1) calendar year from the end of the calendar year in which the survey was created.

Disposition: Permanent: Transfer to State Archives

2005012 Private Employment Agency Files

Description: These records document the application and licensing of Private Employment Agencies (PEA) in accordance with NRS Chapter 611 and NAC Chapter 611. The records may contain but are not limited to: application, renewal form, fingerprint cards, background investigation reports, verification records, disciplinary actions and/or other hearings held by the Labor Commission, associated documentation, and related correspondence.

Retention: Retain for two (2) calendar years from the end of the calendar year in which the license expires, is revoked, suspended or canceled.

Disposition: Destroy Securely

1992457 Producer/Promoter Permits

Description: This record series consists of Producer/Promoter permits pursuant to NRS 608.300 by anyone who intends to put on a production in Nevada. Production means a stage or screen production or a radio or television program using actors, musicians, dancers or any other actors and including the technical personnel used to create and produce it. The file may contain the application for the permit, the permit, letter of agreement, list of officers, notice of cancellation, surety bond, return receipt mail, and any other relevant information.

Retention: Retain for two (2) calendar years from the date of the promotion.

Disposition: Destroy Securely

2017036 Public Works Projects Administrative Hearings and Litigation Files

Description: This record series consists of administrative hearings (NRS Chapter 607 and NAC Chapter 607) and litigation files relating to Public Works Projects being conducted throughout the State of Nevada. The file may contain: Letter of Transmittal from the Labor Commission, awarding letter, issuing number, sub-contractors list, payroll logs, non-performance payroll sheet, weekly wage and hour report of public works contactors, prevailing wage jobs, correspondence and other relevant information relating to Public Works Projects as set forth in NRS Chapter 338 and NAC Chapter 338.

Retention: Retain for sixty (60) days from the date of the last decision of the Office of the Labor Commissioner or the Court of Jurisdiction.

Disposition: Permanent: Transfer to State Archives

1992458 Public Works Projects Files

Description: This record series consists of Public Works Projects being conducted throughout the State of Nevada. In accordance with NRS 338.013, each public body which awards a contract for public work must inform the Labor Commissioner within ten days after the award. The file may contain: Letter of Transmittal from the Office of the Labor Commission, Award Letter, issuing number, Sub Contractors list, payroll logs, non-performance payroll sheet, weekly wage and hour report of public works contractors, certified payroll reports, prevailing wage jobs, Letter of Completion, correspondence and other relevant information relating to Public Works Projects as set forth in NRS Chapter 338 and NAC Chapter 338.

Retention: Retain this record series until the project is finalized and/or closed.

Disposition: Destroy Securely

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2004263 Wage Claim Files

Description: This record series is used to document wage claims against employers in accordance with NRS Chapters 607 and 608 and NAC Chapters 607 and 608. The files may contain: Wage Claim (this form includes name, address telephone number of both claimant and employer), check stubs and other supportive documentation, formal notice to the employer from the Office of the Labor Commissioner, employer's response, related correspondence and any other documentation related to the case.

Retention: Retain for two (2) calendar years from the final outcome or disposition of the case.

Disposition: Destroy Securely