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Governor



Patrick Cates
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Administrator*

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
100 N. Stewart Street
Carson City, Nevada 89701
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**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: December 12, 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 November 14, 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](#)** (No items for consideration)
8. **Discuss Future Agenda Items: Proposed Deletion of Licensing Series for Agency Specific Records Retention Schedule** (For discussion only)
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 January 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

This agenda has been posted at the following locations:

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

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

Washoe County Library
301 South Center Street
Reno, NV 89505

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

NSLAPR website: www.nsla.nv.gov

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

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 November 14, 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 - Excused

Sara Martel, State Records Manager, for Tammy Westergard, Acting Division Administrator,
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, Nevada State Library, Archives and Public Records –
Present

Guests Present:

None

2: Public Comment

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

No comments were made.

3: Attachment A. Review and Approve the Minutes for October 10, 2018

Discussion and Vote:

The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Maureen Martinez. The vote was unanimous.

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Meeting Minutes for Approval

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

There were no proposed new RDAs for agency specific records retention schedules.

Discussion and Vote:

As there were no action items, there was no discussion or vote.

5: 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.

Discussion and Vote:

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

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6: 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~~

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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 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~~

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NSLAPR staff recommendation:

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.

Discussion and Vote:

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

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

There were no proposed new, modified or deleted RDAs for the General Records Retention Schedule.

Discussion and Vote:

As there were no action items, there was no discussion or vote.

8: Attachment F. Discuss future agenda items:

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

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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.~~

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~~

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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.

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: 2009001

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".

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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~~

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".

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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 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.

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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".

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.

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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~~

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.~~

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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".

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:~~

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~~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~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

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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".

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, Insurctors, 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.~~

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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:~~

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".

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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".

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

A. Title: Water Operators Certification File

RDA: 2003143

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

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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 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

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.~~

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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: 2007081

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.~~

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~~

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~~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".

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".

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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

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

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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 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.~~

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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 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: 2014194

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.~~

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Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the 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: 19999097

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: 1999104

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.~~

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~~

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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".

Discussion and Vote:

The Committee discussed whether the record series on the 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" should be expanded to include businesses as well as individuals. It was decided that staff will research to determine if one or more record series already exist for disciplinary actions against a business, and that staff will also contact Sarah Bradley to obtain the legal definition of "professional and occupational". Staff will send out a second notice letter to agencies which have record series on their agency specific retention schedule regarding licensing for professional and occupational licensing which differ from the General Schedule. Any agencies which concur with following the General Schedule as it has been updated will have their corresponding record series placed for deletion on a future agenda. Any agencies which are not in agreement will have their corresponding record series placed on a future agenda so the agency can present the justification as to why the General Schedule is not appropriate for the agency.

The proposals in Attachment F were tabled. The motion was made by Kathryn Etcheverria and the second was by Maureen Martinez. The vote was unanimous.

9: Public Comment

The State Records Manager, Sara Martel, asked the Committee that when they receive the Committee Packet, to always send a response with either the items they wish to mark for further discussion or a comment stating they have no items for discussion. Chair Kim Perondi stated that with the new format for the meetings, it is important that the members respond so it is clear everyone has read and understood the proposed items.

10: Determine time of next meeting

- The next meeting will be held December 12th, 2018 at 1:15 pm in the Nevada State Library and Archives Board room.

13: Adjourn

The meeting was adjourned at 2:23 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

1. State Board of Medical Examiners

A. Title: *Licensing Files, State Board of Medical Examiners (Deceased)*

RDA: 2018002

Description:

This record series documents individuals that have received licenses, certification and registration from the State Board of Medical Examiners that have been certified as deceased. The files may contain, but are not limited to: original application documentation, resumes, educational transcripts, verification letters, references, certificates, examination results, related correspondence, and similar records used in the initial application process, renewal documentation, informational documentation on the licensee, and contact information.

Authorized Retention:

Retain the licensing file for five (5) calendar years after the death of the licensee or former licensee has been certified.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the State Board of Medical Examiners Records Officer.

