

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for July 8, 2015*

**1: Call to Order, Welcome, Roll Call**

- The meeting was called to order at 1:18 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Jeff Landerfelt, for Barbara K. Cegavske, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Present

Daphne DeLeon, Administrator, Nevada State Library, Archives and Public Records – Present

Mary Woods, For Jim Wells, Director of the Department of Administration – Present

Jim Earl, for Shanna Rhaming, Interim Administrator, Enterprise Information Technology Services – Present

Staff:

Jeff Kintop, Assistant Administrator for Archives and Records, NSLAPR – Present

Teri Mark, State Records Manager, NSLAPR – Present

Cynthia Laframboise, State Archives Manager, NSLAPR – Present

Sara Martel, Senior Records Analyst, NSLAPR – Present

Gerald Lindsay, Senior Records Analyst, NSLAPR – Present

Michelle Byrne, Administrative Assistant, NSLAPR – Present

Kimbra Andrews, Department of Transportation – Present

Guests Present:

Desiree DeGraff-Tese – Department of Transportation

**2: PUBLIC COMMENT**

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

- There was no public comment.

### **3: REVIEW AND APPROVE THE MINUTES FOR JUNE 10, 2015**

- The minutes were approved with two amendments. The first amendment was in the justification of agenda item 7, letter D. The sentence now reads “A three year retention will *allow* agencies...” The second amendment was to change the word “with” to “will” under the discussion and votes of agenda item 7, letter F. The sentence now reads “Committee staff *will* contact...” The motion was made by Jim Earl, and the second was by Sarah Bradley. The vote was unanimous.

### **4: FOR POSSIBLE ACTION**

#### **Department of Transportation**

A.	T2015018	Pay Register Reports and Timesheets (Fiscal)	New
B.	T2015019	Payroll Reports (Fiscal)	New
C.	T2015020	Time Maintenance Records (Fiscal)	New
D.	T2015021	Employee Payroll Records (Fiscal)	New
E.	T2014101	Payroll Records (Personnel)	Modify

#### **A. Recommended New TRDA:**

**Title:** *Pay Register Reports and Timesheets (Fiscal)*

**TRDA:** *2015018*

#### **Agency review:**

The appraisal is supported by the Department of Transportation’s Record’s Officer.

#### **Justification for New TRDA 2015018:**

A category for the accounting payroll records documenting employee pay and benefits earned does not currently exist and needs to be added to the agency retention schedule. A retention period of 40 years is necessary, as opposed to the 30 years required by DHRM Central Payroll, because NDOT has several employees with 35+ years of continuous service, one of whom has been with the agency since 1976, now retiring after 39 years of service. Prior to 2008 employee timesheets documented the information that is now contained in the pay register reports. Suggested language is referenced from the State of Nevada Administrative Services (DHRM) Central Payroll retention schedule (1994057 Pay Register Report).

#### **B. Recommended New TRDA:**

**Title:** *Payroll Reports (Fiscal)*

**TRDA:** *2015019*

#### **Agency review:**

The appraisal is supported by the Department of Transportation’s Record’s Officer.

#### **Justification for New TRDA 2015019:**

A category for the records documenting the accounting payroll reports does not currently exist and needs to be added to the agency retention schedule. NDOT Payroll generates these reports by calendar year, and the retention period of 4 calendar years meets the agency’s administrative needs

and exceeds the minimum retention of 3 fiscal years required by DHRM Central Payroll. Suggested language is referenced from the State of Nevada Administrative Services Central Payroll retention schedule (1996113 Payroll Reports).

**C. Recommended New TRDA:**

**Title:** *Time Maintenance Records (Fiscal)*

**TRDA:** *2015020*

**Agency review:**

The appraisal is supported by the Department of Transportation's Record's Officer.

**Justification for New TRDA 2015020:**

A category for the accounting payroll records documenting employee time, leave and pay adjustments does not currently exist and needs to be added to the agency retention schedule. The retention period of 3 fiscal years meets the agency's administrative needs and aligns with the minimum retention of 3 fiscal years required by DHRM Central Payroll. Suggested language is referenced from the State of Nevada Administrative Services Central Payroll retention schedule (1996114 Time Maintenance Records).

**D. Recommended New TRDA:**

**Title:** *Employee Payroll Records (Fiscal)*

**TRDA:** *2015021*

**Agency review:**

The appraisal is supported by the Department of Transportation's Record's Officer.

