



**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: November 14, 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 October 10, 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 of RDAs for General Records Retention Schedule. [Attachment E](#)** (For possible action)
8. **Discuss future agenda items [Attachment F](#)** (For possible action)
Follow up on Licensing: Professional and Occupational Licensing changes for agency specific schedules. Attached is a list of possible agenda items to determine which require further review.
9. **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)
10. **Confirm time of next meeting**
Next meeting scheduled for December 12, 2018 (For possible action)
11. **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 records@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the State Records at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting State Records at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 records@admin.nv.gov

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Nevada State Library, Archives and Public Records
100 North Stewart Street
Carson City, NV 89701

The Nevada Legislature
401 S. Carson St.
Carson City, NV 89701

Washoe County Library
301 South Center Street
Reno, NV 89505

The Las Vegas/Clark County Library District
7060 Windmill Ln
Las Vegas, NV 89113

NSLAPR website: www.nsla.nv.gov

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

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 October 10th, 2018*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:25 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 - Present

Tammy Westergard, Acting Administrator, Nevada State Library, Archives and Public Records –
Excused

Sara Martel, State Records Manager, for Tammy Westergard, Nevada State Library, Archives and
Public Records - Present

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

Alisanne Maffei, for David Haws, Administrator, Enterprise Information Technology Services
Excused

Staff:

Bobbie Church, Senior Records Analyst, NSLAPR – Present

Adan Aguilera, Administrative Assistant II, NSLAPR – Present

Jerry Lindsay, Senior Records Analyst, NSLAPR - Present

Guests Present:

Barbara K. Cegavske, Nevada Secretary of State

2: Public Comment

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

The State Records manager Sara Martel announced to the Committee that Adan Aguilera a member of the State Records Committee staff will be leaving State Records on October 19th. Adan informed the committee that he is transferring to the Division of Child and Family Services.

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3: Attachment A. Review and Approve the Minutes for August 8, 2018

Discussion and Vote:

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: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules

1. Attorney General's Office

A. Title: *Background Check and Fingerprints*

RDA: 2017045

Description:

This record series is used for criminal background checks for Attorney General's employees, state employees that are not employees of the Attorney General's office, and various outside vendors, to allow building access while performing work for the Department (NRS 239B.010). The files consist of but not limited to: background applications, Applicant Fingerprint Response with related notes and documents.

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by Attorney General's Office Records Officer.

Justification for New of RDA 2017045:

A current schedule does not exist for this record series. Per the agency they do their own background checks, not the Department of Public Safety. A three-year retention is recommended to align with the retention period that is established in the Department of Public Safety's "Applicant Fingerprints: Licensing, Certification and Employment" (RDA 2003153).

B. Title: *Background Check and Fingerprints – Sworn Officer and Information Technology Personnel*

RDA: 2018026

Description:

This record series is used for criminal background checks for sworn officers (NRS 239B.020 and NAC 289.110) and Information Technology personnel. The files consist of but not limited to: background applications, Applicant Fingerprint Response with related notes and documents.

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Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the employee leaves the agency.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by Attorney General's Office Records Officer.

Justification for New of RDA 2018026:

A current schedule does not exist for this record series. The agency performs its own background checks and is not part of Department of Public Safety's "Applicant Fingerprints: Licensing, Certification and Employment" (RDA 2003153). However, the three-year retention is recommended to align with the retention period that is established in that series. The triggering event is specific to these personnel for the duration of employment as opposed to the beginning of employment as in RDA 2017045 "Background Check and Fingerprints".

C. Title: *Bureau of Consumer Protection Case Files*

RDA: *2018001*

Description:

This record series is used to document deceptive trade, antitrust, Nevada Public Utilities Commission, and Federal Energy Regulatory Commission matters handled by the Bureau of Consumer Protection (See NRS Chapters 228, 598, and 598A). The record series may contain but is not limited to: documentation of court and administrative proceedings, internal legal notes and drafts, confidential records collected from third parties, and related materials.

Authorized Retention:

Retain for two (2) calendar years from the end of the calendar year in which the final action of the case or investigation occurred.

Recommended Disposition:

Destroy securely.

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by Attorney General's Office Records Officer.

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Justification for New RDA 2018001:

The two-year retention policy is to reduce the risk of security breaches which would violate the confidentiality provisions of NRS 598.0964(1) or NRS 598A.110. Increased security increases the likelihood of business cooperation in our deceptive trade and antitrust investigations. Bureau of Consumer Protection (BCP) is a unique agency in its investigatory and law enforcement capacity.

From the Bureau of Consumer Protection representatives:

Pursuant to NAC 239.699(1), a state agency shall take such measures as are necessary to ensure that the records in its legal custody are protected from unlawful removal, misuse, damage, alteration, destruction or loss. Given the nature of its records, BCP believes that 2 years is an appropriate minimum retention period to protect its investigative, administrative, and litigation case files from unlawful misuse or loss, e.g. due to a security breach. BCP is unique among AG's office bureaus in that it frequently handles large volumes of pre-litigation correspondence and discovery from third party corporations and individuals which may include confidential information as well as protected trade secrets. The same records are also frequently made confidential under various state laws. In addition to common law privileges, the records gained through an investigation in BCP's files is, and will remain, exempt from freedom of information law requests because of its protected confidential status under NRS 598.0964(1) or NRS 598A.110. As a means to encourage cooperation by third parties in its investigations, third parties are assured by BCP's ability to promise that sensitive documents will be retained only so long as needed and destroyed as soon as possible following the close of an action or investigation per the retention schedule.

BCP keeps and maintains its files and BCP does not represent individual or institutional clients. Rather, it initiates investigations or actions to enforce state deceptive and unfair trade laws and to protect the interests of Nevada consumers and businesses generally. As noted, much of the records collected in these enforcement actions are not subject to public view or review under state common law and confidentiality laws.

As a legal and practical matter, a 2-year record retention requirement will better enable BCP to save costs and resources by disposing of unneeded records, including confidential and trade secrets, paper and/or electronic files per the retention schedule. Importantly, the shortened storage time would reduce the risk of a security breach which might lead to the exposure of highly sensitive and confidential information. A longer retention period increases the risk that records, including third party records, could be mishandled or subject to electronic infiltration.

D. Title: *Request for Opinion – Legal Opinions*

RDA: 2017001

Description:

This record series documents Attorney General Opinions and letters of advice (NRS 228.150). This series may include but is not limited to: requests for opinions, informal or formal opinions, letters of advice, related correspondence and similar documents.

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Authorized Retention:

Retain for four (4) calendar years from the end of the calendar year in which the opinion was dated.

Recommended Disposition:

Permanent: Transfer to Archives

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for New RDA 2017001:

A current schedule does not exist for this record series. A review by State Archives has determined that legal opinions and letters of advice have historical and archival value. A retention of four calendar years is being recommended to correspond with the retention for RDA:1999069 "Open Meeting Law Complaint Files" and RDA 2016031 "Open Meeting Law Opinions".

