

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The "State Records Committee"*  
**Meeting Notice and Agenda**

The State Records Committee will hold a meeting on January 14, 2015, at 1:15 and will meet at:

The Nevada State Library and Archives  
Board Room [located in the south wing of the main floor]  
100 N. Stewart Street  
Carson City, NV 89701

***You are hereby given notice that the State Records Committee Reserves the right to take action items out of posted order; combine one or more action items, and/or; remove, suspend or table an action item until another meeting.***

**Note:** As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action made by the Committee.

Introductions and Roll Call: Chairman Scott Anderson

**PUBLIC COMMENT:** Comment may be limited to 5 minutes at the discretion of the Chairman.

**AGENDA ACTION ITEMS:**

**Item Number 1:** Chairman Scott Anderson  
Review, correct if necessary and approve the minutes for the October 8, 2014 meeting.

**Item Number 2:** Sara Martel  
**For possible action:** Discuss, review and act upon the records retention schedule for:

Division of Health and Human Services, Aging and Disability Services Division		Schedule 5509
RDA#	Title	Committee Action
2006212	Patient Medical Records (Adult)	Modify this RDA
2015001	Patient Medical Records (Youth)	New RDA

Records Official: Gregory Zdanowicz

**Item Number 3:** Sara Martel  
**For possible action:** Discuss, review and act upon the records retention schedule for:

Department of Taxation, Audit Division		Schedule 1200200
RDA#	Title	Committee Action
2014217	Tax Administrative Records	No Action
2015002	Business Registration/Permit Files	New RDA

Records Official: Nicolas Wilhelm

**Item Number 4:** Sara Martel  
**For possible action:** Discuss, review and act upon the records retention schedule for:

Department of Administration: Human Resource Management Division: Employee and Management Services		Schedule 940301
RDA#	Title	Committee Action

2004038	Appeals and Grievance Files: Record On Judicial Review	Modify this RDA
2004039	Appeals and Audio Hearings	Modify this RDA
2004037	Appeals Files (Disciplinary Actions)	Modify this RDA

Records Official: Shelly Blotter

**Item Number 5:**

Sara Martel

**For possible action:** Discuss, review and act upon the records retention schedule for:

General Records Retention and Disposition Schedule		Schedule 100
RDA#	Title	Committee Action
2015003	Calendars	New RDA

Records Officials: Jeff Kintop and Daphne DeLeon

**Item Number 6:**

Chairman Scott Anderson

**For possible action:** Discuss future agenda items.

Department of Education  
 Attorney General's Office: Nevada Council for the Prevention of Domestic Violence  
 Department of Corrections  
 Department of Health and Human Services: Marijuana Health Registry

**INFORMATION ITEMS**

**PUBLIC COMMENT:** Comment may be limited to 5 minutes at the discretion of the Chairman.

**Item Number 7:**

Chairman Scott Anderson

**For possible action:** Confirm the time and location of the next meeting.

The next proposed meeting is scheduled to be held in the Board Room of the Nevada State Library and Archives Building, 100 North Stewart Street, Carson City, Nevada, date to be determined.

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**General Information**

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Sara Martel in writing at the Records Management Program 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3422 or by email [smartel@admin.nv.gov](mailto:smartel@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 Records Management Program 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 and Archive 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 Robert van Straten at [smartel@admin.nv.gov](mailto:smartel@admin.nv.gov)

**This agenda has been posted at the following locations:**

The Nevada State Library and Archives  
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  
1401 E. Flamingo Road  
Las Vegas, NV 89119

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.