

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for February 8, 2017*

**1: Call to Order, Welcome, Roll Call**

- The meeting was called to order at 1:22 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Scott Anderson, for Barbara K. Cegavske, Secretary of State - excused  
Kimberley Perondi, for Barbara K. Cegavske, Secretary of State - present  
Kathryn Etcheverria, Governors Appointee - present  
Sarah Bradley, for Adam Laxalt, Nevada Attorney General - present  
Jeff Kintop, Administrator, Nevada State Library, Archives and Public Records – present  
Stacie Hancock, For Patrick Cates, Director of the Department of Administration – present  
Jim Earl, for Shannon Rhaming, Administrator, Enterprise Information Technology Services – present

Staff:

Sara Martel, State Records Manager, NSLAPR – Present  
Gerald Lindsay, Senior Records Analyst, NSLAPR – Present  
Adan Aguilera, Administrative Assistant, NSLAPR – Present  
Kimbra Ellsworth, Department of Transportation – Present

Guests Present:

Perry Faigin, Nevada Housing Division – Present  
Phyllis Zink, Nevada Housing Division – Present  
Teralyn Thompson, Nevada Real Estate Division – Present - Via Teleconference  
Annette Watson, Business and Industry – Taxicab Authority - Present - Via Teleconference  
Jo Ann Caravella, Business and Industry – Taxicab Authority – Present - Via Teleconference

**2: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chairman.**

- There was no public comment.

**3: Review and Approve the Minutes for November 30<sup>th</sup> 2016**

- The minutes were approved as amended. Teri Mark and Kathryn Etcheverria had some format and grammatical corrections to the minutes. All corrections were made and the minutes were approved as amended. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria the vote was unanimous.

**4: Department of Health and Human Services, Division of Public and Behavioral Health, Substance Abuse Prevention and Treatment Agency**

A. 2016030 Grant Awards and Request for Reimbursements

New

**A. A Recommended New RDA**

**Title:** *Grant Awards and Request for Reimbursements*

**RDA:** *2016030*

**Description:**

These records are used in the financial management of federal grants. The files may include, but are not limited to: financial reports, accounting records, auditing records, supportive documentation and related correspondence.

**Authorized Retention:**

Retain for eight (8) federal fiscal years from the end of the federal fiscal year in which the final expenditure report was submitted.

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by Health and Human Services, Division of Public and Behavioral Health, Substance Abuse Prevention and Treatment Agency's Records Officer.

**Justification for New RDA 2016030:**

Per the contract of the "Notice of Subgrant Award":

"Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer (ASO) of the Division. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Division."

The agency retains the grant awards for the 5 calendar years as required by their subgrantees. The grant awards are then retained for an additional 3 years after the final report to meet federal requirements.

CFR 200.333:

“Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report....”

The 8 year retention exceeds the State requirements under NAC 458.213(1) (c): Administrative Programs, Duties of operator; funding:

“Keep all records required by the Division, and any documents to support those records, for at least 6 years after the end of the year in which a grant was awarded to the administrative program.”

And NAC 458.203(3): Coalition Program, Duties of Operator:

“Ensure that all records of the coalition program are kept for at least 4 years, including without limitation, fiscal records, information reported to the Division, records which substantiate any information reported to the Division and records which substantiate any claims for funds from the Division.

#### **Discussion and Vote:**

This item was taken out of order. This item was approved as presented. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

### **5: Business and Industry, Real Estate Division**

A. 2017015 Real Estate Licensing

New

#### **A. A Recommended New RDA**

**Title:** *Real Estate Licensing Files*

**RDA:** *2017015*

#### **Description:**

This record series documents the licensing of individuals by the Real Estate Division in accordance with NRS Chapters 645, 645C, 645D and 645H. Records may include but are not limited to application and supporting documentation, proof of pre-licensing education, proof of experience, examination results, renewal forms, continuing education and training verification records, verified statements, financial information, proof of payment of required fees, and related correspondence.