E. Title: *Request for Opinion – No Opinion Issued*

RDA: *2017002*

Description:

This record series documents requests for Attorney General Opinions and letters of advice but no opinion or letter of advice was issued (NRS 228.150). This series may include but is not limited to: requests for opinions, related correspondence and similar documents.

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year in which the request was dated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for New RDA 2017002:

A current schedule does not exist for this record series. A one-year retention is recommended to match RDA: 2010033 "Administrative: Correspondence Files Routine Business" on the general schedule.

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F. Title: *Legal Case Files - Historical*

RDA: 2017003

Description:

These records document the civil cases and petitions for Judicial Review under the Attorney General's care (See NRS 228.160(1)(a)) which have historical and/or archival value. Case types can include but are not limited to: water rights, tribal, mining, grazing rights, nuclear, cases that went before the Supreme Court and any precedent setting decisions. The record may contain but is not limited to: court documents, extraditions, depositions and similar documents, legal research material, discovery and discovery responses, photos, maps, tapes, and microfilm, supportive documentation, related correspondence and notes.

Authorized Retention:

Retain for seven (7) calendar years from the end of the calendar year of the date in which the final disposition was made.

Recommended Disposition:

Permanent: Transfer to Archives

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for New RDA 2017003:

A current schedule does not exist for this record series. A review by State Archives has determined that the current record series for "Legal Case Files" (RDA 1990150) permits records of historical/archival value to be destroyed. A retention of seven calendar years is being recommended to correspond with the retention for "Legal Case Files".

G. Title: *Report of Multiple Sale or Other Disposition of Pistols and Revolvers*

RDA: 2017004

Description:

This record series is used by licensees to report all transactions in which an unlicensed person acquired two or more pistols or revolvers or any combination of pistols or revolvers totaling two or more at one time during five consecutive business days. In accordance with 18 USC 923(g)(3)(A), licensees are required by federal law to send ATF form 3310.4 to the Office of the Attorney General. The record may contain but is not limited to: the form and any record of the contents thereof.

Authorized Retention:

Retain for no more than twenty (20) days from the date the form is received.

Recommended Disposition:

Destroy Securely

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NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by Attorney General's Office Records Officer.

Justification for New RDA 2017004:

A current schedule does not exist for this record series. The retention is set per 18 USC 923(g)(3)(B), "destroy each such form and any record of the contents thereof no more than 20 days from the date such form is received".

Discussion and Vote:

The proposals in Attachment B were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Sarah Bradley. The vote was unanimous.

5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Health and Human Services, Health Care Financing and Policy

A. Title: *Third Party Hospital Contracts: Review*

RDA: 1989049

Description:

This record series consists of ~~copies of~~ contracts sent to the Division in accordance with NRS 439B.420 (10) and NAC 439B.480 & 439B.490. They are ***reviewed by the Division***, to determine whether prohibited contracts and agreements have been made and whether a hearing should occur. The files may consist of but are not limited to: ~~Copies of~~ contracts between hospitals (and related entities) and health care practitioners with supportive documentation (See NAC 439B.470 (2)), and; ~~R~~related correspondence.

Authorized Retention:

Retain ~~these records for a period of~~ three (3) calendar years from the ***end of the calendar year in which the date of receipt final determination was made.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Health and Human Services, Health Care Financing and Policy Records Officer.

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Justification for Modification of RDA 1989049:

The contracts are from third party and reviewed by the agency. NRS 439B.420(10) allows the Director of DHHS to acquire copies of the referenced contracts. The Division is not a party to the contracts. The addition of “end of the calendar year in which” and “final determination was made” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Changes to grammar in the description provide for consistent formatting.

2. Attorney General’s Office

A. Title: Legal Case Files: *Misdemeanor and Petitions*

RDA: 1990150

Description:

These records document the ~~civil cases~~ *misdemeanor and petitions for Judicial Review* under the Attorney General’s care (See NRS 228.160 (1)(a)). The record may contain but is not limited to: ~~copies of court documents, including extraditions,; depositions and similar documents,; legal research material,; discovery and discovery responses,; photos, maps, tapes, and microfilm, which may be pertinent to the case; supportive documentation related to the case, and; related correspondence and notes.~~

Authorized Retention:

~~Retain these records, for cases litigated: for a period of seven (7) calendar years from the end of the calendar year of the in which the final disposition was made. date of final disposition. For cases settled out of court or dismissed: for a period of seven (7) years from the date of last action. For cases where the Attorney General withdrew or other legal counsel was appointed: transfer all related records to the appointed legal counsel.~~

Recommended Disposition:

~~Review for Historical Value~~ *Destroy Securely*

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by Attorney General’s Office, Records Officer.

Justification for Modification of RDA 1990150:

The description is being modified to match their current processes this series now covers only misdemeanor and petitions historical case files will now be under series number RDA 2017003 “Legal Case Files: Historical”. The title change is a clarification showing that the criminal case files are not included, they are covered in the next RDA 1998001 “Legal Case Files: Felonies Criminal” that also includes a title clarification. All cases are kept for seven calendar years regardless of whether it was litigated or transferred. This series contains confidential information and must be destroyed securely. (NRS 453A.700). Destroy these confidential records in a secure manner that will prevent reconstruction of the information (See NAC 239.722).

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B. Title: Legal Case Files: ~~Felonies~~ *Criminal*

RDA: 1998001

Description:

This record series documents ~~and administrates~~ the cases to which the state is a party (see NRS 228.160) including Habeas Corpus and prison escapes. The files may include, but are not limited to: ~~G~~ general correspondence, internal memos and attorney notes; ~~Unfiled motions, petitions, offers of judgment, etc.;~~ copies of law enforcement records including; ~~crime reports, police reports, investigative reports, waiver of rights forms, witness statements, evidence reports, transcripts of questioning, etc.;~~ copies of court records, including: ~~motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, etc. and;~~ copies of photos, maps, tapes, microfilm, etc. which may be pertinent to the case.

Authorized Retention:

Retain ~~the records for the following periods:~~ Cases litigated: a period of seven (7) calendar years from the *end of the calendar year in which date of the final disposition or last action was made.* ~~and then transfer to the State Archives. Cases settled out of court or dismissed: a period of seven (7) calendar years from the date of last action, and then transfer to the State Archives. Cases where the Attorney General withdrew or other legal counsel was appointed: transfer all related records to the appointed legal counsel, and then transfer to the State Archives seven (7) calendar years from the date of final disposition. Any notes retained may be disposed of when no longer administratively useful. All other records, such as research and working papers, may be purged and disposed of ninety (90) days from the date of the final disposition or action of the case.~~

Recommended Disposition:

Permanent: Transfer to Archives

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for Modification of RDA 1998001:

The description is being modified to match their current processes. All criminal cases are kept for seven calendar years regardless of whether it was litigated or transferred before being transferred to State Archives.

