

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The "State Records Committee"*
Meeting Notice and Agenda -- Amended

The State Records Committee will hold a meeting on June 11, 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 May 14, 2014 meeting.

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

Department of Agriculture: Plant Industry Division		Schedule 40703
RDA#	Title	Committee Action
2014191	PCO: Continuing Education (CE) Compliance Files	New RDA
2014192	PCO: Disciplinary Files	New RDA
2014193	PCO: Training Program Accreditation Approvals	New RDA

Records Official: [Robert Leavitt, Dawn Rafferty](#)

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

Department of Conservation and Natural Resources: State Parks Division		Schedule 220800
RDA#	Title	Committee Action
1997010	Internal Affairs Investigations	Modify this RDA
2014177	Park and Facility Inspection Records	New RDA
2014178	Permits	New RDA
2014179	Exhibits: Accession Records	New RDA
2014180	Exhibits: Exhibit and Display Files	New RDA
2014181	Exhibits: Loan/Transaction Records	New RDA

Records Official: [Joy Elwood](#)

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

Department of Taxation: Division of Local Government Services		Schedule 1200101
RDA#	Title	Committee Action
1993111	Agricultural Map Files	Delete this RDA
1993098	Application for Open-space use Assessment	Delete this RDA
1993110	County Assessment Maps	Delete this RDA
1993103	Division of Assessment Standards (DOAS) Checklists by County	Delete this RDA
1993088	Mining Property Appraisal Files	Modify this RDA
1993089	Net Proceeds of Mines Files	Modify this RDA
1993105	Property Tax Valuation Appeal Files	Modify this RDA
1993041	Supplemental City/County Relief Tax Distribution – SCCRT	Transfer this RDA to AGN 1200402
2014184	State Board of Equalization Decision Papers	New RDA
2014194	Abatements	New RDA
2014195	Appraiser Certification Records	New RDA
2014196	Audits: Performance Audits	New RDA
2014197	Audits: Net Proceeds of Mineral Tax Audits	New RDA
2014198	Mining Transmittal Statements	New RDA
2014200	Local Government Reports	New RDA
2014201	Residential Construction Tax Records	New RDA
2014202	Tax Rolls	New RDA

Records Official: Terry Rubald

Item Number 5:

Robert van Straten

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

Gaming Control Board: Audit Division		Schedule 460200
RDA#	Title	Committee Action
1988139	Investigations and Tax & License Checks File	Delete this RDA
1988141	Miscellaneous Files	Delete this RDA
1988132	Agents Reports	Delete this RDA
1988142	Regulation 6A Files (Forms and Work papers)	Delete this RDA
1988134	Bankroll Verification	Delete this RDA
1988136	Count Submissions	Delete this RDA

Records Official: Barbara Bolton

Item Number 6:

Robert van Straten

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

Gaming Control Board: Enforcement Division		Schedule 460600
RDA#	Title	Committee Action
1990-003	Intelligence Files	Modify this RDA

Records Official: Barbara Bolton

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 Official: Chairman Connie S. Bisbee

Item Number 8:

Robert van Straten

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

Department of Public Safety: Parole and Probation Division		Schedule 920100
RDA#	Title	Committee Action
2013-045	Pre-sentence Report Files	New RDA

Records Official: Jennifer Pongasi

Item Number 9:

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
2009047	Administrative: Public Records Request File, Granted	Modify this RDA

Records Official: Jeff Kintop

Item Number 10:

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 11:

Chairman Scott Anderson

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

The next proposed meeting is scheduled for July 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 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.