



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

Meeting Notice

DATE: June 8, 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 from the April 13, 2016 meeting**
- FOR POSSIBLE ACTION** 4. **Department of Public Safety, Parole and Probation**
A. RDA 2003008: Case Files
- FOR POSSIBLE ACTION** 5. **Public Works Division**
A. RDA 2016027: CIP Project Drawings
B. RDA 2016028: CIP Project Files
C. RDA 2016029: CIP Project Files: Structural and Testing Records
- FOR POSSIBLE ACTION** 6. **Department of Education; Career Readiness and Adult Learning Education Options, Private Schools**
A. RDA 2007108: Private School Files: Application Documentation
B. RDA 2007107: Private School Files: License Records

- C. RDA 2007110: Private School Files: Operational Records
- D. RDA 2009067: Private School Student Academic Records: Elementary Schools
- E. RDA 2009066: Private School Student Academic Records: Secondary Schools
- F. RDA 2016026: Private School Files: Crisis Response Plans
- G. RDA 2016024: Private School Files: License Records Denied or Withdrawn

FOR POSSIBLE ACTION

- 7. **Department of Education, Career Readiness and Adult Learning Education Options< Charter Schools**
 - A. RDA 2009063: Charter Schools: Not State Sponsored Written Charter
 - B. RDA 2009062: Charter Schools Original Application
 - C. RDA 2009064: State Board Sponsored Charter Schools (Approved)
 - D. RDA 2009065: State Board Sponsored Charter Schools (Denied)

FOR POSSIBLE ACTION

- 8. **Department of Administration, Library, Archives and Public Records, Archives and Records**
 - A. RDA 2016017: Archives Accession Records – Memorandum of Transfer
 - B. RDA 2016019: Archives Accession Records – Transfer Receipt
 - C. RDA 2016020: Archives Accession Records – Loan Agreement
 - D. RDA 2016021: Archives Accession Records – Images License Agreement

FOR POSSIBLE ACTION

- 9. **Nevada Department of Transportation Update (Discussion Only)**
- 10. **Discuss future agenda items**
Department of Public Safety: General Services Division
Commission on Ethics
Gaming Control Board
Environmental Protection: Bureau of Industrial Site Cleanup

FOR POSSIBLE ACTION

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

FOR POSSIBLE ACTION

- 12. **Confirm time of next meeting**
 Next meeting scheduled for July 13, 2016 at 1:15pm

FOR POSSIBLE ACTION

- 13. **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.

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for April 13, 2016*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:19 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

Jeff Kintop, Interim Administrator, Nevada State Library, Archives and Public Records – Present

Stacie Hancock, For Patrick Cates, Director of the Department of Administration – Present

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

Staff:

Teri Mark, State Records Manager, NSLAPR – Excused

Cynthia Laframboise, State Archives Manager, NSLAPR – Excused

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:

Chris LaPrairie, Nevada Highway Patrol

Karen Howard, Nevada Department of Environmental Protection

Misti Gower, Nevada Department of Environmental Protection

Coral Newton, Nevada Department of Environmental Protection

Hope Williams, Department of Administration

Melaine Mason, Nevada Department of Employee, Training and Rehabilitation

Shelly Williams, Department of Corrections

Scott Anderson, Secretary of State's Office

2: Public Comment

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

- Jeff Kintop will be awarded a lifetime achievement award by the Conference of Intermountain Archivists. The Secretary of State congratulated Jeff for this award.

3: Review and Approve the Minutes for February 10, 2016

- The minutes were approved as presented. The motion was made by Jim Earl and the second was by Sarah Bradley. The vote was unanimous.

4: Employment Training and Rehabilitation – Vocational Rehabilitation

- A. 1990534 Vocational Rehabilitation Client Case File Modify

A. Recommended Modification:

Title: Vocational Rehabilitation Client Case File

RDA: 1990534

Description:

This record series consists of Vocational Rehabilitation client records. The individual client file may include: completed application, financial statement, health survey, transcripts and certificates, certification of eligibility, narrative progress review notes, vocational assessment reports, diagnostic study, copies of medical and psychological reports, training progress reports, individualized written rehabilitation program, documentation of verbal communications, closure information, correspondence and similar documentation.