C. Title: Open Meeting Law Opinions

RDA: 2016031

Description:

This record series documents the final action taken on investigations conducted or referred for consideration of possible legal action specifically dealing with violations of the Open Meeting Law in NRS Chapter 241. The files consist of the opinion, which includes a determination of no violation, or findings of fact, and conclusions of law under NRS Chapter 241.

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Authorized Retention:

Retain for ~~ten (10)~~ **four (4)** calendar years from *the end of the calendar year in which final opinion was given.* ~~the date of the opinion.~~

Recommended Disposition:

Permanent: Transfer to Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival and legal needs.

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for Modification of RDA 2016031:

After additional review, it was determined that the Open Meeting Law Opinions should be retained for the same time-period as the "Open Meeting Law Complaint Files" (RDA:1999069). The State Archivist is aware of the change and has approved the shortened retention period.

Discussion and Vote:

The proposals in Attachment C were approved as presented. The motion was made by Sara Martel and the second was by Kathryn Etcheverria. The vote was unanimous.

6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. Attorney General's Office

A. Title: Bankruptcy Pleadings

RDA: 1994064

Description:

~~This record series is used to document and monitor bankruptcy proceedings in which the Department of Taxation and the Attorney General have interest. The files may contain: memos and related correspondence, spreadsheets for individuals and/or a business from the Dept. of Taxation, and copies of the following US Bankruptcy Court records: reports, orders, Request for Hearing Notice, amendments, replies, motions, Proof of Claims, disclosure statements, reorganization plans, Notice of Entry of Judgment, stipulations and dismissals.~~

Authorized Retention:

~~Retain for a period of two (2) calendar years from the date of close of the case (notice of entry of judgment, dismissal, etc.).~~

Recommended Disposition:

~~Destroy Securely~~

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NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Attorney General's Office Records Officer.

Justification for Deletion of RDA 1994061:

A review by the Office of the Attorney General determined that these records should be combined with RDA 1990150 "Legal Case Files" and maintained for the same retention of seven years.

B. Title: ~~Consumer Affairs Case File: Anti-Trust~~

RDA: 2007021

Description:

~~This record series is used to document the antitrust proceedings handled by the Bureau (See NRS 598A.070). The files may contain, but are not limited to, documentation of: (a) investigations, (b) court actions, (c) confidential documents received from entities and/or individuals, and (d) legal and industry research and similar documentation.~~

Authorized Retention:

~~For cases investigated, litigated and/or settled out of court: retain the records listed under (a) and (b) in the description for a period of six (6) years from the final action of the case. For cases transferred to other jurisdictions (such as a district attorney or the federal government): transfer all documents to the appointed legal counsel. Documents listed under (c) in the description may be either destroyed or returned to the entity or individual upon the final action of the case. Documents described under (d) in the description may be purged from the file when no longer needed.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for Deletion of RDA 2007021:

A review by the Office of the Attorney General determined that these records should be combined with RDA 2018001 "Bureau of Consumer Protection Case Files" and maintained for the same retention of two (2) calendar years.

C. Title: ~~Consumer Affairs Case File: Federal Energy Regulation Commission~~

RDA: 1988252

Description:

~~These records document cases involving the Federal Energy Regulation Commission. The record may include, but is not limited to: Copies of court documents (petitions, motions, transcripts, etc.) and related material and, Related correspondence.~~

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Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the date of final disposition, final action, withdrawal or dismissal. For cases where the Attorney General withdrew or other legal counsel was appointed: transfer all related records to the appointed legal counsel. Any notes retained may be disposed of when no longer administratively useful.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for Deletion of RDA 1988252:

A review by the Office of the Attorney General determined that these records should be combined with RDA 2018001 "Bureau of Consumer Protection Case Files" and maintained for the same retention of two (2) calendar years.

~~**D. Title:** Consumer Affairs Case File: Nevada Public Utilities Commission **RDA:** 1988250~~

Description:

~~These records document cases involving utilities before the Nevada Public Utilities Commission. The record may include, but is not limited to: Copies of hearing documents (petitions, motions, transcripts, etc.) and related material and, Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the date of final disposition, final action, withdrawal or dismissal. For cases where the Attorney General withdrew or other legal counsel was appointed: transfer all related records to the appointed legal counsel. Any notes retained may be disposed of when no longer administratively useful.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for Deletion of RDA 1988250:

A review by the Office of the Attorney General determined that these records should be combined with RDA 2018001 "Bureau of Consumer Protection Case Files" and maintained for the same retention of two (2) calendar years.

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E. Title: ~~Correspondence File—Official~~

RDA: 2003006

Description:

~~These records document the correspondence files generated by attorney general staff and includes letters, legal advice, legal opinions, and other types of correspondence generated while performing the official duties of the Office of the Attorney General.~~

Authorized Retention:

~~Retain these records for a period of seven (7) calendar years from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Permanent: Transfer to Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for Deletion of RDA 2003006:

A review determined that there is not a requirement for the Office of the Attorney General to maintain these records for seven years before transferring to the Archives. The agency will follow the General Schedule RDA 2010034 "Correspondence Files Official" and maintaining the records for four years before transferring. The State Archivist has reviewed and is ok with receiving the records in line with the General Schedule.

F. Title: ~~Correspondence File—Routine~~

RDA: 2003076

Description:

~~This record series consists of routine files created and/or received by attorney general staff and are used for routine office functions and/or information retrieval. The files may consist of: routine office and inter-agency correspondence of a transitory and/or housekeeping nature (announcements of staff meetings, requests for supplies etc.), general information requests, transmittal letters, copies of court documents (the original of which is found elsewhere) and similar types of records.~~

Authorized Retention:

~~Retain only as long as the record holds value to the agency. It is recommended that they be retained no longer than three (3) years and may be purged at any time.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

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Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for Deletion of RDA 2003076:

A review determined that there is not a requirement for the Office of the Attorney General to maintain these records for three years before destruction. The agency will follow the General Schedule RDA 2010033 "Correspondence Files Routine Business" and maintaining the records for one year before destruction.

G. Title: ~~Legal Case Files: Nuclear Projects~~

RDA: 2001008

Description:

~~This record series administers and documents each civil case dealing with nuclear projects to which the state or any officer of the state in his official capacity is a party or is monitoring as an interested party (see NRS 160(1)(a) & (b)). These files may contain, but are not limited to: (A) Copies of court documents such as; motions, pleadings, orders, judgments and decrees, memorandums, replies, affidavits, jointers, exhibits, appendixes, complaints, summons, depositions, transcripts and similar documentation, and (B); All related documentation such as attorney's notes, reports, correspondence, and any other information pertinent to the case.~~

Authorized Retention:

~~Retain this record series for a period of twenty five (25) calendar years after the case is resolved or no longer monitored.~~

Recommended Disposition:

~~Permanent: Transfer to Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Attorney General's Office Records Officer.

Justification for Deletion of RDA 2001008:

A review determined that there is not a requirement for the Office of the Attorney General to maintain these records for twenty-five years before transferring to the Archives. The series will follow the new RDA 2017003 "Legal Case Files – Historical" and maintaining the records for seven years before transfer. The State Archivist has reviewed and agrees to the change lowering the retention time.

