

*Committee Packet for
The "State Records Committee"
June 11, 2014*

● **Agenda:**

Introductions and Roll Call:

Chairman Scott Anderson

PUBLIC COMMENT: Comment may be limited to 5 minutes at the discretion of the Chairman.

AGENDA ACTION ITEMS:

Item Number 1:

Chairman Scott Anderson

Review, correct if necessary and approve the minutes for the May 14, 2014 meeting.

Item Number 2:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for

| Department of Agriculture: Plant Industry Division | | Schedule 40703 |
|--|---|------------------|
| RDA# | Title | Committee Action |
| 2014191 | PCO: Continuing Education (CE) Compliance Files | New RDA |
| 2014192 | PCO: Disciplinary Files | New RDA |
| 2014193 | PCO: Training Program Accreditation Approvals | New RDA |

Records Official (NRS 239.008): Robert Leavitt, Dawn Rafferty

Item Number 3:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for

| Department of Conservation and Natural Resources: State Parks Division | | Schedule 220800 |
|--|--------------------------------------|------------------|
| RDA# | Title | Committee Action |
| 1997010 | Internal Affairs Investigations | Modify this RDA |
| 2014177 | Park and Facility Inspection Records | New RDA |
| 2014178 | Permits | New RDA |
| 2014179 | Exhibits: Accession Records | New RDA |
| 2014180 | Exhibits: Exhibit and Display Files | New RDA |
| 2014181 | Exhibits: Loan/Transaction Records | New RDA |

Records Official (NRS 239.008): Joy Elwood

Item Number 4:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for

| Department of Taxation: Division of Local Government Services | | Schedule 1200101 |
|---|--|------------------|
| RDA# | Title | Committee Action |
| 1993111 | Agricultural Map Files | Delete this RDA |
| 1993098 | Application for Open-space use Assessment | Delete this RDA |
| 1993110 | County Assessment Maps | Delete this RDA |
| 1993103 | Division of Assessment Standards (DOAS) Checklists by County | Delete this RDA |
| 1993088 | Mining Property Appraisal Files | Modify this RDA |
| 1993089 | Net Proceeds of Mines Files | Modify this RDA |
| 1993105 | Property Tax Valuation Appeal Files | Modify this RDA |

| | | |
|---------|--|----------------------------------|
| 1993041 | Supplemental City/County Relief Tax Distribution – SCCRT | Transfer this RDA to AGN 1200402 |
| 2014184 | State Board of Equalization Decision Papers | New RDA |
| 2014194 | Abatements | New RDA |
| 2014195 | Appraiser Certification Records | New RDA |
| 2014196 | Audits: Performance Audits | New RDA |
| 2014197 | Audits: Net Proceeds of Mineral Tax Audits | New RDA |
| 2014198 | Mining Transmittal Statements | New RDA |
| 2014200 | Reports submitted by Local Governments | New RDA |
| 2014201 | Residential Construction Tax Records | New RDA |
| 2014202 | Tax Rolls | New RDA |

Records Official (NRS 239.008): Terry Rubald

Item Number 5:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for

| | | |
|--------------------------------------|--|------------------|
| Gaming Control Board: Audit Division | | Schedule 460200 |
| RDA# | Title | Committee Action |
| 1988139 | Investigations and Tax & License Checks File | Delete this RDA |
| 1988141 | Miscellaneous Files | Delete this RDA |
| 1988132 | Agents Reports | Delete this RDA |
| 1988142 | Regulation 6A Files (Forms and Work papers) | Delete this RDA |
| 1988134 | Bankroll Verification | Delete this RDA |
| 1988136 | Count Submissions | Delete this RDA |

Records Officer: Barbara Bolton

Item Number 6:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|--------------------|------------------|
| Gaming Control Board: Enforcement Division | | Schedule 460600 |
| RDA# | Title | Committee Action |
| 1990-003 | Intelligence Files | Modify this RDA |

Records Official (NRS 239.008): Barbara Bolton

Item Number 7:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|-------------------------------|------------------|
| Department of Public Safety: State Board of Parole Commissioners | | Schedule 930000 |
| RDA# | Title | Committee Action |
| 2004176 | Parole Board Discharged Files | Modify this RDA |

Records Official (NRS 239.008): Connie Bisbee (Chair)

Item Number 8:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|---------------------------|------------------|
| Department of Public Safety: Parole and Probation Division | | Schedule 920100 |
| RDA# | Title | Committee Action |
| 2013-045 | Pre-sentence Report Files | New RDA |

Records Official (NRS 239.008): Jennifer Pongasi

Item Number 9:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| General Records Retention and Disposition Schedule | | Schedule 100 |
|--|--|------------------|
| RDA# | Title | Committee Action |
| 2009047 | Administrative: Public Records Request File, Granted | Modify this RDA |

Records Official (NRS 239.008): [Jeff Kintop](#), [Daphne DeLeon](#)

Item Number 10:

Chairman Scott Anderson

For possible action: Discuss future agenda items.

INFORMATION ITEMS

PUBLIC COMMENT: Comment may be limited to 5 minutes at the discretion of the Chairman.

Item Number 11:

Chairman Scott Anderson

For possible action: Confirm the time and location of the next meeting.

The next proposed meeting is scheduled for July 9, 2014 at 1:15 PM, in the Board Room of the Nevada State Library and Archives Building, 100 North Stewart Street, Carson City, Nevada.

ADJOURN

*Agenda Item 1: Review and approve the minutes for
May 14, 2014*



*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”*

Minutes for May 14, 2014

Introductions and Roll Call:

Chairman Scott Anderson

The Chairman called the meeting to order at 1:18 PM. He asked everyone to introduce themselves.

| Attendance Roll Committee Member | Present |
|---|---------------|
| Scott Anderson, Chairman, for Ross Miller, Secretary of State | Yes |
| Sarah Bradley for Catherine Cortez-Masto, Attorney General | Excused |
| Teri Mark for Daphne DeLeon, Nevada State Library and Archives (NSLA) | Yes |
| Maud Naroll for Julia Teska, Department of Administration | Yes |
| Jim Earl for Dave Gustafson, Enterprise Information Technology Services | Yes (Late) |
| Margie Kassebaum, Governor’s Appointee | Yes |
| Staff | |
| Jeffrey Kintop, Assistant Administrator for Archives and Records, NSLA | Excused |
| Teri J. Mark, State Records Manager, NSLA | Yes |
| Cynthia Laframboise, State Archives Manager, NSLA | Excused |
| Robert H. van Straten, Senior Records Analyst, NSLA | Yes |
| Jerry Lindsay, Senior Records Analyst, NSLA | Excused |
| Michelle Byrne, Administrative Assistant, NSLA | Yes |
| Sara Martel, Records Manager, NDOT | Yes |
| Guests | |
| Karen McRae, Gaming and Control Board | Yes |

PUBLIC COMMENT

There was no public Comment.

AGENDA ACTION ITEMS:**Item Number 1:**

Chairman Scott Anderson

Review, correct if necessary and approve the minutes for the April 9, 2014 meeting.