Authorized Retention:

Retain for a period of five (5) calendar years from the *end of* the calendar year ~~to~~ *in which they were closed* ~~pertain~~.

Recommended Disposition:

Destroy Securely

Discussion and Votes

This item approved as presented. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

5: Department of Environmental Protection

- A. 2005018 Fiscal Year Paid Invoices (Fees) Delete – Obsolete
- B. 2005084 State Environmental Commission Files Delete – Obsolete

A. Recommended Deletion:

Title: ~~Fiscal Year Paid Invoices (Fees)~~

RDA: ~~2005018~~

Description:

~~This record series is used to document payment of annual fees (including NAC 445B.275 fines) by owner/operators with permits (See NRS Chapter 445B and NAC Chapter 445B). The files contain: invoice copies, payment receipts (both of which detail the fee for emission violations, renewal of permits and similar information for each permit source), notes and related documentation.~~

Authorized Retention:

~~Retain for a period of twenty (20) calendar years from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

B. Recommended Deletion:

Title: ~~State Environmental Commission Files~~

RDA: 2005084

Description:

~~These records are used to provide administrative support to the State Environmental Commission (SEC). These records do not constitute the official record of the SEC. The record may contain but is not limited to: *copies of minutes and supportive documentation; copies of proposed regulations; related correspondence and; associated documentation.~~

Authorized Retention:

~~Retain these records for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.~~

Recommended Disposition:

~~Destroy~~

Discussion and Votes

This item was approved as presented. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

6: Department of Corrections, Offender Management

Department of Corrections, Offender Management

A.	1992717	Inmate Central File (C-File)	Modify
B.	1992718	Inmate Institutional File (I-File)	Modify
C.	2016015	Inmate Files: Permanent	New
D.	2016016	Inmate Files: Notorious/Infamous	New

A. Recommended Modification:

Title: Inmate Central File (C-File)

RDA: 1992717

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561: the Institutional file and the Central file. The Central file [a partial compilation of criminal history record information (documents) and records of correctional supervision] Is maintained in Central Office for the purpose of recording and maintaining matters concerning the inmate's legal status, including: commitment information,

release computation, detainers, classification, management information system, statistics and planning and certain confidential information relating to Central Monitoring Cases. All other record responsibilities are delegated to the institutions and are processed using the Institutional file.

Authorized Retention:

Retain these records for a period of ~~twenty-five (25)~~ *seven (7)* calendar years from the date of release from the system.

Recommended Disposition:

~~Permanent: Transfer to Archives~~

Destroy Securely

B. Recommended Modification:

Title: Inmate Institutional File (I-File)

RDA: 1992718

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The I-file is a compilation of criminal history record information (documents) and records of correctional supervision concerning individual inmates. This complete record is maintained at the institution where the inmate is housed.

Authorized Retention:

Retain these records for a period of ~~twenty-five (25)~~ *seven (7)* calendar years from the date of release from the system.

Recommended Disposition:

~~Permanent: Transfer to Archives~~

Destroy Securely

C. Recommended New RDA:

Title: *Inmate File: Permanent*

RDA: *2016015*

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The permanent record consists of .mug shot and physical description and fingerprints; judgment of conviction, amended judgments and court orders; District Attorney's Statement of Fact; inmate classification report; Official certificates for commutation of sentence, conditional pardon, pardon, parole, restoration of citizenship; Parole and Probation records including reports of violations and revocations; Department of Justice Federal Bureau of Investigation National Bureau of Criminal Identification.

Authorized Retention:

Retain these records for a period of seven (7) calendar years from the date of release from the system.

Recommended Disposition:

Permanent: Transfer to Archives

D. Recommended New RDA:

Title: *Inmate File: Notorious/Infamous*

RDA: *2016016*

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. Some of these inmate files document notorious/Infamous/ Historically Significant inmates. Inmate files are considered Notorious/Infamous if: the case/inmate attained contemporary public notoriety; the case/inmate received significant media coverage; the inmate case caused the state to develop or utilize new methods or technologies; the case/inmate is frequently cited in scholarly or profession literature or other resources; the case/inmate caused a change in polices or laws; the case affects a large portion of the community; the case/inmate was controversial; the case/inmate was generally viewed by the community as important or significant; the case/inmate was the subject of a well-known book or feature film; the case/inmate incurred large restitution amounts. The records include but are not limited to: Inmate Central File (C-File); Inmate Institutional File; Inmate File (Permanent Record), newspaper accounts; correspondence (official and personal); and applications for commutation of sentence, conditional pardon, pardon, parole restoration of citizenship;

Authorized Retention:

Retain these records for a period of seven (7) calendar years from the date of release from the system.

