

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

Meeting Notice and Agenda

The State Records Committee will hold a meeting on January 8, 2014, at 1:15 and will meet at:

The Nevada State Library and Archives
Board Room [located in the south wing of the main floor]
100 N. Stewart Street
Carson City, NV 89701

You are hereby given notice that the State Records Committee Reserves the right to take action items out of posted order; combine one or more action items, and/or; remove, suspend or table an action item until another meeting.

Note: As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

Introductions and Roll Call: Chairman Scott Anderson

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

AGENDA ACTION ITEMS:

Item Number 1: Chairman Scott Anderson
Review, correct if necessary and approve the minutes for the October 16, 2013 meeting.

Item Number 2: Jim Earl
Discuss and possible act upon the Enterprise Information Technology Service's RFP for a cloud based solution to state email and Microsoft Office applications.

Item Number 3: Robert van Straten

Department of Conservation and Natural Resources: State Historic Preservation Office		Schedule 220602
RDA#	Title	Committee Action
1995-143	Covenants	Modify this RDA

Records Officer: Rebecca Palmer and Martin Williams

Item Number 4: Robert van Straten

Gaming Control Board: Enforcement Division		Schedule 460600
RDA#	Title	Committee Action
1990-003	Intelligence Files	Modify this RDA

Records Officer: Karen McRae

Item Number 5: Daphne DeLeon
Discuss the General Records Retention and Disposition Schedule as it pertains to "official state records" and "non-records."

Item Number 6: Robert van Straten

General Records Retention and Disposition Schedule		Schedule 1	
RDA#	Title	Committee Action	Justification for action
1998108	Records Retention Schedule - Agency Specific	Delete this RDA	Nonrecord (NAC 239.705 (2))
1998111	Electronic Records: Cataloged List	Delete this RDA	Finding aid = nonrecord

1998112	Electronic Records: Database Statistics	Delete this RDA	Nonrecord (NAC 239.705 (2))
1998113	Electronic Records: Indexes and Finding Aids	Delete this RDA	Finding aid = nonrecord
1998114	Electronic Records: Master Files, Summaries	Delete this RDA	Part of RDA 1999110
1998115	Electronic Records: Security Backup Files	Delete this RDA	Copy of a record = nonrecord
1998116	Electronic Records: Special Purpose Programs	Delete this RDA	Part of RDA 1999110
1998117	Electronic Records: Test Files	Delete this RDA	Part of RDA 1999110
1998118	Electronic Records: Transaction Files	Delete this RDA	Part of RDA 1999110
1998119	Electronic Records: Job Libraries	Delete this RDA	Part of RDA 1999110
1998120	Electronic Records: Master Files	Delete this RDA	Part of RDA 1999110
1998123	Electronic Records: Tape Library Management System Reports	Delete this RDA	Obsolete
1998128	Electronic Records: Program Post List	Delete this RDA	Part of RDA 1999110
1998129	Electronic Records: Software Maintenance Log	Delete this RDA	Part of RDA 1995120
1998130	Electronic Records: System Backups	Delete this RDA	Copy of a record = nonrecord
1998131	Electronic Records: Volatile Software Modifications	Delete this RDA	Part of RDA 1999110
1998144	Electronic Records: Administrative Databases	Delete this RDA	Nonrecord (NAC 239.705 (2))
1998145	Electronic Records: E-Mail Files	Delete this RDA	Nonrecord (NAC 239.705 (2))
1998146	Electronic Records: Electronic Spreadsheets	Delete this RDA	Nonrecord (NAC 239.705 (2))
1998147	Electronic Records: Working Files	Delete this RDA	Nonrecord (NAC 239.705 (2))
2002152	Newspaper Clipping File	Delete this RDA	Nonrecord (NAC 239.705 (2))
2002153	Subject Files: General	Delete this RDA	Nonrecord (NAC 239.705 (2))
2002154	Association Files	Delete this RDA	Nonrecord (NAC 239.705 (2))
2002155	Instructor's Training Files	Delete this RDA	Nonrecord (NAC 239.705 (2))
2002156	Convenience Copies	Delete this RDA	Nonrecord (NAC 239.705 (2))
2002157	Reference Files	Delete this RDA	Nonrecord (NAC 239.705 (2))
2004022	Budget Records: Drafts of Proposed Budgets	Delete this RDA	Drafts are Nonrecords (NAC 239.705 (2))
2005110	Legislative Session Files	Delete this RDA	Nonrecord (NAC 239.705 (2))
2008012	Audit Files: Performance Audit Workpapers	Delete this RDA	Workpapers are Nonrecords (NAC

			239.705 (2))
2008024	Cost Allocation Files - Supervisors & Employees	Delete this RDA	Nonrecord (NAC 239.705 (2))

Records Officer: Jeff Kintop

Item Number 7:

Robert van Straten

General Records Retention and Disposition Schedule		Schedule 1
RDA#	Title	Committee Action
2005112	Strategic Plan Files	Modify this RDA
2005125	Grant Files: Federal Grants - Administrative Records	Modify this RDA
2005126	Grant Files: Federal Grants - Financial Management Records	Modify this RDA
2002-006	Law Enforcement: Equipment Issued Files	Modify and transfer this RDA from AGN 770201

Records Officer: Jeff Kintop

Item Number 8:

Robert van Straten

Governor's Office: Office of Energy		Schedule 520101
RDA#	Title	Committee Action
2013-041	IECC Program Records	New RDA

Records Officer: Pete Konesky, Kristen Rhymes

Item Number 9:

Robert van Straten

Department of Health & Human Services: Aging and Disability Services Division		Schedule 550101
RDA#	Title	Committee Action
2013-042	Medicaid Billings	New RDA

Records Officer: Diane Scully

Item Number 10:

Robert van Straten

Department of Health & Human Services: Director's Office		Schedule 5506
RDA#	Title	Committee Action
2010008	IDEA Complaint and Due Process Files	Transfer this RDA from AGN 550101
2010006	IDEA Program Files	Ditto

Records Officer: Peter Janson, Angela Friedman

Item Number 11:

Robert van Straten

Department of Public Safety: Nevada Division of Investigations		Schedule 770301
RDA#	Title	Committee Action
1985-062	Polygraph Reports: Criminal and Sex Offender	Modify this RDA
1985-063	Polygraphs: Pre-employment / Administrative (Internal Affairs)	Modify this RDA
2009-043	Death Polygraph / Homicide Cases	Delete this RDA
2013-044	Polygraphs: Supporting Output (Criminal and Sex Offender)	New RDA

Records Officer: Martin Roberto and Rebecca Bourne

Item Number 12:

Sara Martel

Nevada Department of Transportation (NDOT) report.

Item Number 13:

Chairman Scott Anderson

Discuss future agenda items.

INFORMATION ITEMS

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

Item Number 14:

Chairman Scott Anderson

Confirm the time and location of the next meeting. The next proposed meeting is scheduled for February 12, 2014 at 1:15 PM, in the Board Room of the Nevada State Library and Archives Building, 100 North Stewart Street, Carson City, Nevada.

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General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Robert van Straten in writing at the Records Management Program 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3422 or by email rvanstraten@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 Department of Administration, Nevada State Library and Archive's website prior to the meeting date and may be found at:

<http://nsla.nevadaculture.org> (under Records Management, State Records Committee)

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

<http://nsla.nevadaculture.org> (Under Records Management, State Records Committee)