H. Title: ~~Legal Research Files~~

RDA: 2008033

Description:

~~These records are used to do research for the production of legal opinions or give advice to clients. The record may contain but is not limited to: Requests for opinions/advice; Copies of laws;~~

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~~regulations, court cases, etc.; Drafts of opinions/advice; Related correspondence and; Similar documents.~~

Authorized Retention:

~~Retain these records for a period of ten (10) calendar years from the completion of the research.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by Attorney General's Office, Records Officer.

Justification for Deletion of RDA 2008033:

These are considered non-records and should not be on the retention schedule. Any records that are not copies are maintained according to their respective retention schedules.

Discussion and Vote:

The proposals in Attachment D were approved as presented. The motion was made by Sara Martel and the second was by Kathryn Etcheverria. The vote was unanimous.

7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

1. Proposed New: General Records Retention Schedule

**A. Title: *Administrative: Unmanned Aerial Vehicle (UAV) Recordings – Non-Event*
RDA: 2018027**

Description:

This record series may consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV). Public agencies which have registered an UAV with the Department of Public Safety (NRS 493.115 and 493.118) may operate the UAV for one or more of the following public purposes: fire services, emergency medical services, protection of a critical facility that is public property, search and rescue operations, preparation for, response to and recovery from emergencies and disasters, communications relay and delivery, surveying and mapping, inspection of public land and infrastructure, inspection and testing of hazardous materials, inspection and evaluation of natural resources, inspection and evaluation of wildlife, inspection and evaluation of agricultural and environmental conditions, training of employees of a public agency, research and development of unmanned aerial vehicles, maintenance and testing of unmanned aerial vehicles, air quality testing, and evaluation of meteorological conditions.

Attachment A
Meeting Minutes for Approval

Authorized Retention:

Transfer event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of thirty (30) days but no longer than 180 days.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Justification for New RDA 2018027:

A current schedule does not exist for this record series. This series is intended for non-law enforcement, non-event recordings, to allow agencies to disposition any non-event, and/or training recordings. In accordance with NRS 493.020 "Public agency" means an agency, office, bureau, board, commission, department or division of this State or a political subdivision of this State other than a law enforcement agency.

Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, Privacy Act of 1974 (5 U.S.C. 552a), NRS 493.112, NAC 239.165

B. Title: *Law Enforcement: Unmanned Aerial Vehicle (UAV) Recordings – Non-Event*
RDA: 2018028

Description:

This record series may consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV) during law enforcement activities.

Authorized Retention:

Transfer event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of thirty (30) days but no longer than 180 days see (5 U.S.C. 552a), NRS 493.112, NAC 239.165.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Justification for New RDA 2018028:

A current schedule does not exist for this record series. This series is intended for law enforcement, non-event recordings, to allow law enforcement agencies to disposition any non-event, and/or training recordings.

Attachment A
Meeting Minutes for Approval

NRS 493.112 (4) Any photograph, image, recording or other information that is acquired by a law enforcement agency through the operation of an unmanned aerial vehicle in violation of this section, or that is acquired from any other person or governmental entity, including, without limitation, a public agency and any department or agency of the Federal Government, that obtained the photograph, image, recording or other information in a manner inconsistent with the requirements of this section, and any evidence that is derived therefrom: (a) Is not admissible in and must not be disclosed in a judicial, administrative or other adjudicatory proceeding; and (b) May not be used to establish reasonable suspicion or probable cause as the basis for investigating or prosecuting a crime or offense.

Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, Privacy Act of 1974 (5 U.S.C. 552a), NRS 493.112, NAC 239.165

Discussion and Vote:

The proposals in Attachment E were approved as presented. The motion was made by Sarah Bradley and the second was by Sara Martel. The vote was unanimous.

8: Discussion on licensing records (Discussion Only):

Bobbie Church informed the committee about the audit that State Records is conducting with all the state agencies who have licensing records in the General Retention Schedule and their Agency Specific retention schedules. If the agencies with agency specific retention schedules for licensing records would like to retain their record series, they will be asked to come to the State Records Committee meeting to explain why their agency needs to deviate from the General Retention Schedule. Bobbie advised the Committee that she will keep the Committee apprised of the results of the ongoing audit.

9: Discuss future agenda items:

Bobbie Church informed the Committee that in future committee meetings there will be items from the Board of Medical Examiners, Fire Marshal, Agriculture, Peace Officers Standards and Training (POST), Public Employees Benefits Program (PEPB), and the Division of Child and Family Services (DCFS).

10: Public Comment

The State Records Manager Sara Martel informed the Committee about former committee member Jeff Kintop's condition and his ongoing recovery from his surgery. She also relayed to the committee the current trainings being offered from State Records. There is training for using the State Records Web Module and there will be Records Management Training for Local Governments in November. She also informed the Committee of negotiations State Records is entering in with the Department of Public Safety (DPS) to continue to store DPS's records in the State Records Center. Sarah Bradley also made announcement. The Attorney General's office will be hosting a training on state laws for state agencies and boards and commissions in general on Wednesday October 24th.

12: Determine time of next meeting

- The next meeting will be held November 14th, 2018 at 1:15 pm in the Nevada State Library and Archives Board room.

Attachment A
Meeting Minutes for Approval

13: Adjourn

- The meeting was adjourned at 2:14 pm with the motion made by the Chair Kim Perondi. The vote was unanimous.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

**There are no proposed New RDA's for Agency Specific
Records Retention Schedules in this agenda**

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Public Employees' Benefits Program

A. ~~Group Health and Life Insurance~~ *Participant* Files

RDA: 2002089

Description:

This record series documents the eligibility and enrollment ~~in and all changes~~ in health insurance, life insurance, disability insurance, and similar benefit packages offered to employees, *retirees and, their qualifying spouse /domestic partner, dependents, or surviving dependents*, through the Public Employee's Benefits Program. The record series may include but is not limited to: ~~e~~Enrollment *forms cards*; ~~B~~beneficiary information including contact information, ~~marital status~~, *birth certificates, marriage license/domestic partner declaration, death certificate, and other legal documents (adoption, etc.)*, ~~;~~~~P~~pre-tax documentation;~~;~~~~D~~documentation on access, disclosure and other actions required under HIPAA (Health Insurance Portability and Accountability Act, 42 USC s. 1390d et. Seq.), ~~and~~; ~~R~~related correspondence.

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which date the employee primary insured* is no longer covered under any benefit package.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Public Employees' Benefits Program, Records Officer.

Justification for Modification of RDA 2002089:

A review by the Public Employees Benefits' Program determined that RDA 2002088 "Evidence of Insurability Files", RDA 2002087 "Death Claims", and RDA 2002090 "Long Term Disability Files" should be combined with this series and simplified to "Participant Files" the documents of eligibility are the same for all files and maintained for the same retention. Participants completed life insurance enrollment/beneficiary designations; however, are forwarded to the third-party life insurance administrator and are not retained by PEBP.

