

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

Amended Meeting Notice and Agenda

The State Records Committee will hold a meeting on February 12, 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 January 8, 2014 meeting.

Item Number 2: Chairman Scott Anderson
Discuss and possible action of the Sunset Committee's review of the SRC.

Item Number 3: Sara Martel/Teresa Schlauffer

Department of Transportation:		Schedule
TRDA#	Title	Committee Action
2014001	Accident Reports - NDOT Personnel, Equipment or Property Involved (Occupational Safety)	New TRDA
2014002	Accident Reports - Fatal (Administrative)	New TRDA
2014003	Accounting Files, NDOT Copy (Fiscal)	New TRDA
2014004	Ad Hoc Committee Records (Administrative)	New TRDA
2014005	Adopt/Sponsor-A-Highway Records (Administrative)	New TRDA
2014006	Affirmative Action/Equal Opportunity (EEO) Files (Personnel)	New TRDA
2014007	Aircraft Maintenance File (Property Management)	New TRDA
2014008	Aircraft Operations File (Property Management)	New TRDA
2014009	Alcohol and Drug Testing Records (Personnel)	New TRDA
2014010	Americans with Disabilities Act (ADA) Compliance Records (Personnel)	New TRDA
2014011	Application Files (Personnel)	New TRDA
2014012	Applications Not Funded - NDOT as Applying Agency (Grants)	New TRDA
2014013	Applications Not Funded - NDOT as Granting Agency (Grants)	New TRDA
2014014	Asset Files (Property Management)	New TRDA
2014015	Asset Files (IT)	New TRDA
2014016	Audit-Final Audit Report (Fiscal)	New TRDA
2014017	Audit Work Management and Resource Files (Fiscal)	New TRDA

2014018	Budget Development Files (Budget)	New TRDA
2014019	Budget Work Management and Resource Files (Budget)	New TRDA
2014020	Building and Security and Protection Systems Maintenance Records (Property Management)	New TRDA
2014021	Capital Improvement Project Files (Budget)	New TRDA
2014022	Certificates of Destruction (Administrative)	New TRDA
2014023	Checks and Check Register Files (Fiscal)	New TRDA
2014024	Chemical Accident Prevention Program (Environmental)	New TRDA
2014025	Climatology and Meteorology Records (Environmental)	New TRDA
2014026	Computer Access Log (IT)	New TRDA
2014027	Continuing Education (CE) Records (Employee Development)	New TRDA
2014028	Construction Contract: "As Built" Plan Sets (Administrative)	New TRDA
2014029	Construction Contract: Certified Payroll Reports (Administrative)	New TRDA
2014030	Construction Contract: Contract Approvals (Administrative)	New TRDA
2014031	Construction Contract: Contract Form (Administrative)	New TRDA
2014032	Construction Contract: Work Management and Resource Files (Administrative)	New TRDA
2014033	Correspondence Files Executive (Administrative)	New TRDA
2014034	Correspondence Files Routine Business (Administrative)	New TRDA
2014035	Correspondence Files Transitory (Administrative)	New TRDA
2014036	Cost Allocation Files (Budget)	New TRDA
2014037	Credit Card Receipts (Fiscal)	New TRDA
2014038	Debt Files Paid Off (Fiscal)	New TRDA
2014039	Delegation of Authority Records (Administrative)	New TRDA
2014040	Disadvantaged Business Enterprise Certification Records (Administrative)	New TRDA
2014041	Disciplinary Actions (Personnel)	New TRDA
2014042	Employee Access Control and Security Awareness Files (IT)	New TRDA
2014043	Employee Benefit Records (Personnel)	New TRDA
2014044	Employee Insurance and Benefit Claim Files (Personnel)	New TRDA
2014045	Employee Records (Personnel)	New TRDA
2014046	Employee Records-Not Hired by State Human Resources Management (Personnel)	New TRDA
2014047	Employment Eligibility Verification Record (Personnel)	New TRDA
2014048	Environmental Protection Records (Environmental)	New TRDA
2014049	Environmental Protection Work Management and Resource Files (Environmental)	New TRDA
2014050	Equipment Installation, Maintenance, and Calibration (Property Management)	New TRDA
2014051	Error Reports (IT)	New TRDA
2014052	Estimates, Projections and Model Outputs (Administrative)	New TRDA
2014053	Excess and Surplus Land Records (Land Management)	New TRDA
2014054	Excess, Lost and Stolen Property Files (Property Management)	New TRDA
2014055	Exposure Control Files (Occupational Safety)	New TRDA
2014056	Facilities Construction Contract: "As Built" Plan Sets (Administrative)	New TRDA
2014057	Facilities Construction Contract: Approvals (Administrative)	New TRDA
2014058	Facilities Construction Contract: Contract Form (Administrative)	New TRDA
2014059	Facilities Construction Contract: Work Management and	New TRDA

