

State of Nevada Approved Records Retention and Disposition Schedule

PS: Records, Communications & Compliance Division

Schedule ID # 770601

Version Date: 8/08/2018

This version supersedes all previous versions.

2006165 Annual Statistical Report of Crime in Nevada

Description: This record series documents the report required to be issued to the Governor on Crime in Nevada in accordance with NRS 179A.075 (6)(g). The file may include: Annual Report, related correspondence and supportive documentation.

Retention: Retain this record for a period of five (5) calendar years from the date of issue.

Disposition: Permanent: Transfer to State Archives

2006166 Annual Statistical Report on Domestic Violence in Nevada

Description: This record series documents the report required to be issued to the Director of the Legislative Counsel Bureau or Legislative Commission on domestic crime in Nevada in accordance with NRS 179A.075 (6)(h). The file may include: Annual Report, related correspondence and supportive documentation.

Retention: Retain this record for a period of five (5) calendar years from the date of issue.

Disposition: Permanent: Transfer to State Archives

1988067 APB's Rejects, Teletype

Description: This record series consists of teletyped all-points-bulletins received from law enforcement agencies everywhere. These APB's have been rejected because of NLETS restrictions.

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

Disposition: Destroy Securely

1988066 APB's Sent Teletype

Description: This record series consists of teletype all-points-bulletins received from law enforcement agencies everywhere.

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

Disposition: Destroy Securely

2003153 Applicant Fingerprints: licensing, certification and employment

Description: This record series is used for criminal background checks for applications for various licenses, certifications, permits and employment as required by state and Federal laws. The Records and Identification Bureau checks fingerprints for: prospective adoptive parents (NRS 127.281), licenses for real estate appraisers (NRS 645C.300), attorneys (SCR 53), certified public accountants (NRS 628.190), dog handlers (NRS 648.080), gaming officers & employees (NRS 463.520), some Humane Society members (NRS 574.040), insurance agents & brokers (NRS 683A.150), dealers & manufacturers of mobile homes (NRS 489.321), licensees & employees of outdoor youth programs (NRS 432A.175), private investigators (NRS 648.080) taxicab drivers (NRS 706.8841) and many other purposes. The files consist of: original paper and electronic fingerprint submissions with related notes & documents.

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

Disposition: Destroy Securely

2003154 Applicant Fingerprints: School District Employment and Concealed Weapons Permits

Description: This record series is used for criminal background checks for applications for employment within a school district (see NRS 391.033, 391.035, 391.100 and NRS 391.273) and for a concealed weapons permit (NRS 202.3653 et. Seq.). The files consist of: original hard copy and electronic fingerprint submissions with related notes & documentation.

Retention: Retain these records for a period of thirty (30) calendar years from the end of the calendar year to which pertain.

Disposition: Destroy Securely

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1988087 Captured Escapees File

Description: This record series is used to enter and verify data into the National Criminal Information Center computer files, and produce APB's on escaped prisoners from the Nevada State Prison System. The files may contain: Escapee Information form, and the following computer printouts; Clear Wanted Person, CJIS Criminal Information Inquiry, NCIC Criminal History, NCIC Modify Wanted Person, Request Statewide Broadcast (APB), Enter Wanted Person, and Enter Wanted Person Supplemental.

Retention: Retain until entered into the computer system and verified.

Disposition: Destroy Securely

1988065 Challenge to Criminal Histories

Description: This record series consists of challenges by individuals to the accuracy or content of their criminal records.

Retention: Retain for a period of eighty (80) years from the date of the record, or until the verified death of the individual whichever is sooner.

Disposition: Destroy Securely

1988058 Court Orders - Seal and Expungements

Description: This record series consists of copies of forms sent out by this department to any court in the state requesting the sealing or expungement of criminal records. This copy is filed with a printout of the criminal records. This copy is filed with a printout of the criminal record of the individual and the record is then removed from the computer.

Retention: Retain for a period of eighty (80) calendar years.