**Justification for New TRDA 2015021:**

A category for the accounting payroll records documenting employee pay deductions does not currently exist and needs to be added to the agency retention schedule. NDOT has a history of employees returning to work after several years of separation from service, which necessitates a longer retention period. The retention period of 6 fiscal years meets the agency's administrative needs and exceeds the minimum retention of 2 calendar years and 4 calendar years required by DHRM Central Payroll for RDA 2011009 and RDA 1988247, respectively. Suggested language is referenced from the State of Nevada Administrative Services Central Payroll retention schedule (2011009 Direct Deposit Records and 1988247 Deduction Input Documents).

**E. Recommended Modification:**

**Title:** Payroll Records (Personnel)

**TRDA:** *2014101*

**Agency review:**

The appraisal is supported by the Department of Transportation's Record's Officer.

**Justification for Modification of TRDA 2014101:**

This record series description needs to identify the difference between agency personnel records (Human Resources Division) and agency payroll records (Accounting Division).

**Discussion and Vote:**

- This item was approved as presented. The motion was made by Sarah Bradley, and there was a second by Kathryn Etcheverria. The vote was unanimous.

## **5: FOR POSSIBLE ACTION**

### **Health and Human Services, Bureau of Family Services**

A.	2006005	Program Medical Files	Modify
B.	2015016	Program Medical Files (Youth)	New

#### **A. Recommended Modification:**

**Title:** Program Medical Files (*Adults*)

**RDA:** 2006005

#### **NSLA staff recommendation:**

The retention period meets administrative and legal needs.

#### **Agency review:**

The appraisal is supported by the Bureau of Family Services Record's Officer.

#### **Justification for Modification of RDA 2006005:**

The current retention has two events and two retention periods. Separating the adult and youth schedules will provide for more accurate retention of the records

#### **B. Recommended New RDA:**

**Title:** *Program Medical Files (Youth)*

**RDA:** *2015016*

#### **NSLA staff recommendation:**

The retention period meets administrative and legal needs.

#### **Agency review:**

The appraisal is supported by the Bureau of Family Services Record's Officer.

#### **Justification for New RDA 2015016:**

The current retention has two events and two retention periods. Separating the adult and youth schedules will provide for more accurate retention of the records

#### **Discussion and Vote:**

- This item was approved as presented. The motion was made by Jim Earl and the second was by Daphne DeLeon. The items "A and B" were incorrectly listed as "C and D" in the committee packet. The vote was unanimous.

## **6: FOR POSSIBLE ACTION**

### **Health and Human Services, Lakes Crossing Center for Persons with Intellectual Disabilities**

A.	2006277	Lakes Crossing Client Medical Records	Modify
B.	2015017	Lakes Crossing Client Medical Records (Youth)	New

**A. Recommended Modification:**

**Title:** Lakes Crossing Client Medical Records (*Adults*)

**RDA:** 2006277

**NSLA staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

Pending confirmation from the Lakes Crossing Records Officer

**Justification for Modification of RDA 2006277**

The current retention has two events and two retention periods. Separating the adult and youth schedules will provide for more accurate retention of the records.

**B. Recommended New RDA:**

**Title:** *Lakes Crossing Client Medical Records (Youth)*

**RDA:** 2015017

**NSLA staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

Pending confirmation from the Lakes Crossing Records Officer

**Justification for New RDA 2015017**

The current retention has two events and two retention periods. Separating the adult and youth schedules will provide for more accurate retention of the records.

**Discussion and Vote:**

- This item was approved as presented. The motion was made by Sarah Bradley and the second by Kathryn Etcheverria. The vote was unanimous. The committee packet stated that agency review was pending confirmation from the Lakes Crossing Records Officer. Sara Martel stated that contact had been made and that the Records Officer had no concerns with the recommended changes.

**7: FOR POSSIBLE ACTION**

**Nevada State Library Archives, and Public Records: Literacy Program**

- |    |         |                            |                   |
|----|---------|----------------------------|-------------------|
| A. | 2000084 | Tutor Certificate Database | Delete - Obsolete |
| B. | 2000054 | Tutor Competency Files     | Delete - Obsolete |

**A. Recommended Deletion:**

**Title:** ~~Tutor Certificate Database~~

**RDA:** 2000084

**NSLA staff recommendation:**

Delete this RDA.

