



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: April 11, 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 March 14, 2018 meeting**
- FOR POSSIBLE ACTION** **4. Conservation and Natural Resources, State Parks**
 - A. RDA 2014179: Exhibits: Accession Records
 - B. RDA 2014181: Exhibits: Loan/Transaction Records
 - C. RDA 2014177: Park and Facility Inspection Records
 - D. RDA 2014178: Permits

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. **Conservation and Natural Resources, Environmental Protection, Bureau of Corrective Actions**
 - A. RDA 2004242: Brownfields Assessment Files
 - B. RDA 2004243: Brownfields Clean-up Files
 - C. RDA 2004241: Heating Oil Files
 - D. RDA 2004226: LUST (Leaking Underground Storage Tank) Files
 - E. RDA 2004228: Petroleum Fund Claims
 - F. RDA 2004230: Superfund Site Specific Administrative Records
 - G. RDA 2004227: UST (Underground Storage Tank) Files
 - H. RDA 2004245: Voluntary Clean-up Files
 - I. RDA 2017039: Department of Defense Case Files

FOR POSSIBLE ACTION

7. **State Library, Archives, and Public Records: Archives and Records**
 - A. RDA 1990082: Exhibit Files
 - B. RDA 1992434: Records Disposition Authorization Files
 - C. RDA 1997048: Records Request
 - D. RDA 2017046: Records Center Access Authorization Forms
 - E. RDA 1992431: Records Center Accession Files
 - F. RDA 1985016: Archives Finding Aid Files
 - G. RDA 1997014: Equipment Approval Requests (M&I)
8. **Nevada Department of Transportation Update (Discussion Only)**
9. **Discuss future agenda items (Discussion Only)**

General Schedule items regarding PCI, Public Records Requests, and Occupational Licensing
Nuclear Projects
NDOT
WICHE
Dept. of Human Resource Management
State Fire Marshal
Health and Human Services, HCFP

10. Public Comment
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FOR POSSIBLE ACTION

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