

## State of Nevada Office of Administrative Hearings

Version Date: 10/16/2013

### **1995036 Administrative Hearing File**

Reviewed: 5/19/1995

Description: This file contains material needed to document cases which have appeared before Department Administrative Hearings on actions concerning the driving privileges of individuals. File may contain: case history sheet, temporary license information, Notice of Administrative Hearing, subpoenas, Findings of Fact, Conclusion of Law and Decision, Notice of Right to Administrative and Judicial Review, Notice of Revocation, exhibits, backup material, correspondence, notes, transcripts/tapes of the hearing, and copies of various court documents.

Retention: Retain records of cases that have not been appealed for a retention period of two (2) calendar years from the date the case was closed. Records of cases that have been appealed must be retained for a period of two (2) calendar years from the date of judgment by the appropriate court of law.

Disposition: Destroy