

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for October 14, 2015*

**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:

Jeff Landerfelt, for Barbara K. Cegavske, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

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

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

Mary Woods, For Patrick Cates, Director of the Department of Administration – Present

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

Staff:

Jeff Kintop, Assistant Administrator for Archives and Records, NSLAPR – Excused

Teri Mark, State Records Manager, NSLAPR – Excused

Cynthia Laframboise, State Archives Manager, NSLAPR – Present

Sara Martel, Senior Records Analyst, NSLAPR – Present

Gerald Lindsay, Senior Records Analyst, NSLAPR – Present

Michelle Byrne, Administrative Assistant, NSLAPR – Present

Kimbra Andrews, Department of Transportation – Present

Guests Present:

Mary Dugan – Nevada System of Higher Education - Board of Regents

Brook Nielsen – Nevada System of Higher Education - Board of Regents

Patrick Cates –Department of Administration

**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 July 8, 2015**

- There was one correction under the Committee Members Section of the July 8, 2015 minutes. *Shannon Rahming* should have been listed as the Interim Administrator for Enterprise Information Technology Services. Dave Gustafson was incorrectly listed as the Administrator. The item was approved as amended, with the motion made by Jim Earl and the second by Daphne DeLeon. The vote was unanimous.

### **4: Nevada System of Higher Education** (See attachment A)

- This item was approved as amended. The following amendments were made:
  - Page 6 – The retention period for Scouting Reports was changed from *Until no longer needed* to *Fiscal Year plus One*.
  - Page 10 – The disposition for Capital Improvement Files was changed to add in *Regular*.
  - Page 13 – The retention period for Disaster Preparedness & Recovery Plans was changed *from FY to when Superseded*.
  - Page 16 – The disposition for Videotape Production Records, Collections was changed to add in *Regular* disposition.
  - Page 17 – For the retention schedules Minutes and Department Records, the disposition was changed to *On Site* due to the permanent retention period.
  - Page 18 – For the Unsolved Cases section of Specific Crime Records, the disposition was changed from *N/A* to *On Site*.
  - Page 19 – The disposition for Public Service Announcements was changed from *Archives* to *Archival Review and Regular*.
  - Page 21 – The disposition for Academic Catalogs was changed from *Secure* to *Archives*.
  - Page 23 – Under Coursework, there was a typo, an extra number 6 was in the retention period. Also, the disposition for Curriculum Development Documentation was changed from *Archival Review; Regular* to *Archives*. The final change on page 23 was the disposition for Disciplinary Action Record-Expulsion was changed from *N/A* to *On Site*.
  - Page 24 – The disposition for FERPA was changed from *Secure* to *On Site*.
  - Page 26 – The disposition for Organizations: Student Government was changed to include *Regular* disposition after Archival Review.

In addition to these changes, all dispositions listed as *Secure if confidential*, have been changed to *Secure*. The motion was made by Jim Earl with a second by Daphne DeLeon. The vote was unanimous.

### **5: Review NRS 239.073** regarding the composition, and possible modifications, of The Committee to Approve Schedules for the Retention and Disposition of Official State Records. (See attachment B)

- This item was tabled by the chair until the next meeting.

### **6: Nevada Department of Transportation Update (discussion only)**

Kimbra Andrews noted that the Department of Transportation (NDOT) would like to make the electronic copy the official record and that NDOT becomes the permanent and historical record keeper.

### **7: Discuss future agenda items:**

Governors Finance Office  
Office of the Controller

Secretary of State  
Department of Public Safety, Capitol Police

**8: Informational Items (discussion only)**

- The 2015 E-Records forum will be held October 15<sup>th</sup> at the Nevada National Guard.
- The 50<sup>th</sup> Anniversary of the State Archives will be on October 26<sup>th</sup>. There will be a reception at the State Archives from 2-4 pm. The Sarah Winnemucca statue will be unveiled in the Morning, with a speech from Jeff Kintop about the Archives in the afternoon.

**9: Public Comment**

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

- There was no public comment.

**10: Determine time of next meeting**

- The next meeting will be held November 18, 2015 at 1:15 pm in the Nevada State Library and Archive Board room.

**11: Adjourn**

- The meeting was adjourned at 3:19 pm with the motion made by Jim Earl. The vote was unanimous.
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Attachment "B"

Recommendations – Kathryn Etcheverria

When new positions are added to the board, representation of the following are of most interest to me:

- Special records not currently represented, such as medical—medical records, for example, especially EMR's, present intense and unique issues of retention, storage & retrieval, and confidentiality.
- Departments processing high volume who are not currently represented—their concerns need to be voiced, and the committee can support them in turn by getting good current information to the department through representation on the committee.