

Nevada State Board of Accountancy

Making Nevada a Better Place to Do Business



STATE REQUIRED REPORTING 2024

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STATE REPORTING REQUIREMENTS

ADMINISTRATIVE

Agenda & Public Notice Posting – NRS 241.015(4)

All public bodies in the state who are required to post public notices must post their notices on the Public Notice Website. The Department of Administration maintains a central location/website for the posting of public notices.

Report Title: Public Notice Posting Website
Reporting To: Nevada Public Notice / Department of Administration
Report Period: Third 3rd working day before the meeting to be held

Procedure: Login at <https://notice.nv.gov>
Enter the information relating to the agenda or public notice such as date, time, location and the Boards website where the agenda or notice is posted.

The screenshot shows the 'Post New Notice' form on the Nevada Public Notice website. The form is organized into a grid of input fields with labels and instructions. The fields include: 'Title' (text input), 'Notice URL or Email Address' (text input with an example), 'Date Selector' (calendar icon), 'Time Selector' (time input), 'AM PM Selector' (dropdown), 'Public Body' (dropdown), 'Notice Type' (dropdown), and 'Notice Status' (dropdown). A 'Post Notice' button is located at the bottom left of the form. The website's navigation bar at the top includes links for 'Nevada Public Notice', 'Home', 'Entities', 'Public Bodies', 'Notices', and user options like 'Hello viki@nvaccountancy.com!', 'Log off', and 'Help'.

Controller Reporting - NRS 356.011(4)

Requires each regulatory board to submit to the State Controller a copy of the Boards Bank Statements for each account it holds in a Bank and the reconciliation of the accounts at the end of each fiscal year.

Report Title: Controller Reporting
Reporting To: State Controller
Report Period: Fiscal Year End – June 30th
Procedure: Submit Appropriate information to the State Controller's Office

State Controller Business License Information - NRS 353C.1965

Requires a licensing agency to provide to the State Controller the following information:

- The name, address and social security number or employer identification number, as applicable, of each licensee; and
- The business identification number of the licensee, if the licensee has a state business license.

3. A licensing agency shall provide the information described in subsection 2:

- (a) On or before February 1 of each year for licensees who renewed licenses from July 1 through December 31 of the previous calendar year; or
- (b) On or before August 1 of each year for licensees who renewed licenses from January 1 through June 30 of the current calendar year.

4. If the State Controller determines that the name of any licensee appears on the list established by the State Controller pursuant to subsection 1, the State Controller shall send a written notice to the licensee, which includes

**** Additional language for follow up not copied

Report Title: Business License Reporting
Reporting To: State Controller's Office
Report Period: Annually – Based on Renewal Period

Procedure: Licensing boards were required to modify their application and renewal forms to request Nevada Business License information. Several meetings were held to establish how the information would be submitted to the Controller's Office.

January 2021 State Boards were notified that the information should now be submitted to the Controller's office via a newly established portal in compliance with the Excel Template. The naming convention is the agency abbreviation underscore date and time stamp as MMDDYYYY. Sample ACCT_02122021. Obtain account access to the data transfer ftp KTL_Drop.

Consultants Reporting - NRS 333.705(7)

Requires each regulatory board to submit to the Interim Finance Committee, at least once every 6 months, a report concerning each consultant employed by the entity.

Report Title: Consultant Report
Reporting To: Interim Finance Committee
Deputy Fiscal Analyst / Fiscal Division
Report Period: January 1st – June 30th / July 1st – December 31st

Procedure: Submit Appropriate form saved as Consultant Reporting Form and return to charvey@lcb.state.nv.us

NRS 333.705(7) Consultant Reporting by Board or Commission to IFC				
Board or Commission: Nevada State Board of Accountancy				
Reporting Period: January 1, 2018 - June 30, 2018				
Number of Consultants Contracted by the Board or Commission: 3				
	Consultant Name	Purpose for Contracting with the Consultant	Length of Time the Consultant Has Been Employed	Amount Paid to Consultant from Board or Commission
1	Allison Mackenzie Pavliakis Wright & Fagan	Legal Counsel	Contracted with Board for 35+ Years	\$ 72,605
2	Kaempfer Crowell Renshaw Gronauer & Fiorentino	Lobbyist	Contracted with Board for the past 10 years	\$ 9,000
3	Louis Ling, Esq	Legal Counsel	Contracted with Board for 5+ years	\$ 1,290
4				\$ -
5				\$ -
6				\$ -
7				\$ -

Fines/Penalties – NRS 628.140

Provides how money is collected and to be utilized. It also requires fines imposed from disciplinary hearings be deposited with the State Treasurer for credit.