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. **Health Division, Bureau of Health Care Quality and Compliance:**

A. Title: ~~Lab Personnel Certification and Licensure Files: Adverse Actions~~

RDA: ~~2004152~~

Description:

~~This records series is used in the administration adverse actions (including: reprimands, censures, probations, suspension and revocations) concerning the certification of lab personnel and licensure of lab directors in accordance with NRS Chapter 652 and NAC Chapter 652. The files may contain, but are not limited to: Copies — of documents from the certification & licensure files; Investigative reports; Dismissal and/or closure proceedings (including negative action or finding, conditions, stipulations, length of time, etc.) with supportive documentation; Related correspondence.~~

Authorized Retention:

~~Retain this record series for a period of fifteen (15) calendar years from the end of the calendar year in which the adverse action was concluded.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Health Division: Bureau of Health Care Quality and Compliance, Records Officer.

Justification for Deletion of RDA 2004152:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

2. **Public Employees' Benefits Program**

A. Title: ~~Evidence of Insurability Files~~

RDA: ~~2002088~~

Description:

~~This record series is used to document and administer the addition of self, spouse or dependents to state health insurance. The files may contain but are not limited to: Request form with supporting documentation including copies of birth certificates, marriage license and other legal documents (adoption, etc.); Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years receipt of the records.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Public Employees' Benefits Program, Records Officer.

Justification for Deletion of RDA 2002088:

A review by the Public Employees Benefits Program determined that these records should be combined with RDA 2002089 ~~Group Health and Life Insurance~~ *Participant Files*. The documents of eligibility are the same for all files, maintained for the same retention and are filed with that series.

B. Title: ~~Long Term Disability Files~~

RDA: ~~2002090~~

Description:

~~This record series is used to document and administer claims for long term disability. The files may consist of but are not limited to: Claims and supporting documentation; Verification documentation; Documentation on access, disclosure and other actions required under HIPAA (Health Insurance Portability and Accountability Act, 42 USC s. 1390d et. Seq.); Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the date of the closure or final resolution of the claim.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Public Employees' Benefits Program, Records Officer.

Justification for Deletion of RDA 2002090:

A review by the Public Employees Benefits Program determined that these records should be combined with RDA 2002089 ~~Group Health and Life Insurance~~ *Participant Files*. The documents of eligibility are the same for all files, maintained for the same retention and are filed with that series.

C. Title: ~~Death Claims~~

RDA: ~~2002087~~

Description:

~~This record series is used to document and administer the claim for life insurance on death claims. The files may contain but are not limited to: Claims with supportive documentation; Benefits payment records; Access, disclosure and other documentation required under HIPAA (Health Insurance Portability and Accountability Act, 42 USC s.1390d et. Seq.) see 45 CFR Parts 160 and 164; Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the end of the calendar year in which the claim was closed.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Delete this RDA

Agency review:

The appraisal is supported by the Public Employees' Benefits Program, Records Officer.

Justification for Modification of RDA 2002087:

A review by the Public Employees Benefits Program determined that these records should be combined with RDA 2002089 ~~Group Health and Life Insurance~~ *Participant Files*. The documents of eligibility are the same for all files, maintained for the same retention and are filed with that series.

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

There are no proposed General Schedule changes for this agenda

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

1. State Board of Accountancy:

A. Title: ~~License Files, State Board of Accountancy~~

RDA: 2006119

Description:

~~These records document the application & renewal process and monitors individuals receiving a professional license from the Board in accordance with NRS chapter 628 and NAC chapter 628. The files may contain but are not limited to: Original application documentation; Renewal documentation (including, notification, renewal forms, copies of fee payments, CE documentation and similar records); Informational documentation on licensees (including copies of letters, certificates, news media articles, photos, etc.); Contact information (including home and business); Exams, training records, and; Complaints/disciplinary actions (when the Board chooses not to file such documentation separately)~~

Authorized Retention:

~~Retain these records for a period of fifteen (15) calendar years from the expiration, revocation, suspension or other final disposition of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Board of Accountancy, Records Officer.

Justification for Deletion of RDA 2006119:

The Committee has determined that all Professional and Occupational license record series are to be reviewed and recommends this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

2. State Contractors Board:

A. Title: ~~Contractor's Licensing Files~~

RDA: 2006294

Description:

~~This record series documents the application & renewal process and monitoring of individuals receiving licenses from the State Contractors Board (see NRS and NAC chapter 624). The file may contain, but is not limited to: application with supportive documentation; contractor's bond documentation; renewals; complaints with any investigative documentation; documentation on disciplinary actions (including hearings); documentation on fees and; related correspondence~~

Authorized Retention:

~~Retain these records for a period of five (5) calendar years from the expiration, revocation or inactivation of the license.~~

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Contractors Board, Records Officer.

Justification for Deletion of RDA 2006294:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

3. State Board of Veterinary Medical Examiner's:

A. Title: ~~Veterinary Licensing Files~~

RDA: ~~2006157~~

Description:

~~This record series documents the application & renewal process and monitoring of individuals receiving licenses and/or certification from the State Board of Veterinary Medical Examiners in accordance with NRS Chapter 638 and NAC Chapter 638. Licensee files include, but are not limited to, veterinarians, veterinary interns, veterinary technicians (including unlicensed, licensed and in training), euthanasia technicians, animal physical therapist and animal chiropractic. The file may contain, but is not limited to: (a) original application documentation (which may or may not include a photo); (b) resumes, copies of educational transcripts, verification letters, references, certificates, examination results, related correspondence, and similar records used in the initial application process; (c) renewal documentation including notification, renewal forms, copies of fee payment, and similar documents; (d) informational documentation on the licensee, including copies of letters, certificates, news media, photos, etc.; (e) address and contact information (including home and business).~~

Authorized Retention:

~~Retain the records listed under (a), (b) and (c) in the description statement for a period of six (6) calendar years from the expiration, revocation, suspension or other final disposition of the license. Documents listed under (d) and (e) of the description statement may be purged when no longer administratively useful to the Board.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Board of Veterinary Medical Examiner's, Records Officer.

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

Justification for Deletion of RDA 2006157:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

4. Department of Administration, Hearings and Appeals Division:

A. Title: ~~Hearing Representatives Licensing File~~

RDA: ~~2009004~~

Description:

~~This record series documents the licensing and monitoring of hearing representatives (See NRS 616C.325 and NAC 616C.350 et seq.). The record may contain but is not limited to: Application and related documentation; Investigation; Disciplinary procedures; Supportive materials, and; Related correspondence~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years from the date of expiration or final action.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Administration, Hearings and Appeals Division, Records Officer.

