

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The "State Records Committee"*
Minutes for June 11, 2014

Introductions and Roll Call:

Chairman Scott Anderson

The Chairman called the meeting to order at 1:21 PM. He asked everyone to introduce themselves.

Attendance Roll Committee Member	Present
Scott Anderson, Chairman, for Ross Miller, Secretary of State	Yes
Sarah Bradley for Catherine Cortez-Masto, Attorney General	Yes
Daphne DeLeon, Nevada State Library and Archives (NSLA)	Yes
Maud Naroll for Julia Teska, Department of Administration	Yes
Jim Earl for Dave Gustafson, Enterprise Information Technology Services	Yes
Margie Kassebaum , Governor's Appointee	Excused
Staff	
Jeffrey Kintop, Assistant Administrator for Archives and Records, NSLA	Yes
Teri J. Mark, State Records Manager, NSLA	Yes
Cynthia Laframboise, State Archives Manager, NSLA	Excused
Robert H. van Straten, Senior Records Analyst, NSLA	Yes
Jerry Lindsay, Senior Records Analyst, NSLA	Excused
Michelle Byrne, Administrative Assistant, NSLA	Yes
Sara Martel, Records Manager, NDOT	Yes
Guests	
Barbara Bolton, Gaming Control Board	Yes
Susan Grube, Gaming Control Board	Yes
Karen McRae, Gaming Control Board	Yes
Melinda Ridgely, Public Safety	Yes

Ernie Richards, Public Safety	Yes
Joy Elwood, State Parks	Yes
Cheryl Fretwell, State Parks	Yes
Dameon Meets, Department of Agriculture	Yes
Dawn Rafferty, Department of Agriculture	Yes
Terry Rubald, Department of Taxation	Yes

PUBLIC COMMENT

There was no public comment.

AGENDA ACTION ITEMS:

Item Number 1:

Chairman Scott Anderson

Review, correct if necessary and approve the minutes for the May 14, 2014 meeting.

There were no corrections needed for the May 14th meeting.

Committee action on Agenda Item 1:	Details:
Motion:	Move to approve
The motion was made by:	Maud Naroll
The motion was seconded by:	Jim Earl
The Committee vote to approve the motion:	Unanimous

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

Staff presentation:

NDA has different requirements for the Pest Control Operators Certification Program (PCO) that do not match the retention periods set within the "Licensing" series on the General Records Retention and Disposition Schedule. These exemptions need to be taken into account and different retentions established for them.

Committee Discussion:

This item was taken fifth. The Department of Agriculture presented that they need these files for a longer period of time for administrative use. These files were already covered under an RDA on the general schedule. The new RDA's were approved without any amendments.

Committee action on Agenda Item 2:	Details:
Motion:	Approve as presented
The motion was made by:	Maud Naroll
The motion was seconded by:	Jim Earl
The Committee vote to approve the motion:	Unanimous

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

Staff presentation:

RDA 1997010: the disposition is being changed to remove the requirement to transfer it to the State Archives to destroy securely. The records contain confidential and sensitive personal identification information and should be destroyed in a secure manner.

RDAs 2014177 through 2014181 are new record series.

RDA's 2014179, 2014180 and 2014181 involve exhibits placed within many of the State Parks. The State Archives has decreed these to be permanent records.

Committee Discussion:

This item was taken seventh. The RDA's 2014179, 2014180 and 2014181 have been declared to have permanent value by the State Archives. The disposition on these three RDAs has been changed from "destroy securely" to "transfer to State Archives."

Committee action on Agenda Item 3:	Details:
Motion:	Approve as amended
The motion was made by:	Maud Naroll
The motion was seconded by:	Jim Earl
The Committee vote to approve the motion:	Unanimous

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

Staff presentation:

RDAs 1993111, 1993098 and 1993110 are being deleted because they are obsolete and not being produced anymore.

RDA 1993103 has been incorporated into a new RDA 2014196 “Performance Audits.”

RDA 1993088: the retention period is being increased from 4 to 5 years to conform to the actual field inspection rotation schedule.

RDA 1993089: the retention statement is being changed to the end of the fiscal year to which they pertain.

RDA 1993105: The retention statement is being modified to remove the note about retaining the minutes and agendas for 10 years. The General Schedule requires a 5 year retention.

RDA 1993041 is being transferred from the Plant Industry Division to the Administration Division.

RDAs 2014184 and 2014194 through 2014202 are new RDAs.

Committee Discussion:

This item was taken sixth.

RDA 1993089 was presented and it was determined that the records need to be kept for seven years instead of the original four. This was modified due to the possibility of being audited.

RDA 1993105 was tabled. It was requested that the description be clarified and brought back.

RDA 2014196 was determined not to be confidential as it stated in the “appraisal note” and the reference to NAC 360.730 (2) and NRS 360.255 was removed.

Committee action on Agenda Item 4:	Details:
Motion:	Table 1993105, Approve as amended
The motion was made by:	Maud Naroll
The motion was seconded by:	Daphne DeLeon
The Committee vote to approve the motion:	Unanimous

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](#)

Staff presentation:

These RDAs are being deleted because they are obsolete and no longer produced, or because they are part of another RDA.

