

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for March 14<sup>th</sup>, 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.

### **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 – Modify  
Domestic Company

#### **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

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

**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.

**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 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 P~~ublic ~~H~~earing ~~D~~ocumentation; ~~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 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

**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.

**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~~ *resulting* 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.

**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.

**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.~~

**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.*

**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.*

**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.~~

**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.

**9: Determine time of next meeting**

- The next meeting will be held April 11<sup>th</sup>, 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.