

State of Nevada Approved Records Retention and Disposition Schedule

Public Safety: State Fire Marshal Division

Schedule ID # 770701

Version Date: 12/11/2019

This version supersedes all previous versions.

2005035 Building Plan Files

Description: These records document the review of building plans (new and remodeling) for purposes of compliance to established national and international fire & safety codes as well as state law (See NRS Chapter 477.030(1)(b), NRS 477.100 to 477.140, and NAC Chapters 477.740 to 477.745). The records may include but are not limited to: blueprints, line drawings, specifications, other plans, associated documentation, and related correspondence.

Retention: Retain for six (6) months from the date of certification.

Disposition: Destroy Securely

2018020 Burn Injury Reports

Description: These records consist of reports received from providers of health care (NRS 629.045) of any person who is treated for second or third degree burns to 5 percent or more of the body, burns to their upper respiratory tract, or laryngeal edema resulting from the inhalation of heated air; or burns which may result in death, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the report was submitted.

Disposition: Destroy Securely

2017027 Child Care Facilities Certification Files

Description: These records document the certification of fire safety compliance of childcare facilities in accordance with NRS Chapter 477.030(1)(c) and NAC Chapter 477.740(1)(c). The records may include but are not limited to: inspection requests, inspection reports and supporting documentation, escape route plans, approval/non-approval memos, certificates of compliance, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the facility was inspected.

Disposition: Destroy Securely

1987081 Fire Investigative Files

Description: These records document the fire related investigations conducted by this office (See NRS Chapter 477.030 et seq.). The records may include but are not limited to: investigation reports with associated documentation, criminal history materials, photos, maps, drawings, court documents, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the investigation or case was closed.

Disposition: Destroy Securely

2018022 Fire Prevention Education Programs Files

Description: These records document fire prevention education programs and similar outreach programs provided to the public by the Fire Marshal Division. The records may include but are not limited to: program descriptions, instructional materials, enrollment and attendance records, reports, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the program ended.

Disposition: Destroy

2018023 Fire Standard Compliant Cigarettes Certificates

Description: These records consist of certificates of compliance that are renewed every three years. The records may include but are not limited to: application and certification paperwork, certificates, updates, renewals, fee receipts, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the certification expired.

Disposition: Destroy Securely

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2008020 Fire, Safety & Life Inspections

Description: These records are used to document the inspection of buildings owned/leased by state agencies in accordance with NRS 477.035. The record may contain but is not limited to: Inspection report; State Fire Marshal orders with acknowledgment and related documents; Notifications to the State Public Works Board; Related correspondence and similar documents.

Retention: Retain these records for a period of five (5) calendar years after the conclusion of the inspection.

Disposition: Destroy

2005036 Hazardous Materials Storage Permit Files

Description: This record series documents and controls the permits for the storage of hazardous materials and extremely hazardous materials issued in accordance with state law (See NRS 477.030, NRS 477.031, NRS 477.045, and NAC 477.323 or the first type and NRS Chapter 459 for the second type). The files may contain: (1) facility information (name, address, phone numbers, contact names, etc.), map of facility and (2); applications, list of chemicals and other hazardous materials being stored, financial worksheet, fee information (copy of check, receipt, etc.), related correspondence and similar documentation.

Retention: Retain for a period of five (5) calendar years from the date expiration, revocation or suspension of the permit.

Disposition: Destroy Securely

2017028 Health and Foster Care Facilities Certification Files

Description: These records document the certification of fire safety compliance of health and foster care facilities in accordance with NRS Chapter 477.030(1)(c) and NAC Chapter 477.740(1)(c). The records may include but are not limited to: inspection requests, inspection reports and supporting documentation, approval/non-approval memos, certificates of compliance, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the facility was closed.

Disposition: Destroy Securely

2018021 Permit Files

Description: These records document operational, construction, and special event/use permits issued by the Fire Marshal. The records may include but are not limited to: permit applications, site review reports, letters of approval, insurance documentation, flame retardant certification, plot maps showing location of function, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the permit expires.

Disposition: Destroy

2017026 Plan Review Application Files

Description: These records document the review of specifications for purposes of compliance to established national and international fire and safety codes as well as state law (See NRS Chapter 477.030(1)(b), Chapters NRS 477.100 to 477.140, and NAC Chapters 477.740 to 477.745). The records may include but are not limited to: applications for plan review, fee receipts, plan review status reports, Statement of Deficiencies and Plan of Correction, fire alarm and suppression system specifications, system manuals, Retrofit Compliance forms and reports, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the Plan Review was completed.

Disposition: Destroy Securely
