

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for November 18, 2015*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:16 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

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

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

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 – 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 – Excused

Guests Present:

Barbara Cegavske, Secretary of State

Scott Anderson, Secretary of State’s Office

Pam Kimberlin, Nevada Air National Guard

Tabitha Hartman, Nevada Air National Guard

Tiffany Hudder, Treasurers Office

Pam Graber, Department of Public and Behavioral Health

Jeff Hansen, Department of Public and Behavioral Health, Medical Marijuana Program

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 October 14, 2015

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

4: Health and Human Services, Medical Marijuana Program

A. 2015023 Establishment Registration Files New

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.

Discussion and Vote:

This item was approved as presented with no further discussion needed. The motion was made by Jeff Kintop and the second was by Kathryn Etcheverria. The vote was unanimous.

5: 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

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:

8: Health and Human Services, Aging and Disability Services Division
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

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~~

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.

Discussion and Vote:

These items were approved as presented with no further discussion needed. The item was voted on separately, as items A and B. For item A, the motion was made by Jeff Kintop and the second was made by Jim Earl. For item B, the motion was made by Jim Earl and the second was made by Kathryn Etcheverria. The votes were unanimous.

9: 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

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

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.

Discussion and Vote:

This item was approved as presented with no further discussion needed. The motion was made by Jim Earl and the second was made by Kathryn Etcheverria. The vote was unanimous.

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

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

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.

Discussion and Vote:

This item was approved as presented with no further discussion needed. The motion was made by Kathryn Etcheverria and the second was made by Jeff Kintop. The vote was unanimous.

11: Health and Human Services, Child Care Facilities and Services

- | | | | |
|----|---------|----------------------------|--------|
| A. | 2004175 | Children's Medical Records | Modify |
|----|---------|----------------------------|--------|

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.

Discussion and Vote:

This item was approved as presented with no further discussion needed. The motion was made by Kathryn Etcheverria and the second was made by Jeff Kintop. The vote was unanimous.

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 B)

- This item was tabled by the chair until the next meeting. Committee staff will do more research to help with the decision of if the make-up of the committee should change.

13: Nevada Department of Transportation Update (discussion only)

- There was no update.

14: Discuss future agenda items:

Governor's Finance Office
Office of the Controller
Secretary of State
Treasurer's Office
Composition of the State Records Committee

15: Informational Items (discussion only)

- The E-Records forum that was held in October was a success.

16: Public Comment

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

- There was no public comment.

17: Determine time of next meeting

- The next meeting will be held January 13, 2016 at 1:15 pm in the Nevada State Library and Archives Board room.

18: Adjourn

- The meeting was adjourned at 2:33 pm with the motion made by Jim Earl. The vote was unanimous.