

RECORDS OFFICER DESIGNATION

PURSUANT TO THE NAC 239.700, THE HEAD OF EACH STATE AGENCY SHALL DESIGNATE A RECORDS OFFICER.



STATE OF NEVADA

NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

ENTER OFFICER NAMES
DO NOT ABBREVIATE

| | |
|---------------|---------------------------------|
| 1. DEPARTMENT | 2. DIVISION / BUREAU OR SECTION |
|---------------|---------------------------------|

RECORDS OFFICER INFORMATION

| | | | | |
|-----------------------|--------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 3. NAME | | | 4. TITLE | |
| 5. DIVISION / SECTION | | | 10. <input type="checkbox"/> New Records Officer <input type="checkbox"/> Additional Records Officer <input type="checkbox"/> Replacement Records Officer Replacing: _____ | 10a. <input type="checkbox"/> for the department listed OR <input type="checkbox"/> for the division/section listed |
| 6. ADDRESS | | | | |
| 7. PHONE | 8. FAX | 9. E-MAIL | | |

| | | |
|-----------------------------------------|-----------|------|
| 11. AGENCY APPOINTING AUTHORITY (PRINT) | SIGNATURE | DATE |
|-----------------------------------------|-----------|------|

RETURN COMPLETED FORM WITH ORIGINAL SIGNATURE TO:

NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS
STATE RECORDS
100 N. STEWART STREET
CARSON CITY, NV 89701-4285

NAC 239.700 Records officer: Designation and replacement; responsibilities; duties of Division. ([NRS 378.255](#), [378.280](#))

1. Except as otherwise provided in subsection 3, the head of each state agency shall designate a records officer. A person designated pursuant to [NRS 239.008](#) to act as records official for a state agency may be designated as the records officer of the state agency pursuant to this section.

2. A records officer shall:

- (a) Act as a liaison between the state agency and the Division on issues relating to the retention and disposition of the records of the state agency;
 - (b) Oversee and administer the records management program of the state agency established pursuant to [NAC 239.696](#);
 - (c) Approve or disapprove the documentation for each transfer of records from the state agency to the records center;
 - (d) Approve or disapprove all requests for the disposition of a record pursuant to the appropriate schedule;
 - (e) Attend training classes offered by the Division on the retention and disposition of records; and
 - (f) Coordinate the training of officers, employees and agents of the state agency on the retention and disposition of records.
3. Until the head of a state agency appoints a records officer, the head of the state agency is ex officio the records officer of the state agency.
4. The head of each state agency:
- (a) May designate a new records officer at any time; and
 - (b) Shall notify the Division, in writing, if the records officer has been replaced.
5. The Division shall:
- (a) Maintain a current list of the records officer of each state agency;
 - (b) Provide to each records officer any publications of the Division relating to the retention and disposition of records; and
 - (c) Direct to the records officer of a state agency any correspondence relating to the retention and disposition of records of the state agency.
- (Added to NAC by St. Librarian, eff. 12-4-91; A by Library & Archives Admin'r by R090-06, 6-1-2006; R118-12, 10-24-2014)