There were three errors that were changed for the April 9, 2014 meeting minutes.

The first error was under Agenda Item 10. There needed to be a break to start a new paragraph before the description of RDA 2001029.

Secondly, under Action Taken for Agenda Item 10, there needed to be a semi-colon and also the word "as" added in to have it say "Approve all others as presented."

Finally, under Public Comment, the sentences were combined into one shorter sentence; it now reads "There was a public comment that the Public Records and Open Meeting Law Forum that was held on April 2nd was successful."

| Committee action on Agenda Item 1: | Details: |
|---|--------------------|
| Motion: | Approve as Amended |
| The motion was made by: | Maud Naroll |
| The motion was seconded by: | Teri Mark |
| The Committee vote to approve the motion: | Unanimous |

Item Number 2:

Jim Earl

For possible action: Discuss the Email and Work Productivity RFP (Cloud based services) from EITS.

The RFP has been canceled. There will likely be another revised RFP at a later date.

Item Number 3:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| Department of Business & Industry: Taxicab Authority | | Schedule 1210100 |
|--|----------------------------------|------------------|
| RDA# | Title | Committee Action |
| 1991606 | Inspection of Taxicabs | Modify this RDA |
| 1991602 | Out-of-Service Notice | Delete this RDA |
| 1991607 | Twenty-four Hour Warning Notices | Delete this RDA |

Records Officer: Annette Watson

Staff Presentation:

RDA's 1991602 and 1991607 are being deleted because they are actually part of RDA 1991606 and are filed there.

The retention period of RDA 1991606 is being increased to 3 years because of constant need for the information to support investigations and litigation.

Committee discussion:

The committee was presented the reasoning behind the need to delete RDA 1991602 and 1991607. These two RDA's are included in 1991606, and the committee then discussed the need to lengthen the retention period to three years.

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|---|----------------------|
| Committee action on Agenda Item 3: | Details: |
| Motion: | Approve as presented |
| The motion was made by: | Maud Naroll |
| The motion was seconded by: | Margie Kassebaum |
| The Committee vote to approve the motion: | Unanimous |

Item Number 4:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|--------------------------|------------------|
| Nevada Funeral and Cemetery Services Board | | Schedule 440000 |
| RDA# | Title | Committee Action |
| 2000037 | License File: Businesses | Modify this RDA |
| 2000035 | Inspection Records | Modify this RDA |

Records Officer: Diane Shaffer

Staff Presentation:

The State Archives has reappraised RDA 2000037 and have declared that they do not have sufficient historical value to warrant transferring them to the State Archives. Therefore, the requirement to transfer them to the State Archives is being removed.

The Funeral Board was recently reviewed by the Sunset Committee. During that review the Sunset Committee requested that the retention of RDA 2000035 be changed to 3 years. Records Management staff agrees with this request.

Committee discussion:

In the description of RDA 2000035, there were several words that were capitalized that did not need to be. These amendments were made and the RDA was approved.

There was a question on RDA 2000035 if as part of the inspections, the Funeral Board is checking to make sure cemeteries are keeping their records. The committee staff will contact the Funeral Board and ask them this question.

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| Committee action on Agenda Item 4: | Details: |
| Motion: | Approve as Amended |
| The motion was made by: | Maud Naroll |
| The motion was seconded by: | Margie Kassebaum |
| The Committee vote to approve the motion: | Unanimous |

Item Number 5:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|--|------------------|
| General Records Retention and Disposition Schedule | | Schedule 100 |
| RDA# | Title | Committee Action |
| 1995140 | Position File Maintenance Cards | Delete this RDA |
| 1998117 | Electronic records: Test Files | Delete this RDA |
| 2009047 | Administrative: Public Records Request File, Granted | Modify this RDA |
| 2009048 | Administrative: Public Records Request File, Denied | Modify this RDA |
| 2014189 | Administrative: Public Records Request Log | New RDA |

Records Official: Jeff Kintop

Staff Presentation:

RDA's 1995140 and 1998117 are being deleted because they are non-records.

The retention statement of RDA 2009047 is being modified to remove the "retain until

no longer administratively useful” statement. This will solidify the retention period. The description and retention statements are being revised to omit all reference to an administrative appeal process. Nevada state law (NRS 239.011) provides for a court appeal only.

RDA 2014189 is being created to cover logs of public records requests. This log will provide transparency in government in accordance with NRS 239.001.

Committee discussion:

RDAs 1995140 and 1998117 were tabled in March and were brought back for this meeting. 1995140 is no longer relevant, the cards are no longer in existence. Also, the office of record for the form “NPD-19” that replaced these cards is Human Resources, and it should not be on the general schedule.

RDA 1998117 was also tabled in March because there was a question if it should be part of system documentation. This is only a test record and should not be part of system documentation.

There was an open ended retention of “as long as administratively useful” for the RDA 2009047. The retention period was presented to be changed to “for no longer than 90 days.” There was concern that the retention of 90 days is not long enough. This item was tabled due to needing more information on how long these records should be kept.

RDA 2009048 was modified to remove the word “appeal” from the description, due to there is not an appeal process for the denial of records. The only step would be court action. Also was changed is the retention event to the date of the denial, instead of the date of the final action.

RDA 2014189 is new; it is a suggestion for state agencies to keep logs of public record requests. There was a request to change the word “request” to “inspection” in the name of the RDA. The committee decided against changing the name.

| Committee action on Agenda Item 5: | Details: |
|---|---|
| Motion: | Table 2009047; Approve deletions, Approve others as amended |
| The motion was made by: | Maud Naroll |
| The motion was seconded by: | Margie Kassebaum |
| The Committee vote to approve the motion: | Unanimous |

Item Number 6:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| Governor’s Office: Army National Guard | | Schedule 740101 |
|--|-------------------------------------|------------------|
| RDA# | Title | Committee Action |
| 2014190 | Army National Guard Personnel Files | New RDA |

Records Officer: Larry D. Hancock

Staff presentation:

The 30 year recommended retention mirrors that required by Central Records of the Division of Human Resource Management. These records will be transferred to the Archives.

Committee discussion:

The committee was presented the proposed item and it was confirmed this RDA is similar to the Air National Guard’s retention schedule. The item was approved.

| Committee action on Agenda Item 6: | Details: |
|------------------------------------|-----------------------|
| Motion: | Approved as Presented |

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|---|-------------|
| The motion was made by: | Maud Naroll |
| The motion was seconded by: | Teri Mark |
| The Committee vote to approve the motion: | Unanimous |

Item Number 7:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|-------------------------------|------------------|
| Department of Public Safety: State Board of Parole Commissioners | | Schedule 930000 |
| RDA# | Title | Committee Action |
| 2004176 | Parole Board Discharged Files | Modify this RDA |

Records Officer: (sent to Board for review)

Staff Presentation:

The State Archives has reappraised these records and have declared that they do not contain sufficient historical value to justify permanent preservation in the State Archives.

Committee discussion:

The committee tabled this item due to the concern of the change in the retention statement, and it not being approved by the Parole Board. Committee staff will contact the Parole Board and bring the item back.

