



**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: May 9, 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. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

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).
- 3. Review, correct, if necessary, and approve the minutes from the March 14, 2018 meeting. [Attachment A](#)** (For possible action)
- 4. New RDAs for Agency Specific Records Retention Schedules. [Attachment B](#)** (For possible action)
- 5. Modification RDAs for Agency Specific Records Retention Schedules. [Attachment C](#)** (For possible action)
- 6. Deletion RDAs for Agency Specific Records Retention Schedules. [Attachment D](#)** (For possible action)

7. **New, Modification, and Deletion RDAs for General Records Retention Schedule.** [Attachment E](#) (For possible action)
8. **Reports from the Nevada Department of Transportation** (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**

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)
11. **Confirm time of next meeting**

Next meeting scheduled for June 13, 2018 (For possible action)
12. **Adjourn** (For possible action)

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 adan.aguilera@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 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

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Meeting Minutes for Approval

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for March 14th, 2018*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:26 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Kimberley Perondi, for Barbara K. Cegavske, Secretary of State - Present

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 - Excused

Tiffani Prentice, Department of Transportation – Present

Guests Present:

Yeraldin Deavila, Business and Industry – Division of Insurance – Present via teleconference

Rachel Bennet, Nevada Department of Transportation – Present

Kandee Bahr Worley, Nevada Department of Transportation - Present

2: Public Comment

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

- There was no public comment.

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3: Review and Approve the Minutes for February 14, 2018

- The minutes were approved as amended. An email was sent by Kathryn Etcheverria to the committee staff showing the word “six” was struck through when in fact it didn’t need to be. This was corrected during the meeting. The motion was made by Kathryn Etcheverria and the second was by Jeff Kintop. The vote was unanimous.

4: Business and Industry, Insurance Division

A. 1994121 Companies Section: Annual Filings – Domestic Company Modify

A. Recommended Modification:

Title: Companies Section: Annual Filings – Domestic Company

RDA: 1994121

Description:

These records consist of annual financial statements, associated documents, other related required filings and correspondence filed by a domestic company subject to regulation pursuant to NRS title 57.

Authorized Retention:

Retain ~~these records for a period of twenty-five (25)~~ *ten (10)* calendar years from the date the statement is received.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Business and Industry, Insurance Division’s Records Officer.

Justification for Modification of RDA 1995005:

This record series was approved for the ten year period in the February 14, 2018 meeting. Staff found an error in the wording of the retention statement. The retention statement was written as “Retain ~~these records for a period of five (5)~~ *ten (10)* calendar years from the ~~calendar year to which they pertain~~ *date the statement is received.*” The corrected retention above shows that the retention is in fact changing from twenty five (25) year retention to previously approved ten (10) year retention.

Original justification:

The National Association of Insurance Commissioners (NAIC) maintains the records and will maintain them for 10 years regardless if they are still in business or not. Changing this retention from 5 years to 10 years to align this with the National Association of Insurance Commissioners (NAIC) which retains them for 10 years. This series contains confidential information and must be destroyed securely. Certain annual filings that are captured under

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this section can be classified as confidential pursuant to Assembly Bill 83 (Section 19) (2017 Legislative Session) such as Risk-Based Capital Report (NAC 681A) and compensation schedules (AB 83 Section 19).

Discussion and Vote:

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

5: General Records Retention Schedule

A.	2010034	Administrative: Correspondence Files Official	Modify
B.	2002106	Administrative: Organizational Charts	Modify
C.	2004171	Administrative: PIO Records	Modify
D.	2015013	Administrative: Public Records Requests	Modify
E.	2001065	Budget: Performance Indicators Files	Modify
F.	2010047	Fiscal: Tax Abatement Records	Modify
G.	1995122	Legal: Policies and Standards	Modify
H.	2000047	Legal: Rule Making Files	Modify

A. Recommended Modification:

Title: Administrative: Correspondence Files Official

RDA: 2010034

Description:

Internal and external communications (letters, memos, emails, social media, etc.) to and from constitutional officers, department heads, and board or commission directors or executives regarding official actions and/or policy issues not covered by another records series RDA.

Authorized Retention:

Retain ~~these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.~~ *in which the record was created.*

Recommended Disposition:

Permanent: Transfer to State Archives.

Justification for Modification of RDA 2010034:

Changing “to which they pertain” to “in which the record was created” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event

B. Recommended Modification:

Title: Administrative: Organizational Charts

RDA: 2002106

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Description:

These records are used by an agency to chart the organization and/or lines of authority within the agency. The record may contain, but is not limited to: computer files and printouts; sketches, drawings, etc.; *and* related correspondence.

Authorized Retention:

Retain *until superseded*. ~~only as long as useful to the agency (See disposition statement).~~

Recommended Disposition:

Permanent: Transfer to State Archives.

Justification for Modification of RDA 2002106:

Changing “only as long as useful to the agency (See disposition statement).” to “until superseded” in the retention statement makes a more defined and accurate trigger event.

C. Recommended Modification:

Title: Administrative: *Public Information Officer* (PIO) Records

RDA: 2004171

Description:

These records pertain to the public relations activities of an agency, usually administered by a public information officer. The files may contain, but are not limited to: public service announcements, news releases, etc.; speeches and presentations, audio-visual material, and related correspondence.

Authorized Retention:

Retain ~~these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.~~ *in which the record was created.*

Recommended Disposition:

Permanent: Transfer to State Archives.

Justification for Modification of RDA 2004171:

Adding the complete title along with its acronym to create a clear and accurate title. Changing “to which they pertain” to “in which the record was created” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event.

