

State Records Center 2020 Authorization List

Instructions: Enter information, Print, Sign and Send Form to NSLAPR State Records Program
 USE OFFICIAL NAMES ONLY - DO NOT ABBREVIATE

Date:

Department:

Primary Agency Contact or Records Officer

Name: Title: Telephone:

Agency: Email:

Section:

Program:



STATE OF NEVADA
 DEPARTMENT OF ADMINISTRATION
 NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

State Records Program
 100 N. STEWART STREET
 CARSON CITY, NEVADA 89701-4285
 775/684-3411

FULL NAME	TELEPHONE	E-MAIL

This list supersedes all previous lists.

Signature: _____ Date: _____
 AGENCY CONTACT or RECORDS OFFICER

Authorization List Policy: Records stored at the State Records Center (SRC) remain in the legal custody of the agency of origin. Both legal custody and control of access to the records is retained by the agency until the records are either transferred to the State Archives or destroyed.

- Each agency must maintain a list with the State Records Center identifying all agency staff with rights to access agency records.
- This list is reviewed and updated annually by the agency.
- The agency must submit periodic changes (i.e., new employees, separations, re-organizations, reassignments, etc.) that may occur throughout the year.
- Access to records is limited to the staff authorized by the agency.
- No unauthorized person will be allowed to access any record, security copy of microfilm, computer backup tape, etc., stored in the SRC.
- If an agency allows individuals not employed by the agency to review or make copies of records, then the agency must send a staff member who has rights to access agency records to accompany and oversee these individuals while in the SRC.

State Records will send all notices, including the "Pending Notice of Disposition" form stating that records stored in the State Records Center have satisfied their records retention period to the above named "Primary Agency Contact or Records Official".

