



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
100 N. Stewart Street
Carson City, Nevada 89701
(775) 684-3411 * Fax (775) 684-3426 * TDD (775) 687-8338

**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: November 8, 2017
TIME: 1:15 p.m.
LOCATION: Nevada State Library and Archives Building
Board Room
100 North Stewart Street
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Agenda

- 1. Call to Order, Welcome, Roll Call**
- 2. Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020).
- 3. Review, correct, if necessary, and approve the minutes from the August 9, 2017 meeting**
- 4. Introduction of New Members and Re-appointment of Member at Large (Discussion Only)**
Bobbie Church – Senior Records Analyst, Nevada State Library, Archives and Public Records
Alisanne Maffei – Chief Research, Planning and Grant Management, Enterprise IT Services
Kathryn Etcheverria – Records Management Supervisor, Douglas County

FOR POSSIBLE ACTION

FOR POSSIBLE ACTION

5. **Department of Education, Office of Educator Licensure**
 - A. RDA 2007081: Licensure Disciplinary (Suspended or Revoked) Files
 - B. RDA 2007082: Licensure Suspense (Denied and/or Incomplete) Files
 - C. RDA 2007080: Background Investigation Files: Applications
 - D. RDA 2007115: Background Investigation Files: Disciplinary Actions
 - E. RDA 2007071: Licensure Files
 - F. RDA 2007084: Professional Development Files
 - G. RDA 2007083: Professional Development Suspense (Incomplete) Files
 - H. RDA 2009070: National Board Certification Financial Award Files

FOR POSSIBLE ACTION

6. **Division of Public and Behavioral Health, Medical Marijuana**
 - A. RDA 2017041: Medical Marijuana Cardholder Request for Application – Non Activated

FOR POSSIBLE ACTION

7. **Department of Corrections, Operations**
 - A. RDA 1991532: Certificates and Records of Marriage

FOR POSSIBLE ACTION

8. **Department of Administration, Risk Management Division**
 - A. RDA 2008010: Indoor Air Quality Files
 - B. RDA 2008009: Safety Program Files
 - C. RDA 2010018: Volunteer Workers Compensation Files
 - D. RDA 2010020: Hazmat Certification Files

FOR POSSIBLE ACTION

9. **General Schedule**
 - A. RDA 2006059: Licensing: Professional and Occupational Licensing

FOR POSSIBLE ACTION

10. **Nevada Department of Transportation**
 - A. TRDA 2014148: Standard Plans and Specifications (Administrative)
 - B. TRDA 2014031: Construction Contract: Contract Form (Administrative)
 - C. TRDA 2014032: Construction Contract: Work Management and Resource Files (Administrative)
 - D. TRDA 2014058: Facilities Construction Contract: Contract Form (Administrative)
 - E. TRDA 2014059: Facilities Construction Contract: Work Management and Resource Files (Administrative)
 - F. TRDA 2014124: Quality Based Procurement: Agreement Files (Non Federally Funded) (Administrative)
 - G. TRDA 2014126: Quality Based Procurement: RFA, RFI, RFQ or RFP - Unsuccessful Proposals (Administrative)

- H. TRDA 2014127: Quality Based Procurement: Unsolicited Proposals – Unsuccessful (Administrative)
- I. TRDA 2017044: Records Retention Schedule
- J. TRDA 2014028: Construction Contract: “As Built” Plan Sets (Administrative)
- K. TRDA 2014029: Construction Contract: Certified Payroll Reports (Administrative)
- L. TRDA 2014030: Construction Contract: Contract Approvals (Administrative)
- M. TRDA 2014056: Facilities Construction Contract: “As Built” Plan Sets (Administrative)
- N. TRDA 2014057: Facilities Construction Contract: Contract Approvals (Administrative)
- O. TRDA 2014212: Quality Based Procurement: Agreement Files (Federally Funded) (Administrative)
- P. TRDA 2014168: Unsuccessful Bids for Construction or Facilities Construction Contracts (Administrative)

11. E-Records Forum Update (Discussion Only)

FOR POSSIBLE ACTION

12. Discuss future agenda items

Veteran’s Services
 Business and Industry, Insurance Division
 State Fire Marshall
 Board of Medical Examiners
 Health and Human Services, HCFP
 Department of Corrections
 B& I Labor Commissioner

13. Public Comment

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FOR POSSIBLE ACTION

14. Confirm time of next meeting

Next meeting scheduled for December 13, 2017

FOR POSSIBLE ACTION

15. Adjourn

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify State Records in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email aaguilera@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the State Records at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting Adan Aguilera at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 adan.aguilera@admin.nv.gov

This agenda has been posted at the following locations:

Nevada State Library, Archives and Public Records
100 North Stewart Street
Carson City, NV 89701

The Nevada Legislature
401 S. Carson St.
Carson City, NV 89701

Washoe County Library
301 South Center Street
Reno, NV 89505

The Las Vegas/Clark County Library District
7060 Windmill Ln
Las Vegas, NV 89113

NSLAPR website: www.nsla.nv.gov

As required by [NRS 232.175](#):
<https://notice.nv.gov/> Under the Department of Administration, State Records Committee.