**Justification for deletion of RDA 2000084:**

The tutor competency program is no longer an operating project.

**B. Recommended Deletion:**

**Title:** ~~Tutor Competency Files~~

**RDA:** 2000054

**NSLA staff recommendation:**

Delete this RDA.

**Justification for deletion of RDA 2000054:**

The tutor competency program is no longer an operating project. Since the authorized retention period will have allowed all records to be lawfully destroyed, this series should be deleted.

**Discussion and Vote:**

- The agency name was incorrectly listed at “Nevada State Library and Archives” in the committee packet. The correct name for the agency is now “Nevada State Library, Archives and Public Records.” This item was approved as presented. The motion was made by Jim Earl, and the second was made by Daphne DeLeon. The vote was unanimous.

**8: FOR POSSIBLE ACTION**

**General Records Retention and Disposition Schedule**

A.	2015003	Calendars: Executive	New
B.	2015022	Calendars: Agency Staff	New
C.	2015008	Agency Special Event Files	New
D.	2015014	Personal Information Security Breach Notification Records	New
E.	2015015	Gift and Donation Records	New
F.	2012047	Executive Reports	Modify
G.	2005104	Special Reports	Delete
H.	2000043	Agency History Records	Delete

**A. Recommended New RDA:**

**Title:** *Calendars: Executive*

**RDA:** 2015003

**NSLA staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal by NSLA is supported by the Archives Manager.

**Justification New RDA 2015003:**

These records contain historical and archival value.

This item was tabled at the January 14, 2015 meeting. As per Committee direction, staff researched calendar retention in other states. “Calendar Retention Comparison” was provided. This item was tabled at the March 11, 2015 meeting. Per Committee direction, staff should provide a clearer definition of “appointed/key staff?”. This item was tabled at the June 10, 2015 meeting. Committee directed staff with contact members of the Executive Branch to see if the calendars should be kept longer than one year.

**B. Recommended New RDA:**

**Title:** *Calendars: Agency Staff*

**RDA:** *2015022*

**NSLA staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal by NSLA is supported by the Archives Manager.

**Justification for new of RDA 2015022:**

These records contain administrative value.

**C. Recommended New RDA:**

**Title:** *Agency Special Event Files*

**RDA:** *2015008*

**NSLA staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal by NSLA is supported by the Archives Manager.

**Justification New RDA 2015008:**

These records contain historical and archival value.

**D. Recommended New RDA:**

**Title:** *Personal Information Security Breach Notification Records*

**RDA:** *2015014*

**NSLA staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal by NSLA is supported by the Archives Manager.

**Justification New RDA 2015014:**

These records contain administrative value. Six years is recommended to cover agencies which have HIPAA related records.

**NRS 603A.020 “Breach of the security of the system data” defined.** “Breach of the security of the system data” means unauthorized acquisition of computerized data that materially compromises the security, confidentiality or integrity of personal information maintained by the data collector. The term does not include the good faith acquisition of personal information by an employee or agent of the data collector for a legitimate purpose of the data collector, so long as the personal information is not used for a purpose unrelated to the data collector or subject to further unauthorized disclosure

**NRS 603A.030 “Data collector” defined.** “Data collector” means any governmental agency, institution of higher education, corporation, financial institution or retail operator or any other type of business entity or association that, for any purpose, whether by automated collection or otherwise, handles, collects, disseminates or otherwise deals with nonpublic personal information.

**E. Recommended New RDA:**

**Title:** *Gift and Donation Records*

**RDA:** *2015015*

**NSLA staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal by NSLA is supported by the Archives Manager.

**Justification for New RDA 2015015:**

These records contain administrative value. As some donations may be gifted through an agreement or contract, a six year retention is recommended based on NRS 11.190(1)(b): Except as otherwise provided in NRS 40.4639, 125B.050 and 217.007, actions other than those for the recovery of real property, unless further limited by specific statute, may only be commenced as follows:

1. Within 6 years:

(b) An action upon a contract, obligation or liability founded upon an instrument in writing, except those mentioned in the preceding sections of this chapter.

**F. Recommended Modification:**

**Title:** Executive Reports

**RDA:** 2012047

**NSLA staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal by NSLA is supported by the Archives Manager.

**Justification for modification of RDA 2012047:**

These records contain administrative, historical and archival value. This RDA was combined with RDA 2005104 to simplify retention and filing for agencies.

