

State of Nevada Approved Records Retention and Disposition Schedule

Medical Examiners, State Board of

Schedule ID # 730000

Version Date: 1/16/2019

This version supersedes all previous versions.

2006112 Applications - Denied, Incomplete or Withdrawn

Description: This record series documents the application process for licenses and certificates which have been denied due to incompleteness, those deemed unqualified or for other reasons (See NRS chapter 630 and NAC chapter 630). The file may include, but is not limited to: application; school transcripts; waivers; a record of fees paid; fingerprint card and; supportive documentation.

Retention: Retain these records for a period of five (5) calendar years from the date of denial or from the expiration of the validity period of the application.

Disposition: Destroy Securely

2006113 Complaint Files

Description: These records document complaints and investigations concerning license and/or certificate holder that did not result in disciplinary action. The record may contain but is not limited to: Complaint; Investigation documentation; related documentation.

Retention: Retain these records for a period of five (5) calendar years from the close of the case.

Disposition: Destroy Securely

2006114 Continuing Education (CE)/ Training Files

Description: This record series documents the CE and/or training that may be required for renewal of a professional license/certificate. The files may include, but are not limited to: educational transcripts; attendance rolls; course/workshop documentation; CE credit slips; CE/Training forms and; related documentation.

Retention: Retain CE documentation until after a notion has been made on the renewal application form and then dispose of them.

Disposition: Destroy Securely