

# State of Nevada Approved Records Retention and Disposition Schedule

HRM: EEO and Discrimination Investigation Unit

Schedule ID # 940400

Version Date: 04/09/2014

This version supersedes all previous versions.

---

## 2007087 Discrimination Investigation Case Files

Last Reviewed: 05/14/2008

Description: These records document the actions of the Discrimination Investigation Unit of the Department of Personnel. The files may contain, but are not limited to: Sexual Harassment or Discrimination Complaint form (NPD 30); Intake Report of Harassment or Discrimination form (NPD 31); Notice of Employee Rights During An Internal Investigation form (NPD 32); Initial Interview Notes; Witness Statements; Audio Recordings; Investigative Notes; Written Report of Findings, and; Related correspondence and similar documents.

Retention: Retain this record series for a minimum period of five (5) calendar years from the end of the calendar year in which the investigation was closed. If the Discrimination Investigation Unit is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action, or for the minimum five (5) calendar year period, whichever is longer.

Disposition: Destroy Securely

---

## 2013043 Organizational Climate Study Records

Last Reviewed: 04/09/2014

Description: These records document the study conducted to assess and evaluate the culture, effectiveness of management, employee morale and internal communication of an organization (See NAC chapter 284 as amended by LCB file R021-12 and R022-13). The records may include, but are not limited to: survey summary; study summary; findings and recommendations; follow-up summary findings; related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the final action in the study.

Disposition: Destroy Securely

---

## 2007015 State Affirmative Action Plan (AAP)

Last Reviewed: 04/11/2007

Description: This records series is used to administer the State Affirmative Action Plan (AAP) as required by 29 CFR Part 1608 (See also NRS 613.310 to 613.435). The files may contain: State AAP, copies of documentation required by 41 CFR 60-2.10 (b)(1) (including organizational profiles, job group analysis, placement goals, etc.), documentation required by 41 CFR 60-2.10 (b)(2) (including designation of responsibility, identification of problem areas, action plans and internal audits), State EEO Office and federal EEO Commission surveys & investigations (with related documentation), federal EEO reports (See 29 CFR Part 1602), compliance evaluations, Program Summary (See 41 CFR 60-2.31), related correspondence and similar documentation.

Retention: Retain these records for a period of six (6) calendar years from the date of the document or when superseded by a new plan, whichever is later.

Disposition: Permanent: Transfer to State Archives