Justification for New RDA 2018002:

A current schedule does not exist for this record series. The Agency is requesting the ability to destroy only the files of deceased licensee. All other licensing files are cover in the General Schedule under the appropriate series for Licensing: Professional and Occupational Licensing.

2. Conservation and Natural Resources, Division of Water Resources

A. Title: *Truckee River Operating Agreement (TROA)*

RDA: 2018032

Description:

These records document the negotiation and adoption of the Truckee River Operating Agreement (TROA) it has a fifteen (15) year term plus any extension of the agreement. This may include, but is not limited to: attorney briefs, court documents, depositions, transcripts, notes, supporting documentation, and related correspondence.

Authorized Retention:

Retain until the date of termination, completion or cancelation.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival and legal needs.

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Proposed New RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Department of Conservation and Natural Resources, Nevada Division of Water Resources, Records Officer.

Justification for New RDA 2018032:

This is a deviation to the General Schedule RDA 1995086 "Legal: Contracts and Agreements" which has a retention of the term of the agreement plus six years with a disposition of destruction. The State Archivist determined that these records hold archival value. Archives has requested to receive the records at the end of the agreement.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Health and Human Services: Child and Family Services

A. Title: Case Record: Adoption Records

RDA: 1994067

Description:

~~This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided.~~ Adoption records ~~also~~ include separate case files on birth parents, adopted children and adoptive parents. **The files may contain but are not limited to:** ~~These files may contain:~~ case recording narratives, medical and social history summaries, adoptive home study, confidential reports to the court, relinquishments, ~~copies of~~ court records (**Adoption Decree**, Termination of Parental Rights, petitions and orders, etc.), child's birth certificate, notice of proposed adoptive placement, law enforcement reports, FBI fingerprint cards ~~and copies~~, adoption application, and reference information.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ fifty (50) calendar years from **the end of the calendar year in which the file was closed.** ~~the close of the file.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 1994067:

After agency review of this series it was determined that the series does not cover documentation in providing services for neglected, abused or delinquent children and recommends removal from the description. Additional description changes are to create consistent formatting. The addition of "end of the calendar year in which the file was closed" while removing "these records" and "a period of" in the retention statement makes a more defined and accurate trigger event.

B. Title: Case Record: Neglected, Abused or Delinquent Child -- Child Fatality RDA: 2005138

Description:

This record series ~~documents~~ **contains** cases **of a child fatality.** ~~where a child died.~~ These files contain documentation ~~of~~ **in** providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. **The files may contain but are not limited to:** ~~The files may consist of:~~ initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, ~~copies of~~ court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, psychological & psychiatric and developmental reports, ~~copies of~~ school records, ~~copies of~~ health care provider records, ~~copies of~~ mental health records and offensive specific reports, ~~The files may contain a copy of the~~ death certificate, and associated documents.

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Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ fifty (50) calendar years from ~~the end of the calendar year of in which the case was closed~~ ~~the close of the case~~ or last action in the file.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2005138:

The addition of "end of the calendar year in which the case was closed" while removing "these records" and "a period of" in the retention statement makes a more defined and accurate trigger event. Description changes are to create consistent formatting.

- C. Title:** Case Record: Neglected, Abused or Delinquent Child--~~in cases where the child is not placed in~~ ~~Non-protective Custody/Non-~~ ~~and not~~ sexually Abused **RDA:** 2002026

Description:

This record series ~~documents and administers~~ ~~contain~~ case files which have determined that a waiver of a full investigation is required (NRS 432B.320); the child is not in need of protection (NRS 432B.370); the child needs protection but is not in immediate danger (NRS 432B.340); or the child has been placed voluntarily by a parent or guardian (NRS 432B.360). The files show identifying data on child, source of referral, reason for referral, social work activity, ~~and~~ family assessment, ~~These files contain-~~ current and continuous documentation in providing services, excluding protective custody, for neglected, abused or delinquent children. ~~The files may contain but are not limited to:~~ ~~The files may consist of:~~ initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, ~~copies of~~ court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, and history files.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the ~~end of the calendar year of in which the case was closed.~~ ~~close of the case.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 2002026:

The addition of “end of the calendar year in which the case was closed” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Proposed shortening the title to the same format as RDA 2005138 for consistency. Description changes are to create consistent formatting.

