

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for August 9, 2017*

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

- The meeting was called to order at 1:26 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Kimberley Perondi, for Barbara K. Cegavske, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Excused

Teri J. Mark for, Jeff Kintop, Administrator, Nevada State Library, Archives and Public Records - Present

Stacie Hancock, For Patrick Cates, Director of the Department of Administration – Excused

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 – Excused

Adan Aguilera, Administrative Assistant II, NSLAPR – Present

Kimbra Ellsworth, Department of Transportation – Present

Guests Present:

Nicole Albright, Department of Public Safety – Present

Maria Madera, Department of Public Safety – Present

Rebecca Bourne, Secretary of State – Present

Kenji Okuma, Department of Public Safety – Present

Rebekah Jenkins, Department of Public Safety – Present

James Mulkey, Department of Motor Vehicles – Present

Trisha Osborne, Public Utilities Commission – Present

Hayley Williamson, Public Utilities Commission – Present

Sandra Lowry, Board of Examiners for Social Workers– Present

Colleen Patchin, Business and Industry-Athletic Commission – Present

Frankie Mason, Business and Industry-Athletic Commission – Present

## **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 May 10, 2017**

- The minutes were approved as corrected. The motion was made by Teri Mark and the second was by Jim Earl. The vote was unanimous. The Chair's name was misspelled on page 4 of the minutes for May 10<sup>th</sup> and were corrected, also on page 14 the 9<sup>th</sup> line down the words remains had the "s" removed to read remain.

## **4: Department of Public Safety, Investigations Division**

A.	1995005	Audit Records (Informant Account)	Modify
B.	1985059	Report of Interception of Wire and Oral Communications	Modify
C.	2009037	Warrant File	Modify
D.	2009040	NCIC and NCJIS Updates	Delete – Obsolete
E.	2009035	Records Requests	Delete Follow General Schedule
F.	1986012	Reports - Informational	Delete – Obsolete

### **A. Recommended Modification:**

**Title:** Audit Records (Informant Account)

**RDA:** 1995005

### **Description:**

These records are used to monitor the funds of the account established to purchase information and/or evidence (See NRS Chapter 480.520). These records may include but are not limited to: transaction sheets; request for funds; expenditure records, including case file numbers, informant's signature, I.D. number as well as authorized approval signatures, etc.

### **Authorized Retention:**

Retain ~~this record series~~ for a period of three (3) fiscal years from the fiscal year *in which the funds were recorded.* ~~to which it pertains.~~

### **Recommended Disposition:**

Destroy Securely

### **Agency review:**

The appraisal is supported by the Department of Public Safety, Investigation Division Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and fiscal needs.

**Justification for Modification of RDA 1995005:**

Changing “to which it pertain” to “in which the funds were recorded” in the retention statement makes a more defined and accurate trigger event.

**B. Recommended Modification:**

**Title:** Report of Interception of Wire and Oral Communications

**RDA:** 1985059

**Description:**

These records consist of the “Report of Interception of Wire and Oral Communications”. (See NRS Chapter 179.515). The records may include but are not limited to: correspondence, data on wire taps, and files from judges, justices and attorneys.

**Authorized Retention:**

Retain ~~these records for a period of ten (10)~~ *three (3)* calendar years from the end of the calendar year to which they pertain *in which the report was written*.

**Recommended Disposition:**

Permanent: Transfer to State Archives

**Agency review:**

The appraisal is supported by the Department of Public Safety, Investigation Division Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Justification for Modification of RDA 1985059:**

Changing “to which they pertain” to “in which the report was written” in the retention statement makes a more defined and accurate trigger event. The original retention was based on the administrative need for the Division to maintain the records before transferring to State Archives. The Division no longer has this administrative need to maintain the records for ten years as requests to access the records have decreased significantly. Three years will allow for the legislative and audit cycles.

**C. Recommended Modification:**

**Title:** Warrant File

**RDA:** 2009037

**Description:**

These record document warrants on NDI issued violators. The files consist of a copy of the original or certified warrant with NDI related correspondence.

