



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
100 N. Stewart Street
Carson City, Nevada 89701
(775) 684-3411 * Fax (775) 684-3426 * TDD (775) 687-8338

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

Meeting Notice

DATE: Wednesday, February 10, 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.
- FOR POSSIBLE ACTION 3. Review, correct, if necessary, and approve the minutes of the November 18, 2015 meeting.**
- FOR POSSIBLE ACTION 4. Department of Public Safety: Capitol Police**
 - A. RDA 2003050: Annual Statistical Report
 - B. RDA 2009007: Capitol Police Personnel (Pre-Post) Training Files
 - C. RDA 2009009: Crime Statistics Database
- FOR POSSIBLE ACTION 5. Governor's Finance Office, Internal Audit**
 - A. RDA 2006153: Internal Controls Class Training Files
 - B. RDA 2006154: Compliance Review Files
 - C. RDA 2006145: Annual Plan
 - D. RDA 2006146: Annual Report
 - E. RDA 2006147: Audit Workpapers
 - F. RDA 2006148: Biennial Compliance Reports
 - G. RDA 2006162: Final Audit Reports

- H. RDA 2006151: LCB Audit Follow-Up Workpapers
- I. RDA 2010013: Report on Internal Controls
- J. RDA 2016003: Agency Training Audit Plan
- K. RDA 2016004: State Fraud, Waste and Abuse Hotline Files
- L. RDA 2016006: Procurement Card Applications
- M. RDA 2006149: DIA Follow-up Database
- N. RDA 2006150: LCB Audit Follow-up Database
- O. RDA 2006152: Financial Managers Electronic Training Files

FOR POSSIBLE ACTION

- 6. Office of the State Controller**
 - A. RDA 2004097: ADVANTAGE™ Financial System Microform Reports
 - B. RDA 2016002: Financial Reports
 - C. RDA 2016005: Cancelled Checks
 - D. RDA 2004095: ADVANTAGE™ Financial System Files
 - E. RDA 2004098: ADVANTAGE™ Financial System Reports
 - F. RDA 2004099: ADVANTAGE™ Financial System Vendor Records
 - G. RDA 2004096: DAWN Data Warehouse Files
 - H. RDA 2002053: Fraudulent Checks

FOR POSSIBLE ACTION

- 7. Department of Taxation**
 - A. RDA 1993105: Property Tax Appeal Files

FOR POSSIBLE ACTION

- 8. General Schedule**
 - A. RDA 2005114: Bids & Requests for Proposals (RFP) Evaluation Committee Files

FOR POSSIBLE ACTION

- 9. Review NRS 239.073 regarding the composition, and possible modifications, of The Committee to Approve Schedules for the Retention and Disposition of Official State Records**

- 10. Nevada Department of Transportation Update (Discussion Only)**

FOR POSSIBLE ACTION

- 11. Discuss future agenda items Environmental Protection Secretary of State**

- 12. Informational Items (Discussion Only)**

- 13. Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman.

FOR POSSIBLE ACTION

- 14. Confirm time of next meeting**
Next meeting scheduled for March 9, 2016 at 1:15pm

FOR POSSIBLE ACTION

- 15. 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.