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**Nevada State Department of Administration**

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The Nevada State Department of Administration was created by the Statutes of 1963, incorporating the functions of four state offices: the State Department of Buildings and Grounds had taken over from the State Board of Control in 1949; the **Department of Purchasing** had been created in 1951; the Advisory Personnel Commission (1953) and the Budget Division.

Through the years further changes were instituted in the composition of the Department of Administration. In 1979 the Risk Management and the Hearings divisions were included. In 1984 Buildings and Grounds as well as Purchasing were placed under the Department of General Services; in 1986 Personnel became a department on its own right. By 1990 the Department of Administration consisted of the Budget Division, the Risk Management Division, and Hearing Division.

In addition to the records listed below, the Department transferred the records of the **Virginia and Gold Hill Water Company, now known as the Marlette Water Company**, to the Nevada State Archives. The company records were acquired when the State of Nevada acquired the Company in 1963.

<b>Records Description</b>	Dates: 1981-1993	Volume: 21.3 c.f.
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<b>General Files</b>	1981-1988	1 cu.ft.
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The one box of General Files consists of a variety of subjects: Victims of Crime Program Statistics; division file on St. Mary's Hospital, and Remedy Health Services Appeal of Certificate of Need. The records are arranged chronologically under each subject.

<b>Director's General Correspondence File</b>	1986-1990	15.5 cu.ft.
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This series constitutes the bulk of the records in the collection, and is made up of correspondence of the Director with the various state agencies and services, including general government, regulatory, education, public safety, conservation and natural resources, boards and commissions. The arrangement is generally alphabetical by agency or service, and chronological under each.

<b>Department of Administration Records</b>	1985-1988	1.5 cu.ft.
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This series includes records from the purchasing division, the food distribution program, commodities, and quarterly usage reports, in chronological order under each subject.

<b>State Motor Pool Administrator's File</b>	1981-1993	3 cu.ft.
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The first two boxes in this series are miscellaneous collection of correspondence and other materials received by the office of the State Motor Pool. The arrangement is haphazard and there is no evident order. The third box is a file copy of all the correspondence sent from the office of Administrator Dennis Colling. These are properly arranged in chronological order by dates.

<b>Las Vegas Hearing</b>	1986-1989	.3 cu.ft.
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This series consists of a single file folder of the Hearing Officer in Las Vegas. Arrangement in chronological order.