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|---|-----------------|
| Committee action on Agenda Item 7: | Details: |
| Motion: | Tabled |
| The motion was made by: | |
| The motion was seconded by: | |
| The Committee vote to approve the motion: | |

Item Number 8:

Chairman Scott Anderson

For possible action: Discuss future agenda items.

- GCB Audit and Enforcement Divisions.
- DMV Titles
- P&P Presentence Reports
- Taxation: State Board of Equalization and Local Government Services Division
- CNR State Parks
- Agriculture: Pest Control Program
- Tabled Items
- NDOT agenda item

INFORMATION ITEMS

There will be a Records Retention class on May 15th, at the Gaming Control Board.

PUBLIC COMMENT:

There was no public comment.

Item Number 9:

Chairman Scott Anderson

For possible action: Confirm the time and location of the next meeting.

The next proposed meeting is scheduled for June 11, 2014 at 1:15 PM, in the Board Room of the Nevada State Library and Archives Building, 100 North Stewart Street, Carson City, Nevada.

ADJOURN

Committee member Maud Naroll made the motion to adjourn. The Chairman called for a vote, and the vote was unanimous. The Committee meeting was adjourned at 2:24 PM.

● **Agenda Item 2:**

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|---|------------------|
| Department of Agriculture: Plant Industry Division | | Schedule 40703 |
| RDA# | Title | Committee Action |
| 2014191 | PCO: Continuing Education (CE) Compliance Files | New RDA |
| 2014192 | PCO: Disciplinary Files | New RDA |
| 2014193 | PCO: Training Program Accreditation Approvals | New RDA |

Records Official (NRS 239.008): Robert Leavitt, Dawn Rafferty

● **Recommended new RDAs:**

- Title: PCO: Continuing Education (CE) Compliance Files RDA#: 2014191

Description:

These records document the CE that is required for renewal of certification through the Pest Control Operators Licensing and Enforcement Program (PCO) (see NRS 555.320 *et seq.*). The record may consist of, but is not limited to: educational transcripts; attendance rolls; course/workshop documentation; CE/Training forms; evaluations; training reports; related documentation.

Recommended Retention:

Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Recommended Disposition:

Destroy.

Appraisal note:

These records contain administrative and legal values.

Legal value is found in the requirements in NRS 555.320 *et seq.* and NAC 555.372 and 555.685 *et seq.*

By regulation, NAC 555.685, the NDA Environmental Services section allows for the renewal of a Restricted-Use Pesticide (RUP) certificate via Pesticide Continuing Education Units (CEUs). A RUP certificate is good for 4 years from the date of issuance (NRS 555.357). The NDA maintains CEU training files that indicate attendance to valid courses. A CEU course can be granted a one or three year approval (NAC 555.377). Therefore, when certified applicators submit for renewal via CEUs, the NDA needs to verify the applicator application and attendance to the courses. The NDA is asking that CEU training files and related documents be kept for 5 calendar years from the end of the courses expiration date. This will allow the NDA to verify CEUs for applicants that choose to renew by CEUs from a course that expired near the beginning of their certification period.

These records do not contain personal identifying information. They may be disposed of in a normal manner.

- Title: PCO: Disciplinary Files RDA#: 2014192

Description:

These records document disciplinary actions taken by the Department of Agriculture on individuals who hold Pest Control Operator certification (see NRS 555.350 *et seq.*). The record may include but is not limited to: investigation reports & documentation; administrative hearing documentation; decrees including Cease and Desist Orders; reports to District Attorneys and/or the Attorney General's Office; copy of court documents; related documentation.

Recommended Retention:

Retain these records for a period of five (5) calendar years from the close of the case.

Recommended Disposition:

Destroy securely.

Appraisal note:

These records contain administrative and legal values.

Legal value is found in the rights and obligations found in NRS 555.350 *et seq.* and NAC 555.526 *et seq.* dealing with the licensing of pest control operators.

By regulation, NAC 555.2572, the NDA Pest Control Licensing and Enforcement Program (PCO Program) only considers disciplinary actions taken in the previous five years in regards to current disciplinary actions. Therefore, the NDA is requesting that the records retention time for PCO Program "Occupational Licensing Disciplinary Files" to be established at 5 years.

These records contain personal identifying information which is classified as confidential by NRS 239B.030. They should be destroyed in a secure manner to prevent reconstruction of the information after the retention period has been satisfied.

■ Title: PCO: Training Program Accreditation Approvals

RDA#: 2014193

Description:

These records document the accreditation of courses for continuing education for PCO recertification (See NRS 555.340 and NAC 555.374 to 555.377). The files may contain, but are not limited to: application with associated documentation; notification of accreditation; modification records; withdrawal and suspension documentation.

Recommended Retention:

Retain these records for a period of seven (7) calendar years from the end of the calendar year to which they pertain.

Recommended Disposition:

Destroy.

Appraisal note:

These records contain administrative and legal values.

Legal value is due to the rights and obligations found within NAC 555.374 to 555.377.

By regulation, NAC 555.685, the NDA Environmental Services section allows for the renewal of a Restricted-Use Pesticide (RUP) certificate via Pesticide Continuing Education Units (CEUs). A RUP certificate is good for 4 years from the date of issuance (NRS 555.357). The NDA maintains CEU training files that indicate CEU course applications, approvals, course numbers and the number of CEUs that were granted. A CEU course can be granted a one or three year approval (NAC 555.377). Therefore, when certified applicators submit for renewal via CEUs, the NDA needs to verify that the CEUs for the course are valid and accurate. The NDA is asking that CEU training files and related documents be kept for 7 calendar years from the approval date of the course. This will allow the NDA to verify CEUs for applicants that choose to renew by CEUs from a course that expired near the beginning of their certification period.

These records do not contain personal identifying information. They may be disposed of in a normal manner.

Begin date: 4/30/2014

Appraisal Date: 5/5/2014

Appraiser: RvS

● **Agenda Item 3:**

For possible action: Discuss, review and act upon the records retention schedule for:

| Department of Conservation and Natural Resources: State Parks Division | | Schedule 220800 |
|--|--------------------------------------|------------------|
| RDA# | Title | Committee Action |
| 1997010 | Internal Affairs Investigations | Modify this RDA |
| 2014177 | Park and Facility Inspection Records | New RDA |
| 2014178 | Permits | New RDA |
| 2014179 | Exhibits: Accession Records | New RDA |
| 2014180 | Exhibits: Exhibit and Display Files | New RDA |
| 2014181 | Exhibits: Loan/Transaction Records | New RDA |

Records Official (NRS 239.008): Joy Elwood

● **Recommended modifications:**

■ Title: Internal Affairs Investigations

RDA#: 1997010

Description:

Last Reviewed on: 06/16/1997

These records document allegations of criminal and administrative misconduct against Division employees and track the investigation process through the final report and any corrective/disciplinary action. The records may include, but are not limited to: personnel records, complaints, investigative reports and related supportive documentation.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the closing/resolution of the investigation and subsequent action(s).

Authorized Disposition:

~~Transfer these records to the State Archives.~~
Destroy securely.

