

# State of Nevada Approved Records Retention and Disposition Schedule

Health Division: Bureau of Health Statistics, Planning, Epidemiology and Schedule ID # 550807

Version Date: 9/9/2020

This version supersedes all previous versions.

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## 1989046 Certificate of Need File: Approved

Description: This record series documents the regulatory function of the agency found in NRS 439A.100 et seq. and NAC Chapter 439A concerning applications requesting approval of construction and operation of certain health care facilities and services that were approved. The files may contain, but are not limited to: Applications with associated records including Letter of Intent; Investigation and decision records, including letters of approval and denial; Appeals, including judicial decisions and requests for reconsideration; Progress reports; Annual reports; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the final action date, including the withdrawal or completion of facility construction.

Disposition: Destroy Securely

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## 2011040 Certificate of Need File: Denied

Description: This record series documents the regulatory function of the agency found in NRS 439A.100 et seq. and NAC Chapter 439A concerning applications requesting approval of construction and operation of certain health care facilities and services which were denied. The files may contain, but are not limited to: Applications with associated records including Letter of Intent; Investigation and decision records, including letters of denial; Appeals, including requests for reconsideration; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from date of denial.

Disposition: Destroy Securely

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## 2011041 Certificate of Need File: Incomplete or Withdrawn

Description: This record series documents the regulatory function of the agency found in NRS 439A.100 et seq. and NAC Chapter 439A concerning applications requesting approval of construction and operation of certain health care facilities and services which were incomplete or withdrawn. The files may contain, but are not limited to: Applications with associated records including Letter of Intent; Related correspondence.

Retention: Retain these records for a period of one (1) calendar year from the date of the application.

Disposition: Destroy Securely

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## 1990380 Communicable Diseases Quarterly Reports

Description: This record series consists of computer print-out of data aggregated from various reporting sources to produce a statistical record of communicable disease case reports by disease and by year within the state.

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

Disposition: Permanent: Transfer to State Archives

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## 2003042 J-1 Visa Files

Description: This record series is used to place foreign doctors into positions in rural Nevada communities in accordance with 42 U.S.C. § 254f (d)(3) and INS (Immigration and Naturalization) laws. The office reviews prospective doctors, checks for compliance to laws and regulations and gives recommendations for the placement of doctors into rural areas where there is a shortage of medical professionals. The files may contain, but are not limited to: Applications with associated records; INS I-94 forms; Statements of prospective employer, documents on recruitment efforts, copy of employment agreement, etc.; State Board of Medical Examiners letter (affirming licensure, etc.); State 20 Waiver Procedure Affidavit and Agreement form; Notice of Compliance with Federal Regulations; Exchange Visitor Attestation; Related correspondence.

Retention: Retain these records for three (3) federal fiscal years from the end of the fiscal year in which the recipient's employment under the grant award through 42 U.S.C §2 54c is terminated, or from the end of the three year grant period as authorized under 42 U.S.C. § 254c, whichever occurs first.

Disposition: Destroy Securely

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## 1990421    **Maternal and Child Health (MCH): Association of State and Territorial Health Officials (ASTHO) Report**

Description: These records document the activities of the Maternal and Child Health program in an annual statistical report. The report contains statistics on numbers of clients, types of services provided and various demographic information.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the report was submitted.

Disposition: Permanent: Transfer to State Archives

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## 1990363    **STD Confidential Case Reports**

Description: This records series consists of confidential case reports of reportable communicable diseases other than HIV/AIDS. The file contains patient name, age, sex, race, occupation, employer, address, disease, lab results, and reporting physician, hospital or agency.

Retention: Retain the hard copy until verification of data entry.

Disposition: Destroy Securely

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## 2006011    **STD HIV/AIDS Statistical Case Report**

Description: This records series consists of statistical reports of HIV/AIDS, reported on CDC form 50.42A/B, containing the patient number assigned by the state, and the county patient number. The following patient information may be included: name code, date of birth, age, sex, race, country of birth, residence, hospital where diagnosis established, social and risk factors, diseases indicative of AIDS which are present, laboratory data and comments.

Retention: Retain these records for a period of twenty-five (25) calendar years from the date of the report.

