

Steve Sisolak
Governor



Patrick Cates
Director

Tod Colegrove
Division 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: March 13, 2019
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 January 16, 2019 meeting. [Attachment A](#)** (For possible action)
- 4. Proposed New RDAs for Agency Specific Records Retention Schedules. [Attachment B](#)** (For possible action)
- 5. Proposed Modification RDAs for Agency Specific Records Retention Schedules. [Attachment C](#)** (For possible action)
- 6. Proposed Deletion RDAs for Agency Specific Records Retention Schedules. [Attachment D](#)** (For possible action)

7. **Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule. [Attachment E](#)** (For possible action)
8. **Discuss Future Agenda Items:** (For discussion only)
 - Secretary of State: Elections
 - Department of Human Resources
 - Office of the Governor: Budget
9. **2019 Legislative Session Updates:** (For discussion only)
10. **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)
11. **Confirm time of next meeting**

Next meeting scheduled for **April 10, 2019** (For possible action)
12. **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 Lewis Martin with 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 January 16, 2019*

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:23 pm. The meeting was held at the Nevada State Library and Archives Training Room A/B, 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 Aaron Ford, Nevada Attorney General – Present

Sara Martel, State Records Manager, for Tod Colegrove, 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 – Present

Staff:

Bobbie Church, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

Lewis Martin, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

Tiffani Prentice, Management Analyst II, Nevada Department of Transportation - Absent

Guests Present:

Tod Colegrove, Administrator, Nevada State Library, Archives and Public Records – Present

Sharon Jackson, Deputy Administrator, Department of Business & Industry, Real Estate Division – Present, Teleconference

Teralyn Lewis, Program Officer II, Department of Business & Industry, Real Estate Division – Present, Teleconference

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Nancy Mathias, Contractor's Board – Present, Teleconference

Sharath Chandra, Division Administrator, Department of Business & Industry, Real Estate Division – Present, Teleconference

Barbara Cegavske, Secretary of State, Secretary of State's Office - Present

Scott Anderson, Chief Deputy, Secretary of State's Office – Present

2: Public Comment

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

Tod Colegrove was introduced to the Committee as the Division Administrator for The Nevada State Library, Archives and Public Records.

3: Attachment A. Review and Approve the Minutes for December 12, 2018

Discussion and Vote:

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

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 Safety: Records, Communications & Compliance Division:

1. **Title:** Annual Statistical Report of Crime in Nevada

RDA: 2006165

Description:

This record series documents the report required to be issued to the Governor ~~on~~ **of** Crime in Nevada in accordance with NRS 179A.075 (6)(g). The file may include: ~~A~~ annual Report, related correspondence and supportive documentation.

Authorized Retention:

Retain this record for a period of five (5) ~~five~~ **twenty (20)** calendar years from the **end of the calendar year of the** date of issue.

Recommended Disposition:

Permanent: Transfer to State Archives

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NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Department of Public Safety, Records, Communications & Compliance Division, Records Officer.

Justification for Modification of RDA 2006165:

The agency is in the process of getting a data repository to store and manage all our crime statistics. The new repository has very powerful analytical tools to allow them to statistically analyze data. To gain the most statistical value, the vendor recommends the retention of data and information for twenty years. The data held in the new repository will be used to create the Crime in Nevada report which is what they currently send to NSLA for archiving. They are requesting the change to allow us to retain information related to the crime statistics for twenty (20) years. The State Archives Manager has reviewed this retention change and agrees.

2. Title: Annual Statistical Report on Domestic Violence in Nevada

RDA: 2006166

Description:

This record series documents the report required to be issued to the Director of the Legislative Counsel Bureau or Legislative Commission on domestic crime in Nevada in accordance with NRS 179A.075 (6)(h). The file may include: Annual Report, related correspondence and supportive documentation.

Authorized Retention:

Retain this record for a period of five ~~(5)~~ **twenty (20)** calendar years from the **end of the calendar year of the** date of issue.

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 Public Safety, Records, Communications & Compliance Division, Records Officer.

Justification for Modification of RDA 2006166:

The agency is in the process of getting a data repository to store and manage all our crime statistics. The new repository has very powerful analytical tools to allow them to statistically analyze data. To gain the most statistical value, the vendor recommends the retention of data and information for twenty years. The data held in the new repository will be used to create the Crime in Nevada report which is what they currently send to NSLA for archiving. They are requesting the change to allow us to retain information related to the crime statistics for twenty (20) years. The State Archives Manager has reviewed this retention change and agrees.

Discussion and Vote:

The proposals in Attachment C were approved as presented. The motion was made by Sarah Bradley and the second was by Alisanne Maffei. The vote was unanimous.

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

1. State Board of Accountancy:

A. Title: License Files, State Board of Accountancy

RDA: 2006119

Description:

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

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 2006119:

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

B. Title: License Files (Deceased), State Board of Accountancy

RDA: 2006156

Description:

These records document the individuals who are known to be deceased who were licensed by the Board. 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 three (3) calendar years from the date of notification of death.

