

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The "State Records Committee"*
Minutes for September 18, 2013

Introductions and Roll Call:

Chairman Scott Anderson

The Chairman called the meeting to order at 1:20 PM. He asked everyone to introduce themselves.

Attendance Roll Committee Member	Present
Scott Anderson, Chairman, for Ross Miller, Secretary of State	X
Shane Chesney for Catherine Cortez-Masto, Attorney General	X
Daphne DeLeon, Nevada State Library and Archives (NSLA)	X
Maud Naroll for Jeff Mohlenkamp, Department of Administration	X
Jim Earl for Dave Gustafson, Enterprise Information Technology Services	No
Margie Kassebaum , Governor's Appointee	Excused
Staff	
Jeffrey Kintop, Assistant Administrator for Archives and Records, NSLA	X
Teri J. Mark, State Records Manager, NSLA	X
Cynthia Laframboise, State Archives Manager, NSLA	X
Robert H. van Straten, Senior Records Analyst, NSLA	X
Jerry Lindsay, Senior Records Analyst, NSLA	X
Jennifer Damron, Administrative Assistant, NSLA	X
Sara Martel, Records Manager, NDOT	X
Guests	
Lynn Foster – DHHS, DHCFP	X
Karen McRae – Gaming Control Board	X
CJ Lake-Johnson – Gaming Control Board	X

PUBLIC COMMENT:

None

AGENDA ACTION ITEMS:

Item Number 1:

Chairman Scott Anderson

Review, correct if necessary and approve the minutes for the August 14, 2013 meeting.

Agenda Item 7 – Staff will research how long it takes to get a duplicate title.

Agenda Item 7 – Add How long is the waiting period before a new title can be issued to the discussion.

Agenda Item 8 – AB 488 merged the Division of Mental Health and Developmental Services with the Health Division to produce the Division of Public and Behavioral Health.

Committee action on Agenda Item 1:	Details:
Motion:	Amend and approve
The motion was made by:	Shane Chesney
The motion was seconded by:	Scott Anderson
The Committee vote to approve the motion:	Unanimous with Maud Naroll abstaining

Item Number 6: Taken out of order

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

Department of Health & Human Services: Division of Health Care Financing & Policy		Schedule 551204
RDA#	Title	Committee Action
2013-037	Provider Bulletins	New RDA

Records Officer: Lynne Foster, Marta Stagliano

Staff Presentation:

The six year retention period is based upon the needs of the Medicaid Fraud Control Unit of the Attorney General's Office. They will need this information to determine if fraud has occurred or if litigation should be brought against a provider.

Discussion:

Daphne DeLeon stated she believe this is a publication, as the criteria of a publication is *once it is created and publicly disseminated it becomes a publication.*

Lynn Foster states that this document is only intended for providers, and that also they sometimes need a certified copy of a document.

Staff will report back to Committee on the publication status.

Item Number 4: Taken out of order

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

Gaming Control Board: Enforcement Division		Schedule 460600
RDA#	Title	Committee Action
1989-114	Warrant Files	Delete this RDA
1991-451	"E" File	Delete this RDA
1989-104	Surveillance System Files	Modify this RDA
1989-105	Chips and Token Approval Files	Modify this RDA
1989-106	Special Investigation Intelligence Files	Modify this RDA
1989-108	Activity Blotter	Modify this RDA
1989-112	Live Broadcast Files	Modify this RDA
1989-113	Race and Sportsbook Files	Modify this RDA
1990-003	Intelligence Files	Modify this RDA
1993-050	Agent's Daily Report	Modify this RDA

2013-013	Field Training Officer (FTO) Training Files	New RDA
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Records Officer: Karen McRae

Staff Presentation:

RDA 1987-114 is being replaced with a General Schedule RDA in October 2013.

RDA 1991-451 is a duplicate of 1989-102.

RDA 1989-104 the retention period is being increased to 10 years due to the administrative needs of the GCB.

1989-105 is also changing its retention period to 10 years to make it similar to the Location Files.

1989-106 the retention period is being updated to make the retention from the end of the calendar year in which the investigation was completed.

1989-108 is also being changed to the end of the calendar year to which they pertain.

1989-112 the retention statement has been modified to change the event that triggers the retention to the date of the broadcast instead of the date of notification.

1989-113 the retention period has been changed to match RDA 1995-028 "Location Files" because these records relate directly to the location and the GCB needs to retain all records related to the location to effectively do their job.

1990-003 these records are similar to the criminal intelligence files of other agencies, and the retention should be in conformance with federal regulations.

1993-050 the retention period has been changed to match RDA 1989-108 because they are supportive record series and should be maintained in a similar manner.

2013-013 is a new RDA. POST is the office of record for most training of law enforcement officers, but they do not document the training of those who will be doing the training.