Reporting To: Office of the State Treasurer
Reporting Period: Quarterly
Procedure: Run a report from QuickBooks to verify the amount of Fines/Civil Penalties for the Quarter and issue check to be paid to the State Treasurer.

Elected Officials Listing - NRS 286.421(3)

States that persons chosen by election or appointed to service in elected offices of shall not have their salary adjusted under the Employer-Pay Contribution Plan. To ensure that benefits are calculated accurately, the Public Employees Retirement System requires a list of names and other pertinent information of the board appointed members.

Report Title: Elected Officials Listing
Reporting To: Public Employees Retirement System (PERS)
Report Period: Monthly – during payroll submission
Procedure: Respond with spreadsheet of requested information and send via email to the person in charge of collecting the information.

Employee Salary Reporting

The Department of Administration requires all regulatory boards to provide personnel information that includes the number of full-time employees, the salary and benefit costs associated with each position for rate and assessment determination.

Report Title: Licensing Board Log for Rate Assessment
Reporting To: Department of Administration – Budget Division
Report Period: Biennial Budget Period

Procedure: Complete the provided spreadsheet and email back to the assigned budget analyst.

Licensing Board Log for Rate and Assessment Determination											
B/A	NV STATE BOARD OF:	Request for Information	Received	Budgeted		Projected		Budgeted		Projected	
				FTE FY16	FTE FY17	FTE FY18	FTE FY19	FY16 funding	FY17 Funding	FY18 Funding	FY19 Funding
B001	Accountancy	4/11/2016		2	2	2	2	\$ 173,200	\$ 173,200	\$ 210,200	\$ 210,200
B002	Architecture, Interior Design & Residential Design	4/11/2016		7	7			\$ 425,741	\$ 434,256		
B003	Audiology & Speech Pathology	4/11/2016		0	0			\$ -	\$ -		
B004	Barber's Health & Sanitation	4/11/2016		0	0			\$ -	\$ -		
B005	Chiropractic Examiners	4/11/2016		2.5	2.5			\$ 157,500	\$ 165,375		
B006	Cosmetology	4/11/2016		19	19			\$ 1,284,350	\$ 1,340,255		
B007	Dental Examiners	4/11/2016		7	7			\$ 545,000	\$ 610,000		
B008	Engineers & Land Surveyors	4/11/2016		7	7			\$296,982	\$305,891		
B009	Funeral Board	4/11/2016		1	1			\$ 43,200	\$ 43,200		
B010	Hearing Aid										

Fiscal Audit - NRS 218G.400

Requires each regulatory board to be audited annually by a certified public accountant (CPA). The audit report must be filed with the Legislative Auditor and the Chief of the Budget Division by December 1st of each year the audit is prepared.

Report Title: Board Financial Statement Audit
Reporting To: Legislative Counsel Bureau / Audit Division
Report Period: Annually – Due by December 1st.

Procedure: Once the Board's financial statements have been approved at the Board's November meeting the finalized statements are then sent via email to the LCB and Governor's office.

LCB Reporting - NRS 622.100

Requires each regulatory body to report to the Director of the Legislative Counsel Bureau a quarterly report that includes a summary of the following:

- Disciplinary action taken;
- Number of licenses issued;
- Total number of applications for licensure received;
- Number of applications rejected by the Board;
- Average number of days between the date of rejection of an application as incomplete and the resubmission by the applicant of a complete application;
- A list of each reason given by the regulatory body for the denial of an application and the number of applications denied by the regulatory body; and
- The number of applications reviewed on an individual basis by the regulatory body

Report Title: Report of Occupational Licensing Boards
Reporting To: Legislative Counsel Bureau
Time: Quarterly – Due the 20th day of January, April, July & October

Procedure: Website: <http://www.leg.state.nv.us/>
General Info > Reports of Occupational Licensing Boards
Administrator Log In

Enter the information for each tab titled Disciplinary Actions, Licensing Totals, Denial Totals. You must release all records upon completion of the data that has been entered.

Your login was successful.

