**Compliance Audits**

**Description:** These records document compliance audits of employers and insurers used to investigate complaints or possible violations (NRS 616A.400 et seq.; see also NRS 616C.700). The files may include, but are not limited to: complaints with associated documentation; investigation reports; violation records; hearing and appeals documentation and; audit reports (including follow-up audits).

**Retention:** Retain these records for a period of three (3) calendar years from the close of the audit.

**Disposition:** Destroy Securely

**Fines and Penalties**

**Description:** These records document the fines and penalties imposed by the division (See NRS 616A.400 and NRS 616D.120 et seq.). The files may include, but are not limited to: complaints with supportive documentation; investigative records including determination (NRS 616D.130); copies of hearing and court documents; payment records; and related documentation.

**Retention:** Retain these records for a period of three (3) fiscal years from the close of the case.

**Disposition:** Destroy Securely

**Performance Audits**

**Description:** These records document the regular performance audit of insurers of worker’s compensation insurance (see NRS 616B.003 et seq.). The files may include, but are not limited to: violation records; hearings, appeals and; audit reports with associated documentation.

**Retention:** Retain these records for a period of five (5) calendar years from the date of the audit report.

**Disposition:** Destroy Securely

**Subsequent Injury Claims**

**Description:** These records document the Subsequent Injury Accounts for Private Carriers, Self-Insured Employers, and Self-Insured Associations (See NRS 616B.545 et seq.). The files may include, but are not limited to: claim review documentation; bills and accident benefit payments; vocational rehabilitation reports and payments; legal documentation, violation records; hearing and appeals documentation and; final audit report.

**Retention:** Retain these records for a period of fifteen (15) calendar years from the close of the claim.

**Disposition:** Destroy Securely

**Workers Compensation Administration Files**

**Description:** These records document the administration of the Uninsured Employer’s Account (See NRS 616C.220 et seq.). The files may contain, but are not limited to: SIIS claims, reports and related documentation; Uninsured Employer’s claims documents; Copies of Hearings and Appeals documentation and; Related correspondence.

**Retention:** Retain these records for a period of fifty (50) calendar years from the end of the calendar year in which the case was closed.

**Disposition:** Destroy Securely

**Workers Compensation Claim Files**

**Description:** These records document complaints concerning workers compensation claims (See NRS 616A.465 and NRS 616D.120 (et seq.). The files may contain, but are not limited to: complaints with supportive documentation; investigative records; hearings and appeals documentation; determinations and; related documentation.

**Retention:** Retain this records series for a period of six (6) calendar years from the end of the calendar year in which the case was closed.

**Disposition:** Destroy Securely

**Workers Compensation Claim Index**

**Description:** The Index for Worker’s Compensation Claims mandated by NRS 616B.018 may consist of, but not limited to the following data: Claimant personal identifying; Employer and; Injury/disability

**Retention:** Retain this data for as long as Nevada law requires the index to be created and maintained.

**Disposition:** Destroy Securely