



**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:** July 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. 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 May 9, 2018 meeting.**  
[Attachment A](#) (For possible action)
- 4. Proposed New RDAs for Agency Specific Records Retention Schedules.** [Attachment B](#) (For possible action)
- 5. Proposed Modification RDAs for Agency Specific Records Retention Schedules.**  
[Attachment C](#) (For possible action)
- 6. Proposed Deletion RDAs for Agency Specific Records Retention Schedules.** [Attachment D](#)  
(For possible action)

7. **Proposed New, Modification, and Deletion RDAs for General Records Retention Schedule.**  
[Attachment E](#) (For possible action)
8. **Proposed New, Modification, and Deletion RDAs for Nevada Department of Transportation**  
[Attachment F](#) (For possible action)
9. **Discuss future agenda items** (Discussion Only)  
Department of Human Resource Management  
State Fire Marshal  
Health and Human Services, Health Care Finance and Policy  
Department of Agriculture
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 August 8, 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](mailto: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](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 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

Attachment A  
Meeting Minutes for Approval

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for May 9<sup>th</sup>, 2018*

**1: Call to Order, Welcome, Roll Call**

- The meeting was called to order at 1:21 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 - Excused

Scott Anderson, for the Chair Kim Perondi, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

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

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

Cynthia Laframboise, for Jeff Kintop, Nevada State Library, Archives and Public Records Present

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

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

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

Tiffani Prentice, Department of Transportation – Absent

Guests Present:

Scott Smale, Dept. of Conservation and Natural Resources, Environmental Protection – Present

Kim Valdez, Dept. of Conservation and Natural Resources, Environmental Protection – Present

Dana Midkiff, Department of Conservation and Natural Resources, State Parks – Present

Cheryl Fretwell, Department of Conservation and Natural Resources, State Parks – Present

Yeraldin DeAvila, Business and Industry, Division of Insurance – Present

Alexia Emmermann, Business and Industry, Division of Insurance – Present

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**2: Public Comment**

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

Scott Anderson informed the committee members that there is a change in the way we conduct business at the State Records Committee meetings. He let everyone know that there is a new format that is being modeled after the Board of Examiners agendas for the State Records Committee. An agenda is sent out before the meeting for the committee to review and to have a consent agenda at the meeting. Committee members should only call out items in the meetings that they would like more information on or further discussion on before passing the item. He stressed to the Committee the importance of reading the entire committee packet before a meeting and that going forward with this new format each agenda item will not be read aloud, only the items that Committee member(s) have questions on. He told the Committee this will allow the Committee to review more retention schedules, faster and more efficiently than with the previous format. Sara Martel asked that when the Committee members have questions on agenda items that they contact her or the Committee staff with details regarding their questions to contact the agency staff and give them time to provide the information that's being requested.

**3: Review, correct, if necessary, and approve the minutes from the March 14, 2018 meeting. Attachment A (For possible action)**

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

**4: New RDAs for Agency Specific Records Retention Schedules. Attachment B (For possible action)**

**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:**

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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.

**Discussion and Vote:**

The item(s) in Attachment B Item 1 A were approved as presented. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

**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:**

Attachment A  
Meeting Minutes for Approval

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.

**Discussion and Vote:**

The item(s) in Attachment B Item 2 A were approved as presented. The motion was made by Cynthia Laframboise and the second was by Sarah Bradley. The vote was unanimous.

**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.

**Discussion and Vote:**

The item(s) in Attachment B item 3 A were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Cynthia Laframboise. The vote was unanimous.

**5: Modification RDAs for Agency Specific Records Retention Schedules. Attachment C (For possible action)**

**1. Conservation and Natural Resources, State Parks**

A. Title: Exhibits: Accession Records

RDA: 2014179

**Description:**

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Attachment A  
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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)~~ **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:**

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

**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~~

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**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.

**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

**Discussion and Vote:**

The item(s) in Attachment C were approved as follows: Item 1 A and B approved as presented. Part C Park and Facility Inspection Records RDA: 2014177 was tabled for a legal review. Part D Permits RDA: 2014178 had grammatical corrections in the description which were corrected during the meeting. The motion was made by Sarah Bradley and the second was by Cynthia Laframboise. The vote was unanimous.

**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 contain 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

Attachment A  
Meeting Minutes for Approval

**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.

**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 A  
Meeting Minutes for Approval

**Discussion and Vote:**

The item(s) in Attachment C Item 2 A and B were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Sarah Bradley. The vote was unanimous.

