

# State of Nevada Approved Records Retention and Disposition Schedule

Governor's Office of Workforce Innovation

Schedule ID # 530100

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This version supersedes all previous versions.

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## 1992441 Apprenticeship Actions

Description: This record series consists of the apprenticeship action files. The file may contain: Request for Completion from a program, Request for Cancellation from a program, correspondence and the end of the month reports.

Retention: Retain for three (3) calendar years from the calendar year in which the apprenticeship was completed or canceled.

Disposition: Destroy Securely

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## 1992442 Apprenticeship Appeals Files

Description: This record series consists of the appeals files from individuals involved in the apprenticeship program who feel they have been wrongly terminated or have a grievance to be resolved. The files may contain but are not limited to: letter of intent to appeal, apprenticeship agreement, forms, and any other relevant information, related correspondence and similar documentation.

Retention: Retain for three (3) calendar years after the final outcome or decision of the appeal.

Disposition: Destroy Securely

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## 2005013 Apprenticeship Files

Description: This record series is used to document the apprenticeship programs in accordance with NRS Chapter 610 and NAC Chapter 610. The files may contain but are not limited to: Apprenticeship Agreement, Apprenticeship council investigations and hearings, terms and conditions, related correspondence and similar documentation.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the agreement expired.

Disposition: Destroy Securely

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## 1992439 Completed Apprentice Files

Description: This record series consists of the completed apprentice files in the State of Nevada. The file consists of the Apprenticeship Agreement, related correspondence and similar documentation.

Retention: Retain for three (3) calendar years from the calendar year in which the apprenticeship was completed.

Disposition: Destroy Securely

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