Recommended Disposition:

Permanent: Transfer to Archives

Discussion and Votes

This item was approved as presented. The motion was made by Sarah Bradley and the second was by Jeff Kintop. The vote was unanimous.

7: Department of Administration, Library, Archives and Public Records, Library Services

- A. 2016009 Talking Book Program Patron File – Non New
Activated

A. Recommended New RDA:

Title: *Talking Book Program Patron File – Non Activated*

RDA: 2016009

Description:

These records document potential patrons who have applied for the Nevada Talking Book Services but who did not complete the application process. The files may contain, but are not limited to: application with associated documentation and related correspondence.

Authorized Retention:

Retain these records for a period of one (1) calendar year from the end of the calendar year in which the application was received.

Recommended Disposition:

Destroy Securely

Discussion and Votes

This item was approved as presented. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

8: General Schedule

A.	2003072	In Car Recordings	Modify
B.	2015003	Calendars: Constitutional Officers	Modify
C.	2006059	Professional and Occupational Licensing	Modify
D.	2016007	Occupational Licensing	New

A. Recommended Modification:

Title: ~~In-Car~~ *Electronic* Recordings

RDA: 2003072

Description:

These recordings document law enforcement ~~car patrols with audio and/or visual~~ *electronic* recordings of *law enforcement contacts including but not limited to:* traffic ~~violation~~ stops, traffic ~~accidents~~ *crash investigations, investigatory detentions, arrests* and other actions. It may be used *for prosecution* in training and/or as a support in determining events of a call for reporting purposes. The record series consists of ~~audio-visual~~ *electronic* recordings *regardless of media type.*

Authorized Retention:

Retain *non-event* recordings for ~~a ninety (90)~~ *thirty (30)* days *from the date of recording.* ~~period of time. or until they have been reviewed, whichever is later, reusing the recording media as needed. Those recordings which have been reviewed and deemed necessary for other purposes should be transferred~~ *Event recordings must be* ~~to the appropriate record series and~~ retained in accordance with the approved schedule for those types of records.

Recommended Disposition:

Destroy Securely

B. Recommended Modification:

Title: Calendars: Constitutional Officers

RDA: 2015003

Description:

Records documenting day-to-day official activities of constitutional officers. Records may include but are not limited to: calendars, task lists, meeting schedules. See also: Governor's Office RDA 2011046

Appointment/Scheduling Calendars.

Authorized Retention:

~~Retain for four (4) calendar years from the end of the calendar year to which they pertain.~~ *Retain until end of the term of office.*

Recommended Disposition:

Permanent: Transfer to State Archives

C. Recommended Modification:

Title: Professional ~~and Occupational~~ Licensing

RDA: 2006059

Description:

These records document the process and monitoring of individuals receiving professional ~~and occupational~~ licenses, certification, registration and similar functions from a licensing agency. *Professional licenses are for jobs which require legal authority to practice a profession within a designated scope of practice.* The record may consist of, but is not limited to: Original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Authorized Retention:

Retain these records for a period of thirty (30) calendar years from the expiration, termination, suspension or revocation of the license.

Recommended Disposition:

Destroy Securely

D. Recommended New RDA:

Title: *Occupational Licensing*

RDA: *2016007*

Description:

These records document the process and monitoring of individuals receiving occupational licenses, certification, registration and similar functions from a licensing agency. Occupational licenses are for jobs requiring certification by a private organization to ensure that that individual have demonstrated their achievement and ability to perform their profession competently. The record may consist of, but is not limited to: Original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Authorized Retention:

Retain these records for a period three (3) calendar years from the expiration, termination, suspension or revocation of the license.

