

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for January 10, 2018*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:20 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

Kimberely Perondi, for Barbara K. Cegavske, Secretary of State - Excused

Kathryn Etcheverria, Governors Appointee - Present

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

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

Maureen Martinez, For Patrick Cates, Director of the Department of Administration – Present

Alisanne Maffei, for Shannon Rhaming, Administrator, Enterprise Information Technology Services – Present

Staff:

Sara Martel, State Records Manager, NSLAPR – Present

Bobbie Church, Senior Records Analyst, NSLAPR – Present

Adan Aguilera, Administrative Assistant II, NSLAPR – Present

Jerry Lindsay, Senior Records Analyst, NSLAPR – Present

Kimbra Ellsworth, Department of Transportation – Present

Teri J. Mark, Assistant Administrator, NSLAPR - Excused

Guests Present:

Kamilah Ingersoll, Nevada Department of Transportation - Present

Andy McAfee, Department of Public Safety - Highway Patrol – Present

Rebecca Palmer, Conservation Natural Resources – State Historic Preservation Office – Present

Grant Hewitt, Treasurers Office – Present (via telephone)

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 November 8, 2017

- The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

4: Introduction of New Member (Discussion Only)

It was announced to the committee that Maureen Martinez from Risk Management has been appointed to replace Stacie Hancock on the committee for Patrick Cates, Director of the Department of Administration.

5: Treasurer’s Office

A.	<u>2016001</u>	<u>Education Savings Account (ESA) Student Applications</u>	<u>New</u>
B.	<u>2016008</u>	<u>Education Savings Account (ESA) Participating Entity Vendor Applications</u>	<u>New</u>

A. Recommended New RDA:

Title: Education Savings Account (ESA) Student Applications **RDA:** 2016001

Description:

These records document the applications submitted by parents requesting an education savings account. The record may consist of, but is not limited to: application with supporting documentation and related correspondence.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the date of ~~approval, denial, or withdrawal.~~ **final action.**

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The RDA meets administrative needs.

Agency review:

The appraisal is supported by the Treasurer’s Office, Records Officer.

Justification for New RDA 2016001:

This was a new program created by the 2015 Legislative session but was not funded. The records are being kept through the next Legislative cycle in the event that the Legislature requests data on the program or if it is funded during the next session. With the approval of this RDA the agency will be allowed to destroy these records once they have reached the end of their retention period.

B. Recommended New RDA:

Title: Education Savings Account (ESA) Participating Entity Vendor Applications **RDA:** 2016008

Description:

These records document the applications submitted by private schools, eligible institutions, tutors, tutoring agencies, or distance education providers to become a Participating Entity (vendor) with Nevada's Education Savings Account program. The record may consist of, but is not limited to: application with supporting documentation and related correspondence.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the date of ~~approval, denial, or withdrawal.~~ **final action.**

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The RDA meets administrative needs.

Agency review:

The appraisal is supported by the Treasurer's Office, Records Officer.

Justification for New RDA 2016008:

This was a new program created by the 2015 Legislative session but was not funded. The records are being kept through the next Legislative cycle in the event that the Legislature requests data on the program or if it is funded during the next session. With the approval of this RDA the agency will be allowed to destroy these records once they have reached the end of their retention period.

Discussion and Vote:

This item was approved as amended. The authorized retention on items 5A and 5B were modified. The words "approval, denial, or withdrawal." were replaced with "final action." the retention now reads "...from the date of final action." The motion was made by Alisanne Maffei and the second was by Kathryn Etcheverria. The vote was unanimous.

6: Department of Public Safety, Highway Patrol Division

- | | | | |
|----|---------|---|----------------------------------|
| A. | 2007046 | Commercial Driver and Vehicle Inspection Records | Modify |
| B. | 1988129 | Accidents | Delete – Non Record |
| C. | 1988088 | Cleared and Active NCIC or CJIS Warrant Entry Cards | Delete – Follow General Schedule |
| D. | 2002007 | Flashing Amber Lights Permits, Card File | Delete – Duplicate |

E.	1988090	NCIC Updates	Delete – Obsolete
F.	1988062	Motor Carrier Drivers License Check Records	Delete – Obsolete
G.	1988059	Office of Traffic Safety Projects	Delete – Follow General Schedule
H.	2002013	Vehicle Reports (NHP 9)	Delete – Follow General Schedule
I.	1988087	Captured Escapees File	Transfer
J.	1988093	Radioactive Waste Shipment Notifications	Transfer

A. Recommended Modification:

Title: Commercial Driver and Vehicle Inspection Records

RDA: 2007046

Description:

This record series documents the road commercial inspections, safety inspections, and commercial vehicle & driver violation under the Motor Carrier Safety Assistance Program (MCSAP, see 49CFR Part 350). The files may contain, but are not limited to: NHP forms, Driver/Vehicle Inspection Reports (detailing information on driver, vehicle, violation, etc.); related correspondence.

Authorized Retention:

Retain ~~this record series for a period of~~ three (3) federal fiscal years from the end of the federal fiscal year ~~to~~ in which *the inspection is reported to the Motor Carrier Safety Assistance Program.* ~~which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal and legal needs.

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Modification of RDA 2007046:

Changing “which they pertain” to “the date the inspection is reported to the Motor Carrier Safety Assistance Program” in the retention statement makes a more defined and accurate trigger event.

B. Recommended Deletion:

Title: Accidents

RDA: 1988129

Description:

~~This records series is an on-line computer tracking system for all accident reports taken by the Highway Patrol. This record series is utilized for alphabetically indexing (by name) of reports and statistics. Currently, these accident reports are online form 1981 forward.~~

Authorized Retention:

~~Retain the individual histories contained within this record series for a period of three (3) calendar years from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Deletion of RDA 1988129:

This record series is for an index database. As a non-record, it should be deleted from the schedule. Official Records are covered under RDA 2002010 "Traffic Accident Report" which has a retention of "...five (5) calendar years from the date of the report".