D. Recommended Modification:

Title: Administrative: Public Records Requests

RDA: 2015013

Description:

Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms and response letters; legal citations for redaction or denial; orders to grant or deny request; and related correspondence. Excludes copies of the records which are the subject of the public records request.

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Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the response was completed.

Recommended Disposition:

Destroy *Securely*

Justification for Modification of RDA 2015013:

Public records request could potentially contain personal identifying information. Staff is requesting the change of the retention to Destroy Securely to align with requirements of NRS 239.010

E. Recommended Modification:

Title: Budget: Performance Indicators Files

RDA: 2001065

Description:

These records document the reported values of performance measures with definitions and corresponding internal guidelines of an agency. Some of the values are reported to the Department of Administration and printed in the Executive Budget. These records are needed to justify the reported values for a Legislative and/or an internal performance audit. The record may consist of, but is not limited to: agency policy statements and guidelines; agency definitions and outlines of performance measures; reported values of performance measures for each reporting period with supportive documentation, and; related correspondence.

Authorized Retention:

Retain ~~these records~~ for a period of six (6) fiscal years from the end of the fiscal year ~~to which they pertain.~~ *in which the record was created.*

Recommended Disposition:

Permanent: Transfer to State Archives.

Justification for Modification of RDA 2001065:

Changing “to which they pertain” to “in which the record was created” ” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event.

F. Recommended Modification:

Title: Fiscal: Tax Abatement Records

RDA: 2010047

Description:

These records document the decisions made in administering tax abatements including but not limited to: the Renewable Energy Partial Tax Abatement Program (See NRS 701A.300 to 701A.390 and adopted regulations found in R094-10); the Leadership in Energy Efficiency and Design (LEED) and Green Buildings Tax Abatement Program (See NRS 701A.110 and NAC 701A.220 to 701A.290), and; partial tax abatements issued by the Commission on Economic Development (See NRS 360.750, NRS 372.397, NRS 374.357, NRS 361.0687, NRS 363B.120 and NRS 701A.210). The

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files may contain, but are not limited to: ~~Copy of~~ pre-application and processing documentation; ~~Copy of~~ application with supportive documentation including denied and incomplete applications; ~~Redacted~~ copy of application; ~~Copy of~~ fiscal notes; ~~Copy of~~ ~~Public Hearing~~ ~~Documentation~~; ~~Copy~~ Certificate of Eligibility with associated documentation, including agreements; Abatement Certification/Verification from Department of Taxation; ~~Copy of~~ compliance determination and associated documentation; ~~T~~ermination records.

Authorized Retention:

Retain ~~these records for a period of~~ six (6) calendar years from the *end of the calendar year in which the* termination of the abatement *occurred.* ~~and then transfer the records to the State Archives.~~

Recommended Disposition:

Permanent: Transfer to State Archives.

Justification for Modification of RDA 2010047:

The addition of “end of the calendar year in which the termination of the abatement occurred.” while removing “these records”, “a period of” and “and then transfer the records to the State Archives” in the retention statement makes a more defined and accurate trigger event

G. Recommended Modification:

Title: Legal: Policies and Standards

RDA: 1995122

Description:

These records document official standards and policies created under authority of law. These are not internal policies or desk manuals which are governed by RDA 2013047. The records may include, but are not limited to: approved policies and standards.

Authorized Retention:

Retain ~~these records for a period of~~ one (1) calendar year from the *end of the calendar year in which* ~~date~~ the standard, policy or procedure was superseded.

Recommended Disposition:

Permanent: Transfer to State Archives.

Justification for Modification of RDA 1995122:

The addition of “end of the calendar year in which” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event.

H. Recommended Modification:

Title: Legal: Rule Making Files

RDA: 2000047

Description:

These records are used to develop, amend, establish, or abolish regulations (See NRS 233B Nevada Administrative Procedure Act). These records may include, but are not limited to: agency

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development records including proposals, ad hoc committee records and supportive documentation; adoption records including public hearing documentation, supportive records, etc.; reports and surveys; related correspondence.

Authorized Retention:

Retain ~~these records for a period~~ of six (6) calendar years from *end of the calendar year in which* the ~~date of~~ adoption of the regulation *occurred* or the date the proposal was abandoned.

Recommended Disposition:

Destroy Securely Permanent: Transfer to State Archives.

Justification for Modification of RDA 2000047:

The addition of “end of the calendar year in which” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event.

Discussion and Vote:

This item was approved as presented with the exception of part D. The Chair Kim Perondi expressed concern about the fiscal impact this could have on agencies. Part D was tabled for a future meeting in order for committee staff to investigate the fiscal impact on agencies now having to destroy these records securely. The motion was made by Kathryn Etcheverria and the second was by Maureen Martinez. The vote was unanimous.

6: Nevada Department of Transportation

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

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A. Recommended Modification:

Title: Adopt/Sponsor-a-Highway Records (Administrative)

TRDA: 2014005

Description:

These records document the Adopt-a-Highway program administered by PIO. Records include but are not limited to: applications, assignments and related correspondence.

Authorized Retention:

Retain until expiration of the assignment.

Recommended Disposition:

~~Destroy. Transfer to Records Management at assignment.~~

Agency review:

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

Justification for Modification of TRDA 2014005:

These revisions simplify the disposition language to be consistent with the updated verbiage in this schedule.

