

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for October 12th 2016*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:17 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 - Present

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

Kathryn Etcheverria, Governors Appointee - Present

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

Jeff Kintop, Administrator, Nevada State Library, Archives and Public Records – Excused

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

Jim Earl, for Shannon Rhaming, Administrator, Enterprise Information Technology Services – Present

Staff:

Teri Mark, State Records Manager, NSLAPR – Present

Cynthia Laframboise, State Archives Manager, NSLAPR – Present

Sara Martel, Senior Records Analyst, NSLAPR – Present

Gerald Lindsay, Senior Records Analyst, NSLAPR – Present

Adan Aguilera, Administrative Assistant, NSLAPR – Present

Kimbra Ellsworth, Department of Transportation – Excused

Guests Present:

Sandi Gotta, Nevada Division of Environmental Protection – Present

Barbara Bolton, Nevada Gaming Control Board – Present

Phyllis Zink, Housing Division – Present

Amber Law, Treasurer’s Office – Present

Mary Bradley, Treasurer’s Office – Present

Valerie Carter, Ethics Commission – Present

Jen Thompson, Department of Public and Behavioral Health, Biostatistics & Epidemiology – Present

Shirley Micallef, Peace Officer Standards & Training – Present

Budd Milazzo, Treasurer’s Office – Present

Christa Smaling (via telephone) Nevada Division of Environmental Protection – 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 June 8th 2016

- The minutes were approved as presented. The motion was made by the Chairman Scott Anderson and the second was by Jim Earl. The vote was unanimous.

4: Review and Approve the Minutes for August 10th 2016

- The minutes were approved as presented. The motion was made by the Chairman Scott Anderson and the second was by Jim Earl. The vote was unanimous.

5: Department of Environmental Protection – Bureau of Industrial Site Cleanup

- | | | |
|------------|--|-----|
| A. 2016022 | Monitoring Records | New |
| B. 2016023 | Administrative Order of Consent – Other Confidential Materials | New |

A. A Recommended New RDA

Title: Monitoring Records

RDA: 2016022

Description:

These records are used to monitor the environmental safety and health oversight activities within these complexes. The record may include but is not limited to: Work Plan’s; Sampling and Analysis plans; Monitoring Reports; Annual and Quarterly Reports; Data Validation Summary Reports (DSVR); Remedial Program Schedules; Soil Management Plan’s (SMP); Monthly invoices from contractors; Task Orders open and closed; Records Investigation’s (RI); Feasibility Study’s (FS); Remedial Alternative Study’s, and Record of Decisions (ROD).

Authorized Retention:

Retain for Six (6) calendar years from the end of the calendar year in which the “No Further Action” letter was received.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

Retention meets administrative and audit needs.

Agency review:

The appraisal is supported by Division of Environmental Protection, Bureau of Industrial Site Cleanup Records Officer.

Justification for New RDA 2016022:

A current schedule does not exist for this record series. A six (6) year retention period is being recommended based on NRS 11.190(1) (b) “**Periods of limitation.** Except as otherwise provided in [NRS 40.4639](#), [125B.050](#) and [217.007](#), actions other than those for the recovery of real property, unless further limited by specific statute, may only be commenced as follows:

1. Within 6 years:

(a) An action upon a judgment or decree of any court of the United States, or of any state or territory within the United States, or the renewal thereof.

(b) An action upon a contract, obligation or liability founded upon an instrument in writing, except those mentioned in the preceding sections of this chapter.”

B. A Recommended New RDA

Title: *Administrative Order of Consent – Other Confidential Materials*

RDA: 2016023

Description:

These records contain confidential material and agreements. The documents may include but not limited to: Confidential Administrative Orders of Consent; Contracts and Internal Documents; Insurance Certificates; Confidential Correspondence: Agreements; Internal Confidential Files; attorney client privilege correspondence; and Trust Agreements as amended.

Authorized Retention:

Retain for Six (6) calendar years from the end of the calendar year in which the “Administrative Order of Consent” was closed.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Retention meets administrative and audit needs.

Agency review:

The appraisal is supported by Division of Environmental Protection, Bureau of Industrial Site Cleanup Records Officer.