C. Recommended Deletion:

Title: ~~Cleared and Active NCIC or CJS Warrant Entry Cards~~

RDA: 1988088

Description:

~~This records series is used to enter warrant information in to the National Criminal Information Center and Criminal Justice Information System computer data bases to confirm warrants, produce and send abstracts of warrants, and as a quality control measure to check existing warrants with computer data and 'Cleared' warrants (which are removed from the data base and sent to the appropriate courts with the warrants). The series consists of: NHP form 67 (a card containing information on the person and details on the warrant), and copies of computer printouts.~~

Authorized Retention:

~~Retain until the warrant has been served and the entry has been taken out of the computer system and verified.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Deletion of RDA 1988088:

Agency will follow General Schedule RDA 1997007 "Law Enforcement: Warrant/Wanted Files" which has a retention of one (1) calendar year from the date of execution, recall or cancellation.

D. Recommended Deletion:

Title: ~~Flashing Amber Lights Permits, Card File~~

RDA: 2002007

Description:

~~This record series consists of duplicate copies (card stock) of permits used for the use of flashing amber lights on authorized vehicles (NRS 484.579)~~

Authorized Retention:

~~Retain this record series for a period of one (1) calendar year from the date the permit was issued.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Deletion of RDA 2002007:

This record series is for duplicate of copies of the permits. As a non-record, it should be deleted from the schedule. The official record is under RDA 2002008 "Flashing Amber Lights, Applications and Permits" which has a retention of "...one (1) calendar year from the end of the calendar year in which the permit was issued".

E. Recommended Deletion:

Title: ~~NCIC Updates~~

RDA: 1988090

Description:

~~This record series is used to supply technical data and corrections for the National Criminal Information Center computer data base. The series consists of newsletters and memorandums from the NCIC: 'NCIC Update' from the US Justice Department.~~

Authorized Retention:

~~Retain this records series for a period of one (1) year from the date received.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Deletion of RDA 1988090:

Updates in the form of newsletters and memorandums are no longer received. The U.S. Justice Department provide updates in its manuals available electronically via the web. The Committee previously deleted a similar RDA “NCIC Update” (RDA 2009040) from the DPS Investigations schedule in the August 9, 2017 meeting.

F. Recommended Deletion:

Title: ~~Motor Carrier Drivers License Check Records~~

RDA: 1988062

Description:

~~This record series is used to document drivers license checks of motor carriers, state and out of state alike. Out of state alleged violations are sent to the respective state(s) for action as a courtesy. The files may consist of, but are not limited to: Mobile Communication Log; Records Requests with associated documentation; Photo copies of drivers licenses; Related correspondence.~~

Authorized Retention:

~~Retain this record series for a period of one (1) calendar year from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Deletion of RDA 1988062:

The agency no longer has command mobile centers and all motor carrier driver’s license checks are completed through the Federal Motor Carrier Safety Assistance agency via the trooper using his/her MCSAP PC, Spillman Mobile (mobile data computer in vehicle), or dispatch which is maintained by the General Services Bureau of DPS. Regardless of the method used, no records of the check are created or maintained by NHP.

G. Recommended Deletion:

Title: ~~Office of Traffic Safety Projects~~

RDA: 1988059

Description:

~~This record series documents the activities under this federal grant from the Department of Transportation, National Highway Safety Administration. The files may include, but are not limited to: Program/Project logs, Description of Project (Schedule A); Itemization of Budget (Schedule B); Time and Cost (Schedule C); Agreement of Understanding and Compliance (Schedule D); narrative and financial reports; project agreements and modifications and; related correspondence.~~

Authorized Retention:

~~Retain this record series for a period of three (3) federal fiscal years from the date of the submission of an audit report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Deletion of RDA 1988059:

Agency will follow the appropriate General Schedule record series for Federal Grants which all have at least a three (3) year retention period.

H. Recommended Deletion:

Title: ~~Vehicle Reports (NHP-9)~~

RDA: 2002013

Description:

~~This record series consists of vehicle reports not filed in conjunction with an arrest/incident/or accident reports. This record series may contain Inventory/Receipt for Property Reports that are completed in conjunction with the Vehicle report.~~

Authorized Retention:

~~Retain this record series for a period of three (3) calendar years from the date of the report.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Deletion of RDA 2002013:

Agency will follow General Schedule RDA 2013024 “Law Enforcement: Impounded, Abandoned and Seized Property Files” which has a retention of “...three (3) calendar years from the final disposition of the property”.

I. Recommended Transfer:

Title: Captured Escapees File

RDA: 1988087

Description:

This record series is used to enter and verify data into the National Criminal Information Center computer files, and produce APB's on escaped prisoners from the Nevada State Prison System. The files may contain: Escapee Information form, and the following computer printouts; Clear Wanted Person, CJIS Criminal Information Inquiry, NCIC Criminal History, NCIC Modify Wanted Person, Request Statewide Broadcast (APB), Enter Wanted Person, and Enter Wanted Person Supplemental.

Authorized Retention:

Retain until entered into the computer system and verified.

Recommended Disposition:

Destroy *Securely*

NSLAPR staff recommendation:

Transfer this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Transfer of RDA 1988087:

The Department of Public Safety Records, Highway Patrol Division is no longer the office of record for the record series. The office of record is now the Department of Public Safety Records, Communications & Compliance Division. The agency is aware of the request to transfer and is in agreement.

J. Recommended Transfer:

Title: Radioactive Waste Shipment Notifications

RDA: 1988093

Description:

This record series is used to gather and disseminate information on the shipment of radioactive waste in and through Nevada. The file consists of Radioactive/Hazardous Waste Shipments form, and copies of teletypes to law enforcement agencies. The teletypes are sent to all law enforcement agencies along the route of the shipment.

