

*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 May 14, 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 April 9, 2014 meeting.

Item Number 2: Daphne DeLeon, 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 upon the records retention schedule for:

Department of Business & Industry: Taxicab Authority		Schedule 1210100
RDA#	Title	Committee Action
1991606	Inspection of Taxicabs	Modify this RDA
1991602	Out-of-Service Notice	Delete this RDA
1991607	Twenty-four Hour Warning Notices	Delete this RDA

Records Officer: [Annette Watson](#)

Item Number 4: Robert van Straten
For possible action: Discuss, review and act upon the records retention schedule for:

Nevada Funeral and Cemetery Services Board		Schedule 440000
RDA#	Title	Committee Action
2000037	License File: Businesses	Modify this RDA
2000035	Inspection Records	Modify this RDA

Records Officer: [Diane Shaffer](#)

Item Number 5: 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
1995140	Position File Maintenance Cards	Delete this RDA
1998117	Electronic records: Test Files	Delete this RDA
2009047	Administrative: Public Records Request File, Granted	Modify this RDA
2009048	Administrative: Public Records Request File, Denied	Modify this RDA
2014189	Administrative: Public Records Request Log	New RDA

Records Official: Jeff Kintop

Item Number 6:

Robert van Straten

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

Governor's Office: Army National Guard		Schedule 740101
RDA#	Title	Committee Action
2014190	Army National Guard Personnel Files	New RDA

Records Officer: Larry D. Hancock

Item Number 7:

Robert van Straten

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

Department of Public Safety: State Board of Parole Commissioners		Schedule 930000
RDA#	Title	Committee Action
2004176	Parole Board Discharged Files	Modify this RDA

Records Officer: (sent to Board for review)

Item Number 8:

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 9:

Chairman Scott Anderson

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

The next proposed meeting is scheduled for June 11, 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 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

As required by [NRS 232.175](#):

<https://notice.nv.gov/> Under the Department of Administration, State Records Committee.