

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The "State Records Committee"*  
**Minutes for August 14, 2013**

Introductions and Roll Call:

Chairman Scott Anderson

The Chairman called the meeting to order at 1:19 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
Teri Mark for Daphne DeLeon, Nevada State Library and Archives (NSLA)	X
Amanda Williams for Jeff Mohlenkamp, Department of Administration	X
Jim Earl for Dave Gustafson, Enterprise Information Technology Services	X
Margie Kassebaum , Governor's Appointee	X
Staff	
Jeffrey Kintop, Assistant Administrator for Archives and Records, NSLA	Excused
Teri J. Mark, State Records Manager, NSLA	See above
Cynthia Laframboise, State Archives Manager, NSLA	X
Robert H. van Straten, Senior Records Analyst, NSLA	X
Jerry Lindsay, Senior Records Analyst, NSLA	Excused
Jennifer Damron, Administrative Assistant, NSLA	X
Sara Martel, Records Manager, NDOT	X
Guests	
None present	

**PUBLIC COMMENT:**

None

AGENDA ACTION ITEMS:

**Item Number 1:**

Chairman Scott Anderson

Review, correct if necessary and approve the minutes for the June 12, 2013 meeting.

<b>Committee action on Agenda Item 1:</b>	<b>Details:</b>
Motion:	Approve as presented
The motion was made by:	Shane Chesney
The motion was seconded by:	Teri Mark
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 Administration: Public Works Division, Buildings and Grounds		Schedule 1060200
RDA#	Title	Committee Action
2013-029	Historical Asset List	New RDA
2013-030	Identified Project Files	New RDA
2013-031	Identified Project Files: Asbestos Abatement	New RDA
2013-032	Lease Assessment Files	New RDA
2013-033	Space Requests: Denied	New RDA
2013-034	Work Order Files	New RDA

Records Officer: Cece Zimmerman, Cheryl Warren

**Staff Presentation:**

RDA 2013-029 is a new function for B&G. The assignment is to identify and track historical artifacts within state owned or leased buildings and property. [It is recommended that this RDA be deferred a few months to allow it to be definitely established.](#)

RDA 2013-039 documents maintenance projects that are larger than routine projects but are not CIP's.

RDA 2013-031 documents those projects which involve the abatement of asbestos. Federal and state laws and regulations require such documentation to be held for a 30 year period of time.

RDA 2013-032 concerns the process of assessing fees for services of leasing administered by B&G.

RDA 2013-033 deals with requests for space by state agencies that are not approved. Those that are approved fall under the General Schedule 1995-086 "Contracts and Agreements."

RDA 2013-034 are the routine maintenance and service that is provided by B&G. B&G has authority to charge for some of the services offered.

**Discussion:**

CIP = Capitol Improvement Project

2013-033 is addressing only leased space, not state owned space.

<b>Committee action on Agenda Item 2:</b>	<b>Details:</b>
Motion:	Table 2013-029 Approve others as presented
The motion was made by:	Shane Chesney
The motion was seconded by:	Teri Mark
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:

- [Recommended Transfers to Dept. of Agriculture, Food & Nutrition Division \(AGN 40500\):](#)

Department of Business and Industry: Dairy Commission		Schedule 260100
RDA#	Title	Committee Action
1998-035	Application Files - Not Approved	Transfer this RDA
1991-515	Audit Files	Ditto
1998-037	Complaint and Disciplinary Files	Ditto
1996-115	Cost Files	Ditto
1991-507	Dairy Products Remittance Reports	Ditto
1991-517	Distributor Bonds	Ditto
1998-036	License Files	Ditto
1990-452	Milk Files	Ditto
1991-512	Out of Business Files	Ditto
1996-116	Price Files	Ditto
1991-508	Usage Reports	Ditto

Records Officer: Lynn Hettrick

Department of Education: Office of Child Nutrition and School Health		Schedule 320804
RDA#	Title	Committee Action
2009-069	Program Appeals and Reviews	Transfer this RDA

Records Officer: Donnell Barton

Department of Administration: Purchasing Division		Schedule 20803
RDA#	Title	Committee Action
1987-015	Commodity Inventory Records	Transfer this RDA
1987-016	Commodity Loss/Damage/Claim Reports	Ditto
1987-014	Food Distribution Case Records	Ditto

Records Officer: Kimberlee Tarter, Jenelle Gimlin

#### Staff Presentation:

SB 490 of the 2013 Legislative Session transfers the Supplemental Food Program from the Purchasing Division to the new Food & Nutrition Division (AGN 40500) of the Dept. of Agriculture.

