



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, November 18, 2015
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 October 14, 2015 meeting.**
- FOR POSSIBLE ACTION 4. **Health and Human Services, Medical Marijuana Program**
A. RDA 2015023: Establishment Registration Files
- FOR POSSIBLE ACTION 5. **Office of the Governor, Air National Guard**
A. RDA 2002021: Personnel Records and Orders
B. RDA 2002025: Administrative Orders
- FOR POSSIBLE ACTION 6. **Office of the Treasurer**
A. RDA 1994051: Warrants Paid
- FOR POSSIBLE ACTION 7. **Welfare and Supportive Services, Program and Field Operations**
A. RDA 2003176: Computer Reports for Benefit and Support Services: Temporary

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| FOR POSSIBLE ACTION | <p>8. Health and Human Services, Aging and Disability Services Division
 A. RDA 2006026: Early Intervention Services: Services for Children with Disabilities Files
 B. RDA 2010030: Online Affordable Housing Registry</p> |
| FOR POSSIBLE ACTION | <p>9. Health and Human Services, Bureau of Health Care Quality and Compliance
 A. RDA 2004069: Facilities Licensing Database
 B. RDA 2004066: OASIS/Aspen Databases</p> |
| FOR POSSIBLE ACTION | <p>10. Health and Human Services, Bureau of Preparedness, Assurance, Inspection and Statistics
 A. RDA 2006012: STD HIV/AIDS Electronic Data Base (HARS)</p> |
| FOR POSSIBLE ACTION | <p>11. Health and Human Services, Child Care Facilities and Services
 A. RDA 2004175: Children's Medical Records</p> |
| FOR POSSIBLE ACTION | <p>12. 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 (see Attachment A)</p> |
| FOR POSSIBLE ACTION | <p>13. Nevada Department of Transportation Update (Discussion Only)</p> |
| FOR POSSIBLE ACTION | <p>14. Discuss future agenda items
 Secretary of State
 Governor's Finance Office
 Controller's Office
 Treasurer's Office</p> |
| FOR POSSIBLE ACTION | <p>15. Informational Items (Discussion Only)</p> |
| FOR POSSIBLE ACTION | <p>16. Public Comment
 Comment may be limited to 5 minutes at the discretion of the Chairman.</p> |
| FOR POSSIBLE ACTION | <p>17. Confirm time of next meeting
 Next meeting scheduled for December 9, 2015 at 1:15pm</p> |
| FOR POSSIBLE ACTION | <p>18. Adjourn</p> |

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 October 14, 2015*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:17 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 - Excused

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

Mary Woods, For Patrick Cates, Director of the Department of Administration – Present

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

Staff:

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

Teri Mark, State Records Manager, NSLAPR – Excused

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:

Mary Dugan – Nevada System of Higher Education - Board of Regents

Brook Nielsen – Nevada System of Higher Education - Board of Regents

Patrick Cates –Department of Administration

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 July 8, 2015

- There was one correction under the Committee Members Section of the July 8, 2015 minutes. *Shannon Rahming* should have been listed as the Interim Administrator for Enterprise Information Technology Services. Dave Gustafson was incorrectly listed as the Administrator. The item was approved as amended, with the motion made by Jim Earl and the second by Daphne DeLeon. The vote was unanimous.

4: Nevada System of Higher Education (See attachment A)

- This item was approved as amended. The following amendments were made:
 - Page 6 – The retention period for Scouting Reports was changed from *Until no longer needed* to *Fiscal Year plus One*.
 - Page 10 – The disposition for Capital Improvement Files was changed to add in *Regular*.
 - Page 13 – The retention period for Disaster Preparedness & Recovery Plans was changed *from FY to when Superseded*.
 - Page 16 – The disposition for Videotape Production Records, Collections was changed to add in *Regular* disposition.
 - Page 17 – For the retention schedules Minutes and Department Records, the disposition was changed to *On Site* due to the permanent retention period.
 - Page 18 – For the Unsolved Cases section of Specific Crime Records, the disposition was changed from *N/A* to *On Site*.
 - Page 19 – The disposition for Public Service Announcements was changed from *Archives* to *Archival Review and Regular*.
 - Page 21 – The disposition for Academic Catalogs was changed from *Secure* to *Archives*.
 - Page 23 – Under Coursework, there was a typo, an extra number 6 was in the retention period. Also, the disposition for Curriculum Development Documentation was changed from *Archival Review; Regular* to *Archives*. The final change on page 23 was the disposition for Disciplinary Action Record-Expulsion was changed from *N/A* to *On Site*.
 - Page 24 – The disposition for FERPA was changed from *Secure* to *On Site*.
 - Page 26 – The disposition for Organizations: Student Government was changed to include *Regular* disposition after Archival Review.