- D. Title:** Case Record: Neglected, Abused or Delinquent Child--~~in cases where the child is placed in~~ Protective Custody/~~and not~~ Non-Sexually Abused **RDA:** 2002027

Description:

This record series ~~documents and administers~~ **contain** case files where the child has been placed in protective custody (NRS 432B.390). These files contain current and continuous documentation in providing services, including protective custody, for neglected, abused or delinquent children, ~~The files show~~ identifying data on child, source of referral, reason for referral, social work activity and family assessment. **The files may contain but are not limited to:** ~~The files may consist of:~~ initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, ~~copies of~~ court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2002027:

Proposed shortening the title to the same format as RDA 2005138 for consistency. The addition of “end of the calendar year in which the case was closed” while removing “records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create consistent formatting.

- E. Title:** Case Record: Neglected, Abused or Delinquent Child--~~sexual abuse cases and/or cases that have been~~ referred ~~to a district attorney~~ for criminal prosecution **RDA:** 2002028

Description:

This record series ~~documents and administers~~ **contain** case files which have been referred to a district attorney for criminal prosecution (NRS 432B.380) or documents sexual abuse (NRS 11.215). These files contain current and continuous documentation in providing services, including protective custody, for neglected and abused children, ~~The files show~~ identifying data on child, source of referral, reason for referral, social work activity and family assessment. **The files may contain but are not limited to:** ~~The files may consist of:~~ initial complaint, referral, reporting forms (including alleged perpetrator and possible

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witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, ~~copies of~~ court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

Authorized Retention:

Retain ~~records~~ for ~~a period of~~ fifty (50) calendar years from *end of the calendar year of in which the case was closed.* ~~the close of the case.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2002028:

Proposed shortening the title to the same format as RDA 2005138 for consistency. The addition of "end of the calendar year in which the case was closed" while removing "records" and "a period of" in the retention statement makes a more defined and accurate trigger event. Description changes are to create consistent formatting.

F. Title: Central Registry Records

RDA: 2010035

Description:

These records are the Statewide Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child (See NRS 432.0999 to 432.130). The records may contain but are not limited to, information on: ~~R~~reports of abuse or neglect (See NRS chapter 432B), ~~S~~statistical data, ~~S~~substantiated release of information records, with associated documentation, including Adam Walsh and other screenings (Note: retain other requests per General Schedule RDA 2009047 "Records Request Files: Granted"), ~~R~~related information.

Authorized Retention:

Retain ~~these records~~ for ~~at least three (3) but no more than~~ ten (10) years after the subject child reaches the age of eighteen (18).

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

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Justification for Modification of RDA 2010035:

Description changes are to create consistent formatting. The retention is being changed to align with the NRS 432.120 requirements for retention.

NRS 432.120 Release of information; deletion of information; regulations.

1. Information contained in the Central Registry must not be released unless the right of the applicant to the information is confirmed, the information concerning the report of abuse or neglect of the child or a violation of [NRS 201.540](#), [201.560](#), [392.4633](#) or [394.366](#) has been reported pursuant to [NRS 392.337](#) or [432B.310](#), as applicable, the released information discloses the disposition of the case and, if the information is being provided pursuant to subsection 3 of [NRS 432.100](#), the person who is the subject of the background investigation provides written authorization for the release of the information.

2. The information contained in the Central Registry concerning cases in which a report of abuse or neglect of a child has been substantiated by an agency which provides child welfare services must be deleted from the Central Registry not later than 10 years after the child who is the subject of the report reaches the age of 18 years.