Justification for modifying RDA 1997-010:

In 1997, these records were appraised with historical value. However, these records contain sensitive and confidential information, including personal identifying information (confidential by NRS 239B.030), grievances (confidential by NAC 284.718 (j)), disciplinary actions (also confidential by NAC 284.718 (j)) and other similar records. As such, the historical value becomes very minimal. Because of the possible liability to the state that could occur should these records be made publically accessible, these records should not be sent to the State Archives. They should be destroyed in a secure manner that will prevent the reconstruction of the information.

Begin date: 10/29/2013

Appraisal date: 10/30/2013

Appraised by: RvS

● **Recommended new RDA's:**

■ Title: Park and Facility Inspection Records

RDA#: 2014177

Description:

These records document the inspections made on parks and facilities to check for maintenance needs, repair damage, recommend modifications or new additions. The records may include, but are not limited to: inspection and maintenance reports, recommendations and related supportive documentation.

Recommended Retention:

Retain for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Recommended Disposition:

Destroy securely.

Appraisal Note:

These records contain administrative value. They are used to check for needed repairs and modifications and to recommend new additions. The actual records of such actions are held elsewhere. For example, see the General Records Retention Schedule, especially the Property Maintenance Section.

The 4 year retention period is to retain this information for two legislative budget cycles as support documentation for any proposed legislative action.

These records may contain restricted and confidential information as described in the State Homeland Security Act (NRS 239C). This pertains especially to the dams, water systems and reservoirs maintained or supervised by the Division. (See especially NRS 239C.090 and NRS 239C.210 through 239C.240).

These records should be destroyed in a manner that will prevent the reconstruction of the information.

■ Title: Permits

RDA#: 2014178

Description:

These records document the issuance of permits to authorize the entrance and use of parks and recreational areas. These include, but are not limited to: entrance permits, multi-use permits, veterans and senior permits, special use permits, research permits, commercial photography permits and other multi-purpose permits; all with supportive documentation.

Recommended Retention:

Retain for a period of three (3) fiscal years from the end of the fiscal year in which the permit expired or was terminated.

Recommended Disposition:

Destroy securely.

Appraisal Note:

These records contain administrative, legal and fiscal values.

Legal value is derived from the rights and obligations associated with the permit. See NRS 407.065 (1)(d); 407.065 (2) through (4) and; NAC chapter 407.

Fiscal value is due to the fees associated in the issuance of the permit, or the waiver of fees in the case of veterans and senior permits.

The 3 year period of time conforms to the audit requirements of the federal government, LCB Audit and Internal Audits of the Department of Administration. This period of time also follows the Nevada Statute of Limitations for fraud or mistake found in NRS 11.190 (3)(d) and NRS 11.190 (3)(a) for a liability created by a statute (in this case the laws establishing and allowing the waiver of fees found in NRS Chapter 407 and NAC Chapter 407).

The retention trigger date is calculated on the termination of the permit because some of these permits terminate other than through the expiration of a calendar year. For example; the commercial photography and research permits have a set date to them (similar to a contract) and expire by that date rather than through the end of a calendar year. Other multi-
These records may contain personal identifying information classified as confidential under NRS 239B.030.

Begin date: 3/25/14

Appraisal date: 3/28/14

Appraised by: RvS

■ Title: Exhibits: Accession Records

RDA#: 2014179

Description:

These records contain information describing the artifact or item in the collection and are the main source for determining legal title, access rights and similar conditions affecting the artifact or item within the collections of the Division (See NRS 407.073). The record may contain, but is not limited to: deed-of-gift documentation; donor information; description of artifact/item with associated information; documentation on conservation work.

Recommended Retention:

Retain these records for a period of six (6) calendar years from the date the artifact/item was disposed of. **The State Archives has declared these records to have "permanent" value.**

Recommended Disposition:

Destroy securely.

Appraisal Note:

These records have administrative and legal values.

Legal value is derived from the information concerning legal ownership, right of access and conditions placed upon the item/artifact affecting its use.

The 6 year retention is based upon the Nevada Statute of Limitations for obligations and liabilities founded in writing (see NRS 11.190 (1)(b)).

These records may contain personal identifying and other sensitive information and should be disposed of in a manner that will prevent the reconstruction of the information.

■ Title: Exhibits: Exhibit and Display Files

RDA#: 2014180

Description:

These records document the exhibits and displays within the Division's parks and facilities. The file may contain, but is not limited to: proposal with associated documentation; artifact / specimen inventory records; sketches, schematics/diagrams, construction drawings, etc.; photographs; associated documentation.

Recommended Retention:

Retain for a period of three (3) calendar years from the end of the calendar year in which the exhibit/display was terminated. **The State Archives has declared these records to have "permanent" value.**

Recommended Disposition:

Destroy securely.

Appraisal Note:

These records contain only administrative value.

They should be retained for a 3 year period of time in order to allow these documents to be available for an audit.

These records may contain sensitive security information that may reveal proprietary information and should be disposed of in a manner to prevent reconstruction of the information.

■ Title: Exhibits: Loan/Transaction Records

RDA#: 2014181

Description:

These records document the loan of accessioned items to interdepartmental units, other state agencies, county museums, city governments, etc., as well as documenting incoming loans of collection items from other entities to the programs of the Division (See NRS 407.073). The

file may contain, but is not limited to: loan agreements; insurance documentation; item descriptions; supportive documentation.

Recommended Retention:

Retain for a period of three (3) calendar years from the date of the return of the loaned item.

The State Archives has declared these records to have "permanent" value.

Recommended Disposition:

Destroy securely.

Appraisal Note:

These records have administrative and legal values.

Legal value is derived from the information concerning legal ownership, right of access and conditions placed upon the item/artifact affecting its use.

The 6 year retention is based upon the Nevada Statute of Limitations for obligations and liabilities founded in writing (see NRS 11.190 (1)(b)).

These records may contain personal identifying and other sensitive information and should be disposed of in a manner that will prevent the reconstruction of the information.

Begin date: 3/25/14

Appraisal date: 4/1/14

Appraised by: RvS

• **Agenda Item 4:**

For possible action: Discuss, review and act upon the records retention schedule for

| Department of Taxation: Division of Local Government Services | | Schedule 1200101 |
|---|--|----------------------------------|
| RDA# | Title | Committee Action |
| 1993111 | Agricultural Map Files | Delete this RDA |
| 1993098 | Application for Open-space use Assessment | Delete this RDA |
| 1993110 | County Assessment Maps | Delete this RDA |
| 1993103 | Division of Assessment Standards (DOAS) Checklists by County | Delete this RDA |
| 1993088 | Mining Property Appraisal Files | Modify this RDA |
| 1993089 | Net Proceeds of Mines Files | Modify this RDA |
| 1993105 | Property Tax Valuation Appeal Files | Modify this RDA |
| 1993041 | Supplemental City/County Relief Tax Distribution – SCCRT | Transfer this RDA to AGN 1200402 |
| 2014184 | State Board of Equalization Decision Papers | New RDA |
| 2014194 | Abatements | New RDA |
| 2014195 | Appraiser Certification Records | New RDA |
| 2014196 | Audits: Performance Audits | New RDA |
| 2014197 | Audits: Net Proceeds of Mineral Tax Audits | New RDA |
| 2014198 | Mining Transmittal Statements | New RDA |
| 2014200 | Reports submitted by Local Governments | New RDA |
| 2014201 | Residential Construction Tax Records | New RDA |
| 2014202 | Tax Rolls | New RDA |