Authorized Retention:

Retain for a period of two (2) calendar years from date of notification.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

Transfer this RDA

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Transfer of RDA 1988093:

The Department of Public Safety Records, Highway Patrol Division is no longer the office of record for the record series. The office of record is now the Department of Public Safety Records, Communications & Compliance Division. The agency is aware of the request to transfer and is in agreement.

Discussion and Vote:

This item was approved as presented. Kathryn Etcheverria brought to the attention of the committee that on item 6I the disposition reads “destroy” but should read “destroy securely”. Upon further review it is determined that this was a clerical error made by staff and was corrected in the meeting. The disposition now reads “destroy securely”. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

7: Conservation and Natural Resources, Historic Preservation Office

- | | | | |
|----|---------|--|--------|
| A. | 1995144 | Historic Markers File | Modify |
| B. | 1995145 | National/State Register of Historic Places | Modify |
| C. | 1998034 | Review and Compliance | Modify |
| D. | 2017033 | Historic Markers Maintenance Files | New |

A. Recommended Modification:

Title: Historic Markers File

RDA: 1995144

Description:

This records series contains all applications, correspondence, ~~contracts,~~ agreements, manuals, ~~and purchasing and installation documents,~~ location documents. ~~and all other documentation relating to the State Historic Marker Program. These records are filed by location within county.~~

Authorized Retention:

Retain for a period of five (5) calendar years from the date a marker is installed, or ~~if not installed,~~ from the date *the application was determined ineligible* of such determination.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, legal, and archival needs.

Agency review:

The appraisal is supported by the Conservation and Natural Resources, Historic Preservation Office, Records Officer.

Justification for Modification of RDA 1995144:

A new RDA for “Historic Markers Maintenance File” is being added to this agency specific schedule. The records being removed from this description are now found under the new RDA 2017033. The records are no longer filed by location within the county, and the filing system should not be a part of the description. The retention statement is being modified to provide a clearer trigger statement.

B. Recommended Modification:

Title: National/State Register of Historic Places

RDA: 1995145

Description:

Documentation of all sites, *structures, objects and districts* in Nevada which have been placed on the National or State Register of Historic Places. Includes all applications, correspondence and other documentation for each site, *structure, object, and district* registered or applied for.

Authorized Retention:

Retain for a period of five (5) calendar years from the date *it was deregistered or determined ineligible for listing in the Register by the Nevada Board of Museums and History per NRS 381.002(4)(b) and NRS 381.002 (4)(c)*. ~~placed on register, or if not, the date of such determination.~~ Following this minimum period of retention, when no longer administratively useful, transfer to the Nevada State Library and Archives for appraisal and preservation in the State Archives.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, legal, and archival needs.

Agency review:

The appraisal is supported by the Conservation and Natural Resources, Historic Preservation Office, Records Officer.

Justification for Modification of RDA 1995145:

The agency has an administrative need to maintain these records on site for as long as the site, structure, object or district remains on the National or State Register. However, the National Park Service may deregister a historic site, structure, object or district if its integrity was lost due to demolition, inappropriate renovation, fire, or a natural disaster. Alternatively, the Nevada Board of Museums and History, under the authority of NRS Chapter 383.002, may determine in a public meeting that a historic site, structure, object, or district is not eligible for the National or State Register. The agency has no further need for records from deregistered properties and resources that were deemed by the Board to be ineligible for either the National or State Register.

C. Recommended Modification:

Title: Review and Compliance

RDA: 1998034

Description:

This records series documents compliance with federal requirements for eligibility and project effect. (~~Title 16 U.S.C. Sub Chap II, 470e and 470f~~ ***Title 54 U.S.C. 306108***). Files will include a transmittal letter from the federal agency involved, an accompanying map or other supporting project information, and a response letter.

Authorized Retention:

~~Retain for a period of twelve (12)~~ ***Retain for five (5)*** calendar years ***after the fulfillment of all terms of the project or from the date of last action, whichever is later.*** ~~from the date of a submittal to the awarding agency the single or last expenditure report for the period involved.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Conservation and Natural Resources, Historic Preservation Office, Records Officer.

Justification for Modification of RDA 1998034:

At the time of creation of the record series, the retention period was three calendar years from the day the grantee submitted the last expenditure. This retention period proved to be too short based on the amount of requests and need to access the files. The retention was extended to 12 years so a more reasonable time from could be assessed. Based on current administrative needs and the fact that the records are now scanned making the accessibility much easier, we are recommending a five year retention period. The five year period exceeds the three year federal requirement and aligns with the retention period for the other records on the agency specific schedule.

D. Recommended New RDA:

Title: *Historic Markers Maintenance Files*

RDA: 2017033

Description:

This records series contains all contracts, purchasing and installation documents, and related correspondence.

Authorized Retention:

Retain for a period of five (5) calendar years from the date the marker was removed.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Conservation and Natural Resources, Historic Preservation Office, Records Officer.

Justification for New RDA 2017033:

The agency has an administrative need to retain the maintenance records regarding the historic markers on site for as long as the marker is installed. The remaining documents detailing the history of the marker can be sent to State Archives five years after installation (See RDA 1995144). State Archives has determined that the maintenance records do not have archival value.

Discussion and Vote:

This item was approved as presented. The motion was made by Alisanne Maffei and the second was by Maureen Martinez. The vote was unanimous.

8: General Records Retention Schedule

A.	2006059	Licensing: Professional and Occupational Licensing	Discuss/ Modify
B.	2017037	Cardholder Data (PCI)	New
C.	2017038	Payment Card Industry (PCI)-Audit Logs	New

A. For Committee Discussion and Possible Modification:

Title: Licensing: Professional and Occupational Licensing

RDA: 2006059

Description:

These records document the process and monitoring of individuals receiving professional and occupational licenses, certification, registration and similar functions from a licensing agency. The record may consist of, but is not limited to: original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Authorized Retention:

Retain these records for a period of thirty (30) calendar years from the expiration, termination, suspension or revocation of the license.

