

State of Nevada Approved Records Retention and Disposition Schedule

B&I: Real Estate Division

Schedule ID # 190901

Version Date: 6/12/2019

This version supersedes all previous versions.

1995060 Commission Case Files

Description: This record series consists of disciplinary hearings for real estate and appraisal licensees. The files may contain: Complaint, Notice of Complaint, Obligation to respond, Notice of hearing, Answer from Respondent, State's Exhibits, Respondent's Exhibits, Proof of Mailing, Findings of Fact, Conclusion of Law and Decision, Receipts for fines paid, education completed and possible District Court action.

Retention: Retain these records for a period of six (6) calendar years from the close of the case.

Disposition: Destroy Securely

1995062 Investigative Files

Description: This record series documents the investigation of complaints and results of audits. The files may contain, but are not limited to: complaints, complaint investigation documentation including investigative reports, copies of audits, copies of real estate documents, trust account records, correspondence, and any other pertinent documentation.

Retention: Retain these records for a period of three (3) calendar years from the completion and resolution of an investigation.

Disposition: Destroy Securely

2011022 Ombudsman Notices of Sale Files

Description: These records document the foreclosure notifications received by the Ombudsman from homeowner associations, etc. (See NRS 116.311635). The files may include, but are not limited to: Notice from association; Copy of informational letter from Ombudsman, and; Related correspondence

Retention: Retain these records for a period of one (1) fiscal year from the end of the fiscal year to which the record pertains.

Disposition: Destroy Securely

2017015 Real Estate Licensing Files

Description: These records document the licensing of individuals by the Real Estate Division in accordance with NRS Chapters 645, 645C, 645D and 645H. The records may include but are not limited to: original application and supporting documentation, informational documentation on the licensee, proof of pre-licensing education, proof of experience, examination results, renewal forms, continuing education and training verification records, verified statements, financial information, proof of payment of required fees, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the file closed.

Disposition: Destroy Securely

2004221 Sold Out Owner-Developer and Exemptions

Description: These files document the review of applications for compliance with the Land Sales Act (NRS Chapter 119). Exemptions and Owner-Developer files contain a copy of the contractor's license, purchase and sale agreement, title report(s), cover letter and plat map(s). Additionally, Owner-Developer files also contain a copy of the business license, confidential financial statement and an Owner-Developer application.

Retention: Retain these records for a period of one (1) calendar year from the date a project is sold out, not renewed, discontinued, or exempted following the provisions of NAC 119.200 through 119.250.

Disposition: Destroy Securely

1995061 Subdivision/Timeshare/Campground Filings

Description: This record series documents the review of applications for compliance with the Land Sales Act, Timeshare Act and Campground Act. Sale of Subdivided Land: documents the regulation of developers, review of application filings, handle exemptions, permits, issuance of public property reports (purchaser's disclosure documents) and advertising approvals. Timeshare files: documents review of application filings and of timeshare projects, issuance of permits, public offering statements and advertising approvals. Campground filings; documents regulation in regard to the sale of memberships, review of application filings, issuance of permits to sell, and advertising approvals. Files include questionnaire application requirements and extensive exhibit documentation verifying developer qualifications, Public Offering Statements and/or property reports.

Retention: Retain these records for a period of three (3) calendar years from the date a project is sold out, not renewed, or discontinued.

Disposition: Destroy Securely