Records Official (NRS 239.008): Terry Rubald

• **Recommended Deletions:**

■ Title: ~~Agricultural Map Files~~

RDA# 1993111

~~Description:~~

Last Reviewed on: [08/19/1993] 04-07-14

~~This record series consists of individual files for certain agricultural properties in each of the seventeen counties. The files contain maps and assorted information. The files provide a base for the preparation of maps of properties selected for inclusion in the ratio study.~~

~~Authorized Retention:~~

~~Retain for a period of five (5) calendar years.~~

~~Authorized Disposition:~~

~~Transfer these records to the State Archives.~~

Justification to delete RDA 1993111:

The Department no longer maintains any agricultural map files and has not done so for more than a decade. Any remaining maps will be transferred to State Archives. This category should be deleted.

■ Title: ~~Application for Open-space use Assessment~~

RDA# 1993098

~~Description:~~

Last Reviewed on: [08/19/1993] 04-07-14

~~This record series consists of the applications for open-space use assessment. The files may contain, but are not limited to: Application with supportive documentation; A description of the property; Affidavit; Assessment documentation; Related correspondence.~~

~~Authorized Retention:~~

~~Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.~~

~~Authorized Disposition:~~

~~Some of these records may contain confidential (such as the social Security Number) or sensitive (such as personal identifying information, and these should be destroyed in a secure manner that will prevent reconstruction of the information (See NAC 239.722). All other documents may be disposed of in a normal manner.~~

Justification to delete RDA 1993098:

The Department no longer maintains any open-space use assessment files and has not done so for more than a decade. Any remaining files will be disposed of in a normal manner. This category should be deleted.

■ Title: ~~County Assessment Maps~~

RDA# 1993110

~~Description:~~

Last Reviewed on: [08/19/1993] **04-07-14**

~~This record series consists of copies of county assessment maps. The maps are used by appraisers for information purposes, and by in-house drafters in the preparation of assessment maps.~~

~~Authorized Retention:~~

~~Retain until superseded.~~

~~Authorized Disposition:~~

~~Transfer these records to the State Archives.~~

Justification to delete RDA 1993110:

The Department no longer drafts any county maps and obtains maps from counties often through the internet. Any remaining maps will be transferred to State Archives. This category should be deleted.

■ Title: ~~Division of Assessment Standards (DOAS) Checklists by County~~

RDA# 1993103

~~Description:~~

Last Reviewed on: [08/19/1993] **04-07-14**

~~This record series consists of office procedures review. It includes, but is not limited to: Division of Assessment Standards checklist by county; Field Notes; Related correspondence~~

~~Authorized Retention:~~

~~Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.~~

~~Authorized Disposition:~~

~~These records may be disposed of in a normal manner.]~~

Justification to delete RDA 1993103:

The checklists by county are replaced by performance audits. The final work product, called the Audit Report, is an extensive document which should be permanently retained. See Performance Audits, RDA 2014196.

● **Recommended modifications:**

■ Title: Mining Property Appraisal Files

RDA# 1993088

Description:

Last Reviewed on: [08/19/1993] **04-07-14**

This record series consists of appraisals used in valuation for property tax purposes for all reduction, smelting and milling works, plants and facilities, whether or not associated with a

mine, all drilling rigs, and all supplies, machinery, equipment, apparatus, facilities, buildings, structures, and other improvements used in connection with any mining, drilling, reduction, smelting or milling operations. The files may contain, but are not limited to: company property affidavits and appraisals; field notes, maps, improvement sketch drawings and photographs; related correspondence

Authorized Retention:

Retain these records for a period of [~~four (4)~~ **five (5)**] fiscal years [~~from the year the operation ceases to do business in the State.~~] **from the year of the last inspection.**

Authorized Disposition:

Destroy.

Justification to modify RDA #1993088:

The change to 5 years in the retention is to conform to the actual field inspection rotation schedule.

■ Title: Net Proceeds of Mines Files

RDA# 1993089

Description:

This record series consists of net proceeds of minerals files used in valuation and taxation purposes, for minerals extracted, including proceeds of all operating mines, operating oil and gas wells, operations extracting geothermal resources for profit, except an operation which uses natural hot water to enhance the growth of animal or plant life, and operations extracting minerals from natural solutions. The files may contain but are not limited to: company reports and billing records; royalty receipts and associated documentation; related correspondence.

Authorized Retention:

Retain these records for a period of four (4) fiscal years from the end of the **fiscal** year [~~the operation ceases to do business in the State~~] **to which they pertain.**

Authorized Disposition:

Destroy.

Justification to modify RDA #1993089:

The change to the end of the fiscal year is to allow existence of the records for 5 complete fiscal years (current fiscal year plus 4).

■ Title: Property Tax Valuation Appeal Files

RDA# 1993105

Description:

Last Reviewed on: ~~[08/19/1993]~~ **04-07-14**

This record series consists of property assessment valuation appeal files of the State Board of Equalization (See NRS 361.420(2)). The files include appeals of property tax abatement decisions (See NRS 361.4734 and NAC 361.6105 through 361.61074). The files may contain, but are not limited to: evidence and exhibits submitted by the petitioner and respondent; the record of the county board of equalization; hearing documentation, including transcripts; related correspondence.

Authorized Retention:

Retain these records for a period of three (3) fiscal years from the year to which they pertain. ~~Retain agendas, minutes, transcripts, and decision letters for ten (10) years.~~

Authorized Disposition:

Destroy securely.

Justification to modify RDA 1993105:

Minutes and agendas with related records of the State Board of Equalization fall under the requirements of RDA 2005140 "Minutes of Public Bodies" found in the General Records Retention and Disposition Schedule. By statute, these types of records have a retention requirement of 5 years and then transfer to the State Archives (see [NRS 241.035](#)). The decision papers fall under RDA 2014184 which requires a 5 year retention and then transfer to the State Archives.

• **Recommended transfer from the Plant Industry Division, Local Government Section to the Administration Division:**

■ Title: Supplemental City/County Relief Tax Distribution - SCCRT RDA# 1993041

Description: Last Reviewed on: ~~08/19/1993~~ 04-07-14

This record series consists of program documentation for City-County Relief tax, (NRS 377.010-080). The records for each fiscal year include voucher payables with backup, formula calculation spreadsheets, and statistical spreadsheets.

Authorized Retention:

Retain for a period of three (3) fiscal years from the year to which they pertain.

Authorized Disposition:

Destroy.

Justification to transfer RDA #1993041:

This function belongs in the Administration Division, AGN 1200402.