Disposition: Permanent: Transfer to State Archives

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## 2006013    **STD Interstate Communications Control Record: Gonorrhea Report**

Description: This record series consists of case reports of reportable sexually transmitted diseases, reported on CDC form 73.2936A. The files may contain: patient name, age, sex, race, marital status, employer, address, disease suspected, initiating agency, and disposition.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 2006014    **STD Lab Reports**

Description: This record series consists of the lab reports provided to the Program by the State Health Laboratory. Reports contain patient name and test results.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 2006015    **STD Medical Records, Syphilis**

Description: This record series consists of the Infectious Syphilis Epidemiologic Control Record, CDC form 73.54. The files may contain, but are not limited to: patient name, address, age, race, diagnosis, treatment, contacts and associates.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 2006016    **STD Quarterly Reports**

Description: This record series consists of the quarterly reports prepared by the Program for submission to the CDC. The file consists of statistical reports, special studies, and narratives on communicable diseases within the state.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Permanent: Transfer to State Archives

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## 2006017    STD Reactor Cards

Description: This record series identifies each positive case of syphilis by patient name. The file includes patient address and blood history.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 2006010    TB Control Program: Case Files

Description: This records series consists of case file reports of class 2 and 3 cases of tuberculosis. The files are maintained on Division of Health TB Central Register cards. The file contains the name, address, social security number, sex, race, birth date and place, marital status, and occupation of the patient, as well as the diagnosis, status, therapy provided to the patient. The records series also contains the names of contacts, their relationship to patient and address.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 2006006    TB Control Program: Form TB 12

Description: This record series consists of the Record of Tuberculosis Services Form TB 12, and is filed by county. It contains patient name, social security number, clinical information, test information, therapy information and discharge information.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 2006007    TB Control Program: Form TB 6

Description: This records series consists of the Tuberculosis Contact Information form, and is filed by date. The form contains the name of the index case, the contact's name, address, relationship to the index case and the results of follow-up activity.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 2006008    TB Control Program: Lab Slips

Description: This records series contains the laboratory culture reporting slips reported on form number CDC 56.3.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 2006009    TB Control Program: Medical Reports and Summaries

Description: This record series consists of patient status reports to community health nurses. It enables the state to monitor the incidence and location of occurrences.

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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## 1990391    TB Control Program: Quarterly Case Report

Description: This records series is a statistical report of verified case reports of tuberculosis which is submitted to the Center for Disease Control, Atlanta, GA.

Retention: Review annually, discarding valueless, out-dated and duplicated material. Retain as long as administratively useful.

Disposition: Destroy Securely

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## 2000003 Vital Records: Abortion Statistics Report

Description: This record series is the input document for the electronic database which collects data on abortions performed in Nevada as required by NRS 442.260 (#2). Data is used for statistical purposes only and is reported to the US Center for Health Statistics of the US Public Health Service. Compiled data includes abortions performed in Nevada from 1978 to the present.

Retention: Retain Permanently

Disposition: Permanent: Held by Agency

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## 2000006 Vital Records: Affidavits of Corrections File

Description: This record series documents and administers the minor alterations to birth and death records (which do not require the sealing of the record). The record series includes: original Affidavits of Corrections giving authority for correcting errors on birth and death certificates, Certified Court Orders giving authority to change an original certificate of birth and related documentation (see NRS 440.150, and NAC 440.026 through 440.040 and 440.080).

Retention: Retain this record series permanently.

Disposition: Permanent: Transfer to State Archives

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## 2000007 Vital Records: Alpha Index: Books Listing Births and Deaths 1911 to 1939

Description: This record series contains alphabetical listing by year of births and deaths in Nevada from 1911-1939. See NRS 440.160(1). There are a total of 6 large (10 X 16) bound books (3 volumes each for births and deaths) which are handwritten with the ending volume of each category typewritten.

Retention: Retain this record series permanently.

Disposition: Permanent: Transfer to State Archives

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## 2000008 Vital Records: Alpha Index: Cards Listing Births 1871 to 1911

Description: This record series contains an alphabetical filing of small cards (2 1/4 X 3) listing data on births in Nevada prior to 1911. The information consists of name, date of birth, County Recorder/Clerk and/or church for referral purposes. This data was extracted from information previously transcribed onto standard certificate of birth forms [kept in 96 (5 X 8 X 1) loose leaf binders].

