

*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 September 10, 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 August 13, 2014 meeting.

**Item Number 2:** 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
2006054	Licensing: <del>Complaint and</del> Investigations Files	Modify this RDA
2006137	Licensing: Disciplinary Files	Delete this RDA
2006059	Licensing: Professional and Occupational Licensing	Modify this RDA
2014205	Licensing: Professional and Occupational Licensing, Renewals	New RDA
2014206 & TRDA 2014213	Open Meeting Law: Meeting Notification List	New RDA
2014216	Licensing: Enforcement actions against unlicensed activities	New RDA
2009047	Administrative: Public Records Request File, Granted	Modify this RDA

Records Officials: Jeff Kintop and Daphne DeLeon (NSLA)

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

Department of Motor Vehicles: Central Services and Records Division		Schedule 761801
RDA#	Title	Committee Action
2014207	Real ID Act Validation Documentation	New RDA
2003149	Vehicle Title Files	Modify this RDA

Records Officer: Lynn Libby (Real ID); Sean McDonald (Vehicle Titles)

**Item Number 4:**

Robert van Straten

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

Department of Business & Industry: Financial Institutions Division		Schedule 190403
RDA#	Title	Committee Action
2014175	Insolvency: Bank Records	New RDA
2014176	Insolvency: Commissioner Records	New RDA
2014215	Licensee Files: Superseded Documents	New RDA
2004259	Investigation and Examination Files	Modify this RDA

Records Officer: Christopher Schneider

**Item Number 5:**

Robert van Straten

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

Gaming Control Board: Investigations Division		Schedule 460700
RDA#	Title	Committee Action
1991806	Agent's Work Papers	Delete this RDA
1988043	Application Files	Delete this RDA
1993240	Company Files	Delete this RDA
1988044	Assignment Sheet (Investigation Information Report)	Delete this RDA
1990011	Foreign Gaming Files	Delete this RDA
1988042	Agent's Work File	Modify this RDA
199324	Company Files	Modify this RDA

Records Officer: Barbara Bolton

**Item Number 6:**

Robert van Straten

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

Gaming Control Board: Technology Division		Schedule 460900
RDA#	Title	Committee Action
1988032	Slot/Game Count File	Modify this RDA

Records Officer: Barbara Bolton

**Item Number 7:**

Robert van Straten

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

Gaming Control Board: Technology Division		Schedule 460500
RDA#	Title	Committee Action
1990194	EPROM Files	Delete this RDA
1990132	New Gaming Device Information	Delete this RDA
1990136	Gaming Device Software Information	Delete this RDA
1990008	Foreign Manufacturers Files	Modify this RDA

Records Officer: Barbara Bolton

**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 October 8, 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 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](http://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](mailto: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

NSLA website: [www.nsla.nv.gov](http://www.nsla.nv.gov)

As required by [NRS 232.175](#):

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