



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
**NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS**  
**100 N. Stewart Street**  
**Carson City, Nevada 89701**  
**(775) 684-3411 \* Fax (775) 684-3426 \* TDD (775) 687-8338**

**The Committee to Approve Schedules for the Retention  
and Disposition of Official State Records**

**Meeting Notice**

**DATE:** February 14, 2018  
**TIME:** 1:15 p.m.  
**LOCATION:** Nevada State Library and Archives Building  
Board Room  
100 North Stewart Street  
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**Agenda**

- 1. Call to Order, Welcome, Roll Call**
- 2. Public Comment**  
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020).
- FOR POSSIBLE ACTION 3. Review, correct, if necessary, and approve the minutes from the January 10, 2018 meeting**
- FOR POSSIBLE ACTION 4. Business and Industry, Insurance Division**
  - A. RDA 1994122: Companies Section: Domestic Insurance Companies**
  - B. RDA 1999121: Examination Work Papers (Non-Domestic Companies)**
  - C. RDA 1994107: Property, Casualty and Surety Filings**
  - D. RDA 2002018: Worker's Comp Securities Transfers**

- E. RDA 1994123: Companies Section: Examiners Billings
- F. RDA 1994105: Life and Health Section Filings
- G. RDA 1994121: Companies Section: Annual Statements – Domestic Insurance Company
- H. RDA 1994091: Risk Retention Filings
- I. RDA 2017032: Licensing Records
- J. RDA 1994119: Companies Section: Annual Statements – Foreign
- K. RDA 1994108: Rate Service Organization Filings
- L. RDA 1994092: Surplus Lines Examination Work Papers
- M. RDA 1999122: Surplus Lines Affidavits and Amendments

**FOR POSSIBLE ACTION**

**5. Business and Industry, Insurance Division, Legal & Enforcement Section**

- A. RDA 1994096: Claims and Legal Records of Defunct Insurance Companies
- B. RDA 2010001: Disciplinary Actions Database
- C. RDA 2017042: Final Administrative Actions

**FOR POSSIBLE ACTION**

**6. Department of Business and Industry, Office of the Labor Commissioner**

- A. RDA 2004264: Administrative Hearings Files
- B. RDA 1992445: Escheated Files
- C. RDA 2000026: Prevailing Wage Survey
- D. RDA 2005012: Private Employment Agency Files
- E. RDA 1992457: Producer/Promoter Permits
- F. RDA 1992454: Rejected or Canceled Private Employment Agencies Files
- G. RDA 2004263: Wage Claim Files
- H. RDA 2017035: General Complaints
- I. RDA 2017036: Public Works Projects Administrative Hearings and Litigation Files
- J. RDA 2004265: Finaled Public Works Files
- K. RDA 1992448: Project Audits
- L. RDA 1992441: Apprenticeship Actions
- M. RDA 1992442: Apprenticeship Appeals Files
- N. RDA 2005013: Apprenticeship Files

O. RDA 1992439: Completed  
Apprentice Files

**FOR POSSIBLE ACTION**

7. **Veteran's Services: Office**  
A. RDA 1993176: Cemetery Land Documents  
B. RDA 1993177: Individual Ward Files

**FOR POSSIBLE ACTION**

8. **General Schedule**  
A. RDA 2006059: Licensing: Professional and Occupational Licensing  
B. RDA 2017037: Payment Card Industry (PCI)-Cardholder Data  
C. RDA 2017038: Payment Card Industry (PCI)-Audit Logs

9. **Discuss future agenda items (Discussion Only)**  
NDOT (March Meeting)  
State Fire Marshall  
Health and Human Services, HCFP  
Department of Corrections  
Attorney General's Office

10. **Public Comment**  
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

**FOR POSSIBLE ACTION**

11. **Confirm time of next meeting**  
Next meeting scheduled for March 14, 2018

**FOR POSSIBLE ACTION**

12. **Adjourn**

## General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify State Records in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email [aaguilera@admin.nv.gov](mailto:aaguilera@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 State Records 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, Archives and Public Records 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 Adan Aguilera at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 [adan.aguilera@admin.nv.gov](mailto:adan.aguilera@admin.nv.gov)

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

Nevada State Library, Archives and Public Records  
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  
7060 Windmill Ln  
Las Vegas, NV 89113

NSLAPR 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.