#### **Authorized Retention:**

Retain this record series for a ~~minimum~~ period of three (3) calendar years from the expiration, suspension, or revocation of the license.

#### **Recommended Disposition:**

*Destroy Securely*

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

#### **Agency review:**

The appraisal is supported by the Business and Industry, Real Estate Division’s Records Officer.

**Justification for New RDA 2017015:**

The Real Estate Division requested this record series be added to their agency specific schedule because the thirty (30) calendar year retention period found in the State General Schedule (RDA# 2006059 Licensing: Professional and Occupational Licensing) exceeds their agency business needs. The Real Estate Division believes a three (3) calendar year retention period is adequate for their administrative needs.

Real Estate Division licensees must renew their license every two years. An expired license can be renewed with penalty for up to twelve (12) months past the expiration date (licensed activity cannot be performed while the license is expired non-renewed), but after the 12 month period if the license is not renewed, it is placed in closed status and an individual wishing to reinstate their license needs to reapply as a new licensee.

Portions of this series contain confidential information and should be destroyed securely.

**NRS 645.180 Real Estate Division: Seal; general provisions governing public inspection and confidentiality of records; admissibility of certified copies of records as evidence.**

1. The Division shall adopt a seal by which it shall authenticate its proceedings.
2. Except as otherwise provided in [NRS 645.625](#), records kept in the office of the Division under authority of this chapter are open to public inspection under regulations adopted by the Division, except that the Division may refuse to make public, unless ordered to do so by a court:
  - (a) Real estate brokers' and real estate salespersons' examinations; and
  - (b) The criminal and financial records of licensees, applicants for licenses and owner-developers.

**Discussion and Vote:**

This item was taken out of order. This item was approved as amended. The word "minimum" was removed from the authorized retention. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

**6: Business and Industry, Taxicab Authority**

A. 2017014 Taxicab Driver Permits New

**A. A Recommended New RDA**

**Title: *Taxicab Driver Permits***

**RDA: 2017014**

**Description:**

These records document the permitting and monitoring of individuals receiving taxicab driver permits to operate taxicabs under limited jurisdiction granted through NRS 706.881 through NRS 706.885 and NAC 706.450 through NAC 706.9918. Records may consist of but are not limited to application and supporting documentation, taxicab company referrals, examination results, renewal documentation, training records, suspension/~~revocation~~/termination documentation, ~~citation~~ documentation, medical certification, background investigation documentation, and related correspondence.

**Authorized Retention:**

Retain the *initial* original application and three (3) most current years of records for a ~~minimum~~ period of three (3) calendar years after the expiration of the permit.

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Business and Industry, Taxicab Authority’s Records Officer.

**Justification for New RDA 2017014:**

The Taxicab Authority requested this record series be added to their agency specific schedule because the thirty (30) calendar year retention period found in the State General Schedule (RDA# 2006059 Licensing: Professional and Occupational Licensing) exceeds their agency business needs. Taxicab driver permits are valid for one (1) year. If a driver leaves the industry for greater than one (1) year but then chooses to return after 365 days, their application process is as a new applicant. The Taxicab Authority believes the three (3) year retention period is adequate for those drivers who have left the industry. Taxicab Authority permitted drivers are employees of certificated taxicab companies, and do not require state business registration. We are requesting this as an agency-specific retention schedule specifically for driver permits files.

**NAC 706.513** Drivers: Permits. (*NRS 706.8818, 706.8841*)

1. No person may operate a taxicab within the jurisdiction of the Authority without having first obtained a permit from the Administrator.

2. Permits issued by the Authority remain the property of the Authority and must be returned to the Authority when a driver changes companies, leaves the industry or upon demand of the Authority.

