STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

BRIAN SANDOVAL
Governor

TERRY JOHNSON
Director

JIM dePROSSE
Administrator

Manufactured Housing Division
Internal Policy for Division Website Posting of Disciplinary Notices

Upon the signature and dated approval by the Administrator of the State of Nevada Manufactured Housing Division ("Division"), the Division will post within ten (10) days, the signed Disciplinary Action Notice on the Division's website:

http://mhd.state.nv.us/DisciplinaryActions.htm

The website posting of a Disciplinary Notice shall be maintained for a minimum period of seven (07) years from the date of the Administrator's signature approving the Notice.

For each disciplinary notice posting that has expired after seven (07) years from the date of the Administrator's signed approval, the Administrator shall review the expired posting(s) no later than twenty-one (21) days after the expiration date.

The Administrator may at his or her discretion:

- Issue written instructions to staff for the removal of any disciplinary notices that have reached their expiration date and the removal of such notification will not endanger public safety. The written instructions will be placed in Division records.
- Determine that a disciplinary notice will be continued to be posted on the Division's website for an additional three (03) years based on circumstances, severity of the issue(s) and/or the continued need for public safety, The Administrator's instructions will be issued in writing to staff and placed in Division records upon implementation.
- Determine at the expiration of the three (03) year extension, the continued need for public safety, by either extending the posting for an additional time period to be determined or requesting that the posting be removed from the Division website. The Administrator's instructions will be issued in writing to staff and placed in Division records upon implementation.

Upon receipt of the Administrator's written instruction, staff will implement the requested change(s) within five (05) days.

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