In addition to these changes, all dispositions listed as *Secure if confidential*, have been changed to *Secure*. The motion was made by Jim Earl with a second by Daphne DeLeon. The vote was unanimous.

5: 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.
(See attachment B)

- This item was tabled by the chair until the next meeting.

6: Nevada Department of Transportation Update (discussion only)

Kimbra Andrews noted that the Department of Transportation (NDOT) would like to make the electronic copy the official record and that NDOT becomes the permanent and historical record keeper.

7: Discuss future agenda items:

Governors Finance Office
Office of the Controller
Secretary of State
Department of Public Safety, Capitol Police

8: Informational Items (discussion only)

- The 2015 E-Records forum will be held October 15th at the Nevada National Guard.
- The 50th Anniversary of the State Archives will be on October 26th. There will be a reception at the State Archives from 2-4 pm. The Sarah Winnemucca statue will be unveiled in the Morning, with a speech from Jeff Kintop about the Archives in the afternoon.

9: Public Comment

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

- There was no public comment.

10: Determine time of next meeting

- The next meeting will be held November 18, 2015 at 1:15 pm in the Nevada State Library and Archive Board room.

11: Adjourn

- The meeting was adjourned at 3:19 pm with the motion made by Jim Earl. The vote was unanimous.

4: FOR POSSIBLE ACTION

Health and Human Services, Medical Marijuana Program

A. 2015023 Establishment Registration Files New

A. Recommended New RDA:

Title: *Establishment Registration Files*

RDA: *2015023*

Description:

These records document the process to register lab, dispensary, cultivation, and production establishments as required by NRS 453A.322. These records can include but are not limited to: application and supporting documents, county jurisdiction documentation, owner and employee information, inspection reports, scoring summaries, and related correspondence.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved registration.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Medical Marijuana Program Records Officer.

Justification for New RDA 2015023:

The licensing of facilities for medical marijuana is a new program for the Division of Health and Human Services. A new records series is required for the new records being created. Licensees must recertify yearly. As not all the information contained in the initial application is included in the recertification forms, it is recommended that the entire file be kept for the retention period. Three years allows the file to be retained if a licensee re-applies after expiration, rejection or revocation and allows for a complete legislative cycle. These records contain personal identifying and financial information.

5: FOR POSSIBLE ACTION

Office of the Governor, Air National Guard

A.	2002021	Personnel Records and Orders	Modify
B.	2002025	Administrative Orders	Delete

A. Recommended Modification:

Title: Personnel Records *and Orders*

RDA: 2002021

Description:

This record series ~~is described in the Air Force Manual (AFMAN) in Table 36. They~~ document the personnel actions within the Air National Guard (see NRS chapter 412), including but not limited to: orders, awards and decorations, promotions, etc. *and related documentation.*

Authorized Retention:

~~Retain these records in accordance with the approved schedules found in AFMAN Table 36 dated 1 March 1996 and any subsequent updates and/or approvals.~~ Retain for thirty (30) calendar years from the date of separation from service.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLA staff recommendation:

The appraisal meets administrative and legal needs.

Agency review:

The appraisal is supported by the Air National Guard Records Officer.

Justification for Modification of RDA 2002021:

The retention period meets administrative and legal needs.

The records for both RDA 2002021 and 2002025 are filed together. To simplify the disposition of the records, this record series is being modified to include the records from RDA 2002025.