Recommended Disposition:

Destroy Securely

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NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 2006156:

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 Board of Veterinary Medical Examiner's:

A. Title: Veterinary Licensing Files

RDA: 2006157

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

A response has not been received from 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".

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3. 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.

Disposition:

Destroy Securely

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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".

4. 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 not 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".

5. State Board of Cosmetology:

A. Title: Licensing Files

RDA: 2008037

Description:

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

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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 not 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".

6. 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:

A response has not been received from the State Board of Alcohol, Drug Abuse and Gambling Counselors, Records Officer.

Justification for Deletion of RDA 2006018:

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

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7. Board of 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 Board of 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".

8. State Board of Medical Examiners:

A. Title: Disciplinary Files

RDA: 2008041

Description:

~~These records document any form of disciplinary action concerning license and/or certificate holder. The record may contain, but is not limited to: Complaint; Investigation documentation; Administrative hearing documentation (including findings and decree); Similar documentation.~~

Authorized Retention:

~~Retain these records for a period of twenty (20) 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 Board of Medical Examiners, Records Officer.

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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".

Discussion and Vote:

Proposal 4A was tabled. All other proposals in Attachment D were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous. The Committee asked that the supporting material provided by Real Estate Division Administrator Sharath Chandra be included to the Committee Packet.

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

1. **Proposed Modification: General Records Retention Schedule:**

A. **Title:** Licensing: Professional and Occupational Licensing – Disciplinary **RDA:** 2018025

Description:

These records are for individuals receiving professional and occupational licenses that have been brought for disciplinary action ~~from a licensing agency or board~~ **by a regulatory body pursuant to Title 54, or any other agencies issuing licenses, unless an agency specific schedule is in effect as approved by the State Records Committee.** The record may consist of but is not limited to: original application, formal actions on complaints, the order initiating discipline, other information considered by the agency or board in dispensing discipline, and related documentation.

Authorized Retention:

Retain for thirty (30) calendar years from the end of the calendar year in which the last license expired.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Justification for Modification RDA 2018025:

Per the Committee discussion and subsequent request, the series description is being modified to reflect the definition of "Licensing: Professional and Occupational Licensing" that the Committee set forth in the December 12, 2018 meeting.

B. **Title:** Licensing: Professional and Occupational Licensing – Application **RDA:** 2006059

Description:

These records document the process and monitoring of individuals receiving professional and occupational licenses, certification, **or** registration **by a regulatory body pursuant to Title 54, or any other agencies issuing licenses, regarding their application unless an agency specific schedule is in effect as approved by the State Records Committee.** ~~and similar functions from a licensing agency.~~ The record may consist of but is not limited to: original application with supportive documentation, examination results, informational documentation on the licensee, training verification documents and related documentation.

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Authorized Retention:

Retain for ten (10) calendar years from the end of the calendar year of the last expiration, termination, suspension or revocation of the license.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Justification for Modification RDA 2006059:

Per the Committee discussion and subsequent request, the series description is being modified to reflect the definition of "Licensing: Professional and Occupational Licensing" that the Committee set forth in the December 12, 2018 meeting.

C. Title: Licensing: Professional and Occupational Licensing – Renewals **RDA:** 2014205

Description:

These records document the process and monitoring of individuals receiving professional and occupational licenses, certification, or registration by a regulatory body pursuant to Title 54, or any other agencies issuing licenses, regarding their renewal unless an agency specific schedule is in effect as approved by the State Records Committee. ~~These records document the renewal of licenses/certifications/etc.~~ The record may include but is not limited to: renewal notices, renewal applications, fee documentation, continuing education and training verification documents, and supporting documentation.

Authorized Retention:

Retain the three most recent renewals for ten (10) calendar years from the end of the calendar year of the end of licensure.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Justification for Modification of RDA 2014205:

Per the Committee discussion and subsequent request, the series description is being modified to reflect the definition of "Licensing: Professional and Occupational Licensing" that the Committee set forth in the December 12, 2018 meeting.

D. Title: Licensing: *Professional and Occupational Licensing* – Investigations **RDA:** 2006054

Description:

These records document the process and monitoring of individuals receiving professional and occupational licenses, certification, or registration by a regulatory body pursuant to Title 54, or any other agencies issuing licenses, regarding an investigation unless an agency specific schedule is in effect as approved by the State Records Committee. ~~These records document investigations of professional & occupational licensees and other individuals who may not hold a license, certificate, or registration, etc.~~ The record may include, but is not limited to: consumer complaint or other documents that initiate an investigation; investigation reports and supporting documentation.

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Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal needs.

Justification for Modification of RDA 2006054:

Per the Committee discussion and subsequent request, the series description is being modified to reflect the definition of "Licensing: Professional and Occupational Licensing" that the Committee set forth in the December 12, 2018 meeting.