G. Title: Child Fatality Summary Case Reviews

RDA: 2012013

Description:

These records ~~documents~~ *contain* summaries made of child fatality cases. The summaries are sent to the Legislative Auditor in accordance with NRS 218G.550 to 218G.555. These summaries contain personal identifying information on the child, parents, siblings, and other individuals concerned with the case (see NRS 218G.555).

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the summary submitted to the Legislative Auditor.* ~~date of the report.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2012013:

Changing "date of the report" to "end of the calendar year in which the summary submitted to the Legislative Auditor" while removing "these records" and "a period of" in the retention statement makes a more defined and accurate trigger event.

H. Title: Child Welfare Agency Public Disclosure Record

RDA: 2012014

Description:

These records ~~documents~~ *contain* the public disclosure reports of child fatalities and near fatalities required by NRS 432B.175. The Division of Child and Family Services places these disclosures onto their website for one year.

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Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the ~~end of the calendar year date~~ of the disclosure.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2012014:

Changing “date of the report” to “end of the calendar year of the disclosure” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event.

I. Title: Denied Adoption Files

RDA: 2002131

Description:

This record series ~~documents contain~~ the adoption files that were investigated and denied in accordance with NRS Chapter 127. ~~The files may contain but are not limited to: The files may include:~~ Adoption Application, references, law enforcement forms & ~~and~~ history, FBI fingerprint investigation results, Nevada Criminal History Repository ~~inquire inquiry~~ results, ~~H~~home ~~S~~study evaluations and reports, initial licensing study, training records and certificates, Child Abuse Neglect Screening CA/NS search results, health forms, home inspection form, approval & waivers, complaint log, case narrative, related correspondence and similar documents.

Authorized Retention:

Retain ~~this record series~~ for three (3) calendar years from the end of the calendar year in which the case was closed. ~~(date of denial and/or court decision to deny adoption).~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2002131:

Removing “this record series” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

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J. Title: Due Process Hearing Files

RDA: 2009006

Description:

These records ~~documents~~ **contain** the hearings held for applicants, recipients and/or providers concerning adverse determinations by the Division. The record may contain but is not limited to: ~~C~~omplaint with associated material, ~~;~~ ~~I~~nvestigation documentation, ~~;~~ ~~H~~earing documentation (including notices, motions, transcripts, pleadings, findings, declarations, etc.); ~~R~~elated correspondence. ~~Note: files of providers may also contain: Copies of~~ financial records, ~~;~~ ~~Copies of~~ licensing records, ~~;~~ ~~Copies of~~ federal documents, ~~and~~ ~~;~~ ~~R~~elated documentation.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from ~~end of~~ the calendar year in which the final determination of the hearing 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 Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2009006:

Removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

K. Title: Eligibility Files

RDA: 1998166

Description:

This record series ~~administers, documents and controls~~ **contain** the determination of eligibility and payment of benefits of Foster Care and Child Care programs. ~~The files may contain but are not limited to: The files may contain:~~ eligibility documentation and forms, budget worksheet, approval notice, application, correspondence, memos, referrals, medical/psychological material, Medicaid forms, and Early and Periodic Screening, Diagnostic and Treatment Services (EPSDT) information if not in a separate folder, ~~The file may also contain~~ Planning/Social Security Income (SSI) inventories and assessments, ~~and~~ other ~~miscellaneous~~ SSI forms, and ~~miscellaneous~~ legal material.

Authorized Retention:

Retain for ~~a period of~~ three (3) federal fiscal years from ~~end of~~ the ~~federal~~ fiscal year ~~in which the determination was made. to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 1998166:

Changing “to which they pertain” to “end of the federal fiscal year in which the determination was made” while removing “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

- L. Title: *Intensive In-Home Family Services* ~~Family Preservation Case~~ File: Not Sexually Abused RDA: 2007011

Description:

This record series ~~provides current and continuous~~ *contain* documentation ~~of in~~ providing services for neglected, abused or delinquent children where there is no evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. *The files may contain but are not limited to: The files may consist of:* initial complaint, referral, reporting forms ~~(including alleged perpetrator and possible witnesses)~~, investigation documents, ~~copies of~~ court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided, ~~Family Preservation Program Case Records also contain~~ mental health treatment, status of offenders and delinquency documents.