**G. Recommended Deletion:**

**Title:** ~~Special Reports~~

**RDA:** ~~2005104~~

**NSLA staff recommendation:**

Delete this RDA

**Justification for deletion of RDA 2005104:**

This RDA was combined with RDA 2012047 to simplify retention and filing for agencies.

**H. Recommended Deletion:**

**Title:** ~~Agency History Files~~

**RDA:** ~~2000043~~

**NSLA staff recommendation:**

Delete this RDA

**Justification for deletion of RDA 2000043:**

As written, the record series describes non records. The new RDA 2015008 (Agency Special Event Files) was created to better define the types of records the Archives classifies as historical and archival.

**Discussion and Vote:**

- The items were incorrectly listed as “G-N” in the committee packet. The items should have been listed as “A-H.” Items A and D were approved as amended, with the following amendments. Item A – the title was changed from Calendars: *Executive* to Calendars: *Constitutional Officers*. Item D – there will be a reference added into the Description that references NRS 603A.020 and NRS 603A.030. The motion to approve as amended was made by Daphne DeLeon, and the second was made by Sarah Bradley. Items B, C, E, F and H were approved as presented. The motion was made by Jim Earl, and the second was made by Daphne DeLeon. The votes were unanimous.

**9: FOR POSSIBLE ACTION**

**Nevada State Library and Archives: Archives and Records**

A.	1992429	Unscheduled Official State Records	Delete - Obsolete
B.	1992430	Non-State Government Records	Delete - Obsolete

**A. Recommended Deletion:**

**Title:** ~~Unscheduled Official State Records~~

**RDA:** ~~1992429~~

**NSLA staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal by NSLA is supported by the State Archivist.

**Justification for deletion of RDA 1992429:**

This schedule was created to accept records into the State Records Center for appraisal. As this process is no longer used, and per NRS 239.090, Archives does not need an RDA to accept records, it is recommended that this RDA be deleted.

**B. Recommended Deletion:**

**Title:** ~~Non-State Government Records~~

**RDA:** ~~1992430~~

**NSLA staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal by NSLA is supported by the State Archivist.

**Justification for deletion of RDA 1992430:**

Records received under this RDA have been appraised and lawfully destroyed. Records are no longer being accepted under this RDA.

### **Discussion and Votes:**

- The agency name was incorrectly listed at “Nevada State Library and Archives” in the committee packet. The correct name for the agency is now “Nevada State Library, Archives and Public Records.” This item was approved as presented. The motion was made by Jim Earl, and the second was made by Kathryn Etcheverria. The vote was unanimous.

### **10: Nevada Department of Transportation Update**

- There was no update.

### **11: FOR POSSIBLE ACTION**

#### **Discuss creation of a Subcommittee to Review NRS 239.073 regarding the composition of The Committee to Approve Schedules for the Retention and Disposition of Official State Records**

- The committee discussed this item and has decided that this will be brought back as an agenda item. A subcommittee will not be created.

### **12: Discuss future agenda items**

Department of Health and Human Services: Marijuana Health Registry  
Peace Officers’ Standards and Training (POST)  
General Schedule: Law Enforcement: Portable Recordings  
Air Force National Guard  
Office of the Controller  
Secretary of State  
Board of Dental Examiners

### **13: Information Items**

- There are several records related classes coming up put on by Records Management. On August 12 in Las Vegas, September 10 and November 17 in Carson City there will be records management classes. On August 20, and September 26 there will be classes on how to use the State Records Center. There will be a Public Records class on September 1 in Carson City, and one on September 10 in Las Vegas. There will also be an E-Records forum on October 15 that will be put on with ARMA. All of these classes can be found at [nsla.nv.gov](http://nsla.nv.gov), under Records Management – Hot Topics.
- The Attorney General’s Office will be putting on training for Boards and Commissions. Also the Attorney General’s Office will be reviewing their retention schedule.

### **14: PUBLIC COMMENT**

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

- There was no public comment.

### **15: FOR POSSIBLE ACTION**

**Confirm time of next meeting.**

- Next meeting scheduled for September 9, 2015 at 9:15 am in the board room of the Nevada State Library and Archives building at 100 N. Stewart Street, Carson City NV.

**16: Adjourn**

- The meeting was adjourned at 2:31pm with the motion made by Jim Earl. The vote was unanimous.