Recommended Disposition:

Destroy Securely

Committee review:

The Committee wished to discuss the professional/occupational licensure 30 year retention. State Records sent out any material relating to RDA 2006059 Licensing: Professional and Occupational Licensing to the Boards and Commissions in regards to why the retention period is 30 years and asked for a response as to if they felt the time period was too long. Staff has provided the agency's responses and the contact information of the respondent. Staff has researched the appraisals for all of the Agencies with retention schedules that have RDA's for licensure.

B. Recommended New:

Title: *Cardholder Data (PCI)*

RDA: 2017037

Description:

This record series consists of cardholder data obtained from customers to complete financial transaction. The agency processes and/or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. Cardholder data contains customer primary account number, cardholder name, service code, and card expiration date. That is authorize electronic payments. (See NRS Chapter 603A.215 and Payment Card Industry (PCI) Data Security Standard (DSS) 3.1 to 3.7.

Authorized Retention:

Retain until authorization of transaction.

Recommended Disposition:

Destroy Securely

Justification for New RDA 2017037

Any agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) to comply with certain security standards to prevent cardholder data theft.

In accordance with Payment Card Industry (PCI) Data Security Standard (DSS) 3.2: Storage of Cardholder data after authorization is prohibited. This data is very valuable to malicious individuals as it allows them to generate counterfeit payment cards and create fraudulent transactions.

This series contains confidential information and must be destroyed securely.

C. Recommended New:

Title: *Payment Card Industry (PCI)-Audit Logs*

RDA: 2017038

Description:

This record series consists of audit logs created to document compliance with PCI Data Security Standards. Logging mechanisms and the ability to track user activities are critical in preventing, detecting, or minimizing the impact of a data compromise. The presence of logs in all environments allows thorough tracking, alerting, and analysis when something does go wrong. (See Payment Card Industry (PCI) Data Security Standard (DSS) 10.7, NRS 603A.215)

Authorized Retention:

One (1) fiscal year from the end of the fiscal year in which the log was created with a minimum of three (3) months immediately available for analysis (for example, online, archived, or restorable from backup).

Recommended Disposition:

Destroy Securely

Justification for New RDA 2017038

Per Payment Card Industry (PCI) Data Security Standard (DSS) 10.7: Retaining logs for at least a year allows for the fact that it often takes a while to notice that a compromise has occurred or is occurring, and allows investigators sufficient log history to better determine the length of time of a potential breach and potential system(s) impacted. By having three months of logs immediately available, an entity can quickly identify and minimize impact of a data breach.

This series contains confidential information and must be destroyed securely.

Discussion and Vote:

This item was taken out of order and was tabled to February's agenda by the Chair Scott Anderson in order to have comments from committee member Sarah Bradley who was unable to attend January's meeting, regarding RDA 2006059. In addition, the Chair wanted to get feedback from additional agencies other than DMV regarding the proposed new RDAs 2017137 and 2017138 and the impact the RDAs could have on their agencies.

9: Nevada Department of Transportation

A.	2014031	Construction Contract: Contract Form (Administrative)	Modify
B.	2014032	Construction Contract: Work Management and Resource Files (Administrative)	Modify
C.	2014058	Facilities Construction Contract: Contract Form (Administrative)	Modify
D.	2014059	Facilities Construction Contract: Work Management and Resource Files (Administrative)	Modify
E.	2014070	General Project Files (Administrative)	Modify
F.	2014073	Geotechnical Reports and Memoranda (Environmental)	Modify
G.	2014088	Maps, Diagrams, and Surveys Historical (Administrative)	Modify
H.	2014090	Materials Testing - Reports, Certifications and Classifications (Administrative)	Modify
I.	2014117	Property Acquisition – Historical (Land Management)	Modify
J.	2014124	Quality Based Procurement: Agreement Files (Non Federally Funded) (Administrative)	Modify
K.	2014131	Rejected or Cancelled Construction and Facility Construction Contracts (Administrative)	Modify
L.	2014147	Special Reports (Administrative)	Modify
M.	2014151	State Lands Property Management (Land Management)	Modify
N.	2017044	Records Retention Schedule	New
O.	2014028	Construction Contract: “As Built” Plan Sets (Administrative)	Delete
P.	2014029	Construction Contract: Certified Payroll Reports (Administrative)	Delete

Q.	2014030	Construction Contract: Contract Approvals (Administrative)	Delete
R.	2014056	Facilities Construction Contract: “As Built” Plan Sets (Administrative)	Delete
S.	2014057	Facilities Construction Contract: Contract Approvals (Administrative)	Delete
T.	2014080	Historical Reports (Administrative)	Delete
U.	2014212	Quality Based Procurement: Agreement Files (Federally Funded) (Administrative)	Delete
V.	2014126	Quality Based Procurement: RFA, RFI, RFQ or RFP – Unsuccessful Proposals (Administrative)	Delete
W.	2014127	Quality Based Procurement: Unsolicited Proposals – Unsuccessful (Administrative)	Delete
X.	2014168	Unsuccessful Bids for Construction or Facilities Construction Contracts (Administrative)	Delete
Y.	2014148	Standard Plans and Specifications (Administrative)	Delete

A. Recommended Modification:

Title: *Highway* Construction Contract: ~~*Permanent Files*~~ ~~Contract Form~~ (Administrative)
TRDA: 2014031

Description:

These files comprise the permanent records of a road and/or bridge construction project and may include, but are not limited to: as-built plan sets, executed contract, contractor’s proposal, and change orders. These records comprise the Contract Form including: “Contract Form”, “Special Provisions”, “Plans”, “Invitation to Bid” and “Contractor’s Proposal”. This series also applies to specialty agreements agreement files (e.g. Design Build, CMAR, P3, etc.) and construction services *service* agreements *related to highway construction projects.*

Authorized Retention:

Transfer to NDOT Records Management at or before final pay. ~~Retain for seven (7) calendar years from the date of final pay of the contract.~~

Recommended Disposition:

Permanent. *Held by Agency.* ~~Transfer to NDOT Records Management at, or before, final pay. Transfer to State Archives after retention. Caution: some of the documents within this record series may be considered a “Restricted Record” in accordance with the 2003 Homeland Security Act.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014031:

These revisions combine all highway construction contract records that require permanent retention into one record series, and adjust the retention and disposition language to meet the agency’s administrative needs. These records document the construction of roads and bridges, and are

referenced regularly by department staff for ongoing projects. They have permanent value to the department for research and administrative needs.