Justification for Deletion of RDA 2009001:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

B. Title: ~~Revoked Hearing Representatives Licensing File~~

RDA: ~~2009002~~

Description:

~~This record series documents the individuals whose license was revoked (See NAC 616C.374 (2)). The record may contain but is not limited to: Application and related documentation; Investigation; Disciplinary procedures; Supportive materials, and; Related correspondence~~

Authorized Retention:

~~Retain these records for a period of thirty (30) calendar years from the date of revocation or final action.~~

Recommended Disposition:

~~Destroy Securely~~

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Administration, Hearings and Appeals Division, Records Officer.

Justification for Deletion of RDA 2009002:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

C. Title: ~~Workers Compensation Representative Files~~

RDA: ~~1995001~~

Description:

~~This record series consists of licenses issued as a Workers Compensation Representative. The file may contain but is not limited to: Application with associated documents; Testing documentation including test scores, and; Related correspondence~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years after expiration of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Administration, Hearings and Appeals Division, Records Officer.

Justification for Deletion of RDA 1995001:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

5. Business and Industry, Athletic Commission:

A. Title: ~~Licensee (including Unarmed Combatants): Famous/Celebrated/Historically Significant~~

RDA: ~~2017031~~

Description:

~~These records document and regulate issuance of licenses to Famous/Celebrated/ Historically Significant licensees. Licensee 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~~

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

~~and related documentation, financial statements, fingerprint cards; articles of incorporation, surety bonds, master medical insurance policy, licensee application, 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~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 2017031:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

B. Title: ~~Licensee Files~~

RDA: ~~1989119~~

Description:

~~These records apply to all officials, seconds, managers, ring announcers, matchmakers, ring physicians, etc., and are used by the commission to authorize, document and regulate the issuance of licenses to these individuals. The files may contain, but are not limited to: license application and related documentation; copies of contracts between contestants and managers and; related correspondence~~

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 1989119:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

C. Title: ~~Promoter Licensee Files~~

RDA: ~~1989118~~

Description:

~~These records document each promoter of an athletic event under the jurisdiction of the Athletic Commission. This is used to verify his acceptability as a promoter. The file may contain, but is not limited to: license application and related documentation; financial statements; fingerprint cards; articles of incorporation; surety bonds; copy of master medical insurance policy and; related correspondence~~

Authorized Retention:

~~Retain these records for a period of ten (10) calendar years from the end of the promotion.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 1989118:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

D. Title: ~~Unarmed Combatants Licensee Files~~

RDA: ~~2017029~~

Description:

~~These records apply to boxers, mixed martial artists, kick boxers, etc., and are used by the commission to authorize, document and regulate the issuance of licenses to these individuals. The files may contain, but are not limited to: license application and related documentation; medical records, copies of contracts between contestants and managers and; related correspondence.~~

Authorized Retention:

~~Retain for fifteen (15) calendar years from the expiration of the last license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

Justification for Deletion of RDA 2017029:

It is recommended this record series be deleted and the agency follow one or more of the following:
General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application",
RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025
"Licensing: Professional and Occupational Licensing- Disciplinary".

6. Business and Industry, Mortgage Lending Division:

A. Title: ~~Licensing Files~~

RDA: ~~2007026~~

Description:

~~This record series is used to document mortgage brokers, bankers and agents licensed by the Division (See NRS and NAC Chapter 645A, 645B, 645E, 645F). The files may include, but are not limited to: Organizational Documentation (including: applications, contact information, background checks, credit information, articles of incorporation, list of officers, surety bonds, etc.); Financial Statements and other reports; Examinations and continuing education documentation; Complaints & Disciplinary Procedures (including complaints, investigations, hearing documentation, etc.); Related correspondence and; Similar document~~

Retention:

~~Retain these records for a period of six (6) calendar years from the date the license expires, is revoked or otherwise invalidated.~~

Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Business and Industry, Mortgage Lending Division, Records Officer.

Justification for Deletion of RDA 2007026:

It is recommended this record series be deleted and the agency follow one or more of the following:
General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application",
RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025
"Licensing: Professional and Occupational Licensing- Disciplinary".

B. Title: ~~Licensing Files, Disciplinary~~

RDA: ~~2008003~~

Description:

~~This record series is used to document mortgage brokers, bankers and agents licensed by the Division that have been involved in disciplinary and/or legal actions (See NRS and NAC Chapter 645A, 645B, 645E, 645F). The files may include, but are not limited to: Organizational Files (including: applications, contact information, background checks, credit information, articles of incorporation, list of officers, surety bonds, etc.); Financial Statements and other reports; Examinations and continuing education documentation; Complaints & Disciplinary Procedures (including complaints, investigations, hearing documentation, etc.); Related correspondence and; Similar documents~~

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

Retention:

~~Retain these records for a period of ten (10) calendar years from the date the license is suspended, revoked or is otherwise invalidated, or from the date of final action if litigation is involved.~~

Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Business and Industry, Mortgage Lending Division, Records Officer.

Justification for Deletion of RDA 2008003:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

7. Business and Industry, Real Estate Division:

A. Title: ~~Real Estate Licensing Files~~

RDA: 2017015

Description:

~~This record series documents the licensing of individuals by the Real Estate Division in accordance with NRS Chapters 645, 645C, 645D and 645H. Records may include but are not limited to application and supporting documentation, proof of pre-licensing education, proof of experience, examination results, renewal forms, continuing education and training verification records, verified statements, financial information, proof of payment of required fees, and related correspondence.~~

Authorized Retention:

~~Retain this record series for a minimum period of three (3) calendar years from the expiration, suspension, or revocation of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Business and Industry, Real Estate Division, Records Officer.

Justification for Deletion of RDA 2017015:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

Attachment F
Discussion items for Proposed Deletion of RDAs for Agency Specific Records
Retention Schedule

8. State Board of Cosmetology:

A. Title: ~~Licensing Files~~

RDA: ~~2008037~~

Description:

~~These records document the application, renewal process and monitoring of individuals receiving licenses (See NRS 644.190 et seq. and NAC 644.046 et seq.). The record may contain but is not limited to: Original application documentation; Renewal applications with associated documentation; Informational documentation on the licensee; Contact information (including home and business); Related correspondence and; Similar documentation~~

Authorized Retention:

~~Retain the original application documentation and the records covering the two most recent renewals for four (4) calendar years after the final expiration of the certification, registration or license. Any educational transcripts and similar documents may be returned to the applicant after completion of the application process.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Board of Cosmetology, Records Officer.

Justification for Deletion of RDA 2008037:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

9. Health and Human Services: Child & Family Services Division:

A. Title: ~~Foster Care Licensing Files~~

RDA: ~~1999114~~

Description:

~~This record series administers and documents families licensed to provide care to children who are in the custody of the Division. Closed files provide a historical documentation of the performance of licensed foster parents. The files may include: application, extensive background histories, home study reports, proof of training, copies of licenses, case notes, waivers & approvals, Child Protective Services reports, Licensing complaints, home inspection forms, pet inoculation documentation, law enforcement checks, FBI fingerprint checks, child abuse and neglect system checks, requests and related correspondence.~~

Authorized Retention:

~~Retain this record series for a period of sixteen (16) calendar years from the date of the expiration, suspension or revocation of the license.~~

Recommended Disposition:

~~Destroy Securely~~

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NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Health and Human Services: Child & Family Services Division, Records Officer.

