**State of Nevada  WILD: Operations Division**

Version Date: 10/16/2013

**1986100**  **Application Hunts: Big Game Hunts**

*Reviewed:* 02/13/2013

*Description:* These are the copies of all applicants by number order and name for all big game trophy hunts.

*Retention:* Retain these records for a period of fifty (50) calendar years from the year to which they pertain to document Application Hunt eligibility.

*Disposition:* Destroy Securely

**2004001**  **Application Hunts: Game Applications**

*Reviewed:* 02/13/2013

*Description:* This record series is used to document the applications for game tags and permits. The files may consist of, but are not limited to: applications with associated documentation; license agent reports, and; related correspondence.

*Retention:* Retain these records for a period of ten (10) calendar years from the end of the calendar year to which they pertain.

*Disposition:* Destroy Securely

**1986098**  **Application Hunts: Game Tag Lists**

*Reviewed:* 01/28/2013

*Description:* These records document the status of applicants after game tag draws.

*Retention:* Retain these records for a period of two (2) calendar years after the close of the application deadline.

*Disposition:* Destroy Securely

**2012036**  **Boats: County Funds Report**

*Reviewed:* 11/14/2012

*Description:* This is a report of boat registrations by county used to allocate funds to county school districts in accordance with NRS 488.075 (2). This is a regular report created from the database. The list includes transaction code, county of registration, fees and total disbursements.

*Retention:* Retain this report for a period of three (3) fiscal years from the end of the fiscal year to which it pertains.

*Disposition:* Destroy Securely

**1986059**  **Boats: Decals Issued but not sold**

*Reviewed:* 09/11/2012

*Description:* These are the Boat Registration and Aquatic Invasive Species (AIS) decals issued from inventory to agents, but returned unsold at the end of the year.

*Retention:* Retain for a period of six (6) months after the beginning of a new calendar year after a reconciliation is conducted to account for the decal numbers.

*Disposition:* Destroy Securely

**1986061**  **Boats: Registration Master File**

*Reviewed:* 11/14/2012

*Description:* This record series is a master file of boat certificate (registration) and ownership. The files may include, but are not limited to: application with supportive documentation; title documentation; boat identification information; erasure affidavit, lost title affidavit, etc.; US Coast Guard code and identification; out of state registrations, and; related correspondence

*Retention:* Retain these records for a period of twenty (20) calendar years after the confirmed destruction of the boat.

*Disposition:* Destroy Securely

**1986060**  **Boats: Unissued Decals**
These are the Boat Registration and Aquatic Invasive Species (AIS) decals which were never issued from inventory, but remain at the office until the end of the calendar year.

**2012037** Boats: US Coast Guard Report

Reviewed: 11/14/2012  
Description: This is an annual report of boat registrations to the US Coast Guard as required by 33 CFR 174.123. A copy is sent to the Department of Motor Vehicles for fuel tax purposes. This is a regular report created from the database. The "Report of Certificates of Number Issued to Boats" lists all boats registered including type of hull, type of power, auxiliary sail and length of boat.

Retention: Retain this report for a period of three (3) calendar years from the end of the calendar year to which it pertains.  
Disposition: Destroy Securely

**1986063** Boats: Voided and Unused Titles

Reviewed: 09/11/2012  
Description: These are titles for boats which were printed wrong, had incorrect information on them, had changes in ownership, were damaged or otherwise voided.

Retention: Retain these records until after completion of a reconciliation to account for the control numbers.  
Disposition: Destroy Securely

**1986083** Inventory: Collectable Stamps

Reviewed: 12/04/2012  
Description: These are the stamps kept beyond their valid year and sold to collectors.

Retention: Retain booklet covers of sold stamps for a period of six (6) months after the close of the license year, and until an audit to account for the control number can be completed.  
Disposition: Destroy Securely

**1986082** Inventory: Licenses Issued to Agents

Reviewed: 02/13/2013  
Description: These are the actual license inventory which was issued to an agent, and the unsold inventory returned at the end of the license year to clear agents account.

Retention: Retain these records for a period of six (6) months after the end of a license year.  
Disposition: Destroy Securely

**1986081** Inventory: Licenses Unissued

Reviewed: 02/13/2013  
Description: These records are the actual license inventory which was never issued to an agent.

Retention: Retain for a period of six (6) months after the end of a license year.  
Disposition: Destroy Securely

**1986086** Inventory: Multiple Year Documents

Reviewed: 09/11/2012  
Description: This record series consists of multiple year printed accountable numbered documents for licensing, hunts and boats issued as needed to agents.

Retention: Retain until superseded by an updated form.  
Disposition: Destroy Securely
Inventory: Stamps Issued to Agents
Reviewed: 02/13/2013
Description: These are the stamps issued to agents for hunting and fishing. The agent must return the covers of the sold booklets which were issued to him by the end of license year, as well as the unsold booklets.
Retention: Retain for a period of six (6) months after the end of the license year.
Disposition: Destroy Securely

Inventory: Stamps Unissued
Reviewed: 02/13/2013
Description: These are the stamps for hunting and fishing that were never issued to agents. These do not include collector stamps.
Retention: Retain for a period of six (6) months after the end of the license year.
Disposition: Destroy Securely

Licensing: Agent Files
Reviewed: 01/28/2013
Description: These are the files of agents that have been authorized to sell licenses, permits and/or boat decals. The files may include, but are not limited to: applications for License Agent with associated documentation including agent contract information; bond information; up to five years of agent sales reports; agent document supply lists; complaints and investigative records, and; related correspondence.
Retention: Retain closed agent files for a period of five (5) calendar years after closing.
Disposition: Destroy Securely

Licensing: License and Permit Holders
Reviewed: 02/13/2013
Description: This is a report of all license or permit holders used primarily for law enforcement purposes. The report contains data on, but is not limited to: Julian date, agent number, class code and number, name and address, state and county, issue date, birth date, and residency.
Retention: Retain these records for a period of ten (10) calendar years from the end of the calendar year to which they pertain.
Disposition: Destroy Securely

Licensing: Remittance Copy of Licenses
Reviewed: 01/28/2013
Description: These files contain remittance copies of licenses and permits.
Retention: Retain these records for a period of one (1) calendar year after the close of the license year.
Disposition: Destroy Securely

Reconciliation Files
Reviewed: 11/14/2012
Description: This record series documents the in-house audit of unused and/or unissued licensing, hunt and boat documents before they are destroyed. The files may consist of, but are not limited to record Disposal Request with associated documentation with related correspondence.
Retention: Retain this report for a period of three (3) calendar years from the end of the calendar year to which it pertains.
Disposition: Destroy Securely