



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: December 13, 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).
- FOR POSSIBLE ACTION 3. **Review, correct, if necessary, and approve the minutes from the November 8, 2017 meeting**
4. **Discussion of the appointment of a replacement for the designee from the Department of Administration (Discussion Only)**
- FOR POSSIBLE ACTION 5. **Treasurer's Office**
 - A. RDA 2016001: Education Savings Account (ESA) Student Applications
 - B. RDA 2016008: Education Savings Account (ESA) Participating Entity Vendor Applications

FOR POSSIBLE ACTION

- 6. Department of Public Safety, Highway Patrol Division**
- A. RDA 2007046: Commercial Driver and Vehicle Inspection Records
 - B. RDA 1988129: Accidents
 - C. RDA 1988088: Cleared and Active NCIC or CJIS Warrant Entry Cards
 - D. RDA 2002007: Flashing Amber Lights Permits, Card File
 - E. RDA 1988090: NCIC Updates
 - F. RDA 1988062: Motor Carrier Drivers License Check Records
 - G. RDA 1988059: Office of Traffic Safety Projects
 - H. RDA 2002013: Vehicle Reports (NHP 9)
 - I. RDA 1988087: Captured Escapees File
 - J. RDA 1988093: Radioactive Waste Shipment Notifications

FOR POSSIBLE ACTION

- 7. Conservation and Natural Resources, Historic Preservation Office**
- A. RDA 1995144: Historic Markers File
 - B. RDA 1995145: National/State Register of Historic Places
 - C. RDA 1998034: Review and Compliance
 - D. RDA 2017033: Historic Markers Maintenance Files

FOR POSSIBLE ACTION

- 8. General Schedule**
- A. RDA 2006059: Licensing: Professional and Occupational Licensing
 - B. RDA 2017037: Cardholder Data (PCI)
 - C. RDA 2017038: Payment Card Industry (PCI)-Audit Logs

FOR POSSIBLE ACTION

- 9. Nevada Department of Transportation**
- A. TRDA 2014031: Construction Contract: Contract Form (Administrative)
 - B. TRDA 2014032: Construction Contract: Work Management and Resource Files (Administrative)
 - C. TRDA 2014058: Facilities Construction Contract: Contract Form (Administrative)
 - D. TRDA 2014059: Facilities Construction Contract: Work Management and Resource Files (Administrative)
 - E. TRDA 2014124: Quality Based Procurement: Agreement Files (Non Federally Funded) (Administrative)
 - F. TRDA 2017044: Records Retention Schedule (Administrative)
 - G. TRDA 2014028: Construction Contract: "As Built" Plan Sets (Administrative)
 - H. TRDA 2014029: Construction Contract: Certified Payroll Reports (Administrative)
 - I. TRDA 2014030: Construction Contract: Contract Approvals (Administrative)

- J. TRDA 2014056: Facilities Construction Contract: "As Built" Plan Sets (Administrative)
- K. TRDA 2014057: Facilities Construction Contract: Contract Approvals (Administrative)
- L. TRDA 2014212: Quality Based Procurement: Agreement Files (Federally Funded) (Administrative)
- M. TRDA 2014126: Quality Based Procurement: RFA, RFI, RFQ or RFP – Unsuccessful Proposals (Administrative)
- N. TRDA 2014168: Unsuccessful Bids for Construction or Facilities Construction Contracts (Administrative)
- O. TRDA 2014127: Quality Based Procurement: Unsolicited Proposals – Unsuccessful (Administrative)
- P. TRDA 2014148: Standard Plans and Specifications (Administrative)

10. Discuss future agenda items (Discussion Only)

Veteran's Services
 State Fire Marshall
 Board of Medical Examiners
 Health and Human Services, HCFP
 Department of Corrections
 B & I Labor Commissioner

11. Public Comment

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FOR POSSIBLE ACTION

12. Confirm time of next meeting

Next meeting scheduled for January 10, 2018

FOR POSSIBLE ACTION

13. 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.