B. Recommended Deletion:

Title: ~~Administrative Orders~~

RDA: ~~2002025~~

Description:

~~This record series is described in the Air Force Manual (AFMAN) in Table 37. They document and administer the personnel actions within the Air National Guard dealing with administrative, special, and temporary orders along with related documentation.~~

Authorized Retention:

~~Retain these records in accordance with the approved schedules found in AFMAN Table 37 dated 1 March 1996 and any subsequent updates and/or approvals. Retain these records for twenty-five (25) calendar years from the date of the order.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLA staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Air National Guard Records Officer.

Justification for Deletion of RDA 2002025:

The records for both RDA 2002021 and 2002025 are filed together. To simplify the disposition of the records, the records for this RDA are being combined with records from RDA 2002021.

6: FOR POSSIBLE ACTION

Office of the Treasurer

A. 1994051 Warrants Paid

Modify

A. Recommended Modification:

Title: Warrants Paid

RDA: 1994051

Description:

This record series is used to control the payment of warrants issued by the state. The files may contain, but are not limited to: copy of warrants, original warrants returned from the bank, and related correspondence.

Authorized Retention:

Retain the cleared, cancelled and voided warrants (checks) for a period of six (6) fiscal years from the end of the fiscal year to which they pertain. ~~The warrants (checks) may be discarded after verification of microfilming (see NRS 52.247 & NRS 239.051).~~

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention meets administrative and legal needs.

Agency review:

The appraisal is supported by the Office of the Treasurer's Records Officer.

Justification for Modification of RDA 1994051:

Both NRS 52.247 and NRS 239.051 give the authority that a microfilmed image is deemed the original and do not regulate the retention of records. As the agency no longer uses microfilm for these records, the statement regarding microfilming should be removed.

7: FOR POSSIBLE ACTION

Welfare and Supportive Services, Program and Field Operations

A. 2003176 Computer Reports for Benefit and Support Delete – Non Record
Services: Temporary

A. Recommended Deletion:

Title: ~~Computer Reports for Benefit and Support Services: Temporary~~ **RDA:** 2003176

Description:

~~This record series contains reports printed either on a regular basis or upon request and are used to prepare other reports, complete a task or correct the database in the administration of the Benefit and Support Services Program. These reports may include: case closure reports, emancipation report, tables update, invalid transaction reports, error and exception reports, office worker table, master file case comparison, various financial reports and similar computer reports.~~

Authorized Retention:

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of the subsequent report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLA staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Welfare and Supportive Services Records Officer.

Justification for Deleting RDA 2003176:

This schedule is for a database. As a non-record, this RDA should be deleted from the schedule.

8: FOR POSSIBLE ACTION

Health and Human Services, Aging and Disability Services Division

A.	2006026	Early Intervention Services: Services for Children with Disabilities	Modify
B.	2010030	Online Affordable Housing Registry	Delete – Non Record

A. Recommended Modification:

Title: Early Intervention Services: Services for Children with Disabilities **RDA:** 2006026

Description:

This record series is used to document the Nevada Early Intervention Services Program (See NRS 442.180 et seq.). The files may contain, but are not limited to: applications with associated documents; referral information; health care records; related documentation.

Authorized Retention:

Retain these records until the individual attains the age of 23, ~~or 6 years from the date of receipt or production of the record, whichever is later.~~

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Aging and Disability Services Division Records Officer.

Justification for Modification of RDA 2006026:

The current retention has two retention periods. As the records pertain only to children, retaining the records until the child attains the age of 23 satisfies State and HIPAA requirements.

B. Recommended Deletion:

Title: ~~Online Affordable Housing Registry~~ **RDA:** ~~2010030~~

Description:

~~These records document the web-based online registry of the affordable and accessible housing for persons with disabilities (See NRS 319.267, NRS 427A.040 (2)(f) and adopted regulations LCB File #R010-10). The registry may contain, but is not limited to: data on the property manager/owner, data on the housing facility; data on the rent/subsidy; data on the availability of the housing unit.~~

Authorized Retention:

~~Retain for as long as administratively useful.~~

Recommended Disposition:

~~Destroy~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Aging and Disability Services Division Records Officer.

Justification for Deletion of RDA 2010030:

This schedule is for a database. As a non-record, this RDA should be deleted from the schedule.

