

State of Nevada DETR: Client Assistance Program

Version Date: 10/16/2013

1990519 CAP Client Case file

Reviewed: 2/28/1991

Description: This record series contains the Division's Client Assistance Program records (Rehabilitation Act, Sec. 112(a) and 34 CFR Parts 76, 369, and 370). The individual client file may include: intake form, release of information, decision/provision of assistance, outcome summary, reference notes, copy of BVR case file, documentation of verbal communications, closure information, correspondence, and similar material.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1990520 CAP Client Statistical Card file

Reviewed: 2/28/1991

Description: This record series contains statistical information on each CAP client for the years 1979 to 1984 recorded on 4X 6 cards.

Retention: Retain cards for a period of five (5) calendar years from case closure date.

Disposition: Destroy Securely