**Authorized Retention:**

~~Merge the closed warrant file with the open/suspended records case file no more than five (5) business days from the date the warrant is removed from NCIC/NCJIS. Records with cannot be merged with a case file may be disposed of when no longer administratively useful. *Retain for seventy-five (75) calendars years from the date the warrant was closed.*~~

**Recommended Disposition:**

Destroy Securely

**Agency review:**

The appraisal is supported by the Department of Public Safety, Investigation Division Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Justification for Modification of RDA 2009037:**

Due to a change in the internal processes of the Division, the warrant files and records case files are maintained separately and never merged. To adapt to the changes in processes and make sure the warrant files are retained for the same period as the records case files, we recommend changing the retention to match the records case files.

**D. Recommended Deletion:**

**Title:** ~~NCIC and NCJIS Updates~~

**RDA:** 2009040

**Description:**

~~These records identified technical data and corrections received from the NCIC and NCJIS computer databases. The records consist of newsletters and memorandums from the Federal Bureau of Investigation and US Justice Department.~~

**Authorized Retention:**

~~Retain these records for a period of two (2) calendar years from the date received~~

**Recommended Disposition:**

Destroy Securely

**Agency review:**

The appraisal is supported by the Department of Public Safety, Investigation Division Records Officer.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 2009040:**

Updates in the form of newsletters and memorandums are no longer received. The Federal Bureau of Investigation and US Justice Department provide updates in their manuals available electronically via the web.

**E. Recommended Deletion:**

**Title:** ~~Records Requests~~

**RDA:** 2009035

**Description:**

~~These records document the information requests received for the history of arrests and/or convictions of individuals.~~

**Authorized Retention:**

~~Retain these records for a period of one (1) calendar year from the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy Securely~~

**Agency review:**

The appraisal is supported by the Department of Public Safety, Investigation Division Records Officer.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 2009035:**

The agency will follow the retention as required on the General Schedule (RDA 2015013 Administrative: Public Records Requests) which is three calendar years from the end of the calendar year in which the response was completed.

**F. Recommended Deletion:**

**Title:** ~~Reports—Informational~~

**RDA:** 1986012

**Description:**

~~These records are used to gather information on individuals suspected in the violation of laws. The records may include but are not limited to: Police, FBI and international law enforcement reports; Private/public sources including informants.~~

**Authorized Retention:**

~~Retain these records for a period of one (1) calendar year from the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy Securely~~

**Agency review:**

The appraisal is supported by the Department of Public Safety, Investigation Division Records Officer.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1986012:**

The agency no longer creates the reports and all records have been destroyed per retention.

**Discussion and Vote:**

This item was taken out of order. This item was approved as presented with no further discussion needed. The motion was made by Teri Mark and the second was by Jim Earl. The vote was unanimous.

## 5. Department of Business and Industry, Athletic Commission

A.	1989119	Licensee Files	Modify
B.	1989118	Promoter Files	Modify
C.	2017029	Unarmed Combatants Licensee Files	New
D.	2017030	Denied, Withdrawn, or Incomplete Applications	New
E.	2017031	Licensee (including Unarmed Combatants) /Promoter Files: Famous/Celebrated/Historically Significant	New
F.	1989121	Unissued Licenses	Delete

### **A. Recommended Modification:**

**Title:** Licensee Files

**RDA:** 1989119

### **Description:**

These records apply to ~~boxers, mixed martial artists, kick boxers,~~ all officials, ~~promoters, corner men~~ **seconds**, ring announcers, matchmakers, ring physicians, etc., and are used by the commission to authorize, document and regulate the issuance of licenses to these individuals. The files may contain, but are not limited to: **license** application and related documentation; copies of contracts between contestants and managers and; related correspondence.

### **Authorized Retention:**

Retain these records for a period of ~~three (3)~~ **ten (10)** calendar years from the expiration of the **last** license.