• **Recommended new RDAs:**

■ Title: Abatements

RDA# 2014194

Description:

This record series consists of records used by county assessors, treasurers, and the Department to calculate abatements of various types pursuant to NRS 361.4722 through 361.4735; records relating to abatement fiscal notes pursuant to NRS 701A.110 (4) and NRS 701A.375; and files related to GOED abatements pursuant to NRS 361.0687. It may include, but is not limited to: tax cap tables; fair market rent tables; summary reports of tax cap abatements from county tax receivers pursuant to NAC 361.609; LEED fiscal notes pursuant to NRS 701A.110(4); renewable energy fiscal notes pursuant to NRS 701A.375; appeals of general and residential tax abatements; summaries of appeals; GOED abatement certifications and correspondence pursuant to NRS 361.0687; Office of Energy renewable energy abatement orders, agreements, and certificates pursuant to NRS 701A.320.

Recommended Retention:

Retain these records for a period of three (3) fiscal years from the fiscal year the abatement was terminated.

Recommended Disposition:

Destroy.

Appraisal note:

These records contain administrative, fiscal and legal values.

Fiscal value is due to the calculation and administration on tax abatements granted by other agencies.

Legal value is due to the rights and obligations associated with tax abatements (see NRS 361.0687; NRS 361.4722 through 361.4735; NRS 701A.110 (4) and NRS 701A.375).

The office of record for the granting of tax abatements is the Office of Energy (for renewable energy abatements) and the Governor's Office of Economic Development (for economic development tax abatements). Since the Dept. of Taxation is not the office of record, they

only need to retain these records for the duration of the abatement to help local governments in administering the abatements. The records should be retained for three years after the termination of the abatement to facilitate any audits.

These records do not contain confidential or personal identifying information and may be destroyed in a normal manner.

■ Title: Appraiser Certification Records

RDA# 2014195

Description:

This record series documents the certification of property tax appraisers (see NRS 361.221 *et seq.* and NAC 361.555 *et seq.*). It may include, but is not limited to: appraisal examination test scores; continuing education classes taken and number of credits awarded; hearings and decisions of the Appraiser Certification Board regarding suspension and revocation; related documentation.

Recommended Retention:

Retain these records for a period of ten (10) calendar years from the date the appraiser was no longer employed as a property tax appraiser.

Recommended Disposition:

Destroy.

Appraisal note:

These records contain administrative and legal values.

Legal value is due to the rights and obligations found in NAC 361.569.

The Dept. of Taxation is required by NAC 361.569 (2) to maintain the records of continuing education for not less than 10 years.

The records concerning continuing education have been classified as confidential by NAC 361.569 (3). NRS 360.255 (1) provides for the confidentiality of all records in the Department of Taxation relating to the administration or collection of any taxes and fees.

■ Title: Audits: Performance Audits

RDA# 2014196

Description:

This record series consists of the performance audits of county assessors, county treasurers, county recorders, etc. (See NRS 360.250 and NAC 360.720 *et seq.*). The record may include but is not limited to: audit reports and associated records.

Recommended Retention:

Retain these records for a period of ten (10) fiscal years from completion of the audit.

Recommended Disposition:

Permanent record: transfer to the State Archives.

Appraisal note:

These records contain administrative, historical and legal values.

Legal value is found in the obligations and rights described within NRS 360.250 and NAC 360.720 *et seq.*

NAC 360.730 (2) and NRS 360.255 provide for the confidentiality of these records.

The 10 year retention is based upon administrative need of the Department.

The audit reports contain significant historical value regarding the auditing of local governments (thus documenting the operation of state government) and should be transferred to the State Archives for preservation and access.

■ Title: Audits: Net Proceeds of Mineral Tax Audits

RD# 2014197

Description:

This record series documents the audits of net proceeds of minerals taxpayers. The records may include, but is not limited to: audit reports, deficiency determinations, and associated documentation.

Recommended Retention:

Retain these records for a period of fourteen (14) calendar years from the end of the calendar year in which the mailing, service of determination or final billing to the affected taxpayer occurred.

Recommended Disposition:

Destroy securely.

Appraisal note:

These records contain administrative, fiscal and legal values.

Fiscal value is due to the assessment, collection and administration of taxes.

Legal value is found in the obligations and rights described in NRS 360.250 *et seq.*

This audit function was transferred to the Division of Local Government Services in 2012.

These records are classified as confidential by NRS 360.255.

The 14 year retention is based upon the companion RDA 2012023 "Tax Returns" which has a 14 year retention.

■ Title: Mining Transmittal Statements

RD# 2014198

Description:

This record series consists of transmittals of assessed value of mine properties to county assessors to place on the local secured or unsecured property tax rolls for billing and collection.

Recommended Retention:

Retain these records for a period of four (4) fiscal years from the end of the fiscal year to which they pertain.

Recommended Disposition:

Destroy.

Appraisal note:

These records contain administrative value.

These records document information officially used by counties to correctly assess, bill and collect taxes.

The 4 year retention is for administrative use by the Division.

■ Title: Local Governments Reports

RD# 2014200

Description:

This record series consists of reports required by statute to be submitted to the Department by local government entities as well as those produced by LGS. It includes, but is not limited to: Segregation reports (NRS 361.390(2)); Report of Appraisals (NAC 361.146); Statement of Valuation of sold property (NAC 361.151); List of buildings with qualified heating & cooling systems (NAC 361.058); Log of changes to assessment roll (NRS 361.310(4)); Indebtedness Reports, Five year Capital Improvement Plan, Debt Management policy (NRS 350.013); Lobbying Expense Report (NRS 354.59803, bi-annually); Quarterly "More Cops" Report (Clark County Sales & Use Tax Act of 2005); Independent Auditor reports (NRS 354.624(3));

Quarterly County Recorder Reports; Quarterly and Annual Reports produced by LGS; and other reports.

Recommended Retention:

Retain these reports for a period of five (5) fiscal years from the fiscal year in which the reports were produced.

Recommended Disposition:

Permanent: transfer these records to the State Archives.

Appraisal note:

These records contain administrative, historical and legal values.

Legal value is due to proof of compliance to the laws requiring local governments to produce and send reports to the Dept. of Taxation.

Once the reports are received by the Dept., the Dept. becomes the office of record. Local governments do not have to retain their copies of these reports for more than 6 years (see Local Government RDA 20071793 "Reports to Nevada Department of Taxation").

These reports contain significant historical value as they document the operation of government concerning the imposition, payment and reporting of taxes.

■ Title: Residential Construction Tax Records RDA# 2014201

Description:

This record series documents the reviews of requests for and renewals of the residential construction tax (NRS 387.332). The series may contain, but is not limited to: copy of the request with supporting documentation, analysis by LGS, and decision of the Nevada Tax Commission.

Recommended Retention:

Retain these records for a period of five (5) fiscal years from the year last approved.

Recommended Disposition:

Permanent: Transfer these records to the State Archives.

Appraisal note:

These records contain administrative, historical and legal values.

Legal value is due to the requirement for the Dept. of Taxation to review and approve requests and renewals for the imposition of residential construction taxes (see NRS 387.332).

