

*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 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 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 10, 2014 meeting.

Item Number 2: Robert van Straten
For possible action: Discuss, review and act upon the records retention schedule for:

General Records Retention and Disposition Schedule		Schedule 100
RDA#	Title	Committee Action
2006054	Licensing: Complaint and Investigations Files	Modify this RDA
2006137	Licensing: Disciplinary Files	Delete this RDA
2006059	Licensing: Professional and Occupational Licensing	Modify this RDA
2014205	Licensing: Professional and Occupational Licensing, Renewals	New RDA
2014216	Licensing: Enforcement actions against unlicensed activities	New RDA

Records Officials: Jeff Kintop and Daphne DeLeon (NSLA)

Item Number 3: Robert van Straten
For possible action: Discuss, review and act upon the records retention schedule for:

Department of Taxation, Audit Division		Schedule 1200200
RDA#	Title	Committee Action
1998052	Deferred Tax Records	Modify and Transfer this RDA
1993060	"Q" Clearance	Delete this RDA
1993053	400 Numbers Assignment Book	Delete this RDA
1993063	Audit Division Statistics file	Delete this RDA

1993056	Audit Lead Files	Delete this RDA
1993058	Auditor Selection List	Delete this RDA
1993059	Auditors Monthly Itineraries	Delete this RDA
1993052	Docket Numbers - Assignment Book	Delete this RDA
1993062	Individual Auditor Statistics	Delete this RDA

Records Officer: Nicolas Wilhelm

Item Number 4:

Robert van Straten

For possible action: Discuss, review and act upon the records retention schedule for:

Department of Taxation, Revenue Division		Schedule 1200909
RDA#	Title	Committee Action
1998045	Cancelled Compliance Holders	Delete this RDA
1998047	Companies Holding a Valid Certificate of Compliance	Delete this RDA
1998048	Compliance Holders Needing 1st Renewal Notice	Delete this RDA
1998049	Compliance Holders Needing 2nd Renewal Notice	Delete this RDA
1998050	Controlled Substance Files	Delete this RDA
1998051	Daily Money Received - Liquor Taxes	Delete this RDA
1998054	Fee Receipts	Delete this RDA
1998055	Fiscal Year Imports of Beer, Wine and Liquor	Delete this RDA
1998057	Importers Alpha List	Delete this RDA
1998058	Importers Requiring a Renewal of License	Delete this RDA
1998060	Liquor Compliance Holders, Numeric	Delete this RDA
1998061	Monthly Importers of Liquor Over 22 Percent	Delete this RDA
1998062	Monthly Imports of Beer, Wine and Liquor - Liquor Tax Roll	Delete this RDA
1998063	Monthly Revenue Statistical Information	Delete this RDA
1998065	Outstanding Debits and Credits	Delete this RDA
1998067	Sales and Use Tax Files	Delete this RDA
2014217	Tax Administrative Records	New RDA

Records Officer: Nicolas Wilhelm

Item Number 5:

Chairman Scott Anderson

For possible action: Discuss future agenda items.

INFORMATION ITEMS

- Question about GCB records resolved.

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

Item Number 6:

Chairman Scott Anderson

For possible action: Confirm the time and location of the next meeting.

The next proposed meeting is scheduled to be held in the Board Room of the Nevada State Library and Archives Building, 100 North Stewart Street, Carson City, Nevada, date to be determined.

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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 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 Robert van Straten at rvanstraten@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.