General Information/Excel	Disciplinary Actions	Licensing Totals	License Types	Denial Totals	Denial Reason Types	Users	Instructions
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Disciplinary Actions

Select Quarter: **Year 2018 Qtr 3--Quarter End Date: 09/30/2018** Total records reported for this quarter: 0

This board has no disciplinary actions to report this quarter. ☐

Add New Disciplinary Action Record

License Type:	Certified Public Accountant	License Number:	
Company (optional):			
Licensee Name (optional)			
Prefix:	First Name:	Last Name:	Suffix:
Action Taken:			
<div></div>			
Basis for Action:			
<div></div>			
Commencement Date:		mm/dd/yyyy (required)	Final Action Date: mm/dd/yyyy
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

****Note Criminal petition information must be sent to the LCB separately as the legislative website has not been updated to include this reporting information.**

Language Access Plan - NRS 232.0081

Every two years the Board must review the developed Language Access Plan (LAP) Reporting of the information and the review is sent to the Governor's Office of New Americans, Nevada Office of Minority Health & Equity and Nevada Commission on Minority Affairs. The contact is ONAINfo@ona.nv.gov or (702) 486-0800.

Military Information Reporting - NRS 622.120

Annual report to Interagency Council on Veterans Affairs on Military and veteran status of applicants for license is required. A regulatory body shall collect information regarding the number of veterans and service members who have:

- Applied for a license from the regulatory body
- Been issued a license by the regulatory body
- Renewed a license with the regulatory body.

The forms used by the regulatory body must include the following language:

- Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?"
- Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States and separated from such service under conditions other than dishonorable?"
- Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States and separated from such service under conditions other than dishonorable?"

Report Title: Veteran/Military Information
Reporting To: Interagency Council on Veterans Affairs and
Nevada Department of Veterans Services
Report Period: Annually – Due by November 30th

Procedure: Generate an excel spreadsheet with the collected information.
Email the information to both agencies as noted above

	A	B	C	D	E
	Branch	Start Year	End Year		
1	NAVY	1969	1973		
2	ARMY	1970	1972		
3	US ARMY	1966	1972		
4	AIR FORCE	1975	1979		
5	CALIFORNIA ARMY NATIONAL GUARD	1967	1977		
6	AIR FORCE	1985	1989		
7	ARMY	1957	1959		
8	U S ARMY	1968	1970		
9	AIR FORCE - NEVADA AIR GUARD	1965	1969		
10	U S AIR FORCE	2001	2006		
11	USMC	1986	1994		
12	NAVY RESERVE	1967	1973		
13	U S ARMY	1960	1968		
14	ARMY	1957	1962		
15	AIR FORCE	1985	1988		
16	AIR FORCE	1965	1968		
17	USMC	1968	1972		

State Inventory - NRS 333.220, SAM 1544/SAM 1560

Requires all “using agencies” to conduct an annual physical inventory of their personal property and report the disposition of property to the Department of Administration, Purchasing Division. Agencies are required to report inventory over \$5000. Agencies should maintain a separate list for items under the \$5000 cap as well.

Report Title: State Inventory Listing
Reporting To: Nevada State Purchasing Division
Report Period: Annually

Procedure: Provide updated list of inventory items that are over the required \$5000 cap or computer equipment for reporting to the State.

Location	Fixed Asset Type	Fixed Asset Number	Description	Serial Number	Asset Value	Asset PO Number	Acquisition Date
'0700	'X	'0199568	'SHREDDER F/PAPER 38/19/20"	'585855	\$ 1,223.00	'P14492	7/14/1992
			Total Amount under \$2500		\$ 1,223.00		
'0700	'X	'0223372	'WORKSTATION CLERICAL	'WOODROSE	\$ 2,916.54	'M13574	9/26/1996
		350545	Lenovo Think Pad Laptop		\$ 2,868.71	Direct Purchase Lenovo	12/23/2015
		350547	Lenovo Think Pad Laptop		\$ 2,868.71	Direct Purchase Lenovo	12/23/2015
			Total Amount \$2500 and Over		\$ 8,653.96		
			Total Amount		\$ 9,876.96		

Strategic Plan

The is not a specific requirement to provide the Strategic Plan to the Governor's office, however it is recommended that one is developed and sent at the beginning of each fiscal year. Note: specific citation for requirement could not be found.

