



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
100 N. Stewart Street
Carson City, Nevada 89701
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**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: April 13, 2016
TIME: 1:15 p.m.
LOCATION: Nevada State Library and Archives Building
Board Room
100 North Stewart Street
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Agenda

- 1. Call to Order, Welcome, Roll Call**
- 2. Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
- FOR POSSIBLE ACTION 3. Review, correct, if necessary, and approve the minutes from the February 10, 2016 meeting**
- FOR POSSIBLE ACTION 4. Employment Training and Rehabilitation – Vocational Rehabilitation**
A. RDA 1990534: Vocational Rehabilitation Client Case File
- FOR POSSIBLE ACTION 5. Department of Environmental Protection**
A. RDA 2005018: Fiscal Year Paid Invoices (Fees)
B. RDA 2005084: State Environmental Commission Files
- FOR POSSIBLE ACTION 6. Department of Corrections, Offender Management**
A. RDA 1992717: Inmate Central File (C-File)
B. RDA 1992718: Inmate Institutional File (I-File)

- C. RDA 2016015: Inmate File: Permanent
D. RDA 2016016: Inmate File: Notorious/Infamous
- FOR POSSIBLE ACTION** 7. **Department of Administration, Library, Archives and Public Records, Library Services**
A. RDA 2016009: Talking Book Program Patron File – Non Activated
- FOR POSSIBLE ACTION** 8. **General Schedule**
A. RDA 2003072: In Car Recordings
B. RDA 2015003: Calendars: Constitutional Officers
C. RDA 2006059: Professional and Occupational Licensing
D. RDA 2016007: Occupational Licensing
- FOR POSSIBLE ACTION** 9. **Office of the Secretary of State**
A. RDA 2016010: Appointment of Registered Agent by a Court-Appointed Nonresident Guardian of Adult
- FOR POSSIBLE ACTION** 10. **Update regarding the recommendation of expansion of the composition of The Committee to Approve Schedules for the Retention and Disposition of Official State Records**
- FOR POSSIBLE ACTION** 11. **Nevada Department of Transportation Update (Discussion Only)**
- FOR POSSIBLE ACTION** 12. **Discuss future agenda items**
Department of Public Safety: General Services Division
Department of Wildlife
Department of Public Works
Parole and Probation
Commission on Ethics
- FOR POSSIBLE ACTION** 13. **Informational Items (Discussion Only)**
- FOR POSSIBLE ACTION** 14. **Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020).
- FOR POSSIBLE ACTION** 15. **Confirm time of next meeting**
Next meeting scheduled for May 11, 2015 at 1:15pm
- FOR POSSIBLE ACTION** 16. **Adjourn**

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Michelle Byrne in writing at the Records Management Program 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email mbyrne@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the Records Management Program at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library and Archive prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting Michelle Byrne at mbyrne@admin.nv.gov

This agenda has been posted at the following locations:

The Nevada State Library and Archives
100 North Stewart Street
Carson City, NV 89701

The Nevada Legislature
401 S. Carson St.
Carson City, NV 89701

Washoe County Library
301 South Center Street
Reno, NV 89505

The Las Vegas/Clark County Library District
1401 E. Flamingo Road
Las Vegas, NV 89119

NSLA website: www.nsla.nv.gov

As required by [NRS 232.175](#):
<https://notice.nv.gov/> Under the Department of Administration, State Records Committee.