B. Recommended Modification:

Title: Environmental Protection Records (Environmental)

TRDA: 2014048

Description:

These records document the environmental protection of historic, natural, cultural and archeological resources and wildlife and wilderness habitats. The ~~files records~~ may *include, contain* but are not limited to: artifact files; operating agreements or permits; site investigations and reports; scientific studies of the effect of intended land use; maps, diagrams, surveys, etc. subject files including reports, correspondence, certificates and documents of a similar nature.

Authorized Retention:

Retain *permanently*. ~~for 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.~~

Agency review:

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

Justification for Modification of TRDA 2014048:

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

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C. Recommended Modification:

Title: Estimates, Projections and Model Outputs (Administrative)

TRDA: 2014052

Description:

These records document projections and model outputs created and/or conducted by the Department either on a regular, periodic or special (one-time) manner to support the administrative and planning functions of the Department, ~~and may or may not result~~*ing* in a final report. The files may contain, but are not limited to: formal estimates (not including project related engineer's estimates), projections *and/or* model outputs ~~plus any direct supporting documentation; related correspondence.~~

Authorized Retention:

Retain *permanently* ~~for ten (10) calendar years from completion.~~

Recommended Disposition:

~~Permanent or Destroy. *Held by Agency.* Formal reports will be kept permanently; all other records will be destroyed after retention. Transfer a copy of any formal report to NDOT Records Management after five (5) calendar years. Transfer to the State Archives after the remainder of the retention. All other records in this series will be destroyed after retention.~~

Agency review:

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

Justification for Modification of TRDA 2014052:

These revisions adjust the retention and disposition language to meet the agency's administrative needs. These records are referenced by department staff for planning purposes, and have permanent value to the department for research and administrative needs.

D. Recommended Modification:

Title: Local Public Agency (LPA) Project Files (Administrative)

TRDA: 2014086

Description:

These project files document any oversight, consultation or construction of projects for LPAs.

Authorized Retention:

~~Transfer a copy of the records to the legal custodian of the project (LPA) after completion. Retain for a period of seven (7) calendar years from the completion of the project or until the project is cancelled, rejected, withdrawn or administratively stopped.~~

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.

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Justification for Modification of TRDA 2014086:

These revisions clarify the retention requirements and adjust the disposition language to be consistent with the updated verbiage in the agency retention schedule.

E. Recommended Modification:

Title: Reports to Other Public Bodies (Administrative)

TRDA: 2014105

Description:

Formal reports to other public bodies to document compliance with programs or projects administered, managed or governed by those bodies.

Authorized Retention:

Retain for ten (10) calendar years from the *end of the* calendar year *in which the record was created* to which it pertains.

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 Modification of TRDA 2014105:

These revisions clarify the retention and make the retention and disposition language consistent with the updated verbiage in this schedule.

F. Recommended Modification:

Title: Property Acquisition *Permanent Files* – 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.

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Justification for Modification of TRDA 2014117:

These revisions adjust the retention and disposition language to meet the agency's administrative needs. These records have permanent value to the department for research, legal and administrative use.

G. Recommended Modification:

Title: Structural Design, Inspection, Maintenance and Testing Records (Administrative) **TRDA:** 2014153

Description:

These records document structural design, inspection, maintenance and testing, and related records.

Authorized Retention:

Retain for twelve (12) years from the date of the disposition of the structure.

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 2014153:

These revisions simplify the disposition language to be consistent with the updated verbiage in this schedule.

H. Recommended Modification:

Title: Maintenance Crew and Permit Inspection Diaries (Administrative) **TRDA:** 2014211

Description:

This record series consists of daily diaries used by maintenance crews documenting all activities, personnel, equipment used, material used, crew hours worked, etc.; daily diaries used by permit inspectors documenting inspections on permits; and other division diaries. This does not include diaries for construction contracts (TRDA 2014032) or facilities construction contracts (TRDA 2014059).

Authorized Retention:

Retain for five (5) calendar years from the date of last entry.

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.~~

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Agency review:

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

Justification for Modification of TRDA 2014211:

These revisions simplify the disposition language to be consistent with the updated verbiage in this schedule.

I. Recommended Modification:

Title: Work Orders and Incident Report Forms (Administrative)

TRDA: 2014213

Description:

This records series consists of reports to NDOT documenting public contacts concerning issues with Nevada Highways. This series usually contains the following information: date and time of contact, contact information for caller, description of the incident being reported, and the action taken by NDOT in response to the contact.

Authorized Retention:

Retain for five (5) calendar years from the date of action taken.

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 of Restricted Records~~

Agency review:

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

Justification for Modification of TRDA 2014213:

These revisions simplify the disposition language to be consistent with the updated verbiage in this schedule.

J. Recommended Modification:

Title: Permit Files – Permanent Installations (Land Management)

TRDA: 2017022

Description:

These records document the issuing (or denial) and receipt of fees for permits issued for permanent installations. Examples include right-of-way standard encroachment permits, utility occupancy permits, etc. The records may contain, but are not limited to: applications, permits, copies of site plans, and related documents.

Authorized Retention:

Retain permanently ~~in the electronic records repository.~~

Recommended Disposition:

Permanent. *Held by Agency.*

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Agency review:

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

Justification for Modification of TRDA 2017022:

These revisions adjust the retention and disposition language to be consistent with the updated verbiage in this schedule.

K. Recommended New:

Title: *Project Programming Permanent Files (Budget)*

TRDA: *2018004*

Description:

These files comprise the permanent financial records of transportation projects and may include, but are not limited to: Project Approval and Engineering Authorizations and contract/agreement estimates.

Authorized Retention:

Retain permanently.

Recommended Disposition:

Permanent. Held by Agency.