### **Recommended Disposition:**

Destroy Securely

### **Agency review:**

The appraisal is supported by the Department of Business and Industry, Athletic Commission Division Records Officer.

### **NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

### **Justification for Modification of RDA 1989119:**

Since unarmed combatants (boxers, mixed martial artists and kick boxers) require additional medical screening, we are separating their records from the other licensees. A new RDA for those records is being added on this agenda. They may not stay licensed consistently for a 3 year period, i.e. some of the seconds may not be back to get licensed for over a 3 year period but when they do return, the Commission uses their licensee file instead of creating a new one so they retain all the historical documentation. As such, the Commission has administrative needs to keep the files longer than the current three year retention period.

**B. Recommended Modification:**

**Title:** Promoter *License* Files

**RDA:** 1989118

**Description:**

These records document each promoter of an athletic event under the jurisdiction of the Athletic Commission. This is used to verify his acceptability as a promoter. The file may contain, but is not limited to: *license* application and related documentation, financial statements, fingerprint cards; articles of incorporation, surety bonds, copy of master medical insurance policy, and; related correspondence.

**Authorized Retention:**

Retain ~~these records for a period of six (6)~~ *ten (10)* calendar years from the *expiration of the last license* end of the promotion.

**Recommended Disposition:**

Permanent: Transfer to State Archives

**Agency review:**

The appraisal is supported by the Department of Business and Industry, Athletic Commission Division Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and archival needs.

**Justification for Modification of RDA 1989118:**

The Commission is requesting to change the retention period from six to ten years to match the retention period for Licensee Files. Changing the trigger from “end of promotion” to “expiration of the last license” allows to records to be maintained even if the licensee never promotes an event.

**C. Recommended New RDA:**

**Title:** *Unarmed Combatants Licensee Files*

**RDA:** 2017029

**Description:**

*These records apply to boxers, mixed martial artists, kick boxers, etc., and are used by the commission to authorize, document and regulate the issuance of licenses to these individuals. The files may contain, but are not limited to: license application and related documentation; medical records, copies of contracts between contestants and managers and; related correspondence.*

**Authorized Retention:**

*Retain for fifteen (15) calendar years from the expiration of the last license.*

**Recommended Disposition:**

*Destroy Securely*

**Agency review:**

The appraisal is supported by the Department of Business and Industry, Athletic Commission Division Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Justification for New RDA 2017029:**

Since unarmed combatants (boxers, mixed martial artists and kick boxers) require additional medical screening, we are separating their records from the other licensees. The historical documentation is essential to safeguard the health and safety of the licensees. If unarmed combatants decide to transition to Seconds/Managers, etc., the Commission uses their licensee file instead of creating a new one so they retain all the historical documentation. The Commission is requesting a 15 year retention to cover an average career. These files are kept longer than the promoter and licensee files because the medical files they submit with the initial application is submitted only once. Additionally, the historical documentation is essential to safeguard the health and safety of the licensees

**D. Recommended New RDA:**

Title: *Denied, Withdrawn, or Incomplete Applications*

RDA: 2017030

**Description:**

*This record series documents the denied, withdrawn, or incomplete applications for boxers, mixed martial artists, kick boxers, all officials, corner men seconds, ring announcers, matchmakers, ring physicians, etc. and promoters, and are used by the commission to authorize, document and regulate the issuance of licenses to these individuals. The files may contain, but are not limited to: application and related documentation; copies of contracts between contestants and managers, denial letters and; related correspondence.*

**Authorized Retention:**

*Retain for one (1) calendar year from the date the application was submitted, denied or final decision of the Commission.*

**Recommended Disposition:**

Destroy Securely

**Agency review:**

The appraisal is supported by the Department of Business and Industry, Athletic Commission Division Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Justification for New RDA 2017030:**

Currently, since a record series does not exist for the records the Commission must retain denied, withdrawn, or incomplete applications for the same authorized retention as an approved application. Because an applicant would need to resubmit all necessary records, and the Commission is required to hear the petition not later than 120 days after it is received, a one year retention period is being recommended.