Justification for New RDA 2016022:

A current schedule does not exist for this record series. A six (6) year retention period is being recommended based on NRS 11.190(1) (b) “**Periods of limitation.** Except as otherwise provided in [NRS 40.4639](#), [125B.050](#) and [217.007](#), actions other than those for the recovery of real property, unless further limited by specific statute, may only be commenced as follows:

1. Within 6 years:

(a) An action upon a judgment or decree of any court of the United States, or of any state or territory within the United States, or the renewal thereof.

(b) An action upon a contract, obligation or liability founded upon an instrument in writing, except those mentioned in the preceding sections of this chapter.”

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 Jim Earl. The vote was unanimous.

6: Commission on Ethics

A. 2016012	Request for Opinions – No Jurisdiction	New
B. 2016035	Published Opinions	New
C. 1989237	Opinion Files	Modify

A. A Recommended New RDA

Title: Request for Opinions – No Jurisdiction

RDA: 2016012

Description:

These records document the requests for opinion that are denied due to the fact that the Ethics Commission does not have jurisdiction. These records may include, but are not limited to: Request for Opinion, Commission determination and related correspondence.

Authorized Retention:

Retain for a period of one (1) year from the end of the calendar year in which the no jurisdiction letter or Commission determination was published.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Retention meets administrative and legal needs.

Agency review:

The appraisal is supported by Commission on Ethics Records Officer.

Justification for New RDA 2016022:

This record series is being added as these records currently are filed with RDA 1989237 which has a permanent retention. As these matters are not within the Ethics Commission's jurisdiction to investigate, these records do not have archival value. If a claimant or Subject of the Request for Opinion disagrees with the staff's determination of jurisdiction, the appeal process to the Commission may take up to 60 days. A year retention period allows ample time for any hearing process.

B. A Recommended New RDA

Title: Published Opinions

RDA: 2016035

Description:

These records document the final published opinions rendered by the Commission (See NRS 281A.440). The record contains the final published opinion.

Authorized Retention:

Retain for a period of five (5) calendar years from the end of the calendar year in which the final opinion was published

Recommended Disposition:

Permanent: Transfer to Archives

NSLAPR staff recommendation:

Retention meets administrative and legal needs.

Agency review:

The appraisal is supported by Commission on Ethics Records Officer.

Justification for New RDA 2016035:

State Archives has determined that these records hold historical or archival value and should be transferred when the case file is destroyed.

C. A Recommended Modification

Title: Opinion Cases Files

RDA: 1989237

Description:

These records document the ~~opinions~~ *cases files of* rendered by the Commission *related to request for opinions* (See NRS 281A.440). The records may contain but ~~is~~ *are* not limited to: requests for opinions, *confidential* investigative documentation, *staff work product, confidential* recommendation by Executive Director (NRS 281A.440(3)), hearing documentation, ~~Commission determination (including an issued opinion)~~, related documentation, and similar documentation.

Authorized Retention:

Retain for a period of five (5) calendar years from the end of the calendar year in which the determination or opinion was published ~~from the date of the determination or opinion.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Retention meets administrative and legal needs.

Agency review:

The appraisal is supported by Commission on Ethics Records Officer.

Justification for Modification RDA 1989237:

Adding “published” makes a more defined and accurate trigger event. The State Archives has determined that these records do not hold historical or archival value so it is recommended the disposition be changed from “Permanent” to “Destroy Securely”.

Discussion and Vote:

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

7: Department of Business and Industry, Housing Division

A. 2005135	Trust Statements	Modify
B. 2016032	Multi Family Bonds – Accounting Work papers	New

A. A Recommended Modification

Title: ~~Trust Statements~~ *Multi-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, **but are not limited to:** ~~(a) a Trust Statement including a bank balance with and related correspondence. and (b) accounting work papers with related documentation.~~

Authorized Retention:

~~Retain the records listed under (a) in the description for a period of thirty-six (36) calendar years from the date it was received. Retain records listed under (b) in the description for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.~~

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 Records Officer.

Justification for Modification RDA 2005135:

The current retention has two events and two retention periods. Separating the Trust Statement and the accounting work papers schedules will provide for more accurate retention of the records.

B. A Recommended New RDA

Title: *Multi Family Bonds – Accounting Work papers*

RDA: 2016032

Description:

This record series consists of accounting work papers that are required to be submitted with the Trust Statement when a mortgage company wants to participate in a particular bond program. The files may consist of, but are not limited to: accounting work papers and related documentation.