Agency review:

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

Justification for New of TRDA 2018004:

This proposed change adds a new record series for the permanent project scheduling and programming records. These records are used to provide the best cost estimate of the total project costs for the life of the project, and document the formal approval by Financial Management for transportation project work to commence. Project Programming Files are specific to Financial Management. They are not part of the Contract. They are used for financial planning – the steps that take place before a Contract transpires. Financial Management uses the information to estimate funds required for a proposed project, in order to “program” the budget. The retention meets administrative and audit requirements.

L. Recommended New:

Title: *Project Programming Work Management Files (Budget)*

TRDA: *2018005*

Description:

These files comprise the working records documenting the scheduling and programming of the various phases of transportation projects and may include, but are not limited to: requests for scheduling and programming, scope budget changes, project information, obligated funds reports, etc.

Authorized Retention:

Retain for three (3) calendar years from the date of the close of the project.

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Recommended Disposition:

Destroy securely.

Agency review:

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

Justification for New of TRDA 2018005:

This proposed change adds a new record series for project scheduling and programming work management documents. These records are retained for 3 years from the close of the project, in accordance with federal requirements. The retention meets administrative and audit requirements.

M. Recommended Deletion:

Title: ~~Public Records Request: Request Log (Administrative)~~

TRDA: 2014218

Description:

~~This log documents and tracks requests for public records. The information may include, but is not limited to: requestor contact information; request details including identification of records requested, provided and denied; date of request; date of response; date request is completed; date of denial.~~

Authorized Retention:

~~Retain for three (3) calendar years from the end of the calendar year to which it pertains.~~

Recommended Disposition:

~~Destroy securely.~~

Agency review:

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

Justification for Deletion of TRDA 2014218:

These records are covered under TRDA 2014120 Public Records Request Files.

N. Recommended Deletion:

Title: ~~Public Records Request: File Denied (Administrative)~~

TRDA: 2014119

Description:

~~This file documents the requests for information that were denied (in whole or in part). The file may contain but is not limited to: request documentation; related correspondence; appeal and hearing records.~~

Authorized Retention:

~~Retain for three (3) calendar years from the date of final outcome of the case.~~

Recommended Disposition:

~~Destroy securely.~~

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Agency review:

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

Justification for Deletion of TRDA 2014119:

These records are covered under TRDA 2014120 Public Records Request Files.

O. Recommended Deletion:

Title: ~~Performance Audit – Agency Copy (Administrative)~~

TRDA: 2014102

Description:

~~These records are maintained by the Department administrators to document performance audits of their agency conducted by regulatory or over-sight entities. The record may include but is not limited to: audit report; agency reports relating to performance with supportive documentation; compliance Page 11 of 45 documentation (correspondence and reports relating to how the agency complied with the audit recommendations); related correspondence.~~

Authorized Retention:

~~Retain for a period of six (6) calendar years from the date of the formal audit report.~~

Recommended Disposition:

~~Permanent: Transfer to NDOT Records Management at, or before, one (1) year from the audit report. Transfer to State Archives after the remaining retention.~~

Agency review:

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

Justification for Deletion of TRDA 2014102:

This series are copies of reports that are conducted by regulatory or over-sight entities. NDOT is not the Office of Record, these are convenience copies and therefore non records and should not be on a retention schedule.

Discussion and Vote:

This item was approved as presented with the exception of part O. At the request of agency representatives from NDOT part O was not to be deleted. Upon NDOT's staff review TRDA 2014102 Performance Audit – Agency Copy (Administrative) did not need to be deleted. The motion was made by Alisanne Maffei and the second was by Kathryn Etcheverria. The vote was unanimous.

7: Discuss future agenda items:

The State Records Manager Sara Martel informed the committee that there will be agenda items from Health and Human Services, Nevada Department of Corrections, Labor Commissioner and Division of Insurance – Legal in the coming months.

8: Public Comment

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

- There was no public comment.

Attachment A
Meeting Minutes for Approval

9: Determine time of next meeting

- The next meeting will be held April 11th, 2018 at 1:15 pm in the Nevada State Library and Archives Board room.

10: Adjourn

- The meeting was adjourned at 2:15 pm with the motion made by Kathryn Etcheverria. The vote was unanimous.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

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

A. Title: *Final Administrative Actions*

RDA: *2017042*

Description:

This record series contain final actions taken by the Commissioner against individuals and companies as required by the Insurance Code (See NRS title 57). The records may include, but are not limited to: consent orders and examination orders, rejections against pre-licensing courses and instructors, license denial letters, and any other official action of the Commissioner that does not constitute disciplinary action.

Authorized Retention:

Retain these records for thirty (30) calendar years from the closing date of the last action.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Business and Industry, Insurance Division's Records Officer.

Justification for New RDA 2017042:

This records series documents the official record for actions taken by the Commissioner for reasons other than discipline or penalty. It is necessary to retain these records for the approximate "career life" of a person because denied applicants, courses, and course instructors often reapply and fail to disclose their prior denial, and companies resort to past practices that were addressed in prior examination orders. Moreover, prior administrative actions are required by statute to be considered with a license application or for future disciplinary action when acts are determined to be a licensee's trade practice. This series contains confidential information and must be destroyed securely.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

2. **Conservation and Natural Resources, Environmental Protection, Bureau of Corrective Actions**

A. Title: *Department of Defense Case Files*

RDA: **2017039**

Description:

This record series documents the identification, assessment, and cleanup of contaminated sites on lands currently managed or formerly owned by the U.S. Department of Defense. Files are held for cleanups conducted by the Nellis Air Force Base, Hawthorne Army Depot, Naval Air Station Fallon, Hill Air Force Base, and formerly used defense sites throughout the State of Nevada. Site cleanups include hazardous substances in soil, groundwater, and surface water as well the cleanup of military munitions at former military ranges. The files may contain but are not limited to: Preliminary Assessments and Site Inspection Reports, remedial investigations and feasibility studies, proposed plans, records of decision, remedial designs, No Further Action decision documents, engineering evaluations and cost analyses, enforcement documentation, related correspondence, and similar documents.

