



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: March 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 February 14, 2018 meeting**
- FOR POSSIBLE ACTION 4. Business and Industry, Insurance Division**
 - A. RDA 1994121: Companies Section: Annual Filings – Domestic Company
- FOR POSSIBLE ACTION 5. General Schedule**
 - A. RDA 2010034: Administrative: Correspondence Files Official
 - B. RDA 2002106: Administrative: Organizational Charts

- C. RDA 2004171: Administrative: PIO Records
- D. RDA 2015013: Administrative: Public Records Requests
- E. RDA 2001065 Budget: Performance Indicators Files
- F. RDA 2010047: Fiscal: Tax Abatement Records
- G. RDA 1995122: Legal: Policies and Standards
- H. RDA 2000047: Legal: Rule Making Files

FOR POSSIBLE ACTION

- 6. **Nevada Department of Transportation**
 - A. TRDA 2014005: Adopt/Sponsor-a-Highway Records (Administrative)
 - B. TRDA 2014048: Environmental Protection Records (Environmental)
 - C. TRDA 2014052: Estimates, Projections and Model Outputs (Administrative)
 - D. TRDA 2014086: Local Public Agency (LPA) Project Files (Administrative)
 - E. TRDA 2014105: Reports to Other Public Bodies (Administrative)
 - F. TRDA 2014117: Property Acquisition–Historical (Land Management)
 - G. TRDA 2014153: Structural Design, Inspection, Maintenance and Testing Records (Administrative)
 - H. TRDA 2014211: Maintenance Crew and Permit Inspection Diaries (Administrative)
 - I. TRDA 2014213: Work Orders and Incident Report Forms (Administrative)
 - J. TRDA 2017022: Permit Files – Permanent Installations (Land Management)
 - K. TRDA 2018004: Project Programming Permanent Files (Budget)
 - L. TRDA 2018005: Project Programming Work Management Files (Budget)
 - M. TRDA 2014218: Public Records Request: Request Log (Administrative)
 - N. TRDA 2014119: Public Records Request: File Denied (Administrative)
 - O. TRDA 2014102: Performance Audit – Agency Copy (Administrative)

- 7. **Discuss future agenda items (Discussion Only)**
 - State Fire Marshal
 - Health and Human Services, HCFP
 - Department of Corrections
 - Attorney General's Office
 - Agriculture

8. Public Comment
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FOR POSSIBLE ACTION

9. Confirm time of next meeting
Next meeting scheduled for April 11, 2018

FOR POSSIBLE ACTION

10. 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 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 (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

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

As required by [NRS 232.175](#):
<https://notice.nv.gov/> Under the Department of Administration, State Records Committee.