Report Title: Strategic Plan
Reporting To: Governor's Finance Office / Budget Division
Report Period: Annually

BOARD MEMBER REPORTING

Board Member Oath of Office – NRS 281.030

Upon appointment to the Board the new member shall send completed and notarized Oath of Office to the Governor's Office.

Report Title: Oath of Office
Reporting To: Governor's Office
Report Period: Upon Appointment

State of Nevada

County of _____

I, _____, do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States, and the Constitution and government of the State of Nevada, against all enemies, whether domestic or foreign, and that I will bear true faith, allegiance and loyalty to the same, any ordinance, resolution or law of any state notwithstanding, and that I will well and faithfully perform all the duties of the office of

Member, Nevada State Board of Accountancy (NRS 628.035) (11/1/2016 to 10/31/2019)

on which I am about to enter; (if an oath) so help me God; (if an affirmation) under the pains and penalties of perjury.

Subscribed and sworn to before me this _____ day of _____, A.D. 20____.

Board Member Financial Disclosure – NRS 281.559

Each Board Member shall file with the Secretary of State a financial disclosure statement within 30 days of appointment and each year while on the Board on or before January 15th.

Report Title: Financial Disclosure Statement
Reporting To: Secretary of State / Electronic Filing Division
Report Period: January 15th

Board Member & Staff Acknowledgement of Statutory Ethical Standards
– NRS 281A.500

Upon appointment a Board Member or a new employee of the Board must be informed of the statutory ethical standards and must file the acknowledgement form of statutory ethical standards to the Commission on Ethics.

Report Title: Acknowledgement of Statutory Ethical Standards
Reporting To: Commission on Ethics
Report Period: Upon appointment/employment &
January 15th each even numbered year

Board Member Training on Responsibilities – NRS 622.200

Each Board Member shall receive a written summary of the duties and responsibilities of a member of the regulatory body; and receive training on those duties by the Attorney General.

Report Title: Board Member Responsibility Training
Reporting To: Attorney General's Office
Report Period: Upon Board Member Appointment

Board Member & Staff Training on Sexual Harassment & Discrimination
– EO 2019-1

Each Board Member shall receive training on Sexual Harassment & Discrimination and must complete a form indicating the training has been received within 6 months of appointment to the Board with refresher training every 2 years.

Report Title: Sexual Harassment & Discrimination Training
Reporting To: Attorney General's Office
Report Period: Upon Board Member Appointment / Every 2 Years

CONTRACTS

Agency Contract Manager – NRS 333/NAC 333/SAM 0322

Certification is required through the State Purchasing Division's Contract Certification course. This is a 2-day course and is required to be taken every 2 years for ability to enter Contracts into the State's CETS system for all required Board of Examiner (BOE) approved contracts.

Contract Approval – NRS 333.030

State Administrative Manual provides that all contracts for outside services over a certain amount must be approved by the State Board of Examiners. The contracts also require Attorney General review and signature prior to submission.

Report Title: Contracts for Legal Counsel, Lobbyist, and Auditor
Reporting To: Board of Examiners / Budget Division
Report Period: Submission by BOE Deadline Date based on Meeting Schedule.

Procedure: All contracts must be entered into the State CETS system by a Certified Contract Manager. The contracts are entered into the system and a Contract Summary page is generated by the system for inclusion with the 3 original signed contracts. The contracts are then submitted to the Budget Division for processing/approval.
Note: Board of Accountancy Executive Director is a Certified Contract Manager.

Independent Contractor Reporting Requirements – SAM 0325

Report Title: Independent Contractor Reporting
Reporting To: Attorney General's Office
Report Period: See Schedule Below

Quarterly: Report summarizing significant developments in regard to the subject matter of the contract and significant services performed under the contract.

As Needed: Notification of any significant developments to potential legal matters; litigation involving potential liability to the State.

Upon Completion: Copies of final version of work product relative to any legal matter.

Conflicts of Interest: Consult with Attorney General's Office

LEGISLATION

Review of Rules of Practice – NRS 233B.050

Report Title: Review of Rules of Practice
Reporting To: Secretary of State
Report Period: Every 3 Years

Each agency shall review its rules of practice at least once every 3 years and file with the Secretary of State a statement setting forth the date on which the most recent review of those rules was completed and describing any revisions made as a result of the review.

