

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for March 11, 2015*

**1: Call to Order, Welcome, Roll Call**

- The meeting was called to order at 1:21 PM

Committee Members:

Barbara K. Cegavske, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

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

Daphne DeLeon, Administrator, Nevada State Library and Archives – Present

Maud Naroll, For Jim Wells, Interim Director of the Department of Administration – Excused

Jim Earl, for Dave Gustafson, Administrator, Enterprise Information Technology Services – Excused

Staff:

Jeff Kintop, Assistant Administrator for Archives and Records, NSLA – Present

Teri Mark, State Records Manager, NSLA – Present

Cynthia Laframboise, State Archives Manager, NSLA – Excused

Sara Martel, Senior Records Analyst, NSLA – Present

Gerald Lindsay, Senior Records Analyst, NSLA – Excused

Michelle Byrne, Administrative Assistant, NSLA – Present

Guests Present:

Jeff Landerfelt – Secretary of State’s Office

Scott Anderson – Secretary of State’s Office

Kimbra Andrews, Department of Transportation

**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 JANUARY 14, 2015**

- The committee asked for the minutes for the January 14, 2015 meeting to be held without approval until the next meeting.

#### **4: FOR POSSIBLE ACTION**

##### **Human Resource Management, Hearings and Appeals Division**

A. 1989100 Recordings of Hearings Amend

#### **Recommended Modifications:**

**Title:** Recordings of Hearings

**RDA: 1989100**

#### **NSLA staff recommendation:**

The retention period meets the agency's administrative and legal needs.

#### **Agency review:**

The appraisal by NSLA is supported by the Hearings and Appeals Records Official.

#### **Discussion and Vote:**

This item was approved as presented without further discussion. The motion was made by Sarah Bradley, and was second by Daphne DeLeon. The vote was unanimous.

#### **5: FOR POSSIBLE ACTION**

##### **Department of Transportation**

A. TRDA Audit – Final Report (Fiscal) Amend  
2014016

B. TRDA Audit – Work Management and Amend  
2014017 Resource Files (Fiscal)

C. TRDA Qualification for Bidding New  
2015004 (Administrative)

#### **Recommended Modifications:**

**Title:** Audit – Final Report (Fiscal)

**TRDA: 2014016**

#### **NDOT staff recommendation:**

The retention period meets the agency's administrative and legal needs.

#### **Agency review:**

The appraisal by supported by the NDOT Records Official.

#### **Recommended Modifications:**

**Title:** Work Management and Resource Files (Fiscal)

#### **NDOT staff recommendation:**

The retention period meets the agency's administrative and legal needs.

#### **Agency review:**

The appraisal is supported by the NDOT Records Official.

**TRDA: 2014017**

#### **Recommended New RDA:**

**Title:** *Qualification for Bidding (Administrative)*

**TRDA: 2015004**

#### **NDOT staff recommendation:**

The retention period meets the agency's administrative and legal needs.

#### **Agency review:**

The appraisal by NSLA is supported by the NDOT Records Official.

**Discussion and Vote:**

This item was approved with the amendments that the *NSLA Staff Recommendation* be removed because NDOT creates their own schedules. Also, under Agency Review, it should say *NDOT staff* and not *NSLA staff*. The motion was made by Sarah Bradley, and Daphne DeLeon made the second. The vote was unanimous.

**6: FOR POSSIBLE ACTION**

**Health and Human Services, Public Health and Clinical Services**

- |    |         |  |       |
|----|---------|--|-------|
| A. | 1990423 | Community Health Nursing:<br>Medical Records (Adult) | Amend |
| B. | 2015005 | Community Health Nursing:<br>Medical Records (Youth) | New   |
| C. | 2006005 | Program Medical Files (Adult)                        | Amend |
| D. | 2015006 | Program Medical Files (Youth)                        | New   |

**Recommended Modifications:**

**Title:** Community Health Nursing: Medical Records (*Adult*) **RDA: 1990423**

**NSLA staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal by NSLA is supported by the Public Health and Clinical Services Records Officer.

**Recommended Modifications:**

**Title:** Community Health Nursing: Medical Records (*Youth*) **RDA: 2015005**

**Recommended Modifications:**

**Title:** Program Medical Files (*Adult*) **RDA: 2006005**

**Recommended Modifications:**

**Title:** Community Health Nursing: Medical Records (*Youth*) **RDA: 2015006**

**Discussion and Vote:**

This item was approved as presented. There was no further discussion. The motion was made by Sarah Bradley, and Kathryn Etcheverria made the second. The vote was unanimous.

**7: FOR POSSIBLE ACTION**

**General Records Retention and Disposition Schedule**

**Recommended New RDA:**

**Title:** Calendars

**RDA:** 2015003

**NSLA staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal by NSLA is supported by the Archives Manager.

This item was tabled at the January 14, 2015 meeting. As per Committee direction, staff researched calendar retention in other states. See Attachment A "Calendar Retention Comparison".

**Discussion and Vote:**

This item was tabled and will be brought back at the next meeting. The committee staff would like some of the language clarified in the description regarding what positions are affected.

**8: NAC Updates**

[R118-12](#); [R107-13](#)

- Both items were approved.

**9: BDR and Bill Updates**

33-318; AB135

- AB-33 (BDR 33-318) has been passed.
- AB135 had the term *willfully and knowingly* added under the Penalties and Prohibition section.

**10: Nevada Department of Transportation Update**

- There was no update at this time.

**11: FOR POSSIBLE ACTION**

**Discuss future agenda items: Department of Education; Department of Corrections; Department of Health and Human Services: Marijuana Health Registry; Peace Officers' Standards and Training (POST); General Schedule: Law Enforcement: Portable Recordings; Army National Guard; Office of the Controller**

**12: Information Items**

- NSLA will create and distribute a notice to agencies informing them of their responsibility to designate a Records Officer.

**13: PUBLIC COMMENT**

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

- There was no public comment.

**14: FOR POSSIBLE ACTION**

**Confirm time of next meeting.**

**Next meeting scheduled for May 13, 2015 at 1:15pm**

**15: Adjourn**

- The meeting was adjourned at 3:04 with the motion made by Sarah Bradley.