Authorized Retention:

~~Retain for three (3) fiscal years from the end of the fiscal year to which they pertain 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 Records Officer.

Justification for New RDA 2016032:

The current retention has two events and two retention periods. Separating the Trust Statement and the accounting work papers schedules will provide for more accurate retention of the records.

Discussion and Vote:

This item was approved as amended. Item B was a new RDA which had the language in the authorized retention modified. The phrase “to which they pertain” was removed and replaced with “which they were generated”. The motion was made by Kathryn Etcheverria and the second was Jim Earl. The vote was unanimous.

8: Peace Officer Standards and Training (POST): Basic Training

- | | | |
|------------|---|--------|
| A. 2000097 | Academy Training Records | Modify |
| B. 2000098 | Individual Student (Cadet) Training Records | Delete |

A. A Recommended Modification

Title: Academy Training Records

RDA: 2000097

Description:

This record series is used to document the basic training courses in law enforcement offered by the Academy. The files may include: ~~(a) lesson plans (detailing the curriculum taken by that Academy class), class rosters, **class schedule, and performance objectives** (including master attendance and grade reports), Academy evaluators, instructor resumes and evaluations, and; (b) block examinations, liability waivers, emergency contacts, DUI Drinking records, Academy surveys and related documents.~~

Authorized Retention:

~~*Documents listed under (a): Transfer to the State Archives after a period of thirty-five (35) calendar years from the end of the Academy year to which they pertain. Documents listed under (b): purge from the files after a retention of three (3) calendar years from the end of the Academy year to which they pertain.*~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Peace Officer Standards and Training Records Officer.

Justification for New RDA 2005135:

POST no longer creates or maintains the lesson plans, Academy evaluations, instructor resumes nor the evaluations from section (a). They have added the class schedule and performance objectives. Additionally, they no longer create nor maintain the records from section (b) of the description and retention.

B. A Recommended Deletion

Title: *Individual Student (Cadet) Training Records*

RDA: 2000098

Description:

~~This record series is used to document the cadets' activities in the basic training courses in law enforcement offered by the Academy. The files may include: Applications, medical reports, test responses, writing assignments, counseling notices, disciplinary record, memorandums, evaluations, investigations and related documents.~~

Authorized Retention:

~~Retain this record series for a period of three (3) years from the Academy year to which it pertains. Retain until separation from academy.~~

Recommended Disposition:

~~Destroy Securely Transfer to employing agency.~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Peace Officers Standards and Training Records Officer.

Justification for Deletion of RDA 2000098:

POST is no longer the office of record. These records are now sent to the cadet's hiring agency and will be covered by the Local Government retention schedule and a new RDA on the General Schedule. See RDA 2016034 "Individual Student (Cadet) Training Records".

Discussion and Vote:

This item was approved as amended with no further discussion needed. Item 8 part B was changed from deletion to modification with amendments to the retention and disposition made by Jim Earl and the Chairman Scott Anderson. The Authorized Retention was changed to read "Retain until separation from academy." The Disposition was changed to read "Transfer to employing agency".

The motion was made by Kathryn Etcheverria and the second was Jim Earl. The vote was unanimous.

9: Department of Education, Career Readiness and Adult Learning Education Options, Private Schools

A. 2016024 Private School: License Records - Denied or Withdrawn

New

A. A recommended new RDA

Title: Private School: License Records – Denied or Withdrawn

RDA: 2016024

~~These records are the electronic system that documents the applicants and recipients of the Governor Guinn Millennium Scholarship Program (See NRS 396.926). The files may contain, but are not limited to: Acknowledgement of Award data; Eligibility data (lapse and reinstatement); Exit data (time and/or money expired); Residency documentation; Contact information (including change of address & change of name); Military Duty Application for Extension; Students with disabilities data; Dual enrollment data; Appeal documentation, and Related Correspondence.~~

Authorized Retention:

~~Update and correct data as necessary, retaining individual electronic files for a period of six (6) calendar years from the date of termination of funding or other closure of the file.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Office of the Treasurer Records Officer.