	Resource Files (Administrative)	
2014060	Federal Grants: Administrative Records (Grants)	New TRDA
2014061	Federal Grants: Appeals and Compliance Reviews (Grants)	New TRDA
2014062	Federal Grants: Financial Management Records (Grants)	New TRDA
2014063	Federal Grants: State Plan (Grants)	New TRDA
2014064	Fitness for Duty Records (Personnel)	New TRDA
2014065	First Aid Records (Occupational Safety)	New TRDA
2014066	Fixed Asset Inventory (Property Management)	New TRDA
2014067	FMLA (Family Medical Leave Act) Records (Personnel)	New TRDA
2014068	Freight Records (Fiscal)	New TRDA
2014069	General Personnel Administrative Records (Personnel)	New TRDA
2014070	General Project Files (Administrative)	New TRDA
2014071	Generators of Hazardous Waste Records (Environmental)	New TRDA
2014072	Generators of Hazardous Waste Registration Files (Environmental)	New TRDA
2014073	Geotechnical Reports and Memoranda (Environmental)	New TRDA
2014074	Grievances Records (Personnel)	New TRDA
2014075	Hardware Documentation (IT)	New TRDA
2014076	Hazard Communication Program (Occupational Safety)	New TRDA
2014077	Hazardous Material Safety File (Occupational Safety)	New TRDA
2014078	HIPPA Compliance Records (Administrative)	New TRDA
2014079	History Files (Administrative)	New TRDA
2014080	Historical Reports (Administrative)	New TRDA
2014081	IFS Advantage Procedural Manual (IT)	New TRDA
2014082	IFS Advantage Signature Authorization Files (IT)	New TRDA
2014083	Inventory Files (Property Management)	New TRDA
2014084	IRS Tax Documentation (Personnel)	New TRDA
2014085	Legal Files - Agency Copy (Legal)	New TRDA
2014086	Local Public Agency (LPA) Project Files (Administrative)	New TRDA
2014087	Logs (Administrative)	New TRDA
2014088	Maps, Diagrams, and Surveys Historical (Administrative)	New TRDA
2014089	Maps, Diagrams, Studies, and Surveys Work Management and Resource Files (Administrative)	New TRDA
2014090	Materials Testing Reports, Certifications, and Classifications (Administrative)	New TRDA
2014091	Minutes of Public Bodies (Open Meeting Law)	New TRDA
2014092	Mission Statement Files (Budget)	New TRDA
2014093	NDOT Lands Property Management (Land Management)	New TRDA
2014094	Occupational Studies (Personnel)	New TRDA
2014095	Opinions and Letters of Advice (Legal)	New TRDA
2014096	Organizational Chart (Administrative)	New TRDA
2014097	OSHA Citation Postings (Occupational Safety)	New TRDA
2014098	OSHA Injuries and Illness Files (Occupational Safety)	New TRDA
2014099	OSHA Inspection and Violation Files (Occupational Safety)	New TRDA
2014100	OSHA Notices Postings (Occupational Safety)	New TRDA
2014101	Payroll Records (Personnel)	New TRDA
2014102	Performance Audit - Agency Copy (Administrative)	New TRDA
2014103	Performance Indicators Computation Files (Budget)	New TRDA
2014104	Performance Indicators Files (Budget)	New TRDA
2014105	Periodic Reports to Other Public Bodies (Administrative)	New TRDA
2014106	Permit Files - Event, Temporary Use (Administrative)	New TRDA
2014107	Permit Files - Over-Dimensional Vehicle (Administrative)	New TRDA
2014108	Personal Protective Equipment (PPE) Files (Occupational Safety)	New TRDA