Authorized Retention:

Retain for ~~a period of~~ three (3) calendar years from the *end of the calendar year of in which the case was closed.* ~~close of the case.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2007011:

The addition of “end of the calendar year in which the case was closed” while removing “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

M. Title: *Intensive In-Home Family Services* ~~Family Preservation Case~~ File: Sexually Abused
RDA: 2007012

Description:

This record series ~~provides current and continuous~~ *contain* documentation *of in* providing services for neglected, abused or delinquent children where there is evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. *The files may contain but are not limited to:* ~~The files may consist of:~~ initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, ~~copies of~~ court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, ~~and~~ documentation of services provided. ~~Family Preservation Program Case Records also contain~~ mental health treatment, status of offenders and delinquency documents.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ fifty (50) calendar years from the *end of the calendar year of in which the case was closed.* ~~close of the case.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification of RDA 2007012:

The addition of "end of the calendar year in which the case was closed" while removing "these records" and "a period of" in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

N. Title: Family Preservation Program Recipient Files

RDA: 1990249

Description:

These files are established when a profoundly ~~mentally~~ *intellectually or developmentally* disabled person is being cared for by a relative, and that relative is receiving financial assistance ~~on a monthly basis~~ *monthly* for the care of that person (See NRS 422A.650). *The files may contain but are not limited to:* ~~The record series may include:~~ ~~D~~etermination form, ~~T~~treatment ~~P~~lan, income documentation, treatment status, ~~copies of miscellaneous~~ correspondence, changes of address or income, annual redetermination of benefits.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the ~~date that the file is closed.~~ *end of the calendar year of in which the file was closed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Modification and Transfer of RDA 1990249:

The Child and Family Services Division is longer the office of record for the record series. The office of record is now the Health and Human Services, Aging and Disability Services Division. The agency is aware of the request to transfer and agree. The addition of "end of the calendar year in which the file was closed" while removing "these records" and "a period of" in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. State Board of Medical Examiners:

A. Title: ~~Board Complaint and Investigation Files – Non-Licensee~~

RDA: ~~2007013~~

Description:

~~This records series documents the investigation into complaints about individuals who may be practicing medicine without a license from the Nevada State Board of Medical Examiners (See NRS 630.400 (4)). The files may include, but are not limited to: letters of complaint; investigation reports; staff reports; reports to district attorneys and/or the Attorney General's Office; copies of court documents; contact notes and; supportive documentation.~~

Authorized Retention:

~~Retain these records for a period of ten (10) calendar years from the final close of the case.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Board of Medical Examiners Records Officer.

Justification for Deletion of RDA 2007013:

It is recommended this record series be deleted and the agency follow the General Schedule: RDA 2006054 "Licensing: Investigations" which has the same retention of ten calendar years from the close of the case.

B. Title: ~~Continuing Education (CE)/ Training Program Approvals~~

RDA: ~~2006115~~

Description:

~~This record series documents the process of accreditation (investigation and approval) of individuals and/or organizations that offer CE or other training courses for professional licensees. The files may contain, but are not limited to: (a) applications, resumes of instructors, lesson plans, curriculum, organization credentials, investigation documentation, approval/denial documentation, related correspondence and similar documents, and (b) course and/or instructor evaluations, class rosters, attendance rolls, complaints & complaint resolution documentation, renewal documentation, and similar records.~~

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Board of Medical Examiners Records Officer.

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Justification for Deletion of RDA 2006115:

The Board has not approved continuing education programs for licensees since 2009. All previous records have been destroyed per retention.