Authorized Retention:

Permanent

Recommended Disposition:

Permanent: Held by agency

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Conservation and Natural Resources, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Justification for New RDA 2017039:

A current record series does not exist for these records. The State Archives Manager has determined these records hold archival value; however, based on administrative need for the records the agency has requested to retain them. State Archives has agreed to have them held by the agency.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

3. State Library, Archives, and Public Records: Archives and Records

A. Title: *Records Center Access Authorization Forms*

RDA: 2017046

Description:

This record series consists of Access Authorization forms for the State Records Center. The forms are used to verify staff that has been given rights to access their agency's records. The form may include the following: requesting agency, name of agency representative, email address and phone number.

Authorized Retention:

Retain until superseded.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by State Library, Archives and Public Records, Records Officer.

Justification for New RDA 2017046

Due to a change of internal processes, the records were previously grouped under RDA 1992431 "Records Center Accession Files" which is being discontinued. The series is the only part of the RDA that still creates a record. The record is only valid until superseded.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Conservation and Natural Resources, State Parks

A. Title: Exhibits: Accession Records

RDA: 2014179

Description:

These records contain information describing the artifact or item in the collection and are the main source for determining legal title, access rights and similar conditions affecting the artifact or item within the collections of the Division (See NRS 407.073). The record may contain, but is not limited to: deed-of-gift documentation; donor information; description of artifact/item with associated information; documentation on conservation work

Authorized Retention:

Retain ~~these records~~ for ~~a period of six (6)~~ **three (3)** calendar years from **the end of the calendar year in which the date** the artifact/item was no longer in possession of the Division of State Parks.

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 State Parks, Records Officer.

Justification for Modification of RDA 2014179:

State Archives is in agreement with the proposed change. The original retention was based on the NRS 11.190 (1) (b) periods of limitation. Since these records do not involve a contract and the Agency has determined they do not have an administrative need to keep these records beyond one legislative cycle, the recommended three years will take them through the cycle before transferring to State Archives.

B. Title: Exhibits: Loan/Transaction Records

RDA: 2014181

Description:

These records document the loan of accessioned items to interdepartmental units, other state agencies, county museums, city governments, etc., as well as documenting incoming loans of collection items from other entities to the programs of the Division (See NRS 407.073). The file may contain but is not limited to: loan agreements; insurance documentation; item descriptions; supportive documentation.

Authorized Retention:

Retain for ~~a period of~~ three (3) calendar years from **the end of the calendar year in which the loaned item was returned.** ~~date of the return of the loaned item.~~

Recommended Disposition:

Destroy Securely ~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

The retention period meets administrative, legal, needs.

Agency review:

The appraisal is supported by the State Parks, Records Officer.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 2014181:

The State Archives has determined that these records do not hold historical or archival value. Some of these documents may contain confidential information, such as the social security number or other personal identifying information (NRS 239B.030) and should be destroyed in a secure manner that will prevent reconstruction of the information, so it is recommended the disposition be changed from "Permanent" to "Destroy Securely". Jeff Kintop has agreed that this RDA should follow the same retention as RDA 1992207 "Loan Transaction Records" in which the Division of Museums and History's schedule has a 3-year retention and disposition of Destroy Securely.

C. Title: Park and Facility Inspection Records

RDA: 2014177

Description:

These records document the inspections made on parks and facilities to check for maintenance needs, repair damage, recommend modifications or new additions. The records may include but are not limited to: inspection and maintenance reports, recommendations and related supportive documentation.

Authorized Retention:

Retain for ~~a period of~~ four (4) calendar years from the end of the calendar year ~~to which they pertain.~~ *in which the report was finalized.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by the State Parks, Records Officer.

Justification for Modification of RDA 2014177:

Changing "to which they pertain" to "in which the report was finalized." in the retention statement makes a more defined and accurate trigger event.

D. Title: Permits

RDA: 2014178

Description:

These records document the issuance of permits to authorize the entrance and use of parks and recreational areas. These include, but are not limited to: entrance permits, multi-use permits, veterans and senior permits, special use permits, research permits, commercial photography permits, ~~and~~ other multi-purpose permits, *and associated tracking logs; and; related correspondence and similar documentation.* ~~all with supportive documentation~~

Authorized Retention:

Retain for ~~a period of three (3) fiscal~~ *one (1) calendar* years from the end of the *calendar fiscal* year in which the permit expired or was terminated.

Recommended Disposition:

Destroy securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal and legal needs.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the State Parks, Records Officer.