Committee Discussion:

This item was taken second. The RDA's were presented and the committee agreed that they are able to be deleted.

Committee action on Agenda Item 5:	Details:
Motion:	Delete as Presented
The motion was made by:	Jim Earl
The motion was seconded by:	Maud Naroll
The Committee vote to approve the motion:	Unanimous

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](#)

Staff presentation:

The GCB has need to retain these records for a longer period of time because they have information about confidential informants. Although the General Schedule under "Law Enforcement" has these records scheduled to be retained for 5 years from the last validation, this is a federal requirement for entities that receive federal funding. GCB does not fall under this requirement since they receive no federal funds.

Committee Discussion:

This item was taken first. Susan Grube presented why the Gaming Control Board needs to keep the files for longer than five years. She presented that these files are needed for regulatory purposes, and not the law enforcement section of the Gaming Control Board. These files aid the Gaming Control Board when an individual applies for a Gaming license, and they ensure that only suitable people are working for the casinos. There was an additional section added to the recommended retention that says "or eighty (80) years from the date received, whichever occurs first." This was due to not always knowing the birth date of the individual that the file is about.

Committee action on Agenda Item 6:	Details:
Motion:	Approve as amended
The motion was made by:	Maud Naroll
The motion was seconded by:	Sarah Bradley
The Committee vote to approve the motion:	Unanimous

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](#)**Staff presentation:**

During the May meeting this RDA was tabled. The Committee requested that staff contact the Board and receive confirmation that they have reviewed the change and have to objection. Staff contacted Daria Foley, Executive Secretary to the Board. She presented the change to Chairman Bisbee who discussed this with her Deputy Attorney General. They agreed with staff that the records should not be sent to the State Archives.

The Committee also requested that Cynthia Laframboise, State Archives Manager, attend the June meeting and explain why the records no longer hold historical value.

Committee Discussion:

This item was taken fourth. The committee was presented with some of the actual records that are sent to Archives to demonstrate that they are different than as described in the description of the RDA. The committee decided to table this item and it will be brought back after the description is modified and the authorized event date is changed.

Committee action on Agenda Item 7:	Details:
Motion:	Tabled
The motion was made by:	
The motion was seconded by:	
The Committee vote to approve the motion:	

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](#)**Staff presentation:**

Staff has appraised these records for a 5 year retention due to the requirement found in NRS 179.151 (1) that states that a new presentence report must be produced after 5 years. The Court System is the office of record. This was confirmed by contacted the Administrative Office of the Court.

The division has requested that these records be scheduled for a 100 year retention period.

Committee Discussion:

This item was taken third. The item was presented and Melinda Ridgley from the Department of Public Safety discussed the need to keep these records for 100 years. The older presentence report is used as a reference point for the most current presentence report, and this information is used to determine career criminals. These files are used on a daily basis. The US District Court will ask for these reports, and they occasionally need reports dating back 15 years or more. At the request of the department, this item will be added to the RDA 2003008, an already existing RDA for the department's regularly used files. This item was cancelled and RDA 2003008 will be brought before the committee with this amendment.

Committee action on Agenda Item 8:	Details:
Motion:	Cancelled
The motion was made by:	
The motion was seconded by:	
The Committee vote to approve the motion:	

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

Staff presentation:

- On 5/14/14 the State Records Committee requested that staff review the retention period. They recommended a longer retention period. When this RDA was first presented to the Committee in 2009, the recommended retention period was presented at 1 year. At that time the Committee felt it was too long of a retention period.
- The Local Government Records Retention Schedule has placed these records with a 90 day retention period.
- In the General Records Retention Schedule, Routine Business Correspondence is scheduled to be retained 1 year.
- The Committee requested that Sarah Bradley, Deputy Attorney General and a member of the Committee, review this RDA. She reviewed this on May 21, 2014 and agreed that a 1 year retention was appropriate.
- The Committee requested that this RDA be brought back before them on June 11, 2014.
- These records should match the 1 year retention period for routine business correspondence to avoid confusion between routine correspondence and public records requests.

Committee Discussion:

This item was tabled and will be brought back at the August 13th, 2014 meeting.

Committee action on Agenda Item 9:	Details:
Motion:	Tabled
The motion was made by:	
The motion was seconded by:	
The Committee vote to approve the motion:	

Item Number 10:

Chairman Scott Anderson

For possible action: Discuss future agenda items.

- DMV, Driver's License and Vehicle Titles
- General Schedule: licensing RDAs and new Open Meeting Law Notifications
- Transfer of RDA 1997010 from State Parks to the General Schedule
- Transfer of RDA 2006026 from Public and Behavior Health Division to Aging and Disability Services Division
- Division of Industrial Relations, Subsequent Injury records

INFORMATION ITEMS

There were no informational items.

PUBLIC COMMENT:

There was no public comment.

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 August 13th, 2014 at 1:15 PM, in the Board Room of the Nevada State Library and Archives Building, 100 North Stewart Street, Carson City, Nevada.

ADJOURN

Committee member Maud Naroll made the motion to adjourn. The Chairman called for a vote, and the vote was unanimous. The Committee meeting was adjourned at 3:42 PM.

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.