**E. Recommended New RDA:**

**Title:** *Licensee (including Unarmed Combatants)/Promoter Files: Famous/Celebrated/Historically Significant*

**RDA:** 2017031

**Description:**

*These records document and regulate issuance of licenses to Famous/Celebrated/Historically Significant licensees and promoters. Licensee and promoter files are considered Famous/Celebrated/Historically Significant if: the licensee attained contemporary public notoriety or celebrity status; the licensee received significant media coverage; the licensee was generally viewed by the community as important or significant, or the licensee was the subject of a well-known book or feature film. The file may contain, but is not limited to: application and related documentation, financial statements, fingerprint cards; articles of incorporation, surety bonds, copy of master medical insurance policy, licensee application, copies of contracts between contestants and managers, and; related correspondence.*

**Authorized Retention:**

*Retain for ten (10) calendar years from the expiration of the last license.*

**Recommended Disposition:**

*Permanent: Transfer to State Archives*

**Agency review:**

The appraisal is supported by the Department of Business and Industry, Athletic Commission Division Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and archival needs.

**Justification for New RDA 2017031:**

A review by the State Archives Manager determined that all records pertaining to Famous/Celebrated/Historically Significant licensees have historical/archival value.

**F. Recommended Deletion:**

**Title:** Unissued Licenses

**RDA:** 4989424

**Description:**

~~These records consist of serially numbered pre-printed forms used in the licensing of individuals by the Commission. This records series also includes spoiled license forms.~~

**Authorized Retention:**

~~Retain the unissued forms for a period of thirty (30) days following the successful completion of an in-house audit.~~

**Recommended Disposition:**

~~Destroy Securely~~

**Agency review:**

The appraisal is supported by the Department of Business and Industry, Athletic Commission Division Records Officer.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1989121:**

The Commission no longer creates or maintains serially numbered pre-printed forms. Forms are created and numbered on an as needed basis. Since blank forms are a non-record, this RDA should be deleted.

**Discussion and Vote:**

This item was approved as amended, with the intent to readdress item B. Promoter License Files RDA: 1989118 in regards to its disposition being a permanent record at another committee meeting. The corrections made were adding the word “license” into the descriptions of items A, B, and C after “to:” and before “application” additionally the word “License” was added the title of item B to read “Promoter License Files”. The motion was made by Jim Earl and the second was by Kathryn Etcheverria. The vote was unanimous.

**6: Commission of Peace Officers Standards and Training, Administration**

A. 2000057 Certified Course Files Modify

**A. Recommended Modification:**

**Title:** Certified Course Files

**RDA:** 2000057

**Description:**

These records document the certification of law enforcement training courses created and taught statewide by agencies and private vendors. The files may contain, but are not limited to: certification forms with associated documentation, including resumes of instructors and lesson plans; testing criteria; evaluation documentation including certification notification; decertification documentation; related correspondence.

**Authorized Retention:**

Retain these records for two (2) calendar years after the course is *inactivated* ~~decertified, suspended or revoked.~~ Any documents used to input data or images into the Crownpoint Skills Manager

electronic record keeping system (or its successor) may be destroyed once verification of entry has been confirmed (See NRS 52.247 and NRS 239.051).

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Commission of Peace Officers Standards and Training, Administration Records Officer.

**Justification for Modification of RDA 2000057:**

Certified courses are no longer decertified, suspended or revoked. Instead, they are inactivated after two years of not being taught or at the course creator's request.

**Discussion and Vote:**

This item was approved as presented with no further discussion needed. The motion was made by Teri Mark and the second was by Jim Earl the vote was unanimous.