Justification for Modification of RDA 2014178:

Per the agency, the permits are logged and reported by calendar not fiscal year. Once the tracking data is reported to Fiscal, it is covered under General Schedule RDA 2007016 Fiscal: Accounting Files (Agency Copy) which has a three-fiscal year retention. Additionally, the agency creates reports based on the visitor statistics from the parks. Those reports are covered under General Schedule RDA 2012047 "Administrative: Executive Reports" which have a three-year retention then are sent to the State Archives. The agency does not have any administrative need to retain the permits beyond one calendar year

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

2. Business and Industry, Insurance Division, Legal & Enforcement Section

A. Title: Claims and Legal Records of Defunct Insurance Companies

RDA: 1994096

Description:

These record series contains claims related documents and files acquired from insurance companies when they go out of business. These may include but are not limited to: ~~copies of~~ financial records; client files; correspondence files; claims files; investigation files; creditor's files; and; similar *or related* documentation.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the date a company goes out of business *or receivership is closed by the court, whichever is longer*.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Business and Industry, Insurance Division's Records Officer.

Justification for Modification RDA 1994096:

The verbiage in the retention statement is being updated to align with changes made in Assembly Bill 83 (2017 Legislative Session) relative to companies that go into receivership. Receivership cases in Nevada courts often extend the beyond the three-calendar year retention.

B. Title: Disciplinary Actions ~~Database~~

RDA: 2010001

Description:

These ~~electronic~~ records document the disciplinary actions taken against ~~license and non-license holders individuals and companies found to have violated the Insurance Code~~ (See NRS Chapters 679A.190, 679B.120, 679B.185, *and other provisions of NRS title 57 etc.*). The records may include, but are not limited to: identifying information of licensees *and individuals, investigation reports and documentation, administrative hearing documentation, decrees, including cease-and-desist orders, revocations of non-resident producer licenses, consents to fine, reports to the district attorney or attorney general, court documents, related correspondence*, information about disciplinary actions; and; related ~~data~~ *documentation*.

Authorized Retention:

Retain ~~these records~~ for ~~a period of six (6)~~ *thirty (30)* calendar years from the *closing* date of *the* last *action entry*.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Business and Industry, Insurance Division's Records Officer.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification RDA 2010001:

As written, this records series addresses the electronic database. These records document the official record for disciplinary actions taken by the Commissioner. Because the Division frequently has repeat offenders, it is necessary to retain these records for the approximate "career life" of a person. Moreover, past disciplinary actions are required by statute to be considered with a license application or for future disciplinary action when acts are determined to be a licensee's trade practice. Additionally, the retention period aligns with RDA 2006059 "Licensing: Professional and Occupational Licensing" on the General Schedule which also contains disciplinary actions.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

3. Conservation and Natural Resources, Environmental Protection, Bureau of Corrective Actions

A. Title: Brownfields Assessment Files

RDA: 2004242

Description:

This record series documents the assessments of "Brownfields" projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. The assessment projects are authorized and described in 42 U.S.C. § 9604 (k)(2). The files may contain documents under the following sections: "Targeted Brownfield Assessment " section; documents; applications, approval letter, WasteLAN (the name of the EPA database used to report these actions) coding sheet, "Exhibits" section; technical reports by applicant, site maps, and attachments, "Scope of Work" section; submittals by consultants, work plan, cost estimates, approvals, amendments and change orders, "Sampling and Analysis" section; consultant reports, site work correspondence, and "Finalized Reports" section; Phase I and Phase II reports (including drafts and finalized reports). Each section may also contain related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a retention period of ten (10)~~ **thirty (30)** calendar years following the submission of the Final Expenditure Report to the EPA for the specific site.

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, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Justification for Modification of RDA 2004242:

The Bureau of Corrective Actions administrative use for these records exceeds the current retention period. These records are frequently accessed by case officers to assist in their projects. The State Archives Manager understands a longer administrative need and agrees with extending the retention to thirty years before transferring to the State Archives.

B. Title: Brownfields Clean-up Files

RDA: 2004243

Description:

This record series documents the clean-up of "Brownfield" projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. The clean-up projects are authorized and described in 42 U.S.C. § 9604 (k) (3). The files may contain: applications, approval letter, WasteLAN (the name of the EPA database used to report these actions) coding sheet, clean-up plan, corrective action plan, final report and related correspondence. These files may also contain documents duplicated in the "Brownfield Assessment Files," "UST," "LUST" and "Petroleum Fund Claims" files.

Authorized Retention:

Retain ~~these records~~ for ~~a retention period of ten (10)~~ **thirty (30)** calendar years following the submission of the Final Expenditure Report to the EPA for the specific site.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

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, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Justification for Modification of RDA 2004243:

The Bureau of Corrective Actions administrative use for these records exceeds the current retention period. These records are frequently accessed by case officers to assist in their projects. The State Archives Manager understands a longer administrative need and agrees with extending the retention to thirty years before transferring to the State Archives.

C. Title: Heating Oil Files

RDA: 2004241

Description:

This record series is used to document claims from owners of unregulated heating oil tanks (residential and commercial) on the "Fund for Cleaning Up Discharges of Petroleum" (known as the "Petroleum Fund" for short) for clean-up of spills and/or removal of the tank in accordance with NRS 590.830 et seq. (See also NAC Chapter 590). The files may contain: application (signed by a certified environmental specialist), invoice claim, closure reports, related correspondence and similar documents. These files may be duplicated in and contain duplicate information as contained in "UST," "LUST" and "Petroleum Claim" files.

Authorized Retention:

Retain for ~~a period of five (5)~~ **ninety-nine (99)** calendar years from the closure of the claim.

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, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Justification for Modification of RDA 2004241:

The Bureau of Corrective Actions administrative use for these records exceeds the current retention period. These records are frequently accessed by case officers to assist in their projects when they perform Phase One and Phase Two Environmental Site Assessments, and to provide records to members of the public. Since these files do not transfer to the State Archives, the Bureau is requesting a longer retention to ensure the ability to research a site over time.