Justification for Deletion of RDA 2007086:

This schedule is for a database. As a non-record, this RDA should be deleted from the schedule. The official record is covered under the Office of the Treasurer's agency specific schedule, RDA 2007076 "Application Files"

The following RDA is for reference purposes only. It is not an actionable item.

RDA 2007076 Application Files

These records document the applicants and recipients of the Governor Guinn Millennium Scholarship Program (See NRS 396. 926). The files may contain, but are not limited to: Acknowledgement of Award form; Appeals form with associated supportive documentation; Data Requirement form with associated supportive documentation (transcripts, GED Proficiency Exam reports, etc.); Documentation of proof of residency; Contact information (including change of address & change of name forms); Military Duty Application for Extension; Logs and worksheets, and; related correspondence.

Retain these records for a period of six (6) calendar years from the date of application or from the date of termination of funding, whichever is later. If the data contained in these records is entered into the INSTEP electronic record system, the paper documents may be disposed of after verification of data entry (See NRS 239.051)

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 Jim Earl. The vote was unanimous.

11. Nevada Division of Public and Behavioral Health, Office of Vital Statistics

A. 2000003 Vital Records: Abortions Reports File

Modify

B.	2000018	Vital Records: Divorce Reports File	Modify
C.	2000020	Vital Records: Marriage Reports File	Modify
D.	2000004	Vital Records: Abortion Statistics Electronic File Merged with 2000003	Delete
E.	2000019	Vital Records: Divorce Statistics Data Base Merged with 2000018	Delete
F.	2000021	Vital Records: Marriage Statistics Data Base Merged with 2000020	Delete
G.	2000014	Vital Records: Birth Statistics Data Base	Delete Non Record
H.	2000016	Vital Records: Death Statistics Data Base	Delete Non Record

A. Recommended Modification:

Title: Vital Records: Abortion *Statistics* Report ~~Reports~~ File

RDA: 2000003

Description:

~~This record series is the input document for the electronic database which collects data on abortions.~~ *This record series documents the statistics* on abortions performed in Nevada as required by NRS 442.260 (#2). ~~The confidentiality of the women upon whom abortions are performed is assured by NRS 442.260 (#2) and only the MD performing the abortion retains that data (see NAC 442.200 (#3), i.e.: this office does not collect the name of the woman.~~ Data is used for statistical purposes only and is reported to the US Center for Health Statistics of the US Public Health Service. *Compiled data included abortions performed in Nevada from 1978 to the present.*

Authorized Retention:

~~Retain these records for a period of thirty (30) days from the receipt and verification of data entry has been completed~~ *Retain Permanently*

Recommended Disposition:

~~Destroy~~ *Permanently held by agency*

NSLAPR staff recommendation:

Retention meets administrative, legal and archival needs.

Agency review:

The appraisal is supported by Nevada Division of Public and Behavioral Health, Office of Vital Statistics Records Officer.

Justification for New RDA 2016022:

This agency specific schedule currently has two record series for the same record type. The agency is the office of record for the statistics. The office of the performing physician maintains the official record for the abortions. Our recommendation is to merge the two record series into one so the retention is for the statistics.

B. A Recommended Modification

Title: Vital Records: Divorce *Statistics* Report ~~Reports~~ File

RDA: 2000018

Description:

This record series ~~administers the compilation~~ *documents the statistics* of ~~on~~ divorces in Nevada from January 1, 1968 to present *and is used for statistical and research purposes (the court system is the office of record for official divorce decrees)*. The files may contain, but are not limited to *names of couple; date of divorce or annulment; and court of record*. Report of Decree of Divorce; Decree of Annulment of Marriage; Related documents

Authorized Retention:

~~Retain these records for a period of thirty (30) days from the receipt and verification of data entry has been completed~~ Retain Permanently

Recommended Disposition:

~~Destroy~~ Permanently held by agency

NSLAPR staff recommendation:

Retention meets administrative and archival needs.

Agency review:

The appraisal is supported by Nevada Division of Public and Behavioral Health, Office of Vital Statistics Records Officer.

Justification for Modification of RDA 2000018:

This agency specific schedule currently has two record series for the same record type. The agency is the office of record for the statistics. The court system is the office of record for official divorce decrees. Our recommendation is to merge the two record series into one so the retention is for the statistics.

