

State of Nevada Approved Records Retention and Disposition Schedule

Cosmetology. State Board of

Schedule ID # 250000

Version Date: 1/16/2019

This version supersedes all previous versions.

1991653 Junior Operators Program

Description: This record series consists of the license file for junior operators in the State of Nevada. The file may contain: information sheet, application, training or hours completed, place of employment and the trainer's name.
Retention: Retain for a period of three (3) calendar years from the expiration of the license.
Disposition: Destroy Securely

1991656 Schools of Cosmetology

Description: This record series is an information file used to license and keep up to date with schools of cosmetology throughout the State of Nevada. In accordance with NRS 644.380 any person desiring to conduct a school of cosmetology in which any one or combination of the occupations of cosmetology are taught must apply to the board for a license, through the owner, manager or person in charge, upon forms prepared and furnished by the board. The file may contain: a detailed floor plan of the proposed school, the name, address and number of the license of the manager or person in charge and of each instructor, evidence of financial ability to provide the facilities and equipment required by regulations of the board and to maintain the operation of the proposed school for at least one year, proof that the proposed school will commence operation with an enrollment of not less than 25 bona fide students, the annual license fee, the name and address of the person designated to accept service of process. It may also contain financial reports, proof of insurance bonding, inspection sheets, correspondence and other related documents.
Retention: Retain for a period of three (3) calendar years from the expiration of the license.
Disposition: Destroy Securely