**7: Board of Examiners for Social Workers**

A. 2017034 Social Worker Licensee File New

**A. Recommended New RDA:**

**Title:** *Social Worker Licensee File*

**RDA:** *2017034*

**Description:**

*This record series documents the licensing of individuals by the Board of Examiners for Social Workers in accordance with NRS Chapter 641B and NAC Chapter 641B. Records may include but are not limited to application form and supporting documentation, fingerprint cards, background investigation reports, proof of pre-licensing education, proof of experience, examination results, renewal forms, continuing education and training verification records, proof of payment of required fees, and similar records.*

**Authorized Retention:**

*Retain for five (5) calendar years from the end of the calendar year in which the license expired, was suspended or revoked or withdrawn.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Board of Examiners for Social Workers Records Officer.

**Justification for New RDA 2017034:**

The Board of Examiners for Social Workers 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 Board of Examiners for Social Workers believes a five (5) calendar year retention period is adequate for their agency business needs.

Board of Examiners for Social Workers licensees must renew their license every year (NAC Chapter 641B.110(2)). However, some licensees may elect to begin a post graduate clinical internship. They can be an intern for up to three years. Retaining the records for five years allows the Board to maintain an application for the one year renewal cycle plus three years during the internship plus an additional year in case of late filings.

**Discussion and Vote:**

This item was taken out of order. This item was approved as presented with no further discussion needed. The motion was made by Teri Mark and the second was by Jim Earl the vote was unanimous.

**8: Public Utilities Commission**

A.	1998031	Master Files – Utilities	Modify
B.	1998020	Legal Files	Modify
C.	1998021	One Call Incident Reports	Modify
D.	1998030	Utility Outage Reports	Modify
E.	1998104	Annual Reports for Utilities, Telecommunications Companies and Mobile Home Parks	Delete

**A. Recommended Modification:**

**Title:** Master Files – Utilities

**RDA:** 1998031

**Description:**

These records document Utility Filings as required by NRS Chapters 703 and 704 (See also NAC Chapters 703 and 704) ***and annual reports required by NRS Chapter 703.191.*** The record may contain, but is not limited to: applications for certificates with supportive documentation; tariff revision filings and rate increases with related documentation; petitions to change name and other related documentation; documentation of a hearing conducted by the Commission; ***financial statements, operating statements, balance sheet, etc.; summary of expenditures and collections (NAC 704.987); detailed statement of charges (NAC 704.987); facility status report (NAC 704.9705); detailed report for the sale of gas; cost adjustments reports; forecasts of purchases and costs*** related correspondence.

**Authorized Retention:**

Retain ~~these records for up to, but not longer than ten (10)~~ ***five (5)*** calendar years from the closing of all dockets pertaining to that calendar year, then transfer the official records to the State Archives.

**Recommended Disposition:**

Permanent: Transfer to State Archives

**Agency review:**

The appraisal is supported by the Public Utilities Commission Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and archival needs.

**Justification for Modification of RDA 1998031:**

The retention was originally written to make sure the master files were retained until all dockets within a calendar year were closed. The process could take ten years and sometimes longer. Upon review, it was determined that as written, the Commission was required to keep the dockets for ten years after all dockets were closed not from the year in which an individual docket was closed. Administratively, the Commission does not need *to* maintain the files for more than five years after all dockets within a calendar year are closed before sending them to State Archives.

**B. Recommended Modification:**

**Title:** Legal Files

**RDA:** 1998020

**Description:**

These files document legal research and action taken by the Commission. The files may contain, but are not limited to: pleadings and related documents; evidence evaluations; research material; copies of transcripts; related correspondence.

**Authorized Retention:**

Retain these records for a period of ~~ten (10)~~ *five (5)* calendar years from the completion of all appellate processes or the exhaustion of the right to appeal. ~~Files that are relevant to pending legislation should be retained as long as relevant.~~

**Recommended Disposition:**

Destroy Securely

**Agency review:**

The appraisal is supported by the Public Utilities Commission Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Justification for Modification of RDA 1998020:**

The Commission is requesting to change the retention period from ten to five years to match the retention period for Master Utilities Files.

