

*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 March 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 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:

Jim Earl

For possible action: Discuss the Email and Work Productivity RFP (Cloud based services) from EITS.

Item Number 3:

Sara Martel/Teresa Schlaffer

For possible action: Consent Agenda

Approve NDOT general records schedule discussed during the February 12, 2014 meeting:

Committee review of TRDA's		
TRDA#	Title	Action to be taken:
2014002	Accident Reports - Fatal (Administrative)	Ready for approval
2014005	Adopt/Sponsor-A-Highway Records (Administrative)	Ready for approval
2014016	Audit-Final Audit Report (Fiscal)	Ready for approval
2014017	Audit Work Management and Resource Files (Fiscal)	Ready for approval
2014019	Budget Work Management and Resource Files (Budget)	Ready for approval
2014021	Capital Improvement Project Files (Budget)	Ready for approval
2014022	Certificates of Destruction (Administrative)	Ready for approval
2014025	Climatology and Meteorology Records (Environmental)	Amended: event trigger changed.
2014028	Construction Contract: "As Built" Plan Sets (Administrative)	Ready for approval
2014029	Construction Contract: Certified Payroll Reports (Administrative)	Ready for approval
2014030	Construction Contract: Contract Approvals (Administrative)	Ready for approval
2014031	Construction Contract: Contract Form (Administrative)	Ready for approval
2014032	Construction Contract: Work Management and Resource Files (Administrative)	Ready for approval
2014040	Disadvantaged Business Enterprise Certification Records (Administrative)	Ready for approval
2014048	Environmental Protection Records (Environmental)	Ready for approval
2014050	Equipment Installation, Maintenance, and Calibration	Amended to include

	(Property Management)	transfer of records to new owner
2014052	Estimates, Projections and Model Outputs (Administrative)	Ready for approval
2014053	Excess and Surplus Land Records (Land Management)	Ready for approval
2014056	Facilities Construction Contract: "As Built" Plan Sets (Administrative)	Amended: retention changed to "Permanent: Transfer to State Archives"
2014057	Facilities Construction Contract: Approvals (Administrative)	Ready for approval
2014058	Facilities Construction Contract: Contract Form (Administrative)	Ready for approval
2014059	Facilities Construction Contract: Work Management and Resource Files (Administrative)	Ready for approval
2014070	General Project Files (Administrative)	Ready for approval
2014073	Geotechnical Reports and Memoranda (Environmental)	Amended: retention changed to "Permanent: Transfer to State Archives"
2014080	Historical Reports (Administrative)	Ready for approval
2014086	Local Public Agency (LPA) Project Files (Administrative)	Ready for approval
2014088	Maps, Diagrams, and Surveys Historical (Administrative)	Ready for approval
2014090	Materials Testing Reports, Certifications, and Classifications (Administrative)	Ready for approval
2014093	NDOT Lands Property Management (Land Management)	Ready for approval
2014105	Periodic Reports to Other Public Bodies (Administrative)	Amended: "Periodic" removed. Retention period to be checked.
2014106	Permit Files - Event, Temporary Use (Administrative)	Ready for approval
2014107	Permit Files - Over-Dimensional Vehicle (Administrative)	Ready for approval
2014117	Property Acquisition - Historical (Land Management)	Ready for approval
2014174	Qualified Product Vendor Files (Administrative)	Ready for approval
2014124	Quality Based Procurement: Agreement Files (Administrative)	Ready for approval
2014125	Quality Based Procurement: Review Committee Score Sheets (Administrative)	Ready for approval
2014126	Quality Based Procurement: RFI, RFQ, RFA or RFP - Unsuccessful Proposal (Administrative)	Ready for approval
2014127	Quality Based Procurement: Unsolicited Proposal - Unsuccessful (Administrative)	Ready for approval
2014131	Rejected or Cancelled Construction and Facility Construction Contracts (Administrative)	Ready for approval
2014148	Standard Plans and Specifications (Administrative)	Ready for approval
2014153	Structural Design, Inspection, Maintenance and Testing Records (Administrative)	Ready for approval
2014168	Unsuccessful Bids for Construction or Facilities Construction Contracts (Administration)	Ready for approval

Records Officials: Sara Martel, Teresa Schlaffer

Item Number 4:

Daphne DeLeon

For possible action: discuss the definition of a record and non-record; discuss the need to merge similar records into one RDA.

Item Number 5:

Robert van Straten

For possible action: Consent Agenda

Approve the merging of similar records by deleting the following General Schedule RDA's:

General Records Retention and Disposition Schedule		
RDA#	Title	Action to be taken
2005096	Performance Audit, Agency Copy	Delete: Merged with RDA 2005095
2006056	Continuing Education (CE)/ Training Program Approvals	Delete: Merged with RDA 2006055
1995123	Employee Development: Training Files	Delete: Merged with RDA 2006055
1999070	Employee Development: Training Program Records	Delete: Merged with RDA 2006055
2007019	Environmental: Generators of Hazardous Waste Records	Delete: Merged with RDA 2004162
2004220	Checks and Check Register Files	Delete: Merged with RDA 2007016
2010057	Tax Abatement Records: Denied Applications	Delete: Merged with RDA 2010047
2010058	Tax Abatement Records: Incomplete Applications	Delete: Merged with RDA 2010047
2001063	IFS Advantage Procedural Manual	Delete: Merged with RDA 1995122
2001064	IFS Advantage Signature Authorization Files	Delete: Merged with RDA 1998165
2007030	Security Plans, Policies and Procedures	Delete: Merged with RDA 1995122
2002125	IT: Risk Analysis Files	Delete: Merged with RDA 2007031
2007029	IT: Security Evaluations and Reviews	Delete: Merged with RDA 2007031
2004216	Personnel: Fitness For Duty Records	Delete: Merged with RDA 2013048
2004237	Personnel: FMLA (Family Medical Leave Act) Records	Delete: Merged with RDA 2013048
2004248	Personnel: Pre-employment Medical Screenings	Delete: Merged with RDA 2013048
2004217	Personnel: Sick Leave Records	Delete: Merged with RDA 2013048
2009030	Occupational Safety: OSHA Citation Postings	Delete: Merged with RDA 2009029
2009031	Occupational Safety: OSHA Notices Postings	Delete: Merged with RDA 2009029
2000039	Open Meeting Law: Ad Hoc Committee Records	Delete: Merged with RDA 2005140
2000049	Open Meeting Law: Defunct Boards, Commissions, Councils and Standing Committees	Delete: Merged with RDA 2005140
2000053	Open Meeting Law: Special Boards, Commissions, Councils, Committees, Offices and Task Forces	Delete: Merged with RDA 2005140
1998114	Electronic Records: Master Files, Summaries	Delete: Merged with RDA 1999110
1998116	Electronic Records: Special Purpose Programs	Delete: Merged with RDA 1999110
1998117	Electronic Records: Test Files	Delete: Merged with RDA 1999110
1998118	Electronic Records: Transaction File	Delete: Merged with RDA 1999110
1998119	Electronic Records: Job Libraries	Delete: Merged with RDA 1999110
1998120	Electronic Records: Master Files	Delete: Merged with RDA 1999110
1998128	Electronic Records: Program Post List	Delete: Merged with RDA 1999110
1998129	Electronic Records: Software Maintenance Log	Delete: Merged with RDA 1995120
1998131	Electronic Records: Volatile Software Modifications	Delete: Merged with RDA 1999110

Records Official: Jeff Kintop

Item Number 6:

Robert van Straten

For possible action: Discuss, review and act upon deletions from the General Records Retention Schedule.

General Records Retention and Disposition Schedule		Schedule 1	
RDA#	Title	Committee Action	Justification
2010055	Tax Abatement Records: Monitoring Copies	Delete this RDA	Convenience copy: Dept. Taxation is office of record

1995140	Personnel: Position File Maintenance Records	Delete this RDA	Convenience copy : Budget Div. is Office of Record
2002112	Personnel: Occupational Studies	Delete this RDA	Convenience copy : HR Div. is Office of Record
1998111	Electronic Records: Cataloged List	Delete this RDA	Finding aid = non-record
1998112	Electronic Records: Database Statistics	Delete this RDA	Non-record
1998113	Electronic Records: Indexes and Finding Aids	Delete this RDA	Finding aid = non-record
1998123	Electronic Records: Tape Library Management System Reports	Delete this RDA	Obsolete
1998130	Electronic Records: System Backups	Delete this RDA	Non-record
1998144	Electronic Records: Administrative Databases	Delete this RDA	Actual records on agency specific schedules
1998145	Electronic Records: E-Mail Files	Delete this RDA	Actual records on agency specific or General schedules
1998146	Electronic Records: Electronic Spreadsheets	Delete this RDA	Actual records on agency specific schedules
1998147	Electronic Records: Working Files	Delete this RDA	Non-record
2002152	Newspaper Clipping File	Delete this RDA	Non-record
2002153	Subject Files: General	Delete this RDA	Non-record
2002154	Association Files	Delete this RDA	Non-record
2002156	Convenience Copies	Delete this RDA	Non-record
2002157	Reference Files	Delete this RDA	Non-record
2005110	Legislative Session Files	Delete this RDA	Non-record
2008012	Audit Files: Performance Audit Workpapers	Delete this RDA	Workpapers are Non-records
1998108	Records Retention Schedule - Agency Specific	Delete this RDA	Non-record
2008024	Cost Allocation Files - Supervisors & Employees	Delete this RDA	Non-record
2004022	Budget Records: Drafts of Proposed Budgets	Delete this RDA	Drafts are Non-records
2002155	Instructor's Training Files	Delete this RDA	Non-record

Records Official: Jeff Kintop

Item Number 7:

Robert van Straten

For possible action: Discuss, review and act on modifications and additions to the General Records Retention Schedule:

General Records Retention and Disposition Schedule		Schedule 1
RDA#	Title	Committee Action
1995122	Legal: Policies and Standards	Modify this RDA
1998157	Personnel: Supervisory Review Records	Modify this RDA
2005140	Open Meeting Law: Minutes of Public Bodies	Modify this RDA
2013047	Administrative: Internal Procedures	New RDA
2013048	Personnel: Medical Related Records	New RDA
2013046	Personnel: Internal Studies Files	New RDA
2014174	Open Meeting Law: Supplemental Material	New RDA

Records Official: Jeff Kintop

Item Number 8:

Robert van Straten

For possible action: Discuss, review and act on addition to the Agency Specific Records Retention Schedule for:

Department of Administration: Division of Human Resource Management		Schedule 940301
RDA#	Title	Committee Action
2013-043	Organizational Climate Study Records	New RDA

Records Officials: Lee-Ann Easton, Shelly Blotter

Item Number 9:

Chairman Scott Anderson

For possible action: 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

For possible action: Confirm the time and location of the next meeting. The next proposed meeting is scheduled for April 9, 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)