Justification for Deletion of RDA 1999111:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

10. Board of Alcohol, Drug Abuse and Gambling Counselors:

A. Title: ~~Certification and Licensing Files~~

RDA: ~~2006018~~

Description:

~~This record series contains information required to be submitted with an application for certification as counselor or administrator of a program of treatment by personnel who have completed training and are authorized to perform services pursuant to NRS Chapter 641C and NAC Chapter 641C. The file may contain, but is not limited to: Application with supportive documentation; Examination results; background and other investigation documents; Disciplinary and complaint records and; related documentation.~~

Authorized Retention:

~~Retain the original application and the three (3) most current years of records for a period of three (3) calendar years after expiration of the certification or license, purging the file of older records.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Board of Alcohol, Drug Abuse and Gambling Counselors, Records Officer.

Justification for Deletion of RDA 2006018:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

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11. Department of Motor Vehicles, Compliance Enforcement:

A. Title: ~~Licensing File~~

RDA: ~~2000060~~

Description:

~~This record series is used to administer and document the licensing process for entities and individuals as required by the Department of Motor Vehicles. Licensees may include but are not limited to: Body Shops, Brokers, Dealers, Driving Schools, DUI Schools, Emission Control Stations, Emission Inspectors, Garages, Instructors, Salesmen, Traffic Safety Schools and Wrecker, Salvage Pools. The files may contain: license Application, Personal History Questionnaire, Surety Bond, copy of insurance certificate, copy of city or county business license, copies of corporate documents and related documentation.~~

Authorized Retention:

~~Retain this record series for a period of three (3) calendar years following the expiration or termination of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Motor Vehicles, Compliance Enforcement, Records Officer.

Justification for Deletion of RDA 2000060:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

12. Veterans' Services: Nevada State Veterans' Nursing Home:

A. Title: ~~License/Certification of Personnel~~

RDA: ~~2004178~~

Description:

~~This record series is used to document the licenses and certifications of staff in accordance to Department of Veterans Affairs requirements found in 38 CFR 51.120 and 52.120. The file consists of copies of professional licenses, certifications and training documentation with associated correspondence and supportive documents.~~

Authorized Retention:

~~Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain. Those records that document licenses or certifications that do not need renewal should be retained for five years from the separation from service of the employee. Note:~~

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Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Veterans' Services: Nevada State Veterans' Nursing Home, Records Officer.

Justification for Deletion of RDA 2004178:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

13. State Library, Archives, and Public Records, State Library Services:

A. Title: ~~Public Librarian Certification~~

RDA: ~~2017017~~

Description:

~~This record series documents the certification of public librarians by the Administrator of the Nevada State Library, Archives and Public Records as required by NRS Chapter 379. Records may include but are not limited to application form, fingerprint cards, academic transcripts, letter of recommendation, proof of experience, renewal form or request, continuing education and training verification records, and related correspondence.~~

Authorized Retention:

~~Retain this record series for a period of four (4) calendar years from the expiration, or revocation of the certificate.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 2017017:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

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14. Conservation and Natural Resources, Bureau of Safe Drinking Water:

A. Title: ~~Water Operators Certification File~~

RDA: ~~2003113~~

Description:

~~This records series is used to document the certification process for operators of water systems (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Original applications with associated documentation; Disciplinary actions, and; related correspondence.~~

Authorized Retention:

~~Retain these records for a period of twelve (12) calendar years from the date they are no longer certified.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Conservation and Natural Resources, Bureau of Safe Drinking Water, Records Officer.

Justification for Deletion of RDA 2003113:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

B. Title: ~~Water Operators Certification File: Renewal and Reinstatements~~

RDA: ~~2013012~~

Description:

~~This records series is used to document the renewal and/or reinstatement of applicants for operators of water systems (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Renewal applications with associated documentation; Examinations, test scores and related records; Continuing education documentation; Reinstatement related records, and; related correspondence.~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years from the end of the two year renewal cycle or from the date of reinstatement.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

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Agency review:

The appraisal is supported by the Conservation and Natural Resources, Bureau of Safe Drinking Water, Records Officer.

Justification for Deletion of RDA 2013012:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

C. Title: ~~Water Operators Certification File: Denied and/or Disciplinary Actions~~ **RDA:** ~~2013010~~

Description:

~~This records series is used to document the operators of water systems whose certifications were revoked due to disciplinary action or denied by agency determination (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Copies of the Certification file documents; Disciplinary action records, including copies of criminal history records and court documents, and; related correspondence.~~

Authorized Retention:

~~Retain these records for a period of one hundred (100) years from the birth date or until the known death of the individual, whichever occurs first.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Conservation and Natural Resources, Bureau of Safe Drinking Water, Records Officer.

Justification for Deletion of RDA 2013010:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

15. Education, Office of Educator Licensure:

A. Title: ~~Licensure Disciplinary (Suspended or Revoked) Files~~ **RDA:** ~~2007084~~

Description:

~~These records document the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to: Licensure documentation and supportive documentation; checklists; notification of arrest documentation; Notice of Entry of Judgement from the State Board of Education (or other notification), and; related correspondence.~~

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Authorized Retention:

~~Retain these records for a period of fifty (50) calendar years from the date of determination from the State Board of Education.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Education, Office of Educator Licensure, Records Officer.

Justification for Deletion of RDA 2007081:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

16. Board for the Regulation of Liquid Petroleum Gas:

A. Title: ~~Licensing Records~~

RDA: ~~2017020~~

Description:

~~This record series documents the licensing of individuals by the Liquefied Petroleum Gas Board in accordance with NRS Chapter 590.465 to 590.645 and NAC Chapter 590.010 to 590.690. Records may include but are not limited to application form, proof of insurance, investigative records, examination results, renewal forms, continuing education and training verification records, verified statements, financial information, proof of payment of required fees, and similar records.~~

Authorized Retention:

~~Retain this record series for a period of three (3) calendar years from the expiration, suspension, or revocation of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Board for the Regulation of Liquid Petroleum Gas, Records Officer.

Justification for Deletion of RDA 2017020:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

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17. Secretary of State, Securities Division:

A. Title: ~~Licensing Files~~

RDA: ~~1989231~~

Description:

~~These records document the licensing of broker-dealers, sales representatives and investment advisors (See NRS 90.310 through 90.440, 1987 and NRS 90.780). The files may contain, but are not limited to: Applications with supportive documentation; Determination records; Disciplinary documentation; Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the expiration of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Secretary of State, Securities Division, Records Officer.