**C. Recommended Modification:**

**Title:** One Call Incident Reports

**RDA:** 1998021

**Description:**

These records document one call incidents reported to his commission by utility companies. The files may contain, but are not limited to: Incident Reports sent by utilities; warning letters; reply letters; Petition to the Commission with supportive documentation; related correspondence.

**Authorized Retention:**

Retain these records for a ~~period~~ of six (6) calendar years from the calendar year *in which the incident was reported* ~~to which the records pertain.~~

**Recommended Disposition:**

Destroy Securely

**Agency review:**

The appraisal is supported by the Public Utilities Commission Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Justification for Modification of RDA 1998021:**

Changing the retention to from “to which the records pertain” to “in which the incident was reported” provides a clearer and more appropriate trigger event and retention period.

**D. Recommended Modification:**

**Title:** Utility Outage ~~Reports~~ *Investigation Files*

**RDA:** 1998030

**Description:**

These records document the *investigations into* utility outages/*accidents* reported to the Commission. These are submitted for gas, electric, telephone and water utility companies, and may include correspondence, memos, and other related documentation.

**Authorized Retention:**

Retain these records for a period of three (3) calendar years from the date of the *utility outage/accident* report.

**Recommended Disposition:**

~~Permanent: Transfer to Archives~~ *Destroy Securely*

**Agency review:**

The appraisal is supported by the Public Utilities Commission Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Justification for Modification of RDA 1998030:**

A review by the State Archives Manager determined that these records do not have historical, fiscal or legal value for archival storage.

**E. Recommended Deletion:**

**Title:** ~~Annual Reports for Utilities, Telecommunication Companies and Mobile Home Parks~~  
**RDA:** 4998104

**Description:**

~~This record series consists of annual reports required by NRS 703.191 and NAC Chapter 704 to be filed with the Commission. The reports may include, but are not limited to: financial statements; operating statements, balance sheet, etc.; summary of expenditures and collections (NAC 704.987); detailed statement of charges (NAC 704.987); facility status report (NAC 704.9705); detailed report for the sale of gas; cost adjustments reports; forecasts of purchases and costs; related correspondence.~~

**Authorized Retention:**

~~Retain for a period of five (5) calendar years from the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**Agency review:**

The appraisal is supported by the Public Utilities Commission Records Officer.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1998104:**

Due to a change of internal processes, the files are now dockets and are created and maintained with the Master Files – Utilities. The description has been changed for RDA 1998031 “Master Files – Utilities” to reflect the additional records.

**Discussion and Vote:**

This item was approved as amended with no further discussion needed. The corrections made were on items A and D the first correction on item A is in the description on the 5<sup>th</sup> line down where “to” was added before the word “maintain” to read “to maintain”. The second correction made on item D. the words “Investigation Files” were added to the title and “investigations into” and “/accidents” added to the description. Lastly “utility outage/accident” was added before “report” in the authorized retention. The motion was made by Kathryn Etcheverria and the second was by Teri Mark the vote was unanimous.

**9: Department of Motor Vehicles, Compliance Enforcement**

A.	2000060	Licensing File: Body Shop	Modify
B.	2000066	Licensing File: Brokers	Delete
C.	2000069	Licensing File: Driving Schools	Delete
D.	2000067	Licensing File: DUI Schools	Delete

E.	2000062	Licensing File: Emission Control Station	Delete
F.	2000070	Licensing File: Garages	Delete
G.	2000068	Licensing File: Traffic Safety Schools	Delete
H.	2000065	Licensing File: Wrecker, Salvage Pool	Delete

**A. Recommended Modification:**

**Title:** Licensing File: ~~Body Shop~~

**RDA:** 2000060

**Description:**

This record series is used to administer and document the licensing process *for entities and individuals as required by the Department of Motor Vehicles. Licensees may include but are not limited to: Body Shops, Brokers, Dealers, Driving Schools, DUI Schools, Emission Control Stations, Emission Inspectors, Garages, Instructors, Salesmen, Traffic Safety Schools and Wrecker, Salvage Pools.* The files may contain: license application (~~DS237~~), Personal History Questionnaire (~~DS242~~), Surety Bond (~~DS210~~), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.