Recommended Disposition:

Destroy Securely

Discussion and Votes

This item was separated by the sub-items. Item A was approved as amended, with the amendment of changing wording in the description. The description was changed from "...as a support in determining events *of a call*" to "...as a support in determining events *in an interaction*". Item B was approved as presented. Items C and D were tabled due to needing more research on the different variations of occupational vs professional licensing. The motion was made by Jim Earl and the second was by Sarah Bradley. The vote was unanimous.

9: Office of the Secretary of State

- | | | |
|------------|------------------------------------------------------------------------------------------|-----|
| A. 2016010 | Appointment of Registered Agent by a
Court-Appointed Nonresident Guardian
of Adult | New |
|------------|------------------------------------------------------------------------------------------|-----|

A. Recommended Modification:

Title: *Appointment of Registered Agent by a Court-Appointed Nonresident Guardian of Adult*

RDA: 2016010

Description:

These records document the appointment of a registered agent by a court-appointed nonresident of guardian for an adult ward (NRS 159). The file may include but is not limited to: "Appointment of Registered Agent by Nonresident Guardian of Adult" form, application renewals, court orders, and related correspondence.

Authorized Retention:

Retain for seven (7) calendar years from the end of the calendar year in which the last guardianship was terminated.

Recommended Disposition:

Destroy Securely

Discussion and Votes

This item was approved as amended. The amendment was the removal of the word of in the description. It now reads “by a court appointed nonresident of guardian”. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

10: Update regarding the recommendation of expansion of the composition of The Committee to Approve Schedules for the Retention and Disposition of Official State Records

- Staff has drafted a letter to be presented to the Secretary of State with their recommended changes. The letter is with the Chairman for review.

11: Nevada Department of Transportation Update (discussion only)

- Department of Transportation Staff are reviewing their retention schedules to see if any of the schedules need to be updated.

12: Discuss future agenda items:

Department of Public Safety: General Services Division

Department of Wildlife

Department of Public Works

Parole and Probation

Commission on Ethics

13: Informational Items (discussion only)

- There were no informational items.

14: Public Comment

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

- Committee member wanted to let the Attorney General’s office know that their training on the Open Meeting Law was very informative.

15: Determine time of next meeting

- The next meeting will be held June 8 2016 at 1:15 pm in the Nevada State Library and Archives Board room.

16: Adjourn

- The meeting was adjourned at 2:22 pm with the motion made by Jim Earl. The vote was unanimous.

4: FOR POSSIBLE ACTION

Department of Public Safety, Parole and Probation

A. 2003008 Case Files

Modify

E. Recommended Modification:

Title: Case Files

RDA: 2003008

Description:

These are working files on Parolees and Probationers. The files may contain, but are not limited to: applications for parole or probation, pre-sentence reports; sentence data sheets; disposition data sheets; discharge documentation; notes from parole officer; contact logs; progress reports; restitution agreements and schedules; probation violation agreements; related documentation.

Authorized Retention:

Retain ~~these records until the notification of death or~~ *for* one hundred (100) calendar years ~~birth date of the individual, whichever occurs first.~~ *from the end of the calendar year in which the case was closed.*

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Public Safety, Parole and Probation Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification of RDA 2003008:

The change provides a more defined trigger event. Currently, the records are microfilmed, and the retention requires research of the film, then manually cutting and splicing the film to remove the applicable records. The modified retention will allow all records pertaining to a calendar year to be destroyed at the same time.

5: FOR POSSIBLE ACTION

Public Works Division

A.	2016027	CIP Project Drawings	New
B.	2016028	CIP Project Files	New
C.	2016029	CIP Project Files: Structural And Testing Records	New

A. Recommended New RDA:

Title: *CIP Project Drawings*

RDA: *2016027*

Description:

These are the drawings made for Capital Improvement Projects (CIP), and compliment the CIP Project File. The records may contain, but are not limited to: (a) Original and copies of: site plans; working drawings (structural, mechanical, electrical and landscape), as built drawings, schematics, presentation drawings, architectural renderings and similar records, and; (b) Project specifications, bid documents and similar documents.

Authorized Retention:

Retain these records for a period six (6) calendar years from the completion of the project. Transfer an original copy of the drawings to the legal custodian of the project after completion.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Retention meets administrative and legal needs.

