

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

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:

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:

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:

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

Authorized Retention:

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

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

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

Agency review:

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

Justification for Modification of RDA 2014179:

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

B. Title: Exhibits: Loan/Transaction Records

RDA: 2014181

Description:

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

Authorized Retention:

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

Recommended Disposition:

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

NSLAPR staff recommendation:

The retention period meets administrative, legal, needs.

Agency review:

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

Justification for Modification of RDA 2014181:

The State Archives has determined that these records do not hold historical or archival value. Some of these documents may contain confidential information, such as the social security number or other personal identifying information (NRS 239B.030) and should be destroyed in a secure manner that will prevent reconstruction of the information, so it is recommended the disposition be changed from “Permanent” to “Destroy Securely”. Jeff Kintop has agreed that this RDA should follow the

same retention as RDA 1992207 “Loan Transaction Records” in which the Division of Museums and History’s schedule has a 3-year retention and disposition of Destroy Securely.

C. Title: Park and Facility Inspection Records

RDA: 2014177

Description:

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

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

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

Justification for Modification of RDA 2014177:

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

D. Title: Permits

RDA: 2014178

Description:

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

Authorized Retention:

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

Recommended Disposition:

Destroy securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal and legal needs.

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

<p>Discussion and Vote:</p> <p>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.</p>

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

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.

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:

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

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.

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.

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.

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

<p>Discussion and Vote:</p> <p>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.</p>
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4. State Library, Archives, and Public Records: Archives and Records

A. Title: Exhibit Files

RDA: 1990082

Description:

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

Authorized Retention:

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

Recommended Disposition:

Permanent: Held by State Archives

Agency review:

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

NSLAPR staff recommendation:

The retention meets administrative, archival and fiscal needs.

Justification for Modification of RDA 1990082:

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

B. Title: Records Disposition Authorization File

RDA: 1992434

Description:

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

Authorized Retention:

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

Recommended Disposition:

Permanent: Transfer to State Archives

Agency review:

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

NSLAPR staff recommendation:

The retention meets administrative, archival, and legal needs.

Justification for Modification of RDA 1992434:

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

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

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:** ~~1992431~~

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion RDA 1992431:

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

B. Title: Archives Finding Aid Files

RDA: 1985016

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Permanent: Held by State Archives~~

Agency review:

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

NSLAPR staff recommendation:

Delete this RDA

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.

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 13th, 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.