**Authorized Retention:**

Retain this record series for a period of three (3) calendar years following the expiration or termination 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 Department of Motor Vehicles, Compliance Enforcement Records Officer.

**Justification for Modification of RDA 2000060:**

The retention schedule for the Department of Motor Vehicles, Compliance Enforcement (Compliance Enforcement) currently consists of a record series for licenses issued by Compliance Enforcement. Each record series has the exact same description, retention and disposition. To streamline the schedule and to be sure all required licenses are covered, we recommend combining all the record series into one.

**B. Recommended Deletion:**

**Title:** Licensing File: ~~Brokers~~

**RDA:** 2000066

**Description:**

~~This record series is used to administer and document the licensing process The files may contain: license application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of~~

~~insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.~~

**Authorized Retention:**

~~Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Motor Vehicles, Compliance Enforcement Records Officer.

**Justification for Deletion of RDA 2000066:**

The retention schedule for the Department of Motor Vehicles, Compliance Enforcement (Compliance Enforcement) currently consists of a record series for licenses issued by Compliance Enforcement. Each record series has the exact same description, retention and disposition. To streamline the schedule and to be sure all required licenses are covered, we recommend combining all the record series into one. See RDA 2000060

**C. Recommended Deletion:**

**Title:** ~~Licensing File: Driving Schools~~

**RDA:** 2000069

**Description:**

~~This record series is used to administer and document the licensing process. The files may contain: license application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.~~

**Authorized Retention:**

~~Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Motor Vehicles, Compliance Enforcement Records Officer.

**Justification for Deletion of RDA 2000069:**

The retention schedule for the Department of Motor Vehicles, Compliance Enforcement (Compliance Enforcement) currently consists of a record series for licenses issued by Compliance Enforcement. Each record series has the exact same description, retention and disposition. To streamline the schedule and to be sure all required licenses are covered, we recommend combining all the record series into one. See RDA 2000060

**D. Recommended Deletion:**

**Title:** ~~Licensing File: DUI Schools~~

**RDA:** 2000067

**Description:**

~~This record series is used to administer and document the licensing process. The files may contain: license application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.~~

**Authorized Retention:**

~~Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Motor Vehicles, Compliance Enforcement Records Officer.

**Justification for Deletion of RDA 2000067:**

The retention schedule for the Department of Motor Vehicles, Compliance Enforcement (Compliance Enforcement) currently consists of a record series for licenses issued by Compliance Enforcement. Each record series has the exact same description, retention and disposition. To streamline the schedule and to be sure all required licenses are covered, we recommend combining all the record series into one. See RDA 2000060

**E. Recommended Deletion:**

**Title:** ~~Licensing File: Emission Control Station~~

**RDA:** 2000062

**Description:**

~~This record series is used to administer and document the licensing process. The files may contain: license application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of~~

~~insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.~~

**Authorized Retention:**

~~Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Motor Vehicles, Compliance Enforcement Records Officer.

**Justification for Deletion of RDA 2000062:**

The retention schedule for the Department of Motor Vehicles, Compliance Enforcement (Compliance Enforcement) currently consists of a record series for licenses issued by Compliance Enforcement. Each record series has the exact same description, retention and disposition. To streamline the schedule and to be sure all required licenses are covered, we recommend combining all the record series into one. See RDA 2000060

**F. Recommended Deletion:**

**Title:** ~~Licensing File: Garages~~

**RDA:** 2000070

**Description:**

~~This record series is used to administer and document the licensing process. The files may contain: license application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.~~

**Authorized Retention:**

~~Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Motor Vehicles, Compliance Enforcement Records Officer.