**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 Brownfield's 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:**

Attachment A  
Meeting Minutes for Approval

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.

**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

Attachment A  
Meeting Minutes for Approval

**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 (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.

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**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.

**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.

Attachment A  
Meeting Minutes for Approval

**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.

**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.

Attachment A  
Meeting Minutes for Approval

**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

**Discussion and Vote:**

Attachment A  
Meeting Minutes for Approval

The item(s) in Attachment C Item 3 A through H were approved as presented. The motion was made by Cynthia Laframboise and the second was by Sarah Bradley. The vote was unanimous.

**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

Attachment A  
Meeting Minutes for Approval

**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.

**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 A  
Meeting Minutes for Approval

**Discussion and Vote:**

The item(s) in Attachment C Item 4 A through C were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Sarah Bradley. The vote was unanimous.

**6: Deletion RDAs for Agency Specific Records Retention Schedules. Attachment D (For possible action)**

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

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

**RDA:** 1992434

**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.~~

Attachment A  
Meeting Minutes for Approval

**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

**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.

**Discussion and Vote:**

The item(s) in attachment D Item 1 A through C were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Cynthia Laframboise. The vote was unanimous.

Attachment A  
Meeting Minutes for Approval

**7: New, Modification, and Deletion RDAs for General Records Retention Schedule. Attachment E (For possible action)**

There are no proposed General Schedule items for this agenda.

**8: Transportation Update:**

There was no transportation update.

**9: Discuss future agenda items:**

Bobbie Church informed the committee that currently the committee staff has schedules ready to be reviewed by the committee for Department of Transportation, Governor's Office of Nuclear Projects and the Western Interstate Commission on Higher Education (WICHE). She also told the committee we have several more but that she is waiting to hear back from the agencies. Additionally, Bobbie mentioned that the General Schedule items regarding Occupational Licensing and PCI compliance might need to be on their own agenda since there has been so much discussion in previous meetings.

**10: Public Comment**

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

- Scott Anderson mentioned to the committee that during this process of implementing the new format that it could change from what it is currently. And to bear with committee staff during the change and forgive any confusion that may arise.

**11: Determine time of next meeting**

- The next meeting will be held June 13<sup>th</sup>, 2018 at 1:15 pm in the Nevada State Library and Archives Board room. Scott Anderson mentioned that this meeting could be rescheduled to July, depending on what the Chair decides when she returns to work.

**12: Adjourn**

- The meeting was adjourned at 2:40 pm with the motion made by Kathryn Etcheverria. The vote was unanimous.

Attachment B  
Proposed New RDAs for Agency Specific Records Retention Schedules

**1. Office of the Governor: Agency for Nuclear Projects**

**A. Title:** *Transportation Reports*

**RDA:** 2018006

**Description:**

*This record series documents the transportation of spent nuclear fuel and high-level nuclear waste across the United States to a proposed repository at Yucca Mountain and/or to an interim storage site either in Nevada or elsewhere in the country, and any socioeconomic aspects of the siting of a spent nuclear fuel and high-level nuclear waste repository at Yucca Mountain. The record may include but is not limited to: the files, reports, memos, presentations, contractor files, correspondence, maps, photos, drawings, minutes of meetings, and similar documents.*

**Authorized Retention:**

*Retain these records for fifteen (15) calendar years from the end of the calendar year in which the report is dated.*

**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 Agency for Nuclear Projects, Records Officer.

**Justification for New RDA 2018006:**

A current schedule does not exist for this record series. The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved. If needed for review they can be accessed from the State Archives.

**2. Business and Industry: Industrial Development Revenue Bond Program**

**A. Title:** *Charter School Bond Project Files*

**RDA:** 2018018

**Description:**

*These records document the Charter School Bond Project. The files may include but are not limited to: application with associated records, bond documents, general state certificate, indemnity agreement, notice of redemption with associated documentation, public hearing documents, financial feasibility documentation, environmental policy statement, related correspondence.*

**Authorized Retention:**

*Retain for six (6) calendar years from the end of the calendar year of the redemption of the bonds or bond termination.*

**Recommended Disposition:**

*Destroy Securely*

## Attachment B

### Proposed New RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal and legal needs.

**Agency review:**

The appraisal is supported by the Department of Business and Industry: Industrial Development Revenue Bond Program, Records Officer.