B. Recommended Modification:

Title: *Highway* Construction Contract: Work Management and Resource Files (Administrative)
TRDA: 2014032

Description:

These ~~records~~ *files* are comprised of the working records of a *road and/or bridge construction* contract and may include, but are not limited to: project release documents, contractor bulletin, and award and NTP documents, ~~construction diaries~~, field reports, payment documentation, claims correspondence, general correspondence, etc. This series also applies to specialty agreements and ~~construction services~~ *service* agreements *related to highway construction projects*.

Authorized Retention:

Transfer to NDOT Records Management at or before final pay. Retain for a period of seven (7) calendar years from the date of final pay of the contract. ~~Transfer to NDOT Records Management at the time of production. Retain at the Department as long as administratively useful.~~

Recommended Disposition:

~~Destroy or destroy securely. : Transfer to NDOT Records Management at, or before, final pay. Destroy after retention. Caution: some of the documents within this record series may be considered a "Restricted Record" in accordance with the 2003 Homeland Security Act and/or contain confidential information. Review all files to determine the need for secure destruction.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014032:

These revisions combine all of the non-permanent highway construction contract records that require the seven years retention into one record series. This retention period meets the agency's administrative needs, and seven years from final pay is sufficient for audit and legal purposes.

C. Recommended Modification:

Title: Facilities Facility Construction Contract: Permanent Files Contract Form (Administrative)
TRDA: 2014058

Description:

These *files comprise the long-term records of a facility construction project and may include, but are not limited to: as-built plan sets, executed contract, contractor's proposal, and change orders.* records comprise the "Contract Form" including: "Contract Form" (or agreement) "Scope of Work", "Plans", "Invitation to Bid" and "Contractor's Proposal". *This series also applies to specialty agreements and service agreements related to facility construction projects.*

Authorized Retention:

~~*Transfer to NDOT Records Management at or before final pay. Retain for three (3) calendar years from the date the facility was abandoned, sold, demolished or otherwise vacated.*~~

Recommended Disposition:

~~*Permanent. Held by Agency. Destroy securely. Caution: some of the documents within this record series may be considered a "Restricted Record" in accordance with the 2003 Homeland Security Act.*~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014058:

These revisions combine all facility construction contract records that require permanent retention into one record series, and adjust the retention and disposition language to meet the agency's administrative needs. These records document the construction of maintenance stations and other NDOT facilities, and are referenced by department staff for new construction even after a facility is gone, to review prior work done on the property, identify the locations of utility lines, etc. They have permanent value to the department for research and administrative needs.

D. Recommended Modification:

Title: ~~Facilities~~ *Facility* Construction Contract: Work Management and Resource Files (Administrative) **TRDA:** 2014059

Description:

These ~~records~~ *files* are comprised of the working records of a *facility construction* contract and may include, but are not limited to: project release documents, *and* award ~~and NTP~~ documents, ~~construction diaries,~~ field reports, payment documentation, claims correspondence, general correspondence, etc. *This series also applies to specialty agreements and service agreements related to facility construction projects.*

Authorized Retention:

~~*Transfer to NDOT Records Management at or before final pay. Retain for a period of seven (7) calendar years from the date of final pay of the contract.*~~

Recommended Disposition:

~~Destroy or destroy securely. Transfer to NDOT Records Management at, or before, final pay. Destroy after retention. Caution: some of the documents within this record series may be considered a "Restricted Record" in accordance with the 2003 Homeland Security Act and/or contain confidential information. Review all files to determine the need for secure destruction.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014059:

These revisions combine all of the non-permanent facilities construction records that require the seven years retention into one record series. This retention period meets the agency's administrative needs, and is sufficient for audit and legal purposes.

E. Recommended Modification:

Title: General Project Files (Administrative)

TRDA: 2014070

Description:

These records pertain to overall projects that are not specific to a property acquisition, construction contract, or other project-related records specified in this schedule.

Authorized Retention:

Retain for a period of seven (7) calendar years from the date when the project was completed, cancelled, rejected, withdrawn or administratively stopped.

Note: If a general file is transitioned to a property acquisition, construction contract or other project specified in this schedule, the general project file will assume the retention and disposition schedule of the specified project.

Recommended Disposition:

~~Destroy or destroy securely. Transfer to NDOT Records Management at, or before, completion cancellation, rejection or withdrawal. Destroy after retention. Caution: some of the documents within this record series may be considered a "Restricted Record" in accordance with the 2003 Homeland Security Act and/or contain confidential information. Review all files to determine the need for secure destruction.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014070:

These revisions make the retention and disposition language consistent with the updated verbiage for related categories.

F. Recommended Modification:

Title: Geotechnical Reports and Memoranda (Environmental)

TRDA: 2014073

Description:

These records are geotechnical reports and memoranda including supporting documentation.

Authorized Retention:

Retain *permanently* ~~three (3) calendar years from the date of production or last use.~~

Recommended Disposition:

Permanent. *Held by Agency.* ~~Transfer to Records Management one (1) year after the date of production or last use. Transfer to State Archives after the remaining retention.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014073:

These revisions adjust the retention and disposition language to meet the agency’s administrative needs. These records document the geotechnical inspections and field explorations conducted for transportation related projects. They have permanent value to the department for research, legal and administrative use.