D. Title: ~~LUST~~ (Leaking Underground Storage Tank) **(LUST)** Files

RDA: 2004226

Description:

This record series documents the investigation, reporting and monitoring of storage tanks that have leaked or have been reported of suspected leakage. The files may contain: Complaint/Spill Report forms

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

(reports of all releases), Initial Site Characterization reports, free-product removal reports, investigation of soil and ground water reports, assessments, Corrective Action Plan, investigation reports, monitoring reports, storage tank system repair documentation, enforcement documentation, ~~copies of~~ financial surety records, related correspondence and similar documents.

Authorized Retention:

Retain ~~this record series~~ for ~~a period of five (5)~~ **ninety-nine (99)** calendar years from the permanent closure of the storage tank and completion of all remedial action.

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, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Justification for Modification of RDA 2004226:

The Bureau of Corrective Actions administrative use for these records exceeds the current retention period. These records are frequently accessed by case officers to assist in their projects when they perform Phase One and Phase Two Environmental Site Assessments, and to provide records to members of the public. Since these files do not transfer to the State Archives, the Bureau is requesting a longer retention to ensure the ability to research a site over time.

E. Title: Petroleum Fund Claims

RDA: 2004228

Description:

This record series documents the claims against the State Petroleum Fund for the clean-up and other corrective action by owners/operators of storage tanks that have leaked. The files may contain: ~~copies of~~ Complaint/Spill Report forms (reports of all releases), ~~copies of~~ Initial Site Characterization reports, investigation reports concerning soil and ground water, detailed assessments by certified environmental specialist (including cost remediation assessments), ~~copies of~~ Corrective Action Plans, monitoring reports, storage tank system repair documentation, ~~copies of~~ invoices, NDEP reports to the Board to Review Claims (cost-effectiveness, overruns, and similar), decision by the Board to Review Claims, copies of checks with related accounting records, proof of payment by owner/contractor, related correspondence and similar documents.

Authorized Retention:

Retain ~~this record series~~ for ~~a period of three (3)~~ **ninety-nine (99)** fiscal years from the end of the fiscal year in which the claim was finalized.

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, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 2004228:

The Bureau of Corrective Actions administrative use for these records exceeds the current retention period. These records are frequently accessed by case officers to assist in their projects when they perform Phase One and Phase Two Environmental Site Assessments, and to provide records to members of the public. Since these files do not transfer to the State Archives, the Bureau is requesting a longer retention to ensure the ability to research a site over time.

F. Title: Superfund Site Specific Administrative Records

RDA: 2004230

Description:

This record series documents the site specific records created under the "Superfund" (CERCLA, Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq.) for the clean-up of contaminated sites. The files may contain: application, budget sheets (EPA CSF 424A), project narrative, site description, site specific statement of work, quality assurance plan, certifications, CERCLA assurances (all described in 40 CFR 35.6105), quarterly project reports (40 CFR 35.6650), notification of significant developments (40 CFR 35.6655) and other records as described in 40 CFR 35.6800 to 35.6820.

Authorized Retention:

Retain ~~these records~~ for ~~a period retention period of ten (10)~~ **thirty (30)** calendar years following the submission of the Final Expenditure Report to the EPA for the specific site.

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, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Justification for Modification of RDA 2004230:

The Bureau of Corrective Actions administrative use for these records exceeds the current retention period. These records are frequently accessed by case officers to assist in their projects when they perform Phase One and Phase Two Environmental Site Assessments, and to provide records to members of the public. The State Archives Manager understands a longer administrative need and agrees with extending it to thirty years before transferring to the State Archives.

G. Title: ~~UST (Underground Storage Tank)~~ **(UST)** Files

RDA: 2004227

Description:

This record series documents the registration program for storage tanks. The files may contain: EPA Form 7530 "Notification for Underground Storage Tanks," Certificates of Enrollment (registration), receipts, Nevada Petroleum Invoices, Initial Site Characterization reports, corrosion protection documentation, leak detection system documentation, spill and overfill protection documentation, Corrective Action Plans, investigation reports, monitoring reports, storage tank system repair documentation, enforcement documentation, copies of financial surety records, closure or change in service notification, site assessments, related correspondence and similar documents.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Authorized Retention:

Retain ~~this record series~~ for ~~a period of five (5)~~ **ninety-nine (99)** calendar years from the permanent closure of the storage tank and completion of all remedial activities.

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, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Justification for Modification of RDA 2004227:

The Bureau of Corrective Actions administrative use for these records exceeds the current retention period. These records are frequently accessed by case officers to assist in their projects when they perform Phase One and Phase Two Environmental Site Assessments, and to provide records to members of the public. Since these files do not transfer to the State Archives, the Bureau is requesting a longer retention to ensure the ability to research a site over time.

H. Title: Voluntary Clean-up Files

RDA: 2004245

Description:

This record series documents the voluntary clean-up projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. and NRS 459.610 to 459.658 (See also NAC 459.973 to 459.9743). The files may contain: applications, approval letter, WastELAN (the name of the EPA database used to report these actions) coding sheet, clean-up plan, quarterly monitoring reports, system design documents, project reviews and related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a retention period of ten (10)~~ **thirty (30)** calendar years following the submission of the Final Expenditure Report to the EPA for the specific site.

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, Environmental Protection, Bureau of Corrective Actions, Records Officer.