Retention: Retain this record series permanently as required by NRS 440.160 (1). It is recommended that this record series be microfilmed (NRS 239.051) and the microfilm sent to the State Archives.

Disposition: Permanent: Transfer to State Archives

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## 2000009 Vital Records: Alpha Index: Cards Listing Births and Deaths after 1911

Description: This record series contains an alphabetical filing of small cards (2 1/4 X 3) listing data on births (including delayed certificates and amendments), and deaths in Nevada from 1911. NRS 440.160 (#2) requires that a card index be produced. The information is duplicated in a computer database.

Retention: Retain this record series permanently.

Disposition: Permanent: Transfer to State Archives

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## 2000010 Vital Records: Alpha Index: Listing of Births and Deaths

Description: This record series is an alphabetical listing of births and deaths occurring in Nevada. It is used as a finding aid and research tool. Inclusive data is from 1911 to the present.

Retention: Retain this record series permanently.

Disposition: Permanent: Transfer to State Archives

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## **2000011    Vital Records: Alpha Index: Listing of Marriages and Divorces**

Description: This record series is an alphabetical name index used as a finding aid to the marriages and divorces occurring in Nevada from 1968 to the present (See NRS 440.165). This index is created from the Divorce Statistics Data Base (RDA# 2000-019) and Marriage Statistics Data Base (RDA# 2000-021).

Retention: Retain this record series permanently.

Disposition: Permanent: Transfer to State Archives

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## **2000012    Vital Records: Alpha Index: Microfilm Roll of Birth and Death Records**

Description: This record series documents and administers the original birth and death certificates as required by NRS 440.165. Records date from 1911 to present.

Retention: Retain this record series permanently.

Disposition: Permanent: Transfer to State Archives

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## **2000005    Vital Records: Amended Records File**

Description: These records document the amendment of vital records as allowed by law. The record may contain but is not limited to: Copies of certificates (birth, marriage, death, adoption); Court orders to change original documents; Associated material (such as copy of Notarized Statement of Paternity, etc.); Related correspondence.

Retention: Retain these records for a period of one-hundred (100) calendar years from the finalization of the change.

Disposition: Permanent: Transfer to State Archives

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## **2000013    Vital Records: Certificate of Birth**

Description: This record series contains the original certificate of birth for all births occurring in the State of Nevada from July 1, 1911 through the present.

Retention: Retain this record series permanently as required by NRS 440.160 (1).

Disposition: Permanent: Transfer to State Archives

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## **2000015    Vital Records: Certificate of Death**

Description: This record series contains the original certificate of death for all deaths occurring in the State of Nevada from July 1, 1911 through the present.

Retention: Retain this record series permanently as required by NRS 440.160 (1).

Disposition: Permanent: Transfer to State Archives

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## **2000017    Vital Records: Delayed Birth Records**

Description: This record series documents and administers the alteration of birth certificates. The files may consist of, but are not limited to the delayed or altered certificates filed in accordance with NRS 440.630 and supporting documentation.

Retention: Retain this record series permanently as required NRS 440.160 (1) and 440.630 (3).

Disposition: Permanent: Transfer to State Archives

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## **2000018    Vital Records: Divorce Statistics**

Description: This record series documents the statistics on divorces in Nevada from January 1, 1968 to present and is used for statistical and research purposes (the court system is the office of record for official divorce decrees). The files may contain, but are not limited to names of couple; date of divorce or annulment; and court of record.

Retention: Retain Permanently

Disposition: Permanent: Held by Agency

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## **2000020    Vital Records: Marriage Statistics**

Description: This record series documents the statistics of marriages in Nevada from January 1, 1968 to the present, and is used for statistical research and purposes (the county recorder is the office of record for original certificates). The files may consist of but are not limited to: names of couple; minister or judge performing the marriage; and county and place where marriage was performed.

Retention: Retain Permanently

Disposition: Permanent: Held by Agency

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## **2008040    Vital Records: Request for Certificates**

Description: These records document the request for birth and/or death certificates. The records may contain but are not limited to: Requests (letters, forms and similar documents); Related correspondence; Copies of checks and payment receipts; Similar documentation.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

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