9: FOR POSSIBLE ACTION

Health and Human Services, Bureau of Health Care Quality and Compliance

A.	2004069	Facilities Licensing Database	Delete – Non Record
B.	2004066	OASIS/Aspen Databases	Delete – Non Record

A. Recommended Deletion:

Title: ~~Facilities Licensing Database~~

RDA: 2004069

Description:

~~This electronic records series is used in the administration of the health care licensing process. The data may contain, but is not limited to information on: The facility; The license (type, license number, owner, licensing/renewal dates, expiration dates, etc.); Administrator(s); Payments; Renewals; And a note field on what the facility is licensed to do.~~

Authorized Retention:

~~Update this database as needed, retaining data either on-line or off-line media for a period of one calendar year from the calendar year to which they pertain.~~

Recommended Disposition:

~~Destroy~~

NSLA staff recommendation:

Delete RDA

Agency review: The appraisal is supported by the Public HHS, Bureau of Health Care Quality and Compliance Records Officer.

Justification for Deletion of RDA 2004069

This schedule is for a database. As a non-record, this RDA should be deleted from the schedule.

B. Recommended Deletion:

Title: ~~OASIS/Aspen Database~~

RDA: 2004066

Description:

~~This electronic records series is used in the administration of the certification, survey and compliance monitoring functions required by 42 U.S.C. § 1395bb and CFR Part 488. Data may include, but is not limited to: Record formats; Validation edits; Agency encoding and transmission methods; Patient identifiable information; Survey and compliance monitoring information.~~

Authorized Retention:

~~Update this database as needed, retaining data as needed, retaining data either on-line or off-line media for a period of six (6) calendar years from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Destroy Securely~~

NSLA staff recommendation:

Delete this RDA

Agency review: The appraisal is supported by the Public HHS, Bureau of Health Care Quality and Compliance Records Officer.

Justification for Deletion of RDA 2004066

This schedule is for a database. As a non-record, this RDA should be deleted from the schedule. Additionally, it is a Federal, not State, database.

10: FOR POSSIBLE ACTION

Health and Human Services, Bureau of Preparedness, Assurance, Inspection and Statistics

A. 2006012 STD HIV/AIDS Electronic Data Base Delete - Obsolete
(HARS)

A. Recommended Deletion:

Title: ~~STD HIV/AIDS Electronic Data Base~~

RDA: 2006012

Description:

Last Reviewed on: ~~5/11/2011~~

~~HIV/AIDS Confidential Reports are maintained in a electronic data base consisting of information summarized and aggregated from reports provided to the Program by private physicians, hospitals and public health nurses. The data consists of confidential care reports of HIV/AIDS by case code number and by case number;; entered into the ARS, HIV/AIDS Reporting System for transmission to the CDC, Atlanta~~

Authorized Retention: ~~Retain this information as long as administratively useful, updating on a continuous basis.~~

Recommended Disposition:

~~Destroy Securely.~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Public and Behavioral Health – Communicable Diseases Records Officer.

Justification for Deletion of RDA 2006012:

This schedule is for a database. As a non-record, this RDA should be deleted from the schedule. The official record is scheduled in RDA 2006011: STD HIV/AIDS Statistical Case Report.

11: FOR POSSIBLE ACTION

Health and Human Services, Child Care Facilities and Services

A. 2004175 Children's Medical Records Modify

A. Recommended Modification:

Title: Children's Medical Records

RDA: 2004175

Description:

These records document the medical services provided by Division facilities (See NRS 433B.070) to eligible children (See NRS chapter 433B). The record may contain but is not limited to: Admissions documentation; Health care records; Legal documentation (including consents); Demographic information (including school and personal identifying information); Related correspondence.

Authorized Retention: Retain these records until the individual attains the age of 23, ~~or 6 years from the date of receipt or production of the record, whichever is later.~~

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

Staff has been unsuccessful in reaching the Records Officer for Child Care Facilities but will continue its efforts.

Justification for Modification of RDA 2004175:

The current retention has two retention periods. As the records pertain only to children, retaining the records until the child attains the age of 23 satisfies State and HIPAA requirements.