Discussion and Vote:

The proposals in Attachment E were approved with all mentions of "individuals" to be changed to "persons" per NRS Chapter 0.039. The motion was made by Sarah Bradley and the second was by Alisanne Maffei. The vote was unanimous.

8: Attachment F. Discuss future agenda items:

1. 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:

~~A response has not been received from 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:

A response has not been received from 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:

A response has not been received from 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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2. 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:

A response has not been received from 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:

A response has not been received from 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:

A response has not been received from 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:

A response has not been received from 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".

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

A. Title: Foster Care Licensing Files

RDA: 1999111

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:

A response has not been received from the Health and Human Services: Child & Family Services Division, Records Officer.

Justification for Deletion of RDA 1999111:

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

4. Department of Motor Vehicles, Compliance Enforcement:

A. Title: Licensing File

RDA: 2000060

Description:

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

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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:

A response has not been received from 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".

5. 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:

A response has not been received from 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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6. 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:

A response has not been received from 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".

7. 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:

A response has not been received from 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:

A response has not been received from 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:

A response has not been received from 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".

8. 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:

A response has not been received from 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".

9. 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 not 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".

10. 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:

A response has not been received from 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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11. 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 not 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".

12. 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:

A response has not been received from 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:

A response has not been received from 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:

A response has not been received from 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".

13. 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:

A response has not been received from 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:

A response has not been received from 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".

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

A. Title: ~~Asbestos License Files~~

RDA: ~~1999097~~

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

~~Delete this RDA~~

Agency review:

~~A response has not been received from 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".~~

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B. Title: ~~Asbestos Disciplinary Files~~

RDA: 1999101

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

~~Delete this RDA~~

Agency review:

A response has not been received from the Commission on Ethics, Examiners for Social Workers, Records Officer.

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".

15. 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 not supported by the Business and Industry, Office of Labor Commission, Records Officer.

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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".

16. 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~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

A response has not been received from 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 proposals in Attachment F were reviewed and discussed for possible action on a future agenda. The Committee decided that staff should perform additional research on the series' appraisals and citations. Staff will reach out to agency records officers for recommendations regarding the proposed changes. Staff will then summarize for the Committee the recommendations based on the research to either retain the agency specific schedules or a recommendation to follow the General Schedule (Licensing: Professional and Occupational Licensing series). No action was taken.

9: Public Comment

Kim Perondi announced to the State Record Committee that she got married on New Years Eve.

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10: Determine time of next meeting

The next meeting will be held February 13, 2019 at 1:15 pm in the Nevada State Library and Archives Board Room.

11: Adjourn

The meeting was adjourned at 2:49 pm with the motion made by the Chair, Kim Perondi.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

1. EDU: Office of Career Readiness, Adult Learning and Education Options (CRALEO)

A. Title: *Compliance Review for Federal Funding Accessibility*

RDA: 2018033

Description:

These records document civil rights Local Education Agency (LEA) compliance monitoring. The records may contain but are not limited to: compliance reports, voluntary compliance plans, photographs of facilities, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) federal fiscal years from the end of the federal fiscal year in which the review was completed.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and fiscal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

Justification for New RDA 2018033:

A current schedule does not exist for this record series. Per the agency the justification for the records retention is found in: Unified Grant Guidance 2 CFR § 200.333 – which has a three-year retention requirement for records. The agency has indicated they destroy securely all documents per their policies and procedures.

B. Title: *Quality Program Reviews*

RDA: 2018034

Description:

These records document the Quality Program Standards and Review requirements per NAC 389. The records may contain but are not limited to: annual reports, on-site reports, requests, request logs, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) school years from the end of the school year in which the review was completed.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

Attachment B

Proposed New RDAs for Agency Specific Records Retention Schedules

Justification for New RDA 2018034:

A current schedule does not exist for this record series. Per the agency, the Quality Program Reviews for each high school in the state are completed every five years, the additional year will allow for the new review to be completed prior to disposition. The agency is required to maintain the most current report for the school when it comes time to review their programs again for effectiveness and quality. The agency has indicated they shred all documents per their policies and procedures.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Agriculture: Food and Nutrition Division, Dairy Commission

A. Title: Audit Files

RDA: 1991515

Description:

These records document ~~This record series consist of the~~ audit reports of distributors of dairy products in the State of Nevada. The *records files* may include but are not limited to: findings, recommendations and responses to audit findings, *associated documentation, and related correspondence.*

Authorized Retention:

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

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and fiscal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Modification and Transfer of RDA 1991515:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. The audit report is conducted on a fiscal cycle not a calendar cycle. Staff recommends removing "fiscal year to which they pertain" and replacing it with "end of the fiscal year in which the audit was conducted." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

B. Title: Cost Files

RDA: 1996115

Description:

These records document ~~This record series is the~~ Statement of Unit Costs ~~(DC-1A)~~ *of dairy products* used ~~by the State Dairy Commission~~ in accordance with NRS 584.395 ~~to~~ obtain and have on file current cost information before consideration of a license application or renewal of an