

# State of Nevada Approved Records Retention and Disposition Schedule

WILD: Law Enforcement

Schedule ID # 1310800

Version Date: 6/12/2019

This version supersedes all previous versions.

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## 2017018 Demerit Warnings

Description: These records document the issuance of demerit warning letters to persons violating wildlife laws in accordance with NRS Chapter 501 and NAC Chapter 501. The records may include but are not limited to: citations, warning letters, certified mail receipts, return receipts, associated documentation, and related correspondence.

Retention: Retain for five (5) calendar years from end of the calendar year in which the demerit letter was written.

Disposition: Destroy Securely

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## 2017019 License/Permit Suspensions and Revocations

Description: These records document the revocation of licenses or permits of persons violating wildlife laws in accordance with NRS Chapter 501 and NAC Chapter 501. The records may include but are not limited to: citation, revocation letter, certified labels, return receipts, violator's compact report, warden's investigation, court disposition, associated documentation, and related correspondence.

Retention: Retain for five (5) calendar years from end of the calendar year in which the revocation period ended.

Disposition: Destroy Securely

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## 2019003 Temporary Operator Certificate: Motorboat

Description: These records document the issuance of permits for temporary operator certificates for the operation of a motor boat. The records may include but are not limited to: Non-renewable Temporary Operator Certificate (NRS488.730), permit test, tracking log, associated documentation, and related correspondence.

Retention: Retain for one (1) calendar year from the end of the calendar year in which the permit expired or was terminated.

Disposition: Destroy Securely

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