Agency review:

The appraisal is supported by Public Works Division Records Officer.

Justification for New RDA 2016027:

Assembly Bill 125 of the 2015 Legislative Session changed the statute of limitation that action may be taken on construction projects. The act became effective upon passage and approval on February 24, 2015. The agency has requested records created before 2015 be retained according to the current retention period of 12 years. To accommodate this request, new RDAs are being recommended so the records created before 2015 and currently stored in the Records Center can be retained the for the 12 years and records created after 2015 can be stored for 6 years.

AB125 sec 17 NRS 11.202(1): No action may be commenced against the owner, occupier or any person performing or furnishing the design planning, supervision or observation of construction, or the construction of an improvement to real property more than 6 years after the substantial completion of such an improvement.....

B. Recommended New RDA:

Title: *CIP Project Files*

RDA: 2016028

Description:

These records are used to oversee and monitor Capital Improvement Projects (CIP's) that have been authorized by the Legislature and under the administration of the State Public Works board. The files may include, but are not limited to: A/E (Awards and Endorsements), Contracts/Endorsements File; Owner-Contractor Agreements/Insurance/Change Orders/Advertising Information File; Preconstruction Engineering Reports/ Inspector Reports/Lab Testing/Plan Check File; Budgets, Schedules and Estimates file; Energy Retrofit File, and, Correspondence File.

Authorized Retention:

Retain these records for a period of six (6) calendar years from the completion of the project.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

Retention and disposition meet administrative and legal needs.

Agency review:

The appraisal is supported by the Public Works Division Records Officer.

Justification for New RDA 2016028:

Assembly Bill 125 of the 2015 Legislative Session changed the statute of limitation that action may be taken on construction projects. The act became effective upon passage and approval on February 24, 2015. The agency has requested records created before 2015 be retained according to the current retention period of 12 years. To accommodate this request, new RDAs are being recommended so the records created before 2015 and currently stored in the Records Center can be retained for the 12 years and records created after 2015 can be stored for 6 years.

AB125 sec 17 NRS 11.202(1): No action may be commenced against the owner, occupier or any person performing or furnishing the design planning, supervision or observation of construction, or the construction of an improvement to real property more than 6 years after the substantial completion of such an improvement.....

C. Recommended Modification:

Title: *CIP Project Files: Structural and Testing Records*

RDA: 2016029

Description:

These records document the structural calculations, testing and related records associated with capital improvement projects that are required to be filed (See NRS 341.145 (9)). The files may contain, but are not limited to: Certificates of Occupancy, Soils testing records, Geothermal testing documents and Structural calculations.

Authorized Retention:

Retain these records for a period six (6) calendar years from the date of the disposition of the structure.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

Retention meets administrative and legal needs.

Agency review:

The appraisal is supported by the Public Works Division Records Officer.

Justification for New RDA 2016029:

Assembly Bill 125 of the 2015 Legislative Session changed the statute of limitation that action may be taken on construction projects. The act became effective upon passage and approval on February 24, 2015. The agency has requested records created before 2015 be retained according to the current retention period of 12 years. To accommodate this request, new RDAs are being recommended so the records created before 2015 and currently stored in the Records Center can be retained the for the 12 years and records created after 2015 can be stored for 6 years.

AB125 sec 17 NRS 11.202(1): No action may be commenced against the owner, occupier or any person performing or furnishing the design planning, supervision or observation of construction, or the construction of an improvement to real property more than 6 years after the substantial completion of such an improvement.....

6: FOR POSSIBLE ACTION

Department of Education, Career Readiness and Adult Learning Education Options, Private Schools

A.	2007108	Private School Files: Application Documentation	Modify
B.	2007107	Private School Files: License Records	Modify
C.	2007110	Private School Files: Operational Records	Modify
D.	2009067	Private School Student Academic Records: Elementary Schools	Modify
E.	2009066	Private School Student Academic Records: Secondary Schools	Modify
F.	2016026	Private School Files: Crisis Response Plans	New
G.	2016024	Private School Files: License Records - Denied or Withdrawn	New

A. Recommended Modification:

Title: Private School Files: Application Documentation

RDA: 2007108

Description:

This record series is used in the application process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: Sample catalog (NRS 394.251 (1)); Supplemental material (NAC 394.030 & 394.040); proposed advertisements; OSHA and fire department inspections; application financial documentation (NAC 394.140); facility plans and related documentation; related correspondence, and; similar documentation.