SB 466 (2013 Session) transferred the school food nutrition programs of the Dept. of Education to the new Food & Nutrition Division of the Dept. of Agriculture.

SB 469 (2013 Session) transferred the State Dairy Commission to the Department of Agriculture. The schedule will be incorporated into the new Food & Nutrition Division (AGN 40500) as a sub-unit of that division.

#### Discussion:

None

Committee action on Agenda Item 3:	Details:
Motion:	Approve transfer to new Division
The motion was made by:	Shane Chesney
The motion was seconded by:	Teri Mark
The Committee vote to approve the motion:	Unanimous

#### Item Number 4:

Robert van Straten

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

- Recommended modification and transfer from the Office of the State Treasurer (AGN 1240900) to the Office of the State Controller (AGN 240400):

Controller's Office		Schedule 240400
RDA#	Title	Committee Action
1994-046	Travel Advance Records	Modify and transfer this RDA

Records Officer: [Kim Wallin, State Controller](#) and [Kate Marshall, State Treasurer](#)

**Staff Presentation:**

SB 511 of the 2007 Legislative Session transferred these records from the Office of the State Treasurer (AGN 1240900) to the Office of the State Controller (AGN 240400). The retention statement has been simplified to avoid confusion.

**Discussion:**

These were transferred due to legislative changes.

<b>Committee action on Agenda Item 4:</b>	<b>Details:</b>
Motion:	Approve modification and transfer
The motion was made by:	Teri Mark
The motion was seconded by:	Margie Kassebaum
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:

General Records Retention and Disposition Schedule		Schedule 1
RDA#	Title	Committee Action
2013-017	Habitat Conservation Plan Records	New RDA

Records Officer: [Jeff Kintop](#)

**Staff Presentation:**

These records document the compliance with the Endangered Species Act (ESA) in relation to permits for scientific purposes; enhancement of propagation or survival, or; for incidental taking. Permits are required for all governmental agencies prior to any activity in a habitat declared protected by the ESA. Various agencies from the State Parks Division, Department of Wildlife, Forestry Division and Department of Transportation have these records.

**Discussion:**

A list of agencies this affects has been placed with the meeting minutes.

<b>Committee action on Agenda Item 5:</b>	<b>Details:</b>
Motion:	Approve as presented
The motion was made by:	Teri Mark
The motion was seconded by:	Shane Chesney
The Committee vote to approve the motion:	Unanimous

**Item Number 6:**

Robert van Straten

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

- [Transfer of RDA's from the Division of Health Care Financing and Policy \(AGN 551204\):](#)

Department of Health and Human Services: Division of Welfare and Supportive Services		Schedule 551101
RDA#	Title	Committee Action
2012-003	Nevada Check-Up Files: Approved	Transfer from HCFP
2012-004	Nevada Check-Up Files: Denied	Ditto
2012-005	Nevada Check-Up Files: Incomplete and/or Withdrawn	Ditto

Records Officer: Bob Reardon

**Staff Presentation:**

AB 8 (2013 Statutes of Nevada Chapter 284) transfers the duties of the Nevada Check-Up Program (Children’s Health Insurance Program) from the Division of Health Care Financing and Policy to the Division of Welfare and Supportive Services, both from the Department of Health and Human Services.