G. Recommended Modification:

Title: Maps, Diagrams, and Surveys – Historical (Administrative)

TRDA: 2014088

Description:

These records are maps, surveys and related documents (*including aerial maps and surveys*) that record *information relating to* the history of *state* roads and transportation projects, *including but not limited to*: access roads, road alignments, mileposts, plats, radio sites, utility locations, and material sites (both public and private).

Authorized Retention:

Retain permanently these records for a period of ten (10) calendar years from the date of production or last use.

Recommended Disposition:

Permanent. *Held by Agency.* ~~Transfer to NDOT Records management after one (1) calendar year from the date of production or last use. Transfer to State Archives after retention. Caution: some of the documents within this record series may be considered a “Restricted Record” in accordance with the 2003 Homeland Security Act.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014088:

These revisions adjust the retention and disposition language to meet the agency’s administrative needs. These records are referenced by department staff for ongoing projects. They have permanent value to the department for research and administrative use.

H. Recommended Modification:

Title: Materials Testing - Reports, Certifications and Classifications (Administrative)

TRDA: 2014090

Description:

These records document the testing of materials and the final report, certification or classification of materials.

Authorized Retention:

Retain *permanently* these records for a period of three (3) calendar years from the date of production or last use.

Recommended Disposition:

Permanent. *Held by Agency.* Transfer to NDOT Records management after one (1) calendar year from the date of production or last use. Transfer to State Archives after retention.

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014090:

These revisions adjust the retention and disposition language to meet the agency’s administrative needs. These records document the testing, analysis and certification of construction materials and soils used on transportation projects. They have permanent value to the department for research, legal and administrative use.

I. Recommended Modification:

Title: Property Acquisition—~~Historical~~ (Land Management)

TRDA: 2014117

Description:

These records document the acquisition of real property (or use of property) for transportation related projects and include, but are not limited to: conveyance documents; title documents; condemnation proceeding documentation; maps and plats; and related documents.

Authorized Retention:

Retain *permanently* for seven (7) calendar years from the date of production or last use.

Recommended Disposition:

Permanent. *Held by Agency.* Transfer to NDOT Records Management at or before one (1) calendar year from the date of production or last use. Transfer to State Archives after retention.

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014117:

These revisions adjust the retention and disposition language to meet the agency’s administrative needs. These records document the land acquisition activities for transportation projects. They have permanent value to the department for research, legal and administrative use.

J. Recommended Modification:

Title: Quality Based Procurement: Agreement Files (~~Non Federally Funded~~) (Administrative)

TRDA: 2014124

Description:

These *files comprise the* records *for agreements and* may *include* ~~contain~~, but are not limited to:; the *agreement*, successful proposal; agreement; amendments, *proposals*, and task orders; agreement-related general correspondence; Review Ranking Spreadsheet; Form 2A; and payment *documentation* vouchers for quality-based procurement.

Note: these files are not to be confused with specialty agreements for highway or facility construction projects (e.g. Design Build, CMAR, P3, etc.) or service agreements related to construction; see TRDAs 2014031, 2014032, 2014058 and 2014059.

Authorized Retention:

Transfer to NDOT Records Management at or before the close of the agreement. Retain for seven (7) calendar years from the date of ~~final audit or agreement~~ *termination close or final pay of the last project (EA) associated with the agreement*, whichever is later.

Recommended Disposition:

~~Destroy or destroy securely. Transfer to NDOT Records Management at, or before, Agreement execution. Destroy after retention. Caution: some of the documents within this record series may be considered a "Restricted Record" in accordance with the 2003 Homeland Security Act and/or contain confidential information. Review all files to determine the need for secure destruction.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014124:

These revisions combine all of the agreement records, regardless of Federal or State funding sources, into one record series. This retention period meets the agency's administrative needs, and is sufficient for audit and legal purposes

K. Recommended Modification:

Title: Rejected or Cancelled Construction and Facility Construction Contracts (Administrative)
TRDA: 2014131

Description:

These records contain all of the documents for a construction contract to the point the contract is cancelled, rejected, withdrawn or administratively stopped.

Authorized Retention:

Retain for seven (7) calendar years from the date ~~when~~ the project was cancelled, rejected, withdrawn or administratively stopped.

Recommended Disposition:

~~Destroy or Destroy Ssecurely: Transfer to NDOT Records Management at, or before, final pay. Destroy after retention. Caution: some of the documents within this record series may be considered a "Restricted Record" in accordance with the 2003 Homeland Security Act and/or contain confidential information. Review all files to determine the need for secure destruction.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014131:

These revisions make the retention and disposition language consistent with the updated verbiage for related categories.

L. Recommended Modification:

Title: Special Reports (Administrative)

TRDA: 2014147

Description:

These ~~reports records~~ document the *routine and/or* special *request narrative and statistical* reports produced *on an annual, semi-annual biennial or periodic basis* as *required by law or regulation or as* directed by the legislature, ~~a court, a regulatory agency,~~ the Federal Government, the Governor, *a regulatory agency or a court order* administrator/ manager, etc. ~~The files may contain, but are not limited to: reports plus direct supportive documents and related correspondence.~~

Authorized Retention:

Retain *permanently* ~~for three (3) calendar years from the completion of the report.~~

Recommended Disposition:

Permanent. *Held by Agency.* ~~Transfer to NDOT Records Management at, or before, one (1) year. Transfer to State Archives after the remaining retention.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014147:

These revisions combine all of the *special* reports produced by the department that require permanent retention into one record series, clarify the types of reports included, and adjust the retention and disposition language to meet the agency's administrative needs. This record series includes the reports required by NRS 408.203 (Highway Preservation), AB 595 reporting (Performance Management), annual reports to the Federal Highway Administration, and other special reports as required by law. These reports are referenced by department staff for planning purposes, and have permanent value to the department for research and administrative needs.

