

State Records Center

Policy and Procedures

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Nevada State Library and Archives

Records Management

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1. Policy on Accepting Records

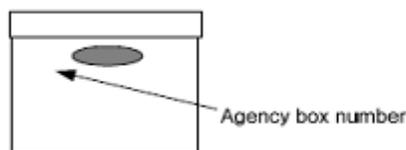
For a state agency to be eligible for services at the State Records Center (SRC), certain criteria must be met:

- The agency must be an Executive Branch agency
- The agency must have a Records Official within the agency, in accordance with [NAC 239.700](#)
- The records must be classified as “official records,” as interpreted in [NAC 239.705](#)
- The records must be assigned to an authorized records disposition authorization (RDA), in accordance with [NRS 239.080](#)
- The event date that triggers the retention period for the records must have occurred. (The event date is the date from which the retention period is calculated, e.g. , ...from the date action completed, ...from the date the contract is terminated, ...from the end of the fiscal year, etc.)

- The records must have a minimum of one (1) year of its retention period remaining
- The records must be inactive; records are usually considered inactive if they are referred to or used less than once per month per cubic foot
- The records may not be source (paper) documents that are duplicated on microfilm or digitized and stored electronically. An exception is if duplicate storage is necessary to satisfy program requirements. All exceptions must be approved by the State Records Manager
- The records must be packed, organized, and labeled correctly

2. How to Box Records

- All records must be packed in standard records center storage box.
 - Boxes must be standard records storage boxes with lift-off lids, available through contracted office supply vendors and measure approximately 12"W x 15"L x 10"H.
 - Boxes must be new and free of all markings except for the agency box number as described below in #4.
 - Unauthorized or damaged containers will not be accepted.
- Packing the boxes.
 - Pack boxes in an organized manner in the same order as they are filed in the office.
 - Place letter size records in the box facing the front end.
 - Place legal size records in the box sideways, facing the left-hand side of the box.
 - Stack computer printouts and ledgers on their backs facing the lid of the box.
 - Folder tabs should be in good, readable condition.
 - Remove the records from the hanging folders and 3-ring binders, if necessary, replace with manila folders before packing.
 - Do not put records with different disposal dates in the same box.
 - Do not put records with different RDAs in the same box.
 - Do not over pack the boxes.
 - Boxes should be packed to 90% capacity, leaving approximately 1-1/2 inches of free space in the box to facilitate referencing.
 - It is not necessary to remove report covers, binder clips, paper clips or staples.
 - Do not stack above or in any way obstruct the box hand holes.
 - Box lids should fit securely over the box when it is packed. Over-packed boxes will not be accepted.
 - Boxes should weigh no more than 35 lbs. Overweight boxes will not be accepted.
- Agency box number.
 - Number boxes in consecutive order.
 - Write the number on the front end of the box, to the left of the handhold (see illustration below).



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- Do not enter duplicate numbers
- Do not put the box numbers on lids.
- Do not write any other text or numbers on the box. Boxes which have been marked up will not be accepted.

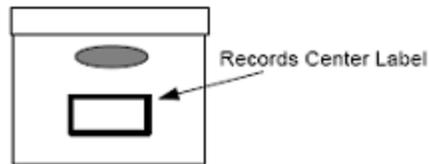
3. Records Transfer Request

After packing the boxes, log on to the State Records Center Web Module to process the Records Transfer Request. For instructions on how to use the Web Module, please refer to the Training Slides.

- Paper transfer forms will not be accepted.

4. Box Labels and Delivery

- Upon receipt of the transfer request, the SRC staff will either process the transfer request or reply to you with comment.
- After the SRC staff has processed the transfer request they will print the labels for the boxes and send the labels with a transmittal letter to you.
- You will apply the labels on the front end of the appropriate box, centering the label on the narrow end of the box, below the handhold (see illustration below).



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- You must call the SRC to schedule a delivery appointment. 775/684-3411.
 - You must call to schedule the delivery appointment within 2 weeks of receipt of the labels.
 - If you fail to schedule within this time period, the transfer request may be cancelled and you may have to submit a new transfer request.
 - If you miss your appointed delivery time, you must call to reschedule a new delivery appointment. Deliveries outside of appointed times will be refused.
 - Agencies using State Mail to transfer boxes must understand there is no systematic tracking of items sent, missing boxes or records are not the responsibility of the SRC.
 - Once records arrive at SRC, the staff checks general contents and disposition dates against the records transfer list. Note: During peak periods, requests are handled on a first come, first served basis.

5. Authorization List

- The records stored at the State Records Center remain in the legal custody of the agency of origin. Both legal custody and control of access to the records is retained by the agency until the records are either transferred to the State Archives or destroyed.
- Each agency must maintain a list with the SRC identifying all agency staff with rights to access agency records. This list must be reviewed and updated annually by the agency.

- The list is typically limited to five agency staff. All exceptions in excess of five must be approved by the State Records Manager and/or the NSLA Administrator.
- The agency must submit periodic changes (i.e., new employees, separations, re-organizations, reassignments, etc.) that may occur throughout the year.
- Access to records is limited to the staff authorized by the agency.
- No unauthorized person will be allowed access to any record, security copy of microfilm, computer backup tape, etc., stored in the SRC.
- If an agency allows individuals not employed by the agency to review or make copies of records, then the agency must send a staff member who has rights to access agency records to accompany and oversee these individuals while in the SRC.

6. Requesting Records

- All records requests are processed electronically through the Records Center Web Module. For instructions on how to use the Web Module, please refer to the Training Slides.
- Requests will be processed and made available on the same day, with the exception of:
 - Records requested made after 3:00 p.m. will be pulled and made available the following business day.
 - In cases of exceptional workload or staff shortages, records requests can take up three working days to fulfill.
- Items can be picked up, mailed, or reviewed at the State Records Center.
- In most cases, the Records Center staff will pull only the boxes and not individual file folders or documents.

7. Retrieving Records

Local agencies:

- It is the requestor's responsibility to monitor the status of the request on the Web Access Module. Once the status changes from "on request" to "checked out" the requested files are ready for pick-up.
- Only the requestor may retrieve the records unless the requestor has specifically identified a designee. Anyone retrieving records must be identified on the current Authorization List and may be asked to present some form of state-issued photo identification.
- All visitors retrieving records must sign-in. Visitors must be escorted by SRC staff when while in the storage area.

Out-of-town agencies:

- The requests will be filled and returned by either State Mail, U.S. Postal Service, or FedEx Ground to the requesting agency (must be the agency which created the records).
- Agencies using State Mail must be aware there is no systematic tracking of items sent, missing items are not the responsibility of the SRC.

8. Records Destruction

- Records stored in the records centers will be destroyed when their retention is no longer required as indicated by approved Records Retention Schedule.
- Destruction of records will occur periodically throughout the year. The SRC will send a Notice of Disposition to the agency Records Official for review.
- If there is no valid reason to retain the records longer than the authorized retention period, no action is required by the agency.
- The SRC staff will automatically arrange for the appropriate disposition for the records, to include shredding or transfer to the State Archives.
- If the agency wishes to postpone destruction, then the agency must make arrangements with the SRC to retrieve and relocate the records prior to the destruction date identified in the Notice of Disposition. |

Disposition Holds

if an agency has a disposition hold on their records, the agency Records Official must contact the SRC immediately and submit a letter to the SRC explaining the hold along with documented evidence of the hold.