

*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 April 9, 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 March 12, 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:** 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 4:** Robert van Straten  
**For possible action:** Discuss, review and act on addition to the Agency Specific Records Retention Schedule for:

General Records Retention and Disposition Schedule		Schedule 100
RDA#	Title	Committee Action
2013048	Personnel: Medical Related Records	New RDA
2013046	Personnel: Internal Studies Files	New RDA

**Records Official:** Jeff Kintop

**Item Number 5:**

Robert van Straten

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

Department of Administration: Public Works Division		Schedule 1060100
RDA#	Title	Committee Action
2005009	School District Plan Reviews	Delete this RDA
2005010	State Board of Education Standard School Plan Reviews	Delete this RDA

Records Officer: [CeCe Zimmerman](#)

**Item Number 6:**

Robert van Straten

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

Department of Agriculture: Animal Industry Division		Schedule 40302
RDA#	Title	Committee Action
1992710	Astray Animal Report File	Transfer this RDA from AGN 40401
2003077	Brand Inspection Certificate File	Ditto
1992702	Brand or Mark Re-recording File	Ditto
1992701	Brand or Mark Recording File	Ditto
1992703	Brand or Mark Transfer File	Ditto
1992715	Investigative Case File	Modify and Transfer this RDA from AGN 40401
1992704	Livestock Brand and Mark Card File	Transfer this RDA from AGN 40401
1992711	Livestock Railroad/Highway Kills File	Ditto
1992706	Special Permit File	Ditto
1992700	Brand or Mark Recording/Transfer Log	Delete this RDA
1992707	Brand Inspection Certificate Log	Ditto
1992709	Astray Animal Report Log	Ditto
1992705	Special Permit Log	Ditto

Records Officer: [Dawn Rafferty](#)

**Item Number 7:**

Robert van Straten

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

Department of Agriculture: Division of Consumer Equitability		Schedule 40801
RDA#	Title	Committee Action
1992613	Antifreeze Registration and Sample Analysis File	Transfer this RDA from AGN 40703
1992612	Petroleum Products Sample Analysis Reports	Ditto

Records Officer: [Dawn Rafferty](#)

**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 Agriculture: Food and Nutrition Division, State Dairy Commission		Schedule 260100
RDA#	Title	Committee Action
1991-512	Out of Business Files	Delete this RDA
1998-036	Distributors License Files	Modify this RDA

Records Officer: Tom Orzech

**Item Number 9:**

Robert van Straten

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

Department of Agriculture: Food and Nutrition Division		Schedule 40500
RDA#	Title	Committee Action
1987014	Food Distribution Case Records	Delete this RDA
1987015	Commodity Inventory Records	Delete this RDA
1987016	Commodity Loss/Damage/Claim Reports	Delete this RDA

Records Officer: Donnell Barton

**Item Number 10:**

Robert van Straten

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

Department of Agriculture: Plant Industry Division		Schedule 40703
RDA#	Title	Committee Action
1992-684	Apiary Test Records	Transfer this RDA from AGN 40302
2001-029	Pesticide Registrations	Modify this RDA
1992-609	Cooperative Agricultural Pest Survey Program Data Base	Delete this RDA
1992-614	Egg Surveillance and Grading File	Delete this RDA
1992-616	Egg Standardization File	Delete this RDA
1992-617	Insect Specimen Identification Record	Delete this RDA
1992-618	Insect Specimen Distribution Cards	Delete this RDA
1992-622	Restricted-Use Pesticide Certification Examination File	Delete this RDA
1992-632	Plant Disease Determination Report	Delete this RDA
1992-634	Quarantine of Agricultural Commodities File	Delete this RDA
1992-639	Vertebrate Pest Control Field Trials File	Delete this RDA
1992-641	Weed Herbarium Master Catalog	Delete this RDA
1992-643	Weed Control Distribution File	Delete this RDA

Records Officer: Dawn Rafferty

**Item Number 11:**

Robert van Straten

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

Department of Business & Industry: Division of Industrial Relations Division, Industrial Insurance Regulation		Schedule 600500
RDA#	Title	Committee Action
2013049	Worker's Compensation Insurer's Audit Reports	New RDA

Records Officer: Virginia Wicklund

**Item Number 12:**

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 13:**

Chairman Scott Anderson

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

The next proposed meeting is scheduled for May 14, 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](mailto: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)