M. Recommended Modification:

Title: State Lands Property Management (Land Management)

TRDA: 2014151

Description:

These records document the use, maintenance, and monitoring of state lands placed in the custody and/or care of the Department (See NRS 321.003). The ~~files record~~ may include, but ~~are is~~ not limited to: maps, blueprints, diagrams, ~~etc.;~~ photographs, ~~etc.;~~ *and* related correspondence.

Authorized Retention:

Retain *permanently* for three (3) calendar years from the disposition of the property or when custody is transferred.

Recommended Disposition:

Permanent. *Held by Agency.* ~~Transfer to NDOT Records Management at, or before, one (1) year from disposition. Transfer to State Archives after the remaining retention.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Modification of TRDA 2014151:

These revisions adjust the retention and disposition language to meet the agency's administrative needs. These records document the rights associated with public land for transportation related projects. They have permanent value to the department for research, legal and administrative use.

N. Recommended New:

Title: *Records Retention Schedule*

TRDA: 2017044

Description:

This schedule is a listing of approved dispositions for official state records in the legal custody of the Agency, and the minimum retention periods that are established to satisfy the administrative, fiscal, legal and historical requirements for each record series.

Authorized Retention:

Retain for five (5) calendar years after the schedule is superseded.

Recommended Disposition:

Permanent. Transfer to State Archives.

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for New of TRDA 2017044:

NDOT maintains its own schedule for the retention and disposition of all records in its custody, in accordance with NRS 239.085. This proposed change adds the NDOT records retention schedule as a new record series with an assigned TRDA number, which is consistent with current practices for the agency-specific schedule. The proposed retention and disposition are the same as the requirements for NSLAPR Archives and Records, RDA 1992435 Records Retention Schedule.

O. Recommended Deletion:

Title: ~~Construction Contract: "As Built" Plan Sets (Administrative)~~

TRDA: 2014028

Description:

~~These records comprise “As-Built” plan sets for construction contracts. This series also applies to specialty agreement files (e.g. Design Build, CMAR, P3, etc.) and construction services agreements.~~

Authorized Retention:

~~Retain for seven (7) calendar years from the date of final pay of the contract.~~

Recommended Disposition:

~~Permanent. Transfer to NDOT Records Management at, or before, final pay. Transfer to State Archives after retention. Caution: some of the documents within this record series may be considered a “Restricted Record” in accordance with the 2003 Homeland Security Act.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014028:

These records are covered under TRDA 2014031, above.

P. Recommended Deletion:

Title: ~~Construction Contract: Certified Payroll Reports (Administrative)~~ **TRDA:** 2014029

Description:

~~These records consist of reports from contractors and sub-contractors for construction projects (both highway construction and facilities construction) documenting compliance with State and Federal regulations.~~

Authorized Retention:

~~Retain for seven (7) calendar years from the date of final pay of the contract.~~

Recommended Disposition:

~~Destroy securely.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014029:

These records are now covered under TRDA 2014032, above.

Q. Recommended Deletion:

Title: ~~Construction Contract: Contract Approvals (Administrative)~~ **TRDA:** 2014030

Description:

~~These records comprise the approvals to advertise and award construction contracts and may include but are not limited to: approval to advertise (processing memo) or FHWA; approval and concurrence to award correspondence; enterprise approval (DBE/SBE memo); Qualified Product List and change order approvals.~~

Authorized Retention:

Retain for seven (7) calendar years from the date of final pay of the contract.

Recommended Disposition:

Permanent: Transfer to NDOT Records Management at, or before, final pay. Transfer to State Archives after retention. Caution: some of the documents within this record series may be considered a “Restricted Record” in accordance with the 2003 Homeland Security Act.

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014030:

The records grouped in this series are covered under TRDAs 2014031 and 2014032, above. Change orders have permanent administrative value to the department (2014031). The “approval” documents comprise part of the “work management” file (2014032) and do not have permanent value; 7 years from final pay is sufficient for administrative, audit and legal purposes.

R. Recommended Deletion:

Title: ~~Facilities Construction Contract: “As-Built” Plan Sets (Administrative)~~ **TRDA:** 2014056

Description:

~~These records comprise “As-Built” plan sets for facilities construction contracts. This series also applies to specialty agreement files (e.g. Design Build, CMAR, P3, etc.) and construction services agreements.~~

Authorized Retention:

Retain for seven (7) calendar years from the date of final pay of the contract.

Recommended Disposition:

Destroy securely. Transfer to NDOT Records Management at, or before, final pay. Caution: some of the documents within this record series may be considered a “Restricted Record” in accordance with the 2003 Homeland Security Act and/or contain confidential information.

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014056:

These records are covered under TRDA 2014058, above. (These records have permanent administrative value to the department; the retention of 7 years was incorrect in the previous schedule.)