Historical value is due to the decision to provide for taxes in various regions of the state. It also documents an important function of the Dept. of Taxation as well as local governments.

■ Title: Tax Rolls RDA# 2014202

Description:

This record series includes the Centrally-Assessed Bulletins (secured and unsecured tax rolls) pursuant to NRS 361.3205; the Net Proceeds of Minerals Tax Bulletin based on annual certification statements pursuant to NRS 362.130; and the Mining Property Tax rolls (secured and unsecured) based on the transmittals to counties.

Recommended Retention:

Retain these records for a period of ten (10) fiscal years from the year last approved.

Recommended Disposition:

Permanent: Transfer these records to the State Archives.

Appraisal note:

These records contain administrative, historical and legal values.

Legal value is due to the obligation found in NRS chapters 361 and 362 for the Dept. of Taxation to create and maintain these tax rolls.

Other tax rolls are produced by the local governments and fall under the requirements of Local Government RDA 20070083 "Assessment Rolls and/or Tax Lists."

Historical value is due to the documentation of how government operates regarding the taxation of its citizens.

Begin date: 5/1/2014

Appraisal date: 5/8/2014

Appraised by: RvS

■ Title: State Board of Equalization Decision Papers

RDA#: 2014184

Description:

These records document formal decisions made by the State Board of Equalization (See NRS 361.360 *et seq.* and NAC 361.747 *et seq.*). The files may include, but are not limited to: decision papers with associated documentation.

Recommended Retention:

Retain these records for a period of five (5) calendar years from the date of the decision.

Recommended Disposition:

Permanent: transfer to the State Archives.

Appraisal note:

These records have administrative, fiscal, historical and legal values.

Fiscal value is due to the tax issues involved (as found in NRS chapter 361 and NAC chapter 361).

Legal value is due to the rights and obligations involved with the resolution of tax issues (see NRS chapter 361 and NAC chapter 361).

The 5 year retention is recommended as being equal to the 5 year requirement to retain legal custody of the minutes of public bodies (see NRS 241.035) to which these records are related.

These records hold historical value due to the interaction between private tax payers, local governments and the State Board. They should be transferred to the State Archives for permanent preservation.

These records do not contain any personal identifying or confidential information. They are directly related to the meetings of the State Board which are open to the public in accordance with the Nevada Open Meeting Law (NRS chapter 241).

Begin date: 3/27/2014

Appraisal date: 4/8/2014

Appraiser: RvS

● **Agenda Item 5:**

For possible action: Discuss, review and act upon the records retention schedule for:

| Gaming Control Board: Audit Division | | Schedule 460200 |
|--------------------------------------|--|------------------|
| RDA# | Title | Committee Action |
| 1988139 | Investigations and Tax & License Checks File | Delete this RDA |
| 1988141 | Miscellaneous Files | Delete this RDA |
| 1988132 | Agents Reports | Delete this RDA |
| 1988142 | Regulation 6A Files (Forms and Work papers) | Delete this RDA |
| 1988134 | Bankroll Verification | Delete this RDA |
| 1988136 | Count Submissions | Delete this RDA |

Records Officer: Barbara Bolton

● Recommended deletions:

■ ~~Title: Investigations and Tax & License Checks File~~ ~~RDA#: 1988139~~

Description: Last Reviewed on: 04/17/1989

~~This record series is an informational file of investigations and tax & license checks made by the Investigation Division on individuals and companies requesting to be licensed. It consists of copies of investigative reports and associated memos and notes.~~

Authorized Retention:

~~Review annually, purging the files of valueless and outdated material as needed.~~

Authorized Disposition:

~~Destroy these confidential records in a secure manner, such as by shredding (See NAG 239.722).~~

■ ~~Title: Miscellaneous Files~~ ~~RDA#: 1988141~~

Description: Last Reviewed on: 04/17/1989

~~This record series is an informational file used to document small licensees. The files may contain: licensing information, internal control information, correspondence, and control history information material.~~

Authorized Retention:

~~Retain for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.~~

Authorized Disposition:

~~Destroy these confidential records in a secure manner, such as by shredding (See NAG 239.722).~~

● Justification for deleting RDA's 1988139 and 1988141: Both of these RDA's are informational files used as reference tools. As such they are non-records and should be deleted from the schedule.

■ ~~Title: Agents Reports~~ ~~RDA#: 1988132~~

Description: Last Reviewed on: 04/17/1989

~~Agent Daily Reports are required of all division agents below the level of deputy chief. These daily reports contain details on audit work, and serve as input documents for the Weekly Reports. Weekly reports are generated in three forms: (1) Progress Report on the audit (time budgeted and time scheduled), (2) Hours by Section Report (time spent on each section of the audit), and (3) Hours by Agent Report. Monthly Manpower Report shows the hours charged by each audit by month for a period up to six months. The A-5 Report becomes part of the Audit Work papers, and is completed at the end of the audit. The A-5 may be reviewed by LCB Audit.~~

Authorized Retention:

~~Retain for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.~~

Authorized Disposition:

Destroy securely.

● Justification for deleting RDA 1988132: These records are now done electronically through the GCB Agent Daily Reporting (ADR) system, a time management and reporting system. These types of records are covered in the General Records Retention Schedule. See RDA 2007027 "Personnel: HR Management Reports" and RDA 2007028 "Personnel: Payroll Records."

~~■ Title: Regulation 6A Files (Forms and Work papers) RDA#: 1988142~~

Description:

Last Reviewed on: 04/17/1989

~~This record series was created in 1985 and documents the reporting of any cash transaction over \$10,000.00 from a licensee. The files may include, but are not limited to: Currency Transaction Reports (Las Vegas only), Currency Transaction Incidence Reports, Regulation 6A internal control reports, audit work papers and compliance examination reports.~~

Authorized Retention:

~~Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.~~

Authorized Disposition:

~~Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722).~~

● Justification for deleting RDA 1988142: Effective June 30, 2007, the Department of the Treasury, Financial Crimes Enforcement Network, terminated its agreement with the Nevada Gaming Commission and the State Gaming Control Board to regulate and enforce currency transaction reporting and recordkeeping requirements (Regulation 6A) for Nevada casinos. Therefore, this RDA is no longer being produced and should be deleted from the retention schedule.

~~■ Title: Bankroll Verification RDA#: 1988134~~

Description:

Last Reviewed on: 04/17/1989

~~This record series is used to document the requirements of licensees which are having financial difficulties and need special monitoring. These files may include, but are not limited to: work papers, memorandums, work sheets which compares the licensee's cash requirements with its cash availability and similar documents.~~

Authorized Retention:

~~Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.~~

Authorized Disposition:

~~Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722).~~

● Justification for deleting RDA 1988134: These records are part of RDA 1988133 "Audit Division Working Files" and should be deleted to avoid confusion.

~~■ Title: Count Submissions RDA#: 1988136~~

Description:

Last Reviewed on: 04/17/1989

~~This record series deals with the count time and team submissions. Information may include, but is not limited to: amendments to count times, and additions and deletions to count team members. Part of this information may be added to the record series entitled 'Permanent File.'~~

Authorized Retention:

~~Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which~~

~~they pertain.~~

~~Authorized Disposition:~~

~~Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722).~~

- Justification for deleting RDA 1988136: These records are part of RDA 1988133 “Audit Division Working Files” and should be deleted to avoid confusion.