Report Title: Review of Regulations
Reporting To: Legislative Counsel Bureau
Report Period: Every 10 Years

Each agency shall review its regulations at least once every 10 years to determine whether it should amend or repeal any of the regulations. Within 30 days after completion of the review the agency shall submit a report to the Legislative Counsel Bureau for distribution to the next regular session of the Legislature. The report must include the date on which the agency completed its review of the regulations and describe any regulation that must be amended or repealed as a result of the review.

Bill Draft Requests – NRS 218D.175 / SAM 2514

All bill draft requests must be made to the Governor's Finance Office for consideration of inclusion in the upcoming legislative session list of proposed bills. The deadline is established by the Director and has been on or before August 1 preceding the convening session. Note: Historically the Boards bills have not been approved through the bill draft request, therefore causing boards to have their bills sponsored by an member of the legislature.

Legislative Counsel Bureau (LCB) Fiscal Note Analysis Division

Online fiscal note management system to help improve accessibility to legislative information and the timeliness and quality of fiscal note preparation.

Report Title: Fiscal Note Analysis
Reporting To: Legislative Counsel Bureau
Report Period: Legislative Sessions – Due upon receipt of Fiscal Note Request

Procedure: Complete the Fiscal Notes Contact Form for each Legislative Session. Once it has been approved you will be able to log into the Fiscal Note website. LCB will send an email requesting your fiscal analysis of any bill that might have an impact to the Board and/or the profession it regulates.

MISCELLANEOUS

Background Check/Fingerprinting Authority Audit – NRS 628.190 / NAC 179A.080

The Nevada Department of Public Safety, Records Communications & Compliance Division manages Nevada's Criminal History Record Information system. The FBI requires compliance audits of Nevada's noncriminal justice agencies with indirect access to these systems through the submission of fingerprints.

Report Title: Department of Public Safety Audit
Reporting To: Department of Public Safety
Report Period: At the request of the Division (Every 3-5 Years)

Procedure: The Department of Public Safety last audited the Board in October 2018. After reviewing the Audit Process Information Pkt (150 pgs.), the audit requires the Board to complete the 7-page questionnaire. Following the submission of the questionnaire, an in-person review is also scheduled and performed to assure that the Board is following the guidelines to continue receiving background information for licensees.

Building Leases – NRS 331.110 / SAM 0336 / SAM 1020

Reporting To: Board of Examiners (BOE)
Report Period: Upon approval with annual lease assessment

Each Board must have their leases reviewed and signed by the Attorney General assigned to their agency. The lease is then sent to the Board of Examiners for approval. Note: The lease does not get entered into CETS as the other contracts do.

Reporting To: Buildings & Grounds
Report Period: April 1 but no later than June 30 of each year

Procedure: Provide to the Administrator an inventory of all real property owned by the State. Each inventory must identify:

- (a) Real property that is being actively used by the Board
- (b) Real property that is not being actively used by the Board
- (c) Real property that is not being used by the Board but which is reasonably anticipated to be actively used by the Board in the future.

Executive Branch Audit Committee (EBAC) - NRS 353A.090

The Internal Audit Division of the EBAC may periodically request information of Boards to determine the adequacy of their system of accounting, administrative control and financial management systems.

Report Title: EBAC Report
Reporting To: Internal Audit Division of the Executive Branch Audit Committee
Report Period: At the request of the Audit Committee

Procedure: EBAC Audit was last requested of Boards during the calendar year 2018. The Boards have responded to Phase II of the audit with follow up from Phase I that was due by October 2018.

Legislative Sunset Review - NRS 232B.040

The Legislative Commission shall conduct the review of agencies directed by the Legislature to determine whether each agency should be terminated, consolidated with another agency or continued.

Report Title: Sunset Review Report
Reporting To: Sunset Subcommittee of the Legislative Commission
Report Period: At the request of the Subcommittee

Procedure: Sunset Review was last requested of Boards during the 2018 Interim Legislative Session.
Boards responded with the information as requested and provided testimony at the scheduled hearings.
October 2018 Board received continuation letters from Subcommittee.

Property Insurance – NRS 331.187 / SAM 0504

Each agency shall deposit in the fund an amount equal to its insurance premium and other charges for potential liability, and administrative expenses, as determined by the Risk Management Division. Note: This is required to be paid in addition to any external insurance policies the Board may already have.

