

*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 October 16, 2013, 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 September 18, 2013 meeting.

Item Number 2:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

General Records Retention and Disposition Schedule		Schedule 1
RDA#	Title	Committee Action
1998111	Electronic Records: Cataloged List	Delete this RDA
1998112	Electronic Records: Database Statistics	Delete this RDA
1998113	Electronic Records: Indexes and Finding Aids	Delete this RDA
1998114	Electronic Records: Master Files, Summaries	Delete this RDA
1998116	Electronic Records: Special Purpose Programs	Delete this RDA
1998117	Electronic Records: Test Files	Delete this RDA
1998118	Electronic Records: Transaction Files	Delete this RDA
1998119	Electronic Records: Job Libraries	Delete this RDA
1998120	Electronic Records: Master Files	Delete this RDA
1998123	Electronic Records: Tape Library Management System Reports	Delete this RDA
1998128	Electronic Records: Program Post List	Delete this RDA
1998129	Electronic Records: Software Maintenance Log	Delete this RDA
1998130	Electronic Records: System Backups	Delete this RDA
1998131	Electronic Records: Volatile Software Modifications	Delete this RDA
1998144	Electronic Records: Administrative Databases	Delete this RDA
1998145	Electronic Records: E-Mail Files	Delete this RDA
1998146	Electronic Records: Electronic Spreadsheets	Delete this RDA
1998147	Electronic Records: Working Files	Delete this RDA
2002152	Newspaper Clipping File	Delete this RDA
2002153	Subject Files: General	Delete this RDA

2002154	Association Files	Delete this RDA
2002156	Convenience Copies	Delete this RDA
2002157	Reference Files	Delete this RDA
2005110	Legislative Session Files	Delete this RDA
2008012	Audit Files: Performance Audit Workpapers	Delete this RDA
1998108	Records Retention Schedule - Agency Specific	Delete this RDA
2008024	Cost Allocation Files - Supervisors & Employees	Delete this RDA
2004022	Budget Records: Drafts of Proposed Budgets	Delete this RDA
2001065	Performance Indicators -- Reported Values Files	Delete this RDA
2000042	Mission Statement	Delete this RDA
2002155	Instructor's Training Files	Delete this RDA
2005112	Strategic Plan Files	Modify this RDA

Records Officer: Jeff Kintop

Item Number 3:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

General Records Retention and Disposition Schedule		Schedule 1
RDA#	Title	Committee Action
2013-018	Law Enforcement: Breath-Testing Device Files	New RDA
2013-019	Law Enforcement: Citations	New RDA
2013-020	Law Enforcement: Dispatch Unit Transmission Log	New RDA
2013-021	Law Enforcement: Dispatch Unit Transmission Recordings	New RDA
2013-022	Law Enforcement: Firearm / Weapon Discharge Records	New RDA
2013-023	Law Enforcement: Firearm / Weapon Inventory	New RDA
2013-024	Law Enforcement: Impounded, Abandoned and Seized Property Files	New RDA
2013-025	Law Enforcement: Mobile Data Computer Transmissions (MDC)	New RDA
2013-026	Law Enforcement: Officer Medical Files	New RDA
2013-027	Law Enforcement: Officer Medical Files, Hazard Exposure	New RDA
2013-028	Law Enforcement: Speed-Timing Equipment Files	New RDA
2013-039	Law Enforcement: Criminal Intelligence Information Files	New RDA
2002-006	Law Enforcement: Equipment Issued Files	Modify and transfer this RDA from AGN 770201
2003-072	Law Enforcement: In-Car Audio-visual Recordings	Ditto
2002-004	Law Enforcement: Crime / Incident Reports	Ditto
1997-007	Law Enforcement: Warrant / Wanted Files	Modify and transfer this RDA from AGN 220826

Records Officer: Jeff Kintop

Item Number 4:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

Department of Conservation & Natural Resources; State Parks Division		Schedule 220826
RDA#	Title	Committee Action

1997-005	Offense/Incident Reports	Delete this RDA
1997-006	Citation Dispositions	Delete this RDA

Records Officer: [Stephen Silva](#)

Item Number 5:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for

Department of Public Safety: Capitol Police Division		Schedule 770400
RDA#	Title	Committee Action
2009-008	Crime / Incident Reports	Delete this RDA

Records Officer: [Jerome Tushbant](#)

Item Number 6:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

Dept. of Public Safety, Highway Patrol Division		Schedule 770201
RDA#	Title	Committee Action
1988-060	Motor Carrier Safety Assistance Program Files	Delete this RDA
1988-092	Radio Log	Delete this RDA
1988-094	Tapes: Radio and Telephone Transmission	Delete this RDA
1988-095	Warrant Files	Delete this RDA
1988-096	Warrant Files: Agencies Without Computer Access	Delete this RDA
1988-128	Citations	Delete this RDA
1988-130	CJIS Message Switch Log Tapes	Delete this RDA
2002-009	Supply Request (NHP 87)	Delete this RDA

Records Officer: [Troy Abney](#)

Item Number 7:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

Department of Wildlife: Law Enforcement		Schedule 1310800
RDA#	Title	Committee Action
1986-101	Citations	Delete this RDA

Records Officer: [Maureen Hullinger](#)

Item Number 8:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

Department of Motor Vehicles		Schedule 761801
RDA#	Title	Committee Action
2003-149	Vehicle Title Files	Modify this RDA
2013-040	Vehicle Title and Power of Attorney Destruction Files	New RDA

Records Officer: [Sean McDonald](#)

Item Number 9:

Sara Martel

Nevada Department of Transportation (NDOT) report.

Item Number 10:

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 11:

Chairman Scott Anderson

Confirm the time and location of the next meeting. The next proposed meeting is scheduled for November 13, 2013 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)