Justification for Modification of RDA 2004245:

The Bureau of Corrective Actions administrative use for these records exceeds the current retention period. These records are frequently accessed by case officers to assist in their projects when they perform Phase One and Phase Two Environmental Site Assessments, and to provide records to members of the public. The State Archives Manager understands a longer administrative need and agrees with extending it to thirty years before transferring to the State Archives.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

4. State Library, Archives, and Public Records: Archives and Records

A. Title: Exhibit Files

RDA: 1990082

Description:

These records are used to document and administer exhibits prepared by the State Archives. The record may contain but is not limited to: planning and proposal documentation, and; associated records.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) fiscal years from the end of the fiscal year *in which the exhibit was completed.* ~~to which they pertain.~~

Recommended Disposition:

Permanent: Held by State Archives

Agency review:

The appraisal is supported by State Library, Archives and Public Records, Records Officer.

NSLAPR staff recommendation:

The retention meets administrative, archival and fiscal needs.

Justification for Modification of RDA 1990082:

Changing “to which they pertain” to “in which the exhibit was completed.” in the retention statement makes a more defined and accurate trigger event.

B. Title: Records Disposition Authorization File

RDA: 1992434

Description:

These records are used in the inventory, appraisal and approval process for scheduling official state records (See NRS 239.080 and NRS 378.255). The record may contain but is not limited to: authorization forms (RDA); inventory worksheets (with supportive material), and; related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year *in which that the date* the RDA was ~~deleted~~ *discontinued* by the State Records Committee. ~~Unauthorized forms may be discarded after one (1) calendar year from the date of the appraisal.~~

Recommended Disposition:

Permanent: Transfer to State Archives

Agency review:

The appraisal is supported by State Library, Archives and Public Records, Records Officer.

NSLAPR staff recommendation:

The retention meets administrative, archival, and legal needs.

Justification for Modification of RDA 1992434:

This proposed modification of “from the end of the calendar year” in the retention statement makes for a more defined and accurate trigger event. Deleting “Unauthorized forms may be discarded after one (1) calendar year from the date of the appraisal” removes the second triggering event in the retention statement.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

C. Title: Records *Retrieval* Request

RDA: 1997048

Description:

This records series is a form used to enter requests for records, ~~as received~~, from agencies with records stored in the State Records Center. It also serves as a sign-out form when the requested files are received by the requesting agency, showing the original requestor, the date requested, and the signature of the approved agency representative receiving the record(s). ~~in accordance with NAC 239.730.~~

Authorized Retention:

Retain for ~~a period of~~ three (3) ~~calendar~~ *fiscal* years *from the end of the fiscal year in which* ~~from~~ the last date *was* entered.

Recommended Disposition:

Destroy

Agency review:

The appraisal is supported by State Library, Archives and Public Records, Records Officer.

NSLAPR staff recommendation:

The retention meets administrative, and fiscal needs.

Justification for Modification of RDA 1997048:

This proposed modification of “from the end of the fiscal year in which” is to clarify the retention period triggering event. The requests are part of the performance measures reported to the Legislature on a fiscal not calendar basis. The addition of “Retrieval” to the title is to create a more accurate description of the record series so as not to be confused with a “Public Records Request”. NAC 239.730 was repealed in 2006

Attachment D Proposed Deletion of RDAs for Agency Specific Records Retention Schedules

1. State Library, Archives, and Public Records: Archives and Records

A. Title: ~~Records Center Accession Files~~

RDA: ~~1992431~~

Description:

~~This record series is used to identify records sent to the State Records Center for storage. It is used to assign box location and retrieve records when called for. The information—sending agency, name of sender, dates, number of boxes, contents of boxes, RDA number, disposition date, etc.—may be in paper and/or computer database. Access authorization forms and correspondence pertaining to the accession may also be enclosed.~~

Authorized Retention:

~~Transfer accession sheets to the Notice of Pending Disposition files upon expiration of the authorized retention period for the accession. Other material may be disposed of after a retention of three (3) calendar years from the receipt or date of the records.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by State Library, Archives and Public Records, Records Officer.

Justification for Deletion RDA 1992431:

Due to a change of internal processes, the records are no longer produced; except for the Access Authorization forms which will now be in RDA 2017046. All previous records, except those included in RDA 2017046 Records Center Access Authorization Forms, have been destroyed per retention.

B. Title: ~~Archives Finding Aid Files~~

RDA: ~~1985016~~

Description:

~~These records are used by Archives staff as a finding aid to the collections held in the repository. The record may contain but is not limited to: electronic database records; inventory lists and notes, and; similar records.~~

Authorized Retention:

~~Review these records on a continuous basis, updating the records as needed and disposing of those records no longer administratively useful.~~

Recommended Disposition:

~~Permanent: Held by State Archives~~

Agency review:

The appraisal is supported by State Library, Archives and Public Records, Records Officer.

NSLAPR staff recommendation:

Delete this RDA

Attachment D
Proposed Deletion of RDAs for Agency Specific Records Retention Schedules

Justification for Deletion of RDA 1985016:

Per the State Archives Manager, these items are reference material as such they are non-records and should be deleted from the schedule.

C. Title: ~~Equipment Approval Requests (M&I)~~

RDA: ~~1997014~~

Description:

~~Forms received from state agencies seeking approval to obtain micrographics equipment.~~

Authorized Retention:

~~Retain for a period of three (3) calendar years from the date that approval or disapproval was given to acquire the equipment.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by State Library, Archives and Public Records, Records Officer.

Justification for Deletion RDA 1997014:

Due to a change of internal processes, the files are no longer produced, and all previous records have been destroyed per retention.

Attachment E
New, Modification, and Deletion RDAs for General Records Retention Schedule

There are no proposed General Schedule items for this agenda