C. Title: ~~Examination Development and Validation Files~~

RDA: ~~2006116~~

Description:

~~This record series administers and documents the research and reviews that are done to create exams by those professional licensing agencies that create their own exams, and/or to validate examinations offered by other organizations. The files may contain, but are not limited to: subject matter expert profile; examination evaluations with sample testing; test analysis; examinee evaluations; item analysis of tests; charts; graphs; statistical analysis; reviews; copies of tests that have been developed; background documentation of organizations offering professional examinations and; related records.~~

Authorized Retention:

~~Retain this record series for a period of five (5) calendar years from the end of the calendar year in which the examination is discarded and no longer used.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Board of Medical Examiners Records Officer.

Justification for Deletion of RDA 2006116:

It is recommended this record series be deleted and the agency follow the General Schedule: RDA 2006058 "Licensing: Examination Development and Validation Files" which has a retention of three calendar years.

D. Title: ~~Examination Files~~

RDA: ~~2006117~~

Description:

~~This record series is used to document examinations given to individuals either by a professional licensing agency or an approved examination organization. The files may contain, but are not limited to: exams; score sheets; attendance rosters; documentation of appeals; documentation of re-examinations and; related records.~~

Authorized Retention:

~~Retain these records for a period of five (5) calendar years from date of the examination or resolution of any appeal process, whichever is later.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the State Board of Medical Examiners Records Officer.

Justification for Deletion of RDA 2006117:

It is recommended this record series be deleted and the agency follow the General Schedule: RDA 2006057 "Licensing: Examination Files that has a three-year retention.

E. Title: ~~Licensing Files, State Board of Medical Examiners~~

RDA: ~~2006118~~

Description:

~~This record series documents the application & renewal process and monitoring of individuals receiving licenses, certification and registration from the State Board of Medical Examiners. The files may contain, but are 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, newsmedia, photos, etc., and (e) address and contact information (including home and business).~~

Authorized Retention:

~~Retain the original application documentation (See item (a) in the description statement) and the five (5) most current years of records described under (b), (c), (d) and (e) for a period of five (5) calendar years after expiration of the certification, registration or license. Documents older than five (5) calendar years described in (b), (c), (d) and (e) may be purged from the files.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the State Board of Medical Examiners Records Officer.

Justification for Deletion of RDA 2006118:

It is recommended this record series be deleted and the agency follow the 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~~

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Authorized Retention:

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

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. Health and Human Services: Child and Family Services

A. Title: ~~Family Preservation Program Monthly Report File~~

RDA: ~~1990250~~

Description:

~~This record series consists of copies of manually prepared internal reports by region and clients, in detail and in summary form. These are filed by month.~~

Authorized Retention:

~~Retain only as long as useful to the agency.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Deletion of RDA 1990250:

The records defined in this record series are ad hoc reports created only as needed and not for retention purposes. As such, they are considered non records.

B. Title: ~~Case Record: Rite of Passage Facility~~

RDA: 2006061

Description:

~~These records include Child Protective Service investigations of the Rite of Passage facility in Shurz, Nevada. Rite of Passage is a detention-type facility for youths that have engaged in criminal activity.~~

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

~~Division of Child and Family Services investigations are conducted pursuant to abuse allegations in accordance to NRS 432B.220 (2)(a), NAC 432B.140 to 432B.170 and 45 CFR 1340.14 (e). The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, conclusion of investigation and related correspondence.~~

Authorized Retention:

~~Retain these records for a period of sixteen (16) calendar years from the closure of the case.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.

Justification for Deletion of RDA 2006061:

After review by the agency's Deputy Attorney General it was determined that this series is covered by RDA: 2005138 Case Record: Neglected, Abused or Delinquent Child -- Child Fatality, RDA 2002028 Case Record: Neglected, Abused or Delinquent Child--sexual abuse cases and/or cases that have been referred to a district attorney for criminal prosecution, and RDA 2002027 Case Record: Neglected, Abused or Delinquent Child--in cases where the child is placed in Protective Custody/ and not Non-Sexually Abused. It is not necessary to have a separate retention policy for Rites of Passage.

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

There are no proposed General Schedule changes for this agenda