**Discussion:**

Committee action on Agenda Item 6:	Details:
Motion:	Approve as presented
The motion was made by:	Teri Mark
The motion was seconded by:	Margie Kassebaum
The Committee vote to approve the motion:	Unanimous

**Item Number 7:**

Robert van Straten

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

Department of Motor Vehicles		Schedule 761801
RDA#	Title	Committee Action
2003-149	Vehicle Title Files	Modify this RDA

Records Officer: Sean McDonald

**Staff Presentation:**

These records were discussed at length during the May 11, 2011 State Records Committee meeting. It was decided to bring this back to the Committee before 2016 in order to consider a workable retention period. In November 2012, the Committee considered the retention of a similar record series: boat registrations from the Dept. of Wildlife. At that time the Committee agreed to a retention period of twenty years from the confirmed destruction of the boat. It is recommended that the same retention period be placed on vehicle registration records.

The basic problem is determining what event drives the retention period. The question is whether DMV receives notification of vehicles that are sold, destroyed or disposed of when out-of-state and whether law enforcement informs DMV of stolen vehicles that have been recovered.

**Discussion:**

- It is recommended by the Chairman that staff check with other states to see how they have dealt with this.
- On supplemental add language “from the date of the document.”
- What requirements are needed to produce a new title?
- How long is the waiting period before a new title can be issued?

**Item Number 8:**

Robert van Straten

AB 488 of the 2013 Legislative Session merged the Division of Mental Health and Developmental Services with the Health Division (AGN 5508).

- **Committee Action:**

Approve the merging of the retention schedules of these two divisions into the Division of Public and Behavioral Health (which is the new name for the Health Division (AGN 5508)).

This involves transferring the following retention schedules to the new Division:

Schedule#	Title	# of RDA's
5509	Mental Health Programs (records common to many agencies)	75
550901	Commission on Behavioral Health	1
550902	Assistance to Victims of Domestic Violence Program	2
550904	Community Program for Mental Health	2
550905	Community Training Center Program	2
550908	Lake's Crossing Center for the Mentally Disordered Offender	2
550910	Residential Placement Fund Program	1
550911	Substance Abuse Prevention and Treatment Agency	4

**Staff Presentation:**

**AB 488** of the 2013 Legislative Session merged the Division of Mental Health and Developmental Services (MHDS) with the Health Division (AGN 5508) creating the Division of Public and behavioral Health. The Developmental Services programs of MHDS and the Early Intervention Services from the Health Division were transferred to the Aging and Disability Services Division.

**Discussion:**

Which RDA's go to Aging Services? Staff will compile a list and put it with the minutes.

Committee action on Agenda Item 8:	Details:
Motion:	Approve Transfer
The motion was made by:	Shane Chesney
The motion was seconded by:	Margie Kassebaum
The Committee vote to approve the motion:	Unanimous

**Item Number 9:**

Sara Martel

Nevada Department of Transportation (NDOT) report.  
Retention schedules will be brought to the Committee in chunks. Sarah Martel will work with Robert van Straten to get on the Committee agenda.

**Item Number 10:**

Chairman Scott Anderson

Discuss future agenda items.

- Law enforcement records for the General Schedule.
- The Autism Treatment Assistance Program from the Aging and Disability Services Division.
- HCFP Provider Bulletins.
- GCB
- CNR Safe Drinking Water
- DMV Titles

Secretary of State's office has been getting calls for Marijuana Dispensaries. Per Robert van Straten this is on the list of RDA's to be worked on.

#### INFORMATION ITEMS

- State Archives requests reviews of:  
1987011 – GED official reports of test results and 2004176 – Parole Board Discharged Files due to the RDA information listed is not the information on the box.
- The E-Records Forum will be October 3<sup>rd</sup> at the National Guard Armory in Carson City.
- The Records Center is changing disposition statements to read more clearly, they will now be listed as:
  - Destroy
  - Destroy Securely
  - Permanent: Transfer to State Archives
  - Permanent: Maintain by State Agency
- Margie Kassebaum will not be attending September Committee meeting.

#### **PUBLIC COMMENT:**

None

#### **Item Number 11:**

Chairman Scott Anderson

Confirm the time and location of the next meeting. The next proposed meeting is scheduled for September 11, 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 Teri Mark made the motion to adjourn. The Chairman called for a vote and the vote was unanimous. The Committee meeting was adjourned at 2:29 PM.*