S. Recommended Deletion:

Title: ~~Facilities Construction Contract: Contract Approvals (Administrative)~~ **TRDA:** 2014057

Description:

~~These records comprise the approvals to advertise and award construction contracts and may include but are not limited to: approval to advertise (processing memo); approval and concurrence to award correspondence; enterprise approval (DBE/SBE memo); “Qualified Product Lists” and change order approvals.~~

Authorized Retention:

~~Retain three (3) calendar years from the date the facility was abandoned, sold, demolished or otherwise vacated.~~

Recommended Disposition:

~~Permanent. Transfer to NDOT Records Management at, or before, final pay. Transfer to State Archives after retention. Caution: some of the documents within this record series may be considered a “Restricted Record” in accordance with the 2003 Homeland Security Act.~~

Agency review:

~~The appraisal is supported by the Nevada Department of Transportation, Records Officer.~~

Justification for Deletion of TRDA 2014057:

~~The records grouped in this series are covered under TRDAs 2014058 and 2014059, above. Change orders have permanent administrative value to the department (2014058). The “approval” documents comprise part of the “work management” file (2014059) and do not have permanent value; 7 years from final pay is sufficient for administrative, audit and legal purposes.~~

T. Recommended Deletion:

Title: ~~Historical Reports (Administrative)~~

TRDA: 2014080

Description:

~~This record series documents the narrative and statistical reports such as: annual, semi-annual and biennial reports; reports required by statute or regulation; formal reports, or reports produced on a regular basis.~~

Authorized Retention:

~~Retain this record series for a period of three (3) calendar years from the date of production or last use.~~

Recommended Disposition:

~~Permanent. Transfer to NDOT Records management after one (1) calendar year from the date of production or last use. Transfer to State Archives after retention.~~

Agency review:

~~The appraisal is supported by the Nevada Department of Transportation, Records Officer.~~

Justification for Deletion of TRDA 2014080:

~~These records are covered under TRDA 2014147.~~

U. Recommended Deletion:

Title: ~~Quality Based Procurement: Agreement Files (Federally Funded) (Administrative)~~
~~TRDA: 2014212~~

Description:

~~These records may contain, but are not limited to, the successful proposal; agreement; amendments and task orders; agreement related general correspondence; Review Ranking spreadsheet; Form 2A and payment vouchers for quality based procurement.~~

Authorized Retention:

~~Retain for seven (7) calendar years from the date of final pay of the last project (EA) associated with the agreement.~~

Recommended Disposition:

~~Destroy or destroy securely. Transfer to NDOT Records Management at Agreement execution. Destroy after retention. Caution: some of the documents within this record series may be considered a "Restricted Record" in accordance with the 2003 Homeland Security Act and/or contain confidential information. Review all files to determine the need for secure destruction.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014212:

These records are now covered under TRDA 2014124, above.

V. Recommended Deletion:

Title: ~~Quality Based Procurement: RFA, RFI, RFQ or RFP – Unsuccessful Proposals~~
~~(Administrative) TRDA: 2014126~~

Description:

~~Unsuccessful proposals and any related documents associated with unsuccessful proposals, including documentation regarding denied award disputes.~~

Authorized Retention:

~~Retain for a period of one (1) calendar year from the date of submittal.~~

Recommended Disposition:

~~Destroy or destroy securely. Caution: some of the documents within this record series may be considered a "Restricted Record" in accordance with the 2003 Homeland Security Act and/or contain confidential information. Review all files to determine the need for secure destruction.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014126:

These records are now covered under TRDA 2014124, above.

W. Recommended Deletion:

Title: ~~Quality Based Procurement: Unsolicited Proposals — Unsuccessful (Administrative)~~
TRDA: 2014127

Description:

~~Unsolicited proposals that are not converted into an NDOT project or contract (successful, unsolicited proposals will become part of a project or contract file).~~

Authorized Retention:

~~Retain for ten (10) calendar years from date of submittal.~~

Recommended Disposition:

~~Destroy securely. Caution: some of the documents within this record series may be considered a “Restricted Record” in accordance with the 2003 Homeland Security Act and/or contain confidential information.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014127:

Unsolicited proposals that are not converted into a project or contract are non-records.

X. Recommended Deletion:

Title: Unsuccessful Bids for Construction or Facilities Construction Contracts (Administrative)
TRDA: 2014168

Description:

~~These records are the unsuccessful bid packages for construction and facilities construction contracts.~~

Authorized Retention:

~~Retain until execution (or rejection/cancellation) of contract.~~

Recommended Disposition:

~~Destroy. Return or release bid bond to contractor before destruction.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014168:

These records are now covered under TRDAs 2014032 and 2014059.

Y. Recommended Deletion:

Title: ~~Standard Plans and Specifications (Administrative)~~

TRDA: 2014148

Description:

~~Records related to the development and publication of Standard Plans and Standard Specifications for Road and Bridge Construction.~~

Authorized Retention:

~~Retain at the Department as long as administratively useful.~~

Recommended Disposition:

~~Permanent. Transfer each publication to State Archives at the time of publication.~~

Agency review:

The appraisal is supported by the Nevada Department of Transportation, Records Officer.

Justification for Deletion of TRDA 2014148:

Standard Plans and Standard Specifications for road and bridge construction projects are published periodically by the department. These are (non-record) publications, archived at the State Publications Distribution Center.

Discussion and Vote:

This item was approved as amended. The amendment was made to item 9b under the “authorized retention”, it was changed to read “Transfer to NDOT Records Management at or before final pay. Retain for seven (7) calendar years from the date of final pay of the contract.” The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

10: Discuss future agenda items:

Sara informed the committee that we already have full agendas for the next few meetings. There will be items for Veterans services, State Fire Marshal, Board of Medical Examiners, Health Care Finance Policy, Corrections and Labor Commissioner. Also she let the committee know that March will be exclusively NDOT since they have a lot more changes to their schedule.

11: Public Comment

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

- Sara Martel informed the committee that State Records has acquired Versatile Retention, a new software that will help with retention schedule research and development. It will be made available to the committee members as well as the state agency Records Officers. Additionally Sara informed the committee about a migration of online storage from the old platform Application Extender to the new one Onbase. The state agencies have an opportunity to migrate to Onbase with State Records and avoid startup cost, like initial software purchase cost, by only having to purchase a right or seat license to use the service. Migrating to Onbase with State Records is a great cost saving for any agency that is looking to store records digitally.

12: Determine time of next meeting

- The next meeting will be held February 14, 2018 at 1:15 pm in the Nevada State Library and Archives Board room.

13: Adjourn

The meeting was adjourned at 2:43 pm with the motion made by the Chair Scott Anderson. The vote was unanimous.