● **Agenda Item 6:**

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|--------------------|------------------|
| Gaming Control Board: Enforcement Division | | Schedule 460600 |
| RDA# | Title | Committee Action |
| 1990-003 | Intelligence Files | Modify this RDA |

Records Official (NRS 239.008): Barbara Bolton

● **Recommended modification:**

■ Title: Intelligence Files

RDA#: 1990003

Description:

Last Reviewed on: 05/22/1995

This record series contains all available information, gathered from many sources, concerning individuals that are suspected of being involved in criminal activity. The records may include, but are not limited to: law enforcement, informant, communications (including wire taps) and surveillance reports; research documents; validation documentation, and; appraisals.

Authorized Retention:

~~Retain for a period of eighty (80) years from the date received.~~

Retain these records for a period of one hundred (100) calendar years from the birth date of the individual, or six (6) calendar years from the known death of the individual, whichever occurs first.

Authorized Disposition:

~~Destroy these confidential records (See NRS 463.120) in a secure manner that will prevent reconstruction of the information (See NAC 239.722).~~

Destroy securely.

Justification for modifying RDA 1990-003:

The retention period is being modified to preserve the record throughout the lifetime of the individual, allowing the GCB to have the information needed to make accurate decisions. The State Records Committee was informed of the GCB's needs during the October 16, 2013 meeting, and agreed that this RDA should be brought before them for consideration of the long-term retention change.

Begin Date: 9/13/2012

Appraisal date: 10/22/2013

Appraised by RvS

● **Agenda Item 7:**

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|-------------------------------|------------------|
| Department of Public Safety: State Board of Parole Commissioners | | Schedule 930000 |
| RDA# | Title | Committee Action |
| 2004176 | Parole Board Discharged Files | Modify this RDA |

Records Official (NRS 239.008): [Connie Bisbee \(Chair\)](#)

● **Recommended modification:**

■ Title: Parole Board Discharged Files

RDA#: 2004176

Description:

Last Reviewed on: 09/08/2004

This records forms, Notification of Parole Hearings to Victims and Other Interested Parties, letters sent to advise victims and interested parties of the results of hearings, handwritten minutes by prison caseworkers of inmate's Parole hearing, letters & memos from the Division of Parole and Probation requesting changes in the parole order, Board correspondence, transcripts of Board of Pardons, Applications to the Pardons Board, Parole Violation certification and action sheets, Admonition and Advisement of rights, waiver of Board appearance, waiver of counsel, related correspondence and similar documentation.

Authorized Retention:

Retain these records for a period of six (6) calendar years from the date of parole or prison discharge.

Authorized Disposition:

~~Permanent: Transfer these records to the State Archives.~~

Destroy securely.

Justification to modify RDA 2004176:

On 1/7/2014, Cynthia Laframboise, State Archives Manager, and Chris Driggs, Archivist, reappraised the historical value of these records. They concluded that the discharged files held little historical value. The Hearing files contain the historically significant information. They have also discovered that the description in the RDA does not match the records that are sent to the Archives as "Discharged Files."

It is recommended that the disposition be revised to dispose of these records in a secure manner.

Begin date: 1/7/2014

Appraisal date: 1/14/2014

Appraised by: RvS

● **Agenda Item 8:**

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|---------------------------|------------------|
| Department of Public Safety: Parole and Probation Division | | Schedule 920100 |
| RDA# | Title | Committee Action |
| 2013-045 | Pre-sentence Report Files | New RDA |

Records Official (NRS 239.008): Jennifer Pongasi

● **Recommended new RDA:**

■ Title: Presentence Report Files

RDA#: 2013045

Description:

These records document Presentence Reports produced in accordance with NRS 176.133 *et seq.* The files may include, but are not limited to: criminal records; information about the characteristics of defendant; child support documentation; investigative reports; evaluations; recommendations; and related correspondence.

Recommended Retention:

Retain these records for a period of five (5) calendar years from the end of the calendar year to which it pertains.

Recommended Disposition:

Destroy securely.

Appraisal note:

These records contain administrative and legal values.

Legal value is due to the rights of the defendant and the obligations of the Division.

Although the Division produces the report, the office of record is the courts (see NRS 176.135 (1)) since the Division must report to the Court. The defendant, defense attorney, prosecutor and the Department of Corrections may also receive this report.

The Division does not have to do a report if one has been done for that person within the previous 5 years (see NRS 176.151 (1)). Therefore, a 5 year retention period is the minimum period of time these records must be retained.

These files contain much confidential and sensitive information. They have been declared confidential by NRS 176.156.

They should be destroyed in a secure manner to prevent the reconstruction of the information.

Begin date: 11/26/2013

Appraisal date: 12/4/2013

Appraised by: RvS

● **Agenda Item 9:**

For possible action: Discuss, review and act upon the records retention schedule for:

| | | |
|--|--|------------------|
| General Records Retention and Disposition Schedule | | Schedule 100 |
| RDA# | Title | Committee Action |
| 2009047 | Administrative: Public Records Request File, Granted | Modify this RDA |

Records Official (NRS 239.008): Jeff Kintop, Daphne DeLeon

● **Recommended modification:**

■ Title: Administrative: Public Records Request File, Granted RDA#: 2009047

Description:

This file documents requests for public records fulfilled by the agency. The file may contain, but is not limited to: Request form (see NRS 239.008) with related documentation.

Note: Related invoices and accounting documentation are retained in accordance with the General Records Retention and Disposition Schedule; see RDA 2007-016 "Accounting Files - Agency Copy."

Authorized Retention:

Retain these records ~~for as long as administratively useful. It is recommended that these records be retained for no longer than ninety (90) days~~ **one (1) calendar year** from the ~~date the request was received~~ **end of the calendar year to which it pertains. Check Agency-Specific Schedule for exceptions.**

Authorized Disposition:

Destroy Securely

Justification for modifying RDA 2009047:

The retention period is being modified to solidify a retention period by removing the permissive and confusing "retain for as long as administratively useful" statement.

- On 5/14/14 the State Records Committee requested that staff review the retention period. They recommended a longer retention period. When this RDA was first presented to the Committee in 2009, the recommended retention period was presented at 1 year. At that time the Committee felt it was too long of a retention period.
- The Local Government Records Retention Schedule has placed these records with a 90 day retention period.
- In the General Records Retention Schedule, Routine Business Correspondence is scheduled to be retained 1 year.
- The Committee requested that Sarah Bradley, Deputy Attorney General and a member of the Committee, review this RDA. She reviewed this on May 21, 2014 and agreed that a 1 year retention was appropriate.
- The Committee requested that this RDA be brought back before them on June 11, 2014.
- These records should match the 1 year retention period for routine business correspondence to avoid confusion between routine correspondence and public records requests.

Begin date: 4/14/2014

Appraisal date: 5/21/2014

Appraised by: RvS