Authorized Retention:

Purge ~~these~~ *the superseded* records *upon renewal of application or declaration*. ~~from the file one (1) calendar year after the issuance or denial of the application (including renewals).~~

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2007108:

Once the renewal application or declaration is received, previous submissions are obsolete. The suggested revision allows the unessential records to be purged at time of renewal instead of one year later. This change will help ensure the file only contains the current documentation and not unnecessary documents,

B. Recommended Modification:

Title: Private School Files: License Records

RDA: 2007107

Description:

This record series documents the licensing and monitoring of private schools (See NRS and NAC chapter 394). The records may contain, but are not limited to: Original applications (including renewals) (NRS 394.251 (1)); Surety bonds / certificate of deposit (NRS 394.251 (1)); Application investigation

documentation (NRS 394.251 (2)); School inspections (NRS 394.245); Reviews; Related correspondence, and; Similar documentation.

Authorized Retention:

Retain for a period of four (4) ~~calendar~~ **school** years **from the end of the school year** ~~expiration, revocation or closure of the school in which the school was closed.~~ ~~Program correspondence may be purged when no longer needed.~~

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Justification for Modification RDA 2007107:

The expiration or revocation of the license may be a different date from the closure of the school. The recommended change clarifies the trigger date. Since the agency's records are based on a school year, the agency has requested to change to "end of school year" to align the retention with the school year.

C. Recommended Modification:

Title: Private School Files: Operational Records

RDA: 2007110

Description:

This record series is used in the monitoring process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: ~~Crisis response plans (confidential, see NAC 394.168 to 394.1698)~~; Owner / operations information (NAC 394.140 (2)(b)); Licensed personnel (NAC 394.050); Occupational personnel (NAC 394.160); Enrollment, attendance and progress reports (NRS 394.130); Related correspondence, and; Similar documentation.

Authorized Retention:

Retain the most current version of these records for a period of four (4) ~~calendar~~ **school** years **from the end of the school year in which the school was closed.** ~~expiration, revocation or closure of the school. Older versions may be purged from the file after a four (4) calendar year retention.~~

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2007110:

The expiration or revocation of the license may be a different date from the closure of the school. The recommended change clarifies the trigger date. A new record series was created to schedule the crisis response plans. See RDA 2016026. Since the agency's records are based on a school year, the agency has requested to change to "end of school year" to align the retention with the school year.

D. Recommended Modification:

Title: Private School Student Academic Records: Elementary Schools

Description:

These records document the academic records of individuals whose private elementary school went out of business (See NRS 394.341 (1)). The records may contain, but are not limited to: Academic Records; Pupil Progress Reports; Health records; Copies of basic skills test results; Counselor reports; Registration documents; Referrals; Conduct reports; Correspondence, and; Similar documents.

Authorized Retention:

Retain these records for a period of three (3) ~~calendar~~ *school* years from *the end of the school year in which the school was closed* ~~receipt of the records~~.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2009067:

The original justification for the 3 year retention was based on NRS 11.190 for fraud or mistake. The 3 year retention should start based on the close of the school not when the agency received the records. Since the agency's records are based on a school year, the agency has requested to change to "end of school year" to align the retention with the school year.

E. Recommended Modification:

Title: Private School Student Academic Records: Secondary Schools

RDA: 2009066

Description:

These records document the academic records of individuals whose private secondary school went out of business (See NRS 394.341 (1)). The records may contain, but are not limited to: academic transcripts; pupil progress reports; health records; copies of basic skills test results; counselor reports; registration documents; referrals ; conduct reports; related correspondence, and; similar documents

Authorized Retention:

Retain ~~the academic transcript~~ for a period of fifty (50) ~~calendar~~ *school* years from the *end of the school year in which the school was closed*. ~~closure of the school. All other documents may be disposed of after a retention period of six (6) calendar years from the receipt of the record.~~

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2009066:

This record series had two retention periods. The agency requested all records be kept for 50 years to eliminate the time required to purge records since they are sent as one file from the schools. Since the agency's records are based on a school year, the agency has requested to change to "end of school year" to align the retention with the school year.