**Justification for Deletion of RDA 2000070:**

The retention schedule for the Department of Motor Vehicles, Compliance Enforcement (Compliance Enforcement) currently consists of a record series for licenses issued by Compliance Enforcement. Each record series has the exact same description, retention and disposition. To streamline the schedule and to be sure all required licenses are covered, we recommend combining all the record series into one. See RDA 2000060

**G. Recommended Deletion:**

**Title:** ~~Licensing File: Traffic Safety Schools~~

**RDA:** 2000068

**Description:**

~~This record series is used to administer and document the licensing process. The files may contain: license application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.~~

**Authorized Retention:**

~~Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Motor Vehicles, Compliance Enforcement Records Officer.

**Justification for Deletion of RDA 2000068:**

The retention schedule for the Department of Motor Vehicles, Compliance Enforcement (Compliance Enforcement) currently consists of a record series for licenses issued by Compliance Enforcement. Each record series has the exact same description, retention and disposition. To streamline the schedule and to be sure all required licenses are covered, we recommend combining all the record series into one. See RDA 2000060

**H. Recommended Deletion:**

**Title:** ~~Licensing File: Wrecker, Salvage Pool~~

**RDA:** 2000065

**Description:**

~~This record series is used to administer and document the licensing process. The files may contain: license application (DS237), Personal History Questionnaire (DS242), Surety Bond (DS210), copy of~~

~~insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.~~

**Authorized Retention:**

~~Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Motor Vehicles, Compliance Enforcement Records Officer.

**Justification for Deletion of RDA 2000065:**

The retention schedule for the Department of Motor Vehicles, Compliance Enforcement (Compliance Enforcement) currently consists of a record series for licenses issued by Compliance Enforcement. Each record series has the exact same description, retention and disposition. To streamline the schedule and to be sure all required licenses are covered, we recommend combining all the record series into one. See RDA 2000060

**Discussion and Vote:**

This item was approved as presented with no further discussion needed. The motion was made by Kathryn Etcheverria and the second was by Teri Mark the vote was unanimous.

**10: Discuss future agenda items:**

- Sara informed the Committee that State Records staff is reviewing all retention schedules that have not been reviewed since 2012 or earlier. State Records is working on retention schedule changes from Veterans Services, Conservation and Natural Resources State Historic Preservation Office, Business and Industry Insurance Division, and Educator Licensure. Teri Mark suggested adding the Athletic Commissions promoter files for future agenda item. Jim Earl added it would be good to discuss the professional/occupational licensure 30 year retention. The Chair asked that State Records send out any material relating to RDA 2006059 Licensing: Professional and Occupational Licensing to the committee to review for the future discussion in regards to why the retention period is 30 years.

**11: Public Comment**

- Sara reminded the committee that the e-records forum is coming up, and there will be more details to come regarding the event. Teri announced that Sara went to NAGARA this year for training to become a certified records analyst. Also, Teri informed the committee that State Records is in the process of hiring a new records analyst to replace Sara's vacated position, with interviews starting the week of August 14th. Sara added that she is hoping to have the position filled by September 11<sup>th</sup>. Teri informed the committee that Adan was auto-progressed from an Administrative Assistant 1 to an Administrative Assistant 2. Teri also

mentioned that Adan has been working on creating a new website for Nevada State Library Archives and Public Records to hopefully be live fall 2017. Additionally, it was noted that State Records has created training videos that will help train clients with the use of our records storage software as well as policy and procedures utilized in State Records. Teri let the committee know that State Records is getting an add-on to their software called “Retention” which will help with legal research when new retention schedules or modifications are needed. Sara reminded the committee that they are mandated to meet every 3 months, although they have been meeting every month they could as an alternative meet every other month in order to give the agencies extra time to prepare and attend the meetings.

**12: Determine time of next meeting**

- The next meeting will be held September 13<sup>th</sup> 2017 at 1:15 pm in the Nevada State Library and Archives Board room.

**13: Adjourn**

- The meeting was adjourned at 3:01 pm with the motion made by the Chair. The vote was unanimous.