

State of Nevada Health Division: Medical Marijuana Program

Version Date: 11/08/2017

2002002 Caregiver File

Description: These records document the application and verification processes for designation of the primary caregiver to patients registered with the program. The designated custodian of records per NRS 52.260 is the Program Manager, Medical Marijuana Program. The records are classified as Confidential by NRS 453A.700. The files may include but are not limited to: Caregiver application form and related documentation; Copies of fingerprint cards; Acknowledgement form, waiver form, and other forms with related documentation; Related correspondence.

Minimum

Retention: Retain these records for a period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved designation as primary caregiver.

Disposition: Destroy Securely

2017041 Medical Marijuana Cardholder Request for Application - Non Activated

Description: These records document potential patrons who have applied for the Medical Marijuana Card but who did not complete the application process. The files may contain, but are not limited to: application with associated documentation and related correspondence. (NRS 453A.700)

Minimum

Retention: Retain these records for a period of one (1) year from the end of the calendar year in which the request for application was received.

Disposition: Destroy Securely

2002001 Patient Files

Description: These records document the application and registration process and monitors registered patients. The designated custodian of records per NRS 52.260 is the Program Manager, Medical Marijuana Program. The records are classified as Confidential by NRS 453A.700. The files may contain but are not limited to: Patient application form with related documentation, including renewal forms; Copy of registration card; Notice of denial with related documentation; Fingerprint card; Disciplinary documentation including revocation documents; Related correspondence.

Minimum

Retention: Retain these records for a period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved registration.

Disposition: Destroy Securely

2002003 Physicians File

Description: These records document the verification of a physician as a licensed practitioner in Nevada by the State Board of Medical Examiners as required by NRS 453A.210 #4. The designated custodian of records per NRS 52.260 is the Certification Specialist at the State Board of Medical Examiners. The records are classified as Confidential by NRS 453A.700. The files may contain but are not limited to: 'Verification of Licensure' form from the State Board of Medical Examiners; Copy of the patient application with related documentation.

Minimum

Retention: Retain the Verification of Licensure form for a period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved registration of a patient. The copy of the patient application with related documents may be purged and disposed of any time after receipt since the original is found within the Patient Files.

Disposition: Destroy Securely