Reporting To: Risk Management Division
Report Period: Annual Assessment

Tort Claim Insurance – NRS 41.031 / SAM 2900

Each agency shall deposit in the fund an amount as assessed by the Attorney General's Office. Note: This is required to be paid in addition to any external insurance policies the Board may already have.

Reporting To: Attorney General Office
Report Period: Annual Assessment

The Board is required to submit information relating to the Boards employees that receive health care benefits through the State. The reporting includes a calculation for both the AEGIS & REGI Assessments.

Report Title: AEGIS Remittance / REGIS Remittance
Reporting To: Public Employees Benefit Program (PEBP)
Report Period: Monthly

Procedure: In order to calculate the monthly amount to be sent to PEBP the Board must complete the monthly calculation spreadsheet for both the AEGIS & REGI assessments. The calculation forms are submitted by mail with the check for payment.

[illegible]

PUBLIC EMPLOYEES' BENEFITS PROGRAM

PEBP

Health Matters.

Remittance Advice Fiscal Year 2019

Please indicate the amounts paid for each group for which you are paying.
State agencies, boards and commissions, please indicate amount paid toward AEGIS and REGI assessments.

Group Number	Group Name	Premium Month	Employee Premium	ARRA COBRA Subsidy	AEGIS ** Assessment	REGI ** Assessment	Total
138	Board of Accountancy	Sept				\$ 429.00	\$ 429.00
						\$	
						\$	
						\$	
						\$	
Total:			\$	\$	\$	\$ 429.00	\$ 429.00
Total amount of check							\$

Public Employees Retirement System (PERS) – NRS 286

The Board is required to submit information relating to the Boards employees that are enrolled in PERS for retirement contributions. In addition, information must also be submitted that includes staff, investigators, and Board Members that are not enrolled in the retirement system.

Report Title: PERS Monthly Statement
Reporting To: Public Employees Retirement System (PERS)
Report Period: Monthly

Procedure: Information once updated must be emailed, faxed and included in the deposit at the bank

Panel Member Appointments – Committee on Local Government Finance NRS 354.105

The Board is required to submit the names of two individuals to serve on the Committee on Local Government Finance. The term for appointment is three years. Members can be re-appointed for consecutive terms as approved by the Board.

Report Title: Panel Member Appointments
Reporting To: Director of State of Nevada Department of Taxation
Report Period: Every Three Years (next appointment March 2023)

Fact Finding Panel Members – NRS 288.202 - REPEALED

Within 5 days after receiving notice of a request for fact finding panel members, the Board shall submit to the Commissioner and each party to the dispute a list of five names of their licensees who would serve on a panel. The Board maintains a list of interested individuals to serve as the panel members.

Report Title: Fact Finding Panel Members
Reporting To: Commissioner, Local Government Employee-Management Relations Board.
Report Period: Upon Request
No Longer Required

RECORDS

Fixed Asset Records - NRS 333/NAC 333/SAM 1560

As needed report any changes to the fixed asset records to the State Purchasing Division.

Board Printed Publications – NRS 378.180

Each state agency shall upon release of each of its publications, provide the Center with an electronic version of the publication. If a publication is only available in paper form, the state agency shall deposit 10 copies of the publication with the Center. The publication must include (1) the date on which the publication was initially released by the agency; and (2) submit the electronic version of the publication in accordance with regulations adopted by the State Library & Archives and Public Records Administrator.

Records Retention & Disposition – NRS 239 /SAM 2018

Notification of agency appointed records management officer. Review of Records Disposition Authorization (RDA) Schedule. Attend courses provided by the State Library & Archives regarding the retention of the agency's records. Attendance recommended every other year.

Staff Training on Records Retention & Disposition – NRS 239.083(2)(a)

Each head of agency shall require each employee of the agency, whose duties include the management of the retention and disposal of any official state records of the agency to complete the program of education and training on the retention and disposition of official state records that is developed and conducted by the Division pursuant to subsection 1. Note: The frequency of the course for staff is not known, however staff attends the courses annually.

Secretary of State – SilverFlume

SilverFlume is the website for customers to find out all of the business licensing, permitting and registration steps that are required across all agencies in Nevada. The Board is required to set-up and maintain the various industry codes associated with licensure for our agency. Included is information of what is required for each of the types of licensure. Periodic maintenance is required by the Board.

(Revised 8/2021)