**Justification for New RDA 2018018:**

This record series has administrative, fiscal and legal value. Legal value is due to the rights and obligations associated with the contracts and bonds. Fiscal value is associated with the bonds which fund the loan. (NRS 388A.670-695) The loan is usually for a 30-year period, after which the Statute of Limitations for an instrument in writing found in NRS 11.190 (1)(b) places another six-year period where the records may be needed. (NRS 386.630 – 649)

# Attachment C

## Proposed Modification RDAs for Agency Specific Records Retention Schedules

### 1. Office of the Governor: Agency for Nuclear Projects

A. Title: Agency for Nuclear Projects Legal Files

RDA: 2006155

#### Description:

This record series is used by the agency in keeping track of court cases, pending legal action, or any other legal matter relating to the functions and activities of the Agency for Nuclear Projects and the Commission on Nuclear Projects (See NRS 459.009 to 459.0098 and NAC 459.960 to 459.969). The record series may include: correspondence, ~~copies of~~ court documents, notes, transmittals, memos and similar types of documentation. Note: These are not Attorney General, agency legal counsel, or actual court records although to some extent, they may duplicate these records.

#### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ **fifteen (15)** ~~twenty (20)~~ calendar years from the **end of the calendar year in which the case was closed.** ~~close of the case.~~

#### 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 Agency for Nuclear Projects, Records Officer.

#### **Justification for Modification of RDA 2006155:**

The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. This will keep all the relevant documents in one place if needed for review they can be accessed from the State Archives. The State Archives Manager agrees with this change in retention period.

B. Title: **Department of Energy (DOE)** Files

RDA: 2001010

#### Description:

This record series documents the communications and actions of the Agency for Nuclear Projects with the federal Department of Energy (**DOE**). The files may contain: ~~original and copies of~~ correspondence, requests for site visits to the Nevada Test Site, DOE bulletins and announcements, DOE technical reports and similar documents.

#### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ **fifteen (15)** ~~twenty (20)~~ calendar years **from the end of the calendar year in which the document is dated.**

#### Recommended Disposition:

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

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

#### **Agency review:**

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for Modification of RDA 2001010:**

The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. If needed for review they can be accessed from the State Archives. Note: these Nevada agency records not federal records. The State Archives Manager agrees with this change in retention period.

**C. Title:** *Nuclear Regulatory Commission (NRC) Files*

**RDA:** 2001011

**Description:**

This record series documents the communications and actions of the Agency for Nuclear Projects with the Federal Nuclear Regulatory Commission (NRC). The files may contain: ~~original and copies of~~ correspondence, bulletins and announcements, site visit reports (Yucca Mountain & the *Nevada Test Site (NTS)*), rulemaking issues, ~~copies of~~ minutes of meetings, technical reports & studies and similar documents.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ *fifteen (15)* ~~twenty (20)~~ calendar years *from the end of the calendar year in which the document is dated.*

**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 Agency for Nuclear Projects, Records Officer.

**Justification for Modification of RDA 2001011:**

The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. If needed for review they can be accessed from the State Archives. Note: these Nevada agency records not federal records. The State Archives Manager agrees with this change in retention period.

**D. Title:** Technical Division Files

**RDA:** 2001012

**Description:**

This record series documents the activities of the staff of the Technical Division of the Agency. The files may consist of: *Request for Proposal (RFP's)*, contractor files, correspondence, ~~(with contractors, NRC, DOE, local governments, etc.), copies of~~ technical reports, ~~copies of~~ news articles, maps, photos, drawings, blueprints, ~~copies of~~ minutes of meetings and similar documents.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ *fifteen (15)* ~~twenty (20)~~ calendar years *from the end of the calendar year in which the document is dated.*

# 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 Agency for Nuclear Projects, Records Officer.

### **Justification for Modification of RDA 2001012:**

The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. If needed for review they can be accessed from the State Archives. The State Archives Manager agrees with this change in retention period.

**E. Title:** Technical Reports

**RDA:** 2001009

### **Description:**

This record series documents the technical reports produced for or by the Agency for Nuclear Projects. The files consist of reports funded and supported by the Agency.

### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ *fifteen (15)* ~~twenty (20)~~ calendar years *from the end of the calendar year in which the report is dated.*

### **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 Agency for Nuclear Projects, Records Officer.

### **Justification for Modification of RDA 2001009:**

The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. If needed for review they can be accessed from the State Archives. The State Archives Manager agrees with this change in retention period.