[Taxicab Auth., Gen. Order No. 3 Rule 409, eff. 3-18-71] — (NAC A 10-13-88)

**NAC 706.525** Drivers: Annual permits. (*NRS 706.8818, 706.8841*)

1. If the Administrator determines that an applicant meets all the requirements of *NRS 706.8841 and 706.8842* and the regulations of the Authority, he or she shall issue an annual permit. Annual permits are valid for 1 year after the date of application, unless suspended or revoked.

2. Annual permits, if they have expired, are not renewable.

[Taxicab Auth., Gen. Order No. 3 Rules 405 & 406, eff. 3-18-71] — (NAC A 1-25-85; 10-13-88)

**Discussion and Vote:**

This item was taken out of order. This item was approved as amended. In the description, “revocation/” and “citation documentation,” were removed. Additionally, in the authorized retention “initial” was added and “original” and “minimum” were removed. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

**7: Business and Industry, Housing Division**

- |    |         |   |        |
|----|---------|---|--------|
| A. | 1990290 | Division Tenant Eligibility Reports         | Modify |
| B. | 2016032 | Multi Family Bonds – Accounting Work Papers | Modify |

C.	2005135	Multi Family Bonds	Modify
D.	1990292	Multiunit Cancelled and Declined Loans	Modify
E.	1990299	Servicer Reports	Modify
F.	1990303	Single Family Lender Files	Modify
G.	2017016	Home Means Nevada Single Family Loans	New
H.	1990289	Division Computer Delinquency Reports	Delete
I.	1990293	Multiunit Inspection Reports	Delete
J.	1990297	Recurring Work Papers	Delete
K.	1990300	Servicer Delinquency Reports	Delete
L.	1990302	Single Family Cancelled and Declined Loans	Delete
M.	1990304	Tenant Eligibility Exhibits/Tenant Eligibility Reports	Delete
N.	1990287	Industrial Development Bonds (IDBs)	Delete

**A. Recommended Modification:**

**Title:** Division Tenant Eligibility *and Inspection* Reports

**RDA:** 1990290

**Description:**

This record series consists of a quarterly *eligibility and inspection* reports for each multiunit apartment complex. *The purpose of these reports is to make sure that the specifics of the agreement between the Division and the units are being complied with and to insure the multiunit complexes are renting out the correct percentage of apartments to low income persons.* ~~It may contain information on: number of units, maximum income by units, 80% and 120% median income, percent of occupied units rented to eligible borrowers, model; retired/disabled, undisclosed income, over maximum income, vacant units, percent of occupancy.~~

**Authorized Retention:**

Retain these records for a period of six (6) ~~fiscal~~calendar years after the ~~redemption~~ *maturity* of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Modification of RDA 1990290:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that records described in RDA 1990293 – Multiunit Inspection Reports and RDA 1990304 “Tenant Eligibility Exhibits/Tenant Eligibility Reports”, are a part of the same process and

file as this RDA. The description has been modified to include language for all the RDAs, and RDAs 1990293 and 1990304 are recommended for deletion on this agenda. Changing the retention to fiscal and maturity provides a clearer and more appropriate trigger event and retention period.

**B. Recommended Modification:**

**Title:** Multi Family Bonds – Accounting Workpapers

**RDA:** 2016032

**Description:**

This record series consists of accounting workpapers that are required to be submitted with the Trust Statement when a mortgage company wants to participate in a particular bond program, *and a tracking system of investments.*

**Authorized Retention:**

Retain for three (3) fiscal years from the end of the fiscal year in which they were generated.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Modification of RDA 2016032:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that records described in RDA 1990297 "Recurring Work Papers", are a part of the same process and file as this RDA. The description has been modified to include language for both RDAs and RDA 1990293 is recommended for deletion on this agenda.

**C. Recommended Modification:**

**Title:** Multi/*Single* Family Bonds

**RDA:** 2005135

**Description:**

This record series consists of documents stating that a mortgage company wants to participate in a particular bond program. The files may consist of: Trust Statement including a bank balance and related correspondence.