Discussion:

1989104 Deletion is only effective when General Schedule retention that replaces this is approved.

1989106 Change disposition to Destroy Securely.

1989108 Gaming Control Board, Enforcement Division asked that these records be retained for six (6) years.

1989112 Live broadcasts are still monitored by Gaming Control Board.

1990003 Tabled until later (October).

2013013 This is the file that documents training for other trainers, retention is from the date course was completed. Change disposition to Destroy Securely.

Committee action on Agenda Item 4:	Details:
Motion:	Table 1990003 Approve others 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 2:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

Department of Conservation & Natural Resources: Division of Environmental Protection, Bureau of Safe Drinking Water		Schedule 220417
RDA#	Title	Committee Action
2003-107	Public Water System Files	Modify this RDA
2003-108	Safe Drinking Water Information System (SDWIS)	Delete this RDA

2003-109	SWAP Files (Source Water Assessment Program)	Delete this RDA
2003-091	Public Water System Plan Review Files	Delete this RDA
2013-005	Public Water System Files: Compliance Monitoring Records	New RDA
2013-007	Public Water System Files: Denied	New RDA
2013-038	Public Water System Files: Superseded Records	New RDA

Records Officer: Jennifer Carr

Staff Presentation:

RDA 2003-107 is the main file for all active public water systems. The retention statement has two retention periods: one to allow purging of superseded documents, and one for the system when it becomes inactive. This has been changed, and RDA 2013-038 has been created to allow the Bureau to purge the files of superseded documents.

RDA 2003-108 is being deleted because it has become part of RDA 2013-005.

RDA 2003-109 is being deleted because it is a non-record.

RDA 2003-091 is being deleted because it is part of RDA 2003-107.

RDA 2013-005 contains important information that allows the Bureau to do accurate vulnerability assessments and needs to be retained for a long period of time.

RDA 2013-007 is being created to allow the Bureau to dispose of those public water systems that were denied and never built.

RDA 2013-038 is being created to allow the Bureau to purge the files of records no longer needed and transfer them to the State Archives for preservation. Public water systems may be in operation for 100 or more years, and it is not necessary to keep every document ever produced in the active files.

Discussion:

Remove the note in the description in 2003107, 2013005 and 2013038

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

Item Number 3:

Robert van Straten

Review and possibly act upon the Records Retention and Disposition Schedule for:

Department of Conservation and Natural Resources: Division of Environmental Protection: Bureau of Water Pollution Control		Schedule 220405
RDA#	Title	Committee Action
2004-111	Other General Permit Files	Modify this RDA

Records Officer: Karen Howard, Alan Tinney, Bonnie Hartley

Staff Presentation:

These records are similar to the regular NV, NEV and UNEV permits except they must be renewed every year instead of every 5 years. Yet they deal with similar projects.

Therefore, they should be retained for the same period of time and transferred to the State Archives for preservation.

Discussion:

Remove the note in the description in 2004111

Committee action on Agenda Item 3:	Details:
Motion:	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

Review and possibly act upon the Records Retention and Disposition Schedule for

Department of Health & Human Services: Aging and Disability Services Division		Schedule 550101
RDA#	Title	Committee Action
2013-035	Autism Treatment Assistance Program (ATAP) Case Files	New RDA

Records Officer: [Brook Adie](#), [Julie Kotchevar](#)

Staff Presentation:

This is a state funded program which helps finance autism treatment for individuals and families. The program does not provide direct medical services.

Discussion:

Changed retention to six (6) years because the records may fall under new HIPAA guidelines. Put HIPAA citation in appraisal statement.

Committee action on Agenda Item 5:	Details:
Motion:	Approve as amended
The motion was made by:	Maud Naroll
The motion was seconded by:	Shane Chesney
The Committee vote to approve the motion:	Unanimous

Item Number 7:

Sara Martel

Nevada Department of Transportation (NDOT) report.

Sara is preparing the NDOT RDA's and will get with staff to let them know when she has some ready to be put on the agenda.

Item Number 8:

Chairman Scott Anderson

Discuss future agenda items.

General Schedule – deletions of outdated electronic records and non-records.

General Schedule – Law Enforcement records

DMV Vehicle titles – Maud Naroll wants to know if staff has spoken to car clubs regarding the vehicle title files.

Handout of a draft agenda that was distributed in the meeting is included with minutes. There may be additional items added to the agenda.

INFORMATION ITEMS

The E-records forum will be held October 3rd at the National Guard Armory in Carson City and teleconferenced to Las Vegas. CPE credits and CLE credits are available.

The Chairman advised staff to remind law enforcement agencies and inform them their items will be coming to the agenda.

Sarah Bradley may begin to come to the Committee meetings for the Attorney General's

office.

PUBLIC COMMENT:

None

Item Number 9:

Chairman Scott Anderson

Confirm the time and location of the next meeting. The next proposed meeting is scheduled for October 16, 2013 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 2:52 PM.