Disposition: Destroy Securely

1988055 Criminal Fingerprints

Description: This series consists of original fingerprint cards from local law enforcement agencies (taken upon arrest).

Retention: Retain these records until the individual attains the age of 80 years, or until earlier death is confirmed. Upon confirmation of death, transfer these records to the 'Deceased Fingerprints File.'

Disposition: Destroy Securely

2006164 Criminal History Electronic Records

Description: This record series of records of criminal history maintained by the State Criminal History Repository in accordance with NRS 179A.075. The data consists of; (a) descriptions which identify the subject (personal identifying information in accordance with NRS 179A.075 (8)); (b) notations of arrests, detention, indictments or other formal criminal charges; (c) dispositions of charges (including dismissals, acquittals, convictions, sentences, etc.); (d) correctional supervision occurring in Nevada; (e) information concerning the status of an offender on parole or probation, and; (f) information concerning a convicted person who has registered as such pursuant to chapter 179C of NRS.

Retention: Retain the individual histories contained within the database for a period of six (6) calendar years from the known death of the individual or from the 100th birthday of the individual, whichever comes first. The individual histories may be modified on a day to day basis as required, to ensure the accuracy of the record.

Disposition: Destroy Securely

1988064 Criminal Record Inquiries

Description: Requests for criminal history of arrests and/or convictions of an individual.

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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1988057 Deceased Fingerprints

Description: This record series consists of original fingerprint cards removed from other files upon confirmed death of the individuals from whom the prints were taken.
Retention: Retain these records for a period of seven (7) calendar years after the confirmed death of an individual.
Disposition: Destroy Securely

2016011 Fee Based Accounts Receivable Customer Files

Description: These records document the applications and financial accounts for applicants for Civil Name Check, Civil Applicant or Brady Accounts. The file may include, but is not limited to: application and supporting documentation, related correspondence.
Retention: Retain these records for a period of four (4) fiscal years from the end of the fiscal year in which the account was closed.
Disposition: Destroy Securely

1988063 Microfilmed Fingerprints

Description: This record series is created by filming of fingerprint cards received at the time of subsequent arrest of an individual. The original cards are returned to the source.
Retention: Retain these records for a period of eighty (80) years from the date of microfilming.
Disposition: Destroy Securely

1988053 NCIC Validations (National Criminal Information Center)

Description: This record consists of computer print-outs used to verify data within NCIC computer system. Produced as required.
Retention: Retain these records for a period of one (1) calendar year from the date created.
Disposition: Destroy Securely

1988052 NCJIS Validations (Nevada Criminal Justice Information System)

Description: This record consists of computer print-outs used to verify data within NCJIS computer system. Produced as required.
Retention: Retain these records for a period of one (1) calendar year from the date created.
Disposition: Destroy Securely

1995037 Quality Control Teletypes

Description: This records series consists of teletype hardcopies received from the FBI to inform agencies of wrong or bad data entry by them to the NCIC system. These are forwarded to local law enforcement agencies.
Retention: Retain for a period of three (3) calendar months from the date received.
Disposition: Destroy Securely

1988093 Radioactive Waste Shipment Notifications

Description: This record series is used to gather and disseminate information on the shipment of radioactive waste in and through Nevada. The file consists of Radioactive/Hazardous Waste Shipments form, and copies of teletypes to law enforcement agencies. The teletypes are sent to all law enforcement agencies along the route of the shipment.
Retention: Retain for a period of two (2) calendar years from date of notification.
Disposition: Permanent: Transfer to State Archives

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2012026 Sexual Offender Registry Records

Description: These records document the registry of sexual offenders (See NRS Chapter 179D). The records may consist of, but are not limited to: Personal identifying information including address, phone number, photo, SSN, driver's license number, vehicle registration information, work and/or student information, biological information including genetic markers, physical description including fingerprints, conviction and criminal history information.

Retention: Retain for eighty-five (85) calendar years from the end of the calendar year in which the offender enters the registry.

Disposition: Destroy Securely