C. A Recommended Modification

Title: Vital Records: Marriage ~~Statistics Reports File~~

RDA: 2000020

Description:

This record series ~~administers the~~ *documents the statistics* of marriages in Nevada from January 1, 1968 to the present and is used for statistical research and purposes (the county recorder is the office of record for original certificates). ~~in a computer data base.~~ The files may *consist of but are not limited to: names of couple; minister or judge performing the marriage; and county and place where marriage was performed.* ~~copies of marriage certificates and data tapes/disks~~

Authorized Retention:

~~Retain these records for a period of thirty (30) days from the receipt and verification of data entry has been completed~~ Retain Permanently

Recommended Disposition:

~~Destroy~~ Permanently held by agency

NSLAPR staff recommendation:

Retention meets administrative, and archival needs.

Agency review:

The appraisal is supported by Nevada Division of Public and Behavioral Health, Office of Vital Statistics Records Officer.

Justification for Modification of RDA 2000020:

This agency specific schedule currently has two record series for the same record type. The agency is the office of record for the statistics. The County Recorder is the office of record for the original certificates. Our recommendation is to merge the two record series into one so the retention is for the statistics.

D. Recommended Deletion:

Title: ~~Vital Records: Abortions Statistics Electronic File~~

RDA: 2000004

Description:

~~This record series documents and administers the data collected as required by NRS 442.260 (#2) (a through f) on abortions performed in Nevada. The information is maintained in an electronic data base. Compiled data included abortions performed in Nevada from 1978 to the present.~~

Authorized Retention:

~~*Retain this record series permanently.*~~

Recommended Disposition:

~~*Permanent: Transfer to Archives*~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Nevada Division of Public and Behavioral Health, Office of Vital Statistics Records Officer.

Justification for Deletion of RDA 2000004:

This agency specific schedule currently has two record series for the same record type. The agency is the office of record for the statistics. The office of the performing physician maintains the official record for the abortions. Our recommendation is to merge the two record series into one so the retention is for the statistics. See RDA 2000003 for the official record.

E. Recommended Deletion:

Title: ~~Vital Records: Divorce Statistics Data Base File~~

RDA: 2000019

Description:

~~This record series administers data compiled on divorces occurring in Nevada from January 1, 1968 to present and is used for statistical and research purposes (the court system is the office of record for official divorce decrees). Data includes, but is not limited to: Names of couple; Date of divorce or annulment; Court of record.~~

Authorized Retention:

~~*Retain this record series permanently.*~~

Recommended Disposition:

~~*Permanent: Transfer to Archives*~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Nevada Division of Public and Behavioral Health, Office of Vital Statistics Records Officer.

Justification for Deletion of RDA 2000019:

This agency specific schedule currently has two record series for the same record type. The agency is the office of record for the statistics. The court system is the office of record for official divorce decrees. Our recommendation is to merge the two record series into one so the retention is for the statistics. See RDA 2000018 for the official record.

F. Recommended Deletion:

Title: ~~Vital Records: Marriage Statistics Data Base~~

RDA: 2000021

Description:

~~This record series administers data compiled on marriages occurring in Nevada from January 1, 1968 to present and is used for statistical and research purposes (the county recorder is the office of record for the original certificates). Data may include, but is not limited to: Names of couple; Minister or judge performing the marriage, County and place where marriage was performed.~~

Authorized Retention:

~~*Retain this record series permanently.*~~

Recommended Disposition:

~~*Permanent: Transfer to Archives*~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Nevada Division of Public and Behavioral Health, Office of Vital Statistics Records Officer.

Justification for Deletion of RDA 2000021:

This agency specific schedule currently has two record series for the same record type. The agency is the office of record for the statistics. The County Recorder is the office of record for the original certificates. Our recommendation is to merge the two record series into one so the retention is for the statistics. See RDA 2000020 for the official record.

G. Recommended Deletion:

Title: ~~Vital Records: Birth Certificates Data Base~~

RDA: 2000014

Description:

This record series administers the data compiled from certificates of birth in Nevada from 1911 to the present. It is used as a finding aid to the original certificate and for research purposes.

Authorized Retention:

~~Retain this record series permanently.~~

Recommended Disposition:

~~Permanent: Transfer to Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Nevada Division of Public and Behavioral Health, Office of Vital Statistics Records Officer.