**Authorized Retention:**

Retain for ~~thirty~~ six (36) fiscal years from the date ~~it~~ *the bond* was *closed.* ~~received.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Modification of RDA 2005135:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that records described in this RDA were related to single family bonds as well as multi family bonds. Changing the retention from received to closed provides a more concise trigger event. The 36 year retention allowed for a 30 year loan plus 6 years for the statute of limitation for an instrument in writing.

**D. Recommended Modification:**

**Title:** Multiunit Cancelled and Declined Loans

**RDA:** 1990292

**Description:**

This record series consists of the application package on cancelled and declined loans. The files may include, but are not limited to: ~~Copy of completed~~ Application with supporting documentation; verifications and affidavits Division appraisal and determinations and; related correspondence.

**Authorized Retention:**

Retain these records for a period of three (3) ~~fiscal calendar~~ years *from the end of the calendar year in which the contract was declined, cancelled, withdrawn, or the inducement letter was written.* ~~after the expiration of the contract.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Modification of RDA 1990292:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that not all applications will result in a contract. Therefore, the additional verbiage in the retention is necessary to make sure the Division can destroy records that do not result in a contract. These records are on a fiscal cycle so it will streamline the disposition process to change from calendar to fiscal.

**E. Recommended Modification:**

**Title:** Servicer Reports

**RDA:** 1990299

**Description:**

This record series contains Cash Receipt Summary Sheet and a Monthly Statement of Mortgage Accounts.

**Authorized Retention:**

Retain these records for a period of two (2) ~~calendar~~ *fiscal* years after the date of the list.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Modification of RDA 1990299:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that records described in this RDA are audited on a fiscal cycle.

**F. Recommended Modification:**

**Title:** Single Family Lender Files

**RDA:** 1990303

**Description:**

This record series consists of documents from various mortgage companies showing an interest in participating in a particular program. The files may include, but are not limited to: Application with supportive documentation; Mortgage Purchase Agreement, Mortgage Servicing Agreement, etc.; Opinion of Counsel and; related correspondence.

**Authorized Retention:**

Retain these records for a period of six (6) *fiscal* ~~calendar~~ years after the expiration of the contract, ~~or~~ agreement, *or program*.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Modification of RDA 1990303:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that not all of the records described in this RDA have a contract or agreement. For

example, documents associated with the Home is Possible (HIP) program will not expire until the program is terminated.

**G. Recommended New RDA:**

**Title:** *Home Means Nevada Single Family Loans*

**RDA:** 2017016

**Description:**

*This record series consists of documents from various mortgage companies showing an interest in participating in the Home Means Nevada program and the preapproval/loan package for the applicants. The files may include, but are not limited to: application with supportive documentation; Mortgage Purchase Agreement, Mortgage Servicing Agreement, etc.; Opinion of Counsel and; copies of credit reports and verifications; borrower's affidavit, certificate of eligibility and; related correspondence.*

**Authorized Retention:**

*Retain these records for a period of six (6) fiscal years from the sale of the contract or agreement.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for New RDA 2017016:**

A retention schedule does not currently exist for these records. These records were originally created under the Home Means Nevada program, which is now defunct. The files are now being transferred to the Housing Division. The loans have been sold to third party lenders, and the original paperwork was provided to the third party. As such, a retention schedule is being created to allow for destruction of the records. The recommended retention is based on the Government Service Entity's (GSE) audit cycle.

Per CFR 200.512(4) (f), "Auditees must keep one copy of the data collection form described in paragraph (b) of this section and one copy of the reporting package described in paragraph (c) of this section for three years from the date of submission to the FAC." FAC is the Federal Audit Clearinghouse.

Paragraph (b) refers to "Data Collection", and paragraph (c) is the "Reporting package".

A six year retention matches the retention to RDA 1990303 for "Single Family Loans".