## **2. Business and Industry: Industrial Development Revenue Bond Program**

**A. Title:** ~~Industrial Development Revenue~~ Bond (~~IDRB~~) Program: Applications Denied, Incomplete or Withdrawn

**RDA:** 2012019

### **Description:**

These records document applications that were denied, incomplete or withdrawn by the Industrial

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

Development Revenue Bond Program (See NRS 349.400 to 349.670) *and Volume Cap Bond (NRS 232.520 NAC348A.150-300)*. The files may include but are not limited to: application with associated records; financial feasibility documentation; determination records; hearing documentation and; related correspondence.

#### **Authorized Retention:**

Retain ~~denied records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the application was denied, deemed incomplete or withdrawn.* ~~date of denial. Retain incomplete and withdrawn records for a period of one (1) calendar year from the date of the application.~~

#### **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 Business and Industry: Industrial Development Revenue Bond Program, Records Officer.

#### **Justification for Modification of RDA 2012019:**

The title has been changed to encompass the addition of the Volume Cap Bond which was previously not listed in this RDA. Removing the second retention period triggering event agency staff has indicated that their administrative process would be better served to have a three-year retention for all the applications that are in this RDA. Changing "date of denial" to "end of the calendar year in which the application was denied, deemed incomplete or withdrawn." in the retention statement makes a more defined and accurate trigger event.

**B. Title:** ~~Industrial Development Revenue~~ Bond (~~IDRB~~) Project Files

**RDA:** 2000001

#### **Description:**

These records document the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670) *and Volume Cap Bond (NRS 232.520 NAC348A.150-300)*. The files may include but are not limited to: application with associated records,; bond documents,; general state certificate, indemnity agreement, ~~etc.~~; notice of redemption with associated documentation,; public hearing documents,; financial feasibility documentation,; environmental policy statement,; related correspondence.

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years *from the end of the calendar year of the redemption of the bonds or closure of the case.* ~~in which bonds were redeemed or the bond was terminated.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

#### **Agency review:**

The appraisal is supported by the Department of Business and Industry: Industrial Development Revenue Bond Program, Records Officer.

# Attachment C

## Proposed Modification RDAs for Agency Specific Records Retention Schedules

### **Justification for Modification of RDA 2000001:**

The title has been changed to encompass the addition of the Volume Cap Bond which was previously not listed in this RDA. The addition of "from the end of the calendar year" in the retention statement makes a more defined and accurate trigger event.

### **3. Western Interstate Commission for Higher Education**

**A. Title:** Applicant Files - *Unfunded*

**RDA:** 1988002

#### **Description:**

This record series is used to document the processing of applying for student loans, including all documents pertaining to certification and alternate files. ~~Those certified have their documents transferred to the recipient files.~~ The series may include but is not limited to: applications with associated documentation; investigative and determination records; related correspondence.

#### **Authorized Retention:**

Retain for ~~a period of~~ five (5) ~~calendar~~ *fiscal years from the end of the fiscal year* in which *the application was denied, withdrawn or incomplete.* ~~after the date of the application.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

#### **Agency review:**

The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

### **Justification for Modification of RDA 1988002:**

Changing "calendar" to "fiscal" in the retention statement accurately reflects the annual schedule associated with these records. The phrase "after the date of the application" is being changed to "from the end of the fiscal year of the funding determination letter was denied, withdrawn or incomplete" to provide a more defined trigger event. Funded applications are covered under RDA 1998038 "Recipient Files" which have a retention of 20 fiscal years.

**B. Title:** Recipient Files

**RDA:** 1998038

#### **Description:**

This record series is used to document ~~and control~~ student loans in accordance to NRS Chapter 397. The files may include but are not limited to: contact ~~and personal identifying information~~; application with associated records; loan documentation ~~including accounting records~~; promissory notes; academic progress reports including copies of transcripts of grades; related correspondence.

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ twenty (20) ~~fiscal calendar~~ *fiscal* years after the *contract satisfaction.* ~~promissary note is paid in full or written off by Commission action.~~

#### **Recommended Disposition:**

Destroy Securely

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

**Justification for Modification of RDA 1998038:**

Changing “calendar” to “fiscal” in the retention statement accurately reflects the annual schedule associated with these records. The phrase “promissory note is paid in full or written off by Commission action” is being changed to “contract satisfaction” to provide a more defined trigger event.

