

# State of Nevada Approved Records Retention and Disposition Schedule

Compliance Enforcement

Schedule ID # 761305

Version Date: 5/8/2019

**This version supersedes all previous versions.**

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## **2000060 Licensing File**

Description: These records document the licensing process for entities and individuals as required by the Department of Motor Vehicles. Licensees may include but are not limited to: Body Shops, Brokers, Dealers, Driving Schools, DUI Schools, Emission Control Stations, Emission Inspectors, Garages, Instructors, Salesmen, Traffic Safety Schools, Wrecker, and Salvage Pools. The records may include but are not limited to: license application, personal history questionnaire, surety bond, insurance certificate, city or county business license, corporate documents, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the license expires or is terminated.

Disposition: Destroy Securely