Justification for Deletion of RDA 2000014:

The RDA is for an index data base and is a non-record. As a non-record, it should be deleted from the schedule. See RDA 2000013 for the official record.

H. Recommended Deletion:

Title: ~~Vital Records: Death Statistics Data Base~~

RDA: 2000016

Description:

~~This record series administers the data compiled from certificates of death in Nevada from 1964 to the present. It is used as a finding aid to the original certificate and for research purposes.~~

Authorized Retention:

~~Retain this record series permanently.~~

Recommended Disposition:

~~Permanent: Transfer to Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Nevada Division of Public and Behavioral Health, Office of Vital Statistics Records Officer.

Justification for Deletion of RDA 2000016:

The RDA is for an index data base and is a non-record. As a non-record, it should be deleted from the schedule. See RDA 2000015 for the official record.

Discussion and Vote:

This item was approved as amended. Part B & C were tabled for next meeting to allow a representative from the agency to attend and further explain the proposed modifications. Additionally the Title in part A was modified from "Abortion Statistics Reports File" to "Abortion

Statistics Report. Kathryn Etcheverria brought to the committee's attention a typo in part H on the RDA number which was corrected from 2000016 to 2000018. The motion was made by Jim Earl and the second was Teri Mark. The vote was unanimous.

12: General Schedule

- | | | |
|------------|--|--------|
| A. 2003156 | Employee Records Not Hired by the State Human Resource Management Division | Modify |
| B. 2016034 | Individual Student (Cadet) Training Records | New |

A. Recommended Modification:

Title: ~~Employee Records Not Hired by the State Human Resource Management Division~~
Independent Boards, Commissions and Committees **RDA: 2003156**

Description:

These records are used to document the work history and activities of employees of independent Boards, Commissions, Committees, etc., who were typically not hired through the State Human Resource Management Division. The record may contain, but is not limited to: Job description, hire documents (including performance tests and rating sheets), employee appraisals, letters of commendation, reprimands, performance reports & standards, and similar documents.

Authorized Retention:

Retain the records for a period of ~~thirty (30)~~ ten (10) calendar years from the end of the calendar year in which the individual separated from service.

Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention meets administrative needs.

Justification for Modification of RDA 2003156:

At the August meeting of the State Records Committee, the retention for RDA 2003100 "Employee Service Jacket" was reduced from thirty years to 10 years. It is recommended that the retention for RDA 2003156 being modified to match the change to RDA 2003100.

B. Recommended New RDA:

Title: *Individual Student (Cadet) Training Records* **RDA: 2016034**

Description:

This record series is used to document the cadets' activities in the basic training courses in law enforcement offered by the Academy. The files may include, but are not limited to: applications, medical reports, test responses, writing assignments, counseling notices, disciplinary records, memorandums, evaluations, investigations and related documents.

Authorized Retention:

Retain for three (3) years from the end of the calendar year in which the individual separated from service.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention meets administrative needs.

Justification for New of RDA 2016034:

POST is no longer the office of record. These records are now sent to the cadet's hiring agency. Since multiple agencies (i.e. Gaming Control Board, Wildlife, Parole and Probation) employ graduates of the Academy, we recommend adding this RDA to the General Schedule.

Discussion and Vote:

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

13: Nevada Department of Transportation Update (discussion only)

- Kimbra Ellsworth was not present and no update was given.

14: Discuss future agenda items:

Attorney General's Office

Health and Human Services, Health Care Finance and Policy

Human Resource Management, Central Payroll

Treasurer's Office, Millennium Scholarship Program

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.

Additional Notes: Teri Mark addressed the Committee regarding the removal of extraneous language from the retention schedules in order to make the retention schedules more clear and concise.

16: Public Comment

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

- Teri Mark announced to the Committee that she has been appointed as the new Assistant Administrator for the Archives & Records alongside Tammy Westergard who was appointed Assistant Administrator of the Library. Additionally she wanted the Committee to know that the Records Manager position is now open for any qualified applicants.

17: Determine time of next meeting

- The next meeting will be held November 30th 2016 at 1:15 pm in the Nevada State Library and Archives Board room.

18: Adjourn

- The meeting was adjourned at 2:53 pm with the motion made by the Chairman Scott Anderson and the second was Jim Earl. The vote was unanimous.