2014109	Pest Control (Extermination) Records (Property Management)	New TRDA
2014110	Petition Sign-up Site Records (Voting)	New TRDA
2014111	PIO Records (Administrative)	New TRDA
2014112	Policies and Procedures Development Files (Legal)	New TRDA
2014113	Position File Maintenance Records (Personnel)	New TRDA
2014114	Postal Tracking Records (Fiscal)	New TRDA
2014115	Posting Documentation (Open Meeting Law)	New TRDA
2014116	Posting Records Received from Public Bodies (Open Meeting Law)	New TRDA
2014117	Property Acquisition - Historical (Land Management)	New TRDA
2014118	Property Acquisition - Work Management and Resource Files (Land Management)	New TRDA
2014119	Public Records Request: File Denied and/or Appealed (Administrative)	New TRDA
2014120	Public Records Request: File Granted (Administrative)	New TRDA
2014121	Pre-Employment Medical Screenings (Personnel)	New TRDA
2014122	Private Grants (Grants)	New TRDA
2014174	Qualified Product Vendor Files (Administrative)	New TRDA
2014123	Quality Assurance Review: Audits and Reports (Administrative)	New TRDA
2014124	Quality Based Procurement: Agreement Files (Administrative)	New TRDA
2014125	Quality Based Procurement: Review Committee Score Sheets (Administrative)	New TRDA
2014126	Quality Based Procurement: RFI, RFQ, RFA or RFP - Unsuccessful Proposal (Administrative)	New TRDA
2014127	Quality Based Procurement: Unsolicited Proposal - Unsuccessful (Administrative)	New TRDA
2014128	Reasonable Accommodations Records (Personnel)	New TRDA
2014129	Recruitment Files (Personnel)	New TRDA
2014130	Recordings of Meetings (Open Meeting Law)	New TRDA
2014131	Rejected or Cancelled Construction and Facility Construction Contracts (Administrative)	New TRDA
2014132	Research Library Records (Administrative)	New TRDA
2014133	Restricted Document Log (Homeland Security Act) (Administrative)	New TRDA
2014134	Risk Analysis Files (IT)	New TRDA
2014135	Rule Making Files (Legal)	New TRDA
2014136	Safety Program Files (Occupational Safety)	New TRDA
2014137	Security Evaluations and Reviews (IT)	New TRDA
2014138	Security Logs (IT)	New TRDA
2014139	Security Plans, Policies, and Procedures (IT)	New TRDA
2014140	Security Records (Property Management)	New TRDA
2014141	Security Reports (IT)	New TRDA
2014142	Security Surveillance Recordings (Property Management)	New TRDA
2014144	Sick Leave Records (Personnel)	New TRDA
2014145	Software Licensing Files (IT)	New TRDA
2014146	Special Boards, Commissions, Offices and Task Forces (Open Meeting Law)	New TRDA
2014147	Special Reports (Administrative)	New TRDA
2014148	Standard Plans and Specifications (Administrative)	New TRDA
2014149	State Grants: NDOT as Applying Agency Records (Grants)	New TRDA
2014150	State Grants: NDOT as Granting Agency (Grants)	New TRDA

2014151	State Lands Property Management (Land Management)	New TRDA
2014152	Strategic Plan Files (Administrative)	New TRDA
2014153	Structural Design, Inspection, Maintenance and Testing Records (Administrative)	New TRDA
2014154	Studies (Administrative)	New TRDA
2014155	Summons and Subpoenas (Legal)	New TRDA
2014156	Supervisor Personnel Records (Personnel)	New TRDA
2014157	System and Program Documentation (IT)	New TRDA
2014158	System User Master List (IT)	New TRDA
2014159	Tax Abatement Records (Fiscal)	New TRDA
2014160	Tax Abatement Records: Denied Applications (Fiscal)	New TRDA
2014161	Tax Abatement Records: Incomplete Applications (Fiscal)	New TRDA
2014162	Tax Abatement Records: Monitoring Copies (Fiscal)	New TRDA
2014163	Training Files (Employee Development)	New TRDA
2014164	Training Program Records (Employee Development)	New TRDA
2014165	Unclaimed Property Files (Fiscal)	New TRDA
2014166	Uncollectible (Written Off) Debt Files (Fiscal)	New TRDA
2014167	Unemployment Insurance Records (Personnel)	New TRDA
2014168	Unsuccessful Bids for Construction or Facilities Construction Contracts (Administration)	New TRDA
2014169	Vehicle Files (Property Management)	New TRDA
2014170	Vendor Files (Fiscal)	New TRDA
2014171	Volunteer Records (Personnel)	New TRDA
2014172	Work Performance Standards (Personnel)	New TRDA
2014173	Workers Compensation Files (Occupational Safety)	New TRDA

Records Officer: Sara Martel, Teresa Schlauffer

Item Number 4:

Jim Earl

Discuss the Email and Work Productivity RFP (Cloud based services) from EITS.

Item Number 5:

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 6:

Chairman Scott Anderson

Confirm the time and location of the next meeting. The next proposed meeting is scheduled for March 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.

ADJOURN

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)