F. Recommended New RDA:

Title: Private School Files: Crisis Response Plans

RDA: 2016026

Description:

This record series is used in the monitoring process for the crisis response plans private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to: Crisis response plans (confidential, see NAC 394.168 to 394.1698); and related correspondence.

Authorized Retention:

Retain for one school year from the end of the school year to which they pertain.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for New RDA 2016026:

The record is currently scheduled under RDA 2007110 "Private School Files: Operational Records" which has a retention period of 4 years from the closure of the school. The crisis plans are renewed annually and superseded records do not have continuing value. Since the agency's records are based on a school year, the agency has requested "end of school year" to align the retention with the school year.

G. Recommended New RDA:

Title: Private School Files: License Records – Denied or Withdrawn

RDA: 2016024

Description:

This record series documents the licensing and monitoring of private schools (See NRS and NAC chapter 394). The records may contain, but are not limited to: original applications (including renewals) (NRS 394.251(1)); surety bonds / certificate of deposit (NRS 394.251 (1)); application investigation documentation (NRS 394.251 (2)); school inspections (NRS 394.245); reviews; sample catalog (NRS 394.251 (1)); supplemental material (NAC 394.030 & 394.040); proposed advertisements; OSHA and fire department inspections; application financial documentation (NAC 394.140); facility plans and related documentation; related correspondence, and; similar documentation.

Authorized Retention:

Retain for one school year from the end of the school year to which they pertain.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

The retention period meets administrative needs.

Justification for New RDA 2016024:

A record series does not currently exist for these records. A one year retention satisfies the agency's administrative needs. Since the agency's records are based on a school year, the agency has requested "end of school year" to align the retention with the school year.

7: FOR POSSIBLE ACTION

Department of Education, Career Readiness and Adult Learning Education Options, Charter Schools

A.	2009063	Charter Schools: Not State Sponsored Written Charter	Delete - Obsolete
B.	2009062	Charter Schools Original Application	Delete – Obsolete
C.	2009064	State Board Sponsored Charter Schools (Approved)	Delete – Obsolete
D.	2009065	State Board Sponsored Charter Schools (Denied)	Delete - Obsolete

B. Recommended Deletion:

Title: ~~Charter Schools: Not Sponsored Written Charter~~

RDA: 2009063

Description:

~~These records are used for administrative purposes to monitor the continued operation of charter schools (See NRS chapter 386 and NAC chapter 387). The files may contain but are not limited to: Copy of application with related documentation; copy of written agreement; Copy of the Amended Final Approved Application; Written determination; supplemental information (See NRS 386.520 and NAC 386.140 to 150); related program correspondence, and; similar documentation.~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years expiration, revocation or other closure of the charter school. Program correspondence may be purged from the files when no longer administratively useful.~~

Recommended Disposition:

~~Destroy Securely~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Justification for Deletion of RDA 2009063:

The records are held by the school sponsor who would follow the applicable record series on the Local Government Retention Schedule

C. Recommended Deletion:

Title: ~~Charter Schools Original Applications~~

RDA: 2009062

Description:

~~These records document the initial or renewal charter school applications reviewed by the Department for completeness (See NRS and NAC Chapters 386 & 387 especially NRS 386.520). The records may contain but are not limited to: Copy of application with related documentation; Letter of intent to form a charter school; Written determination; Supplemental information (See NRS 386.520 and NAC 386.140 to 150), and; Related program correspondence.~~

Authorized Retention:

~~Retain these records for a period of one (1) calendar year from the deadline date established by the~~

Department of Education.

Recommended Disposition:

~~Destroy Securely~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Justification for Deletion of RDA 2009062:

The records are held by the school sponsor who would follow the applicable record series on the Local Government Retention Schedule.