**H. Recommended Deletion:**

**Title:** Division Computer Delinquency Reports

**RDA:** 1990289

**Description:**

~~This record series consists of a computer print-out of delinquent loans. The tracking is done one of three ways: (1) by program, (2) by servicer, and (3) by loan number. It is used by the Division loan officers, to make sure loans are being paid. If they are delinquent, the loan officers send out notices to the mortgagor(s) and also inform the lender.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years from the end of the report.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Deletion of RDA 1990289:**

These records are Ad Hoc reports used to create the official records covered under RDA 1990288 "Division and Servicer Delinquency Reports". As a non-record, this should be deleted from the schedule.

**I. Recommended Deletion:**

**Title:** Multiunit Inspection Reports

**RDA:** 1990293

**Description:**

~~This record series contains property inspection reports with pictures and a description of problem areas. The purpose of the report is to make sure that the specifics of the agreement between the Division and the units are being complied with.~~

**Authorized Retention:**

~~Retain these records for a period of six (6) calendar years after the redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Deletion of RDA 1990293:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that records described in this RDA are a part of the same file and process as RDA 1990290 “Division Tenant and Eligibility Reports”. The description of RDA 1990290 was modified to include language for both RDAs.

**J. Recommended Deletion:**

**Title:** Recurring Work Papers

**RDA:** 1990297

**Description:**

~~This record series consists of a tracking system of investments (including bonds, number and maturity date).~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division’s Records Officer.

**Justification for Deletion of RDA 1990297:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that records described in this RDA are a part of the same process and file as RDA 2016032 “Multi Family Bonds – Accounting Work Papers”. The description for RDA 2016032 was modified to include language for this RDA.

**K. Recommended Deletion:**

**Title:** Servicer Delinquency Reports

**RDA:** 1990300

**Description:**

~~This record series consists of computer printed or typed delinquency reports recapping service's delinquent loans. Delinquency tracking is done in three ways: 1) by service, 2) by program, and 3) by loan number. This report is used by the loan officers of the Division to track delinquent loans.~~

**Authorized Retention:**

~~Retain these records until superseded by an updated delinquency report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Deletion of RDA 1990300:**

During a review of the agency specific retention schedule for the Housing Division, it was determined that records described in this RDA are covered under RDA 1990288 "Division and Servicer Delinquency Reports". The description of RDA 1990288 already contains verbiage regarding tracking of delinquent servicers. The title was changed to better clarify what type of records are covered in the record series.

**L. Recommended Deletion:**

**Title:** Single Family Cancelled and Declined Loans

**RDA:** 1990302

**Description:**

~~This record series contains the preapproval package and reservation package.~~

**Authorized Retention:**

~~Retain these records for a period of two (2) calendar years after the date of cancellation or declined.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Deletion of RDA 1990302:**

The Division no longer performs this function. All records associated with this RDA have been destroyed per retention.

**M. Recommended Deletion:**

**Title:** Tenant Eligibility Exhibits/Tenant Eligibility Reports

**RDA:** 1990304

**Description:**

~~This record series contains the income verification, Certification of Tenant Eligibility and Certification of Continuing Program Compliance. It is used to insure the multiunit complexes are renting out the correct percentage of apartments to low or moderate income persons.~~

**Authorized Retention:**

~~Retain these records for a period of six (6) calendar years after the redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Deletion of RDA 1990304:**

During a review of the agency specific retention for the Housing Division, it was determined that records described in this RDA are covered under RDA 1990290 "Division Tenant Eligibility and Inspection Reports". RDA 1990290 was modified to include language for RDA 1990304.

**N. Recommended Deletion:**

**Title:** Industrial Development Bonds (IDBs)

**RDA:** 1990287

**Description:**

~~This record series consists of Industrial Development Bonds (IDB) (formerly known as Cost of Issuance Bonds) or expenses incurred by IDB projects. These are used to bring new companies into Nevada, by offering them a lower interest rate on loans.~~

**Authorized Retention:**

~~Retain these records for a period of six (6) calendar years from the bond cancellation date.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Business and Industry, Housing Division's Records Officer.

