



**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**

**REVISED**  
**Meeting Notice**

**DATE:** October 12, 2016  
**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.
- FOR POSSIBLE ACTION 3. **Review, correct, if necessary, and approve the minutes from the June 8, 2016 meeting (tabled from August 10, 2016 meeting)**
- FOR POSSIBLE ACTION 4. **Review, correct, if necessary, and approve the minutes from the August 10, 2016 meeting**
- FOR POSSIBLE ACTION 5. **Department of Environmental Protection, Bureau of Industrial Site Cleanup**
  - A. RDA 2016022: Monitoring Records
  - B. RDA 2016023: Administrative Order of Consent – Other Confidential Materials
- FOR POSSIBLE ACTION 6. **Commission on Ethics**
  - A. RDA 2016012: Request for Opinion – No Jurisdiction
  - B. RDA 2016035: Published Opinions
  - C. RDA 1989237: Opinion Files

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| <b>FOR POSSIBLE ACTION</b> | 7. <b>Department of Business and Industry, Housing Division</b><br>A. RDA 2005135: Trust Statements<br>B. RDA 2016032: Multi Family Bond – Accounting Workpapers   |
| <b>FOR POSSIBLE ACTION</b> | 8. <b>Peace Officers Standards and Training</b><br>A. RDA 2000097: Academy Training Records<br>B. RDA 2000098: Individual Student (Cadet) Training Records   |
| <b>FOR POSSIBLE ACTION</b> | 9. <b>Department of Education, Career Readiness and Adult Learning Education Options, Private Schools</b><br>A. RDA 2016024: Private School: License Records Denied or Withdrawn (Tabled from June 8, 2016 meeting)  |
| <b>FOR POSSIBLE ACTION</b> | 10. <b>Office of the Treasurer, Governor Guinn Millennium Scholarship Program</b><br>A. RDA 2007086: INSTEP Electronic Files   |
| <b>FOR POSSIBLE ACTION</b> | 11. <b>Nevada Division of Public and Behavioral Health, Office of Vital Statistics</b><br>A. RDA 2000003: Vital Records: Abortions Reports File<br>B. RDA 2000016: Vital Records: Divorce Reports File<br>C. RDA 2000020: Vital Records: Marriage Reports File<br>D. RDA 2000004: Vital Records: Abortion Statistics File<br>E. RDA 2000019: Vital Records: Divorce Statistics Data Base<br>F. RDA 2000021: Vital Records: Marriage Statistics Data Base<br>G. RDA 2000014: Vital Records: Birth Statistics Data Base<br>H. RDA 2000016: Vital Records: Death Statistics Data Base |
| <b>FOR POSSIBLE ACTION</b> | 12. <b>General Schedule</b><br>A. RDA 2003156: Employee Records Not Hired by the State Human Resource Management Division<br>B. RDA 2016034: Individual Student (Cadet) Training Records   |
| <b>FOR POSSIBLE ACTION</b> | 13. <b>Nevada Department of Transportation Update (Discussion Only)</b>  |
| <b>FOR POSSIBLE ACTION</b> | 14. <b>Discuss future agenda items</b><br><b>Attorney General's Office</b><br><b>Health and Human Services, Health Care Finance and Policy</b><br><b>Human Resource Management, Central Payroll</b><br><b>Treasurer's Office, Millennium Scholarship Program</b>   |

**FOR POSSIBLE ACTION**

15. **Review and discuss [NRS 239.080](#) regarding the Committee's authority on the retention of official records and revision of existing retention schedules to remove non-records from the descriptions**

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

**FOR POSSIBLE ACTION**

17. **Confirm time of next meeting**  
Next meeting scheduled for November 9, 2016 at 1:15pm

**FOR POSSIBLE ACTION**

18. **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 [adan.aguilera@admin.nv.gov](mailto:adan.aguilera@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](http://www.nsla.nv.gov) (under Records Management, State Records Committee).

The material is also available by contacting Adan Aguilera at [adan.aguilera@admin.nv.gov](mailto: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

NSLA website: [www.nsla.nv.gov](http://www.nsla.nv.gov)

As required by [NRS 232.175](#):

<https://notice.nv.gov/> Under the Department of Administration, State Records Committee.