D. Recommended Deletion:

Title: ~~State Board Sponsored Charter Schools (Approved)~~

RDA: 2009064

Description:

~~These records are used to monitor the continued operation of charter schools (See NRS and NAC chapter 386 and 387) sponsored by the State Board of Education. The records may contain but are not limited to: Application and related documentation, including amendments; Written agreement; Monitoring / compliance / fiscal reports (See NRS and NAC chapters 386 and 387) and supportive documentation; Written notice of changes; Related program correspondence, and; Similar documentation~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the expiration, revocation or other closure of the charter school.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Justification for Deletion of RDA 2009064:

The records were transferred to the State Public Charter School Authority when it was created in 2011. A new agency specific schedule was also created with the same retention and disposition. See RDA 2011031

E. Recommended Deletion:

Title: ~~State Board Sponsored Charter Schools (Denied)~~

RDA: 2009065

Description:

~~These records document the denied applications for charter schools (See NRS and NAC chapter 386) requesting sponsorship by the State Board of Education. The files may contain but are not limited to:~~

~~Application; Written agreement; Related program correspondence, and; Similar documentation.~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years from the date of denial~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

Agency review:

The appraisal is supported by Department of Education, Career Readiness and Adult Learning Education Options, Private Schools Division Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Justification for Deletion of RDA 2009065:

The records were transferred to the State Public Charter School Authority when it was created in 2011. A new agency specific schedule was also created with the same retention and disposition. See RDA 2011032

8: FOR POSSIBLE ACTION

Department of Administration, Library, Archives and Public Records, Archives and Records

A.	2016017	Archives Accession Records – Memorandum of Transfer	New
B.	2016019	Archives Accession Records – Deaccession Receipt	New
C.	2016020	Archives Accession Records – Loan Receipt	New
D.	2016021	Archives Accession Records – Images License Agreement	New

A. Recommended New RDA:

Title: *Archives Accession Records – Memorandum of Transfer*

RDA: 2016017

Description:

This record series is used to document receipt of records to the State Archives (NRS 378.250). The records may include, but are not limited to: "Memorandum of Transfer" authorization forms (the information may include - sending agency, name of sender, dates, number of boxes, contents of boxes, RDA number, disposition date, etc), index list, deeds of gift, receipts, and related correspondence.

Authorized Retention:

Permanent

Recommended Disposition:

Permanent – State Archives

NSLAPR staff recommendation:

The retention meets administrative needs.

Agency review:

The appraisal is supported by the State Archives Manager.

Justification for New RDA 2016017:

A record series does not currently exist for these records. These records need to be retained permanently with the accessioned records.

B. Recommended New RDA:

Title: *Archives Accession Records – Deaccession Receipt*

RDA: 2016019

Description:

This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: "Deaccession Receipt"/Memorandum of Understanding authorization forms (the information may include -, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc) index list, and related correspondence.

Authorized Retention:

Permanent

Recommended Disposition:

Permanent – State Archives

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by the State Archives Manager.

Justification for New RDA 2016019:

A record series does not currently exist for these records. These records need to be retained permanently to document the deaccessioned records.

C. Recommended New RDA:

Title: *Archives Accession Records – Loan Receipt*

RDA: 2016020

Description:

This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: "Transfer Receipt"/Memorandum of Understanding authorization forms (the information may include -, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc) index list, and related correspondence.

Authorized Retention:

Retain for four (4) calendar years from the end of the calendar year in which the records were returned.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by the State Archives Manager.

Justification for New RDA 2016020:

A record series does not currently exist for these records. A four year retention period is being recommended based on NRS 11.190(2)(c)

NRS 11.190 Periods of limitation. 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: 2. Within 4 years:

- (a) An action on an open account for goods, wares and merchandise sold and delivered.
- (b) An action for any article charged on an account in a store.
- (c) **An action upon a contract, obligation or liability not founded upon an instrument in writing.**

D. Recommended New RDA:

Title: *Archives Accession Records – Images License Agreement*

RDA: 2016021

Description:

This record series is used to document the agreement to use images of records from the State Archives in programs or publications. The records may include but are not limited to: Images

License Agreement, and related correspondence.

Authorized Retention:

Permanent

Recommended Disposition:

Permanent – State Archives

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by the State Archives Manager.

Justification for New RDA 2016021:

A record series does not currently exist for these records. As the “Images License Agreement” states that the “License Term shall be in perpetuity”, the agreement should also be kept permanently.