**Justification for Deletion of RDA 1990287:**

The Division no longer performs this function. All records associated with this RDA have been transferred to Business and Industry, Industrial Development Revenue Bond (IDRB). The official record is covered under RDA 2000001 "Industrial Development Revenue Bond (IDRB) Project Files".

The following RDA is provided for reference purposes only. No action can be taken.

**2000001 Industrial Development Revenue Bond (IDRB) Project Files**

Description: These records document the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670). The files may include but are not limited to: Application with associated records; Bond documents ; General state certificate, indemnity agreement, etc.; Notice of

redemption with associated documentation; Public hearing documents; Financial feasibility documentation; Environmental policy statement; Related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the redemption of the bonds or closure of the case.

Disposition: Permanent: Transfer to State Archives

**Discussion and Vote:**

This item was taken out of order. This item was approved as presented. It was noted that there were some justification errors which could be corrected after the meeting without committee approval.

Because the corrections didn't need to be approved by the committee, it was decided by the committee to approve item #7 as presented. The first correction was on J. The RDA in the justification was changed from 201603 to 2016032. The second correction was on M. The justification was changed to read "During a review of the agency specific retention for the Housing Division, it was determined that records described in this RDA are covered under RDA 1990290 "Division Tenant Eligibility and Inspection Reports". RDA 1990290 was modified to include language for RDA 1990304". The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

**8: Department of Administration, Library, Archives and Public Records, Library Services**

**A. 2017017 Public Librarian Certification New**

**A. Recommended New RDA:**

**Title:** Public Librarian Certification

**RDA:** 2017017

**Description:**

*This record series documents the certification of public librarians by the Administrator of the Nevada State Library, Archives and Public Records as required by NRS Chapter 379. Records may include but are not limited to application form, fingerprint cards, academic transcripts, letter of recommendation, proof of experience, renewal form or request, continuing education and training verification records, and related correspondence.*

**Authorized Retention:**

*Retain this record series for a ~~minimum~~ period of four (4) calendar years from the expiration, or revocation of the certificate.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Library, Archives and Public Records Officer.

### **Justification for New RDA 2017017:**

This record series needs to be added to their agency specific schedule because the thirty (30) calendar year retention period found in the State General Schedule (RDA# 2006059 Licensing: Professional and Occupational Licensing) exceeds their agency business needs. Per NAC 379.030, a certificate is only valid for 3 years.

NAC 379.030(1) Valid for 3 years after the date on which it was issued.

NAC 379.030 Requirements for renewal of certificate. ([NRS 379.0073](#))

1. A certificate as a librarian is valid for 3 years after the date on which it is issued.

### **Discussion and Vote:**

This item was approved as amended. The word “minimum” was removed from the Authorized Retention. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

### **9: Nevada Department of Transportation Update (discussion only)**

- There were no updates.

### **10: Discuss Assembly bill 42 and 2017 Legislative session update:**

Jeff Kintop confirmed that appealing to the SRC for reviewing the articulation of Public Records request denials is being removed per a discussion that Teri J. Mark had with Brett Kandt. The Chair Kim Perondi also seconded Jeff's confirmation per a discussion that Scott Anderson also had with Brett Kandt. Sara Martel and Jerry Lindsey will continue to track any bills during the Legislative session that will pertain to the SRC and apprise the committee of the details therein.

### **11: Discuss future agenda items:**

Sara Martel and Sarah Bradley are currently working on record series for the Attorney General's agency specific schedule. State Records is currently working on record series for Human Resource Management and the Board of Engineers and Land Surveyor. They are also working on finding non records within the retentions schedules to bring before the committee for removal.

### **12: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chairman**

- There was no public comment.

### **13: Determine time of next meeting**

- The next meeting will be held March 8<sup>th</sup> 2017 at 1:15 pm in the Nevada State Library and Archives Board room.

### **14: Adjourn**

- The meeting was adjourned at 2:36 pm with the motion made by the Chair Kim Perondi. The vote was unanimous.