

# State of Nevada Approved Records Retention and Disposition Schedule

EDU: Office of Educator Licensure

Schedule ID # 320700

Version Date: 5/8/2019

**This version supersedes all previous versions.**

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## **2007082 Licensure Suspense (Incomplete) Files**

Description: These records are incomplete applications for the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to: Initial license application; Checklists; Contact information (including changes); Supporting documentation (including educational transcripts, continuing education units, proof of citizenship, residency documentation, etc.), and; Related correspondence and similar documents.

Retention: Retain for ninety (90) days from the date of receipt of the application.

Disposition: Destroy Securely