

State of Nevada Approved Records Retention and Disposition Schedule

Health Division: Substance Abuse Prevention and Treatment Agency

Schedule ID # 550881

Version Date: 2/7/2020

This version supersedes all previous versions.

2010025 AIDS Drug Assistance Program Client Files

Description: These records document the AIDS Drug Assistance Program (See 42 U.S.C. § 300ff-11 et seq.). The records may contain, but are not limited to: Applications with associated documentation; Approval or denial documentation; Copies of client financial records; Related correspondence.

Retention: Retain the records for a period of three (3) federal fiscal years from the end of the fiscal year to which it pertains.

Disposition: Destroy Securely

2006027 Client Statistical Report File

Description: This record series contains Client and Detox Client Reports submitted to the bureau by substance abuse programs in accordance with NRS Chapter 458 and NAC Chapter 458. The files may also contain supportive documentation and related correspondence

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

Disposition: Destroy Securely

2006028 Client Statistics Electronic File

Description: This record series contains the data compiled from required reports to SAPTA and is maintained in an electronic storage media and computer printouts. The data may include information on clients and providers of substance abuse programs.

Retention: Retain these records for as long as administratively useful. It is recommended to purge the data after a period of six (6) calendar years from the end of the calendar year to which they pertain. A security copy of this database is required in accordance with NRS 239.051.

Disposition: Destroy Securely

2016030 Grant Awards and Request for Reimbursements

Description: These records are used in the financial management of federal grants. The files may include, but are not limited to: financial reports, accounting records, auditing records, supportive documentation and related correspondence.

Retention: Retain for eight (8) federal fiscal years from the end of the federal fiscal year in which the final expenditure report was submitted.

Disposition: Destroy Securely

2001004 Investigation Files

Description: This record series documents the investigation of treatment and prevention programs when complaints are received from clients or employees. The records may contain, but are not limited to: Complaint with associated documentation; Investigation with related records, including the formal report; Program response and plans; Disciplinary procedures and related documents.

Retention: Retain this record series for a period of six (6) calendar years from the close of the investigation or end of the disciplinary action, whichever occurs later.

Disposition: Destroy Securely

2006029 Program Accreditation Files

Description: This record series contains the information required to be submitted for certification of accreditation for a program pursuant to NRS 458.025 and NAC 458.103 through 458.138. The records may contain but are not limited to: Application and renewals with associated documentation; Partnership agreement, articles of incorporation, by-laws and other legal documents; Copy of policies and procedures manual; Related documentation.

Retention: Retain these records for a period of four (4) calendar years after expiration of accreditation.

Disposition: Destroy