**C. Title:** ~~Student Loan Program Files:~~ Statistical Reports

**RDA:** 1998043

**Description:**

This record series is composed of statistical reports for the Student Loan Program. The files may contain but are not limited to: Current Loans Report; Delinquent Loans Report; related correspondence.

**Authorized Retention:**

Retain these records for a period of *twenty (20)* ~~three (3)~~ fiscal years from the *end of the fiscal* year *in to which it pertains* ~~the report was finalized~~.

**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 Western Interstate Commission for Higher Education, Records Officer.

**Justification for Modification of RDA 1998043:**

Changing “to which they pertain” to “in which the report was finalized” in the retention statement makes a more defined and accurate trigger event. The Agency is requesting a much longer retention (20 years) of statistical reports for the Student Loan Program. They are requesting the longer retention due to the nature of statistical reports and their usefulness over time. A report with more data points is more accurate and useful than a report with only a few data points. Access to a longer continuum of reports could be valuable when compared to new statistical reports making long term trends easier to evaluate and increase accuracy. These reports do not take up much space and anticipate this will not cause undue storage burden. The Archives Manager agrees with this request.

Attachment C  
Proposed Modification RDAs for Agency Specific Records Retention Schedules

**4. Business and Industry: Athletic Commission**

- A. Title:** Licensee (including Unarmed Combatants) ~~/Promoter Files:~~ Famous/Celebrated/Historically Significant **RDA:** 2017031

**Description:**

These records document and regulate issuance of licenses to Famous/Celebrated/ Historically Significant licensees ~~and promoters~~. Licensee ~~and promoter files~~ are considered Famous/Celebrated/ Historically Significant if: the licensee attained contemporary public notoriety or celebrity status; the licensee received significant media coverage; the licensee was generally viewed by the community as important or significant, or the licensee was the subject of a well-known book or feature film. The file may contain but is not limited to: application and related documentation, financial statements, fingerprint cards; articles of incorporation, surety bonds, ~~copy of~~ master medical insurance policy, licensee application, ~~copies of~~ contracts between contestants and managers, and; related correspondence.

**Authorized Retention:**

Retain for ten (10) calendar years from the expiration of the last license.

**Recommended Disposition:**

Permanent: Transfer to State Archives

**Agency review:**

The appraisal is supported by the Department of Business and Industry, Athletic Commission Division Records Officer.

**NSLAPR staff recommendation:**

The retention meets administrative and archival needs.

**Justification for Modification of RDA 2017031:**

Remove the term "promoter" from the title and description. Promoter records are already covered under RDA 1989118 "Promoter Licensee Files" both series have the same retention and disposition. This will solve the redundancy issue discussed when it was originally presented in the August 9, 2017 meeting.

Attachment D  
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**1. Office of the Governor: Agency for Nuclear Projects**

**A. Title:** ~~Executive Director Files~~

**RDA:** ~~2001013~~

**Description:**

~~This record series documents the actions, decisions and program administration of the executive director of the Agency for Nuclear Projects. The files may contain: correspondence, announcements, memos, reports, goals and objectives, plans and similar records.~~

**Authorized Retention:**

~~Retain this record series for a period of twenty five (25) calendar years.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for Deletion of RDA 2001013:**

The agency will follow the retention as required on the General Schedule (RDA 2010034 Administrative: Correspondence Files Official) which is four calendar years from the end of the calendar year in which the response was completed.

**B. Title:** ~~Faxes—~~

**RDA:** ~~2001015~~

**Description:**

~~This record series is used to document information faxed from the Agency. The files consist of: fax cover sheet with copies of the documents attached.~~

**Authorized Retention:**

~~Retain for a period of one (1) calendar month.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for Deletion of RDA 2001015:**

Any records that are received via fax are retained as part of the appropriate series on another retention schedule i.e. General Schedule RDA 2010033, 2010034 and 2009023 correspondence files.

Attachment D  
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**C. Title:** ~~Newspaper Clipping File: Agency for Nuclear Projects~~

**RDA:** 2001014

**Description:**

~~This record series is used to collect information related to the functions and activities of the office. The files may include: maps, newspaper clippings, magazine articles, brochures, pamphlets, and similar material.~~

**Authorized Retention:**

~~Retain for a period of one (1) calendar year.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for Deletion of RDA 2001014:**

These records are no longer produced by the agency and all previous records have been destroyed per retention.