Justification for Deletion of RDA 1989231:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

18. Department of Taxation, Revenue Division:

A. Title: ~~Cigarette Dealer Licensing Records~~

RDA: ~~1998046~~

Description:

~~These records are used to administer and document the licensing of dealers (See NRS Chapter 370 and NAC Chapter 370). The files may contain but are not limited to: License applications and associated documents; Surety bonds, security pledges, bond waiver, etc.; Claims for refund of excise tax; Supportive documentation; Related correspondence.~~

Authorized Retention:

~~Retain the original application documentation and the three (3) most current years of records for a period of three (3) calendar years after the expiration of the certification, registration or license. Documents older than three (3) calendar years may be purged from the files.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

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Agency review:

The appraisal is supported by the Department of Taxation, Revenue Division, Records Officer.

Justification for Deletion of RDA 1998046:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

19. Health Division, Bureau of Health Care Quality and Compliance:

A. Title: ~~Child Care Facility License Files: Background Information~~

RDA: ~~2006066~~

Description:

~~This record series documents the background investigation of all applicants, licensees and employees of facilities in accordance with NRS 432A.170 to 432A.175 and NAC 432A.200 (2) through (4). The files may contain, but are not limited to: Criminal history reports; Written statement of criminal conviction; Bureau investigation reports (See NAC 432A.200 (2)); Documentation of waiver requests; Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the end of the calendar year to which it pertains.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Health Division: Bureau of Health Care Quality and Compliance, Records Officer.

Justification for Deletion of RDA 2006066:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

B. Title: ~~Child Care Facility License Files~~

RDA: ~~2006065~~

Description:

~~This record series documents the monitoring of individuals licensed to operate a facility (Director's Files) in accordance with NRS 432A.141 to 432A.220 and NAC chapter 432A. The files may contain, but are not limited to: Applications with associated documents; Description of the facility (NRS 432A.150); Investigation reports; Inspection reports (from the Bureau, State Health Officer and/or State Fire~~

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~~Marshall); Training approvals; Current employee clearance letters; Requests for waivers; Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the end of the calendar year to which it pertains.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Health Division: Bureau of Health Care Quality and Compliance, Records Officer.

Justification for Deletion of RDA 2006065:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

C. Title: ~~Child Care Facility License Applications—Denied—~~

RDA: 2006062

Description:

~~This record series documents the application process for licenses which have been denied in accordance with NRS 432A.190. The files may include, but are not limited to: Application with associated documentation including educational transcripts; Criminal background information and investigation documentation (NRS 432A.170 to 432A.175); Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of seven (7) calendar years from the date of denial or final action in the case.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Health Division: Bureau of Health Care Quality and Compliance, Records Officer.

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Justification for Deletion of RDA 2006062:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

20. Agriculture, Plant Industry Division:

A. Title: ~~PCO: Disciplinary Files~~

RDA: ~~2014192~~

Description:

~~These records document disciplinary actions taken by the Department of Agriculture on individuals who hold Pest Control Operator certification (see NRS 555.350 et seq.). The record may include but is not limited to: investigation reports & documentation; administrative hearing documentation; decrees including Cease and Desist Orders; reports to District Attorneys and/or the Attorney General's Office; copy of court documents; related documentation.~~

Authorized Retention:

~~Retain these records for a period of five (5) calendar years from the close of the case.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Agriculture, Plant Industry Division, Records Officer.

Justification for Deletion of RDA 2014192:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

B. Title: ~~PCO: Continuing Education (CE) Compliance Files~~

RDA: ~~2014191~~

Description:

~~These records document the CE that is required for renewal of certification through the Pest Control Operators Licensing and Enforcement Program (PCO) (see NRS 555.320 et seq.). The record may consist of, but is not limited to: educational transcripts; attendance rolls; course/workshop documentation; CE/Training forms; evaluations; training reports; related documentation.~~

Authorized Retention:

~~Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.~~

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Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Agriculture, Plant Industry Division, Records Officer.

Justification for Deletion of RDA 2014191:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

21. Commission on Ethics, Examiners for Social Workers:

A. Title: ~~Social Worker Licensee File~~

RDA: ~~2017034~~

Description:

~~This record series documents the licensing of individuals by the Board of Examiners for Social Workers in accordance with NRS Chapter 641B and NAC Chapter 641B. Records may include but are not limited to application form and supporting documentation, fingerprint cards, background investigation reports, proof of pre-licensing education, proof of experience, examination results, renewal forms, continuing education and training verification records, proof of payment of required fees, and similar records.~~

Authorized Retention:

~~Retain these records for a period of five (5) calendar years from the close of the case.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Commission on Ethics, Examiners for Social Workers, Records Officer.

Justification for Deletion of RDA 2017034:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

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22. Business and Industry, Occupational Safety and Health Enforcement Section:

A. Title: ~~Asbestos License Files~~

RDA: ~~1999097~~

Description:

~~This record series document the process of licensing contractors, consultants, supervisors and workmen dealing with asbestos control (See NRS 618.750 to 618.850). The files may include, but are not limited to: Application with associated documentation; Fiscal records (billing notices, receipts, etc.); Supplemental information, including insurance verification, employment summary, written safety programs, procedures manuals, respiratory protection program, medical program, etc. and; Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years from the expiration of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Business and Industry, Occupational Safety and Health Enforcement Section, Records Officer.

Justification for Deletion of RDA 1999097:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

B. Title: ~~Asbestos Disciplinary Files~~

RDA: ~~1999101~~

Description:

~~This records series documents the disciplinary process for license and certificate holders (see NAC 618.835 to 618.850). The files may include, but are not limited to: Letters of complaint; Investigative records; Hearing documentation and; Related correspondence~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the resolution and/or disposition of a case.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Commission on Ethics, Examiners for Social Workers, Records Officer.

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Justification for Deletion of RDA 1999101:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

23. Business and Industry, Office of Labor Commission:

A. Title: ~~Private Employment Agency Files~~

RDA: ~~2005012~~

Description:

~~This record series is used to document the application and licensing of Private Employment Agencies (PEA) in accordance with NRS Chapter 611 and NAC Chapter 611. Records may include but are not limited to application and renewal form, fingerprint cards, background investigation reports, verification records, and; related correspondence and similar documentation. These files may also contain any disciplinary actions and/or other hearings held by the Labor Commission.~~

Authorized Retention:

~~Retain for two (2) calendar years from the date of expiration, revocation, suspension, or cancellation of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Business and Industry, Office of Labor Commission, Records Officer.

Justification for Deletion of RDA 2005012:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

24. Business and Industry, Taxicab Authority:

A. Title: ~~Taxicab Driver Permits~~

RDA: ~~2017014~~

Description:

~~These records document the permitting and monitoring of individuals receiving taxicab driver permits to operate taxicabs under limited jurisdiction granted through NRS 706.881 through NRS 706.885 and NAC 706.450 through NAC 706.9918. Records may consist of but are not limited to application and supporting documentation, taxicab company referrals, examination results, renewal documentation, training records, suspension/termination documentation, medical certification, background investigation documentation, and related correspondence.~~

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Authorized Retention:

~~Retain the initial application and three (3) most current years of records for a minimum period of three (3) calendar years after the expiration of the permit~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Business and Industry, Taxicab Authority, Records Officer.

Justification for Deletion of RDA 2017014:

It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".