

State of Nevada EDU: Career Readiness and Adult Learning Education Options:

Version Date: 10/12/2016

2016026 Private School Files: Crisis Response Plans

Description: This record series is used in the monitoring process for the crisis response plans private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: Crisis response plans (confidential, see NAC 394.168 to 394.1698); and related correspondence.

Retention: Retain for one school year from the end of the school year to which they pertain.

Disposition: Destroy Securely

2007108 Private School Files: Application Documentation

Description: This record series is used in the application process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: Sample catalog (NRS 394.251 (1)); Supplemental material (NAC 394.030 & 394.040); Proposed advertisements; OSHA and fire department inspections; Application financial documentation (NAC 394.140); Facility plans and related documentation; Related correspondence, and; Similar documentation

Retention: Purge the superseded records upon renewal of application or declaration.

Disposition: Destroy Securely

2007109 Private School Files: Disciplinary Records

Description: This record series is used in the complaint and disciplinary process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: Complaints; Department / Board investigation documentation; Hearing documentation; Financial audits (NAC 394.140 (3)); Related correspondence, and; Similar documentation

Retention: Retain for a period of four (4) calendar years from the closure of the disciplinary action. Program correspondence may be purged when no longer needed.

Disposition: Destroy Securely

2007107 Private School Files: License Records

Description: This record series documents the licensing and monitoring of private schools (See NRS and NAC chapter 394). The records may contain, but are not limited to: Original applications (including renewals) (NRS 394.251 (1)); Surety bonds / certificate of deposit (NRS 394.251 (1)); Application investigation documentation (NRS 394.251 (2)); School Inspections (NRS 394.245); Reviews; Related correspondence, and; Similar documentation

Retention: Retain for a period of four (4) school years from the end of the school year in which the school was closed.

Disposition: Destroy Securely

2007110 Private School Files: Operational Records

Description: This record series is used in the monitoring process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: Owner / operations information (NAC 394.140 (2)(b)); Licensed personnel (NAC 394.050); Occupational personnel (NAC 394.160); Enrollment, attendance and progress reports (NRS 394.130); Related correspondence, and; Similar documentation

Retention: Retain the most current version of these records for a period of four (4) school years from the end of the school year in which the school was closed.

Disposition: Destroy Securely

2009067 Private School Student Academic Records: Elementary Schools

Description: These records document the academic records of individuals whose private elementary school went out of business (See NRS 394.341 (1)). The records may contain, but are not limited to: Academic Records; Pupil Progress Reports; Health records; Copies of basic skills test results; Counselor reports; Registration documents; Referrals; Conduct reports; Correspondence, and; Similar document

Retention: Retain these records for a period of three (3) school years from the end of the school year in which the school was closed.

Disposition: Destroy Securely

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2009066 Private School Student Academic Records: Secondary Schools

Description: These records document the academic records of individuals whose private secondary school went out of business (See NRS 394.341 (1)). The records may contain, but are not limited to: Academic transcripts; Pupil Progress Reports; Health records; Copies of basic skills test results; Counselor reports; Registration documents; Referrals; Conduct reports; Correspondence, and; Similar documents

Retention: Retain for a period of fifty (50) school years from the end of the school year in which the school was closed.

Disposition: Destroy Securely

2016024 Private School: License Records - Denied or Withdrawn

Description: This record series documents the licensing and monitoring of private schools (See NRS and NAC chapter 394). The records may contain, but are not limited to: original applications (including renewals) (NRS 394.251(1)); surety bonds / certificate of deposit (NRS 394.251 (1)); application investigation documentation (NRS 394.251 (2)); school Inspections (NRS 394.245); reviews; sample catalog (NRS 394.251 (1)); supplemental material (NAC 394.030 & 394.040); proposed advertisements; OSHA and fire department inspections; application financial documentation (NAC 394.140); facility plans and related documentation; related correspondence, and; similar documentation.

Retention: Retain for one school year from the end of the school year to which they pertain.

Disposition: Destroy Securely