**2. Business and Industry: Industrial Development Revenue Bond Program**

**A. Title:** ~~Industrial Development Revenue Bond (IDRB) Program Tracking System~~ — **RDA:** 2012021

**Description:**

~~This is the electronic information system used to monitor the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670). The files may include, but are not limited to: bond project information such as name, project description, project type and status; scanned official transcripts; bond documentation; volume cap information and; related correspondence.~~

**Authorized Retention:**

~~Retain these records until the bond has been redeemed or otherwise closed and then purge it from the system.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Business and Industry: Industrial Development Revenue Bond Program, Records Officer.

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### **Justification for Deletion of RDA 2012021:**

This is not a record series it is a database tracking system and as such is a non record. Staff recommends removing it from the retention schedule. The official records for this series are covered in RDA 2000001 Industrial Development Revenue Bond (IDRB) Project Files.

#### **3. Western Interstate Commission for Higher Education**

**A. Title:** ~~Professional Student Exchange Program (PSEP)~~

**RDA:** ~~1998040~~

#### **Description:**

~~This record series documents the Professional Student Exchange Program (PSEP). The files may contain, but are not limited to: (a) Brochures, pamphlets, informational reports on these programs, and (b) Correspondence and notes concerning yearly programs, yearly program plans, and associated records.~~

#### **Authorized Retention:**

~~Retain the records listed under (a) for as long as administratively useful and records listed under (b) for a period of five (5) 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 Western Interstate Commission for Higher Education, Records Officer.

#### **Justification for Deletion of RDA 1998040:**

The items such as brochures, pamphlets, program information, and informational reports on these programs are non-records.

**B. Title:** ~~Professional Student Exchange Program (PSEP) Certification Files~~

**RDA:** ~~1988003~~

#### **Description:**

~~This record series documents the applications qualifying for certification within the PSEP. The files may contain, but are not limited to: Application material; Certification records and reports; Procedural material; Related correspondence.~~

#### **Authorized Retention:**

~~Retain for a period of five (5) calendar years after the date of application.~~

#### **Recommended Disposition:**

~~Destroy Securely~~

#### **NSLAPR staff recommendation:**

Delete this RDA

#### **Agency review:**

The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### **Justification for Deletion of RDA 1988003:**

The records in this series are covered under RDA 1988002 "Applicant Files" if not funded and RDA 1998038 "Recipient Files" that has a 20-year retention.

**C. Title:** ~~Student Loan Program Files~~

**RDA:** ~~1998042~~

#### **Description:**

~~This record series documents student loans. The files may contain, but are not limited to: Delinquent Loan List; Stipend Grant Practice Verification Files; Accounting records and reports; related correspondence.~~

#### **Authorized Retention:**

~~Retain these records for a period of three (3) fiscal years from the fiscal year to which it pertains~~

#### **Recommended Disposition:**

~~Destroy Securely~~

#### **NSLAPR staff recommendation:**

Delete this RDA

#### **Agency review:**

The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

#### **Justification for Deletion of RDA 1998042:**

Records in this series are covered under the General Schedule RDA 2007016 Fiscal: Accounting Files (Agency Copy) and RDA 2005132 Grants: State Grants - Granting Agency Records which have a three-year retention

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

**1. Proposed New: General Records Retention Schedule**

**A. Title:** *Payment Card Industry (PCI)- Cardholder Data*

**RDA:** 2017037

**Description:**

*This record series consists of Cardholder Data (CHD) obtained during electronic financial transactions where an agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. This sensitive cardholder data is security-related information (primary account number (PAN), expiration date, cardholder name, and service code) used to authorize and process payment card transactions. Any government agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) and NRS 603A.215 to comply with certain security standards to prevent cardholder data theft.*

*In accordance with PCI Security Standards Council - Data Security Standard 3.4 – The primary account number (PAN) must be rendered unreadable anywhere it is stored (including on portable digital media, backup media, and in logs).*

**Authorized Retention:**

*Retain for one (1) fiscal year from the completion of the transaction.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

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

**Justification for New RDA 2017037:**

Since there isn't a record series currently to cover these transactions, state agencies are either in violation of law for holding this information per NRS 603A.215 (Security measures for data collector that accepts payment card; use of encryption; liability for damages; applicability) and 603A.030 ("Data collector" defined.), or if they are not holding the information, they are in violation of law NRS 239.080 (State records: Schedules for retention and disposition) for destroying the information without a scheduled record series. This series contains confidential information and must be destroyed securely.

**B. Title:** *Payment Card Industry (PCI)-Sensitive Authentication Data*

**RDA:** 2018019

**Description:**

*This record series consists of Sensitive Authentication Data obtained during electronic financial transactions where an agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. Sensitive Authentication Data is security-related information (including but not limited to card validation codes/values, full track data (from the magnetic stripe or equivalent on a chip), PINs, and PIN blocks) used to authenticate cardholders and/or authorize payment card transactions. Any government agency that processes, stores, or transmits payment card data is required by NRS 603A.215 and 603A.030. (Security measures for data collector that accepts payment card; use of encryption; liability for damages; applicability)*

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

**Authorized Retention:**

*Retain until authorization of transaction.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

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

**Justification for New RDA 2018019:**

Since there isn't a record series currently to cover these transactions, state agencies are either in violation of law for holding this information per NRS 603A.215 (Security measures for data collector that accepts payment card; use of encryption; liability for damages; applicability) and 603A.030 ("Data collector" defined.), or if they are not holding the information, they are in violation of law NRS 239.080 (State records: Schedules for retention and disposition) for destroying the information without a scheduled record series.

Any agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) and NRS 603A.215 to comply with certain security standards to prevent cardholder data theft. This data is very valuable to malicious individuals as it allows them to generate counterfeit payment cards and create fraudulent transactions. In accordance with Payment Card Industry (PCI) Data Security Standard (DSS) 3.2: storage of sensitive authentication data after authorization is prohibited. This series contains confidential information and must be destroyed securely.

**C. 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) Any government agency that processes, stores, or transmits payment card data is required by NRS 603A.215 and 603A.030. (Security measures for data collector that accepts payment card; use of encryption; liability for damages; applicability)*

**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*

**NSLAPR staff recommendation:**

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

# Attachment E

## Proposed New, Modification, and Deletion RDAs for General Records Retention Schedule

### **Justification for New RDA 2017038:**

Since there is no record series currently to cover these audit logs, state agencies are in violation of law NRS 239.080 (State records: Schedules for retention and disposition) for destroying the information without a scheduled RDA. This is a requirement of NRS 603A.215 which references Payment Card Industry (PCI) Data Security Standard (DSS) 10.7. This series contains confidential information and must be destroyed securely.

### **2. Proposed Modification: General Records Retention Schedule**

**A. 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.

#### **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*

#### **NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

### **Justification for Modification of RDA 2015013:**

Staff has polled the records officers about whether they receive Personal Identifiable Information (PII) on public records requests. The results of 167 emails sent out to the Records Officers are 11 of the 44 respondents do receive PII on their requests, therefore staff is requesting the change of the retention to Destroy Securely to align with requirements of NRS 239.010. The agencies can store the requests with the Records Center if there is at least one year remaining on the retention and they will be shredded by the Records Center at the time of disposition.

**B. 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.

#### **Retention:**

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

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

**Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

**Justification for Discussion and/or Modification of RDA 2006059:**

Per committee request this RDA is up for discussion and possible modification for the retention period of thirty (30) calendar years.

Attachment F  
Proposed New, Modification, and Deletion RDAs for Nevada Department of  
Transportation

**1. Proposed Modification: Nevada Department of Transportation**

**A. Title:** Correspondence Files Routine Business (Administrative) **TRDA:** 2014034

**Description:**

Correspondence (letters, memos, emails, social media, etc.) that is work related and deal with the day-to-day office administration and activities. Examples may include but are not limited to: internal correspondence; external correspondence from various individuals, companies and organizations requesting information pertaining to the agency business and other routine inquiries.

Note: Correspondence that is part of a specific subject file, e.g.; case file, client file, contract file, purchasing file, personnel file, project file, budget/fiscal file, etc. is retained with that subject file and according to authorized retention period for that subject file.

**Authorized Retention:**

Retain for ~~one (1) calendar year~~ **eighteen (18) calendar months** from the end of the calendar year to which it pertains or for the authorized retention period per subject file.

**Recommended Disposition:**

Destroy **Securely**

**Agency review:**

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

**Justification for Modification of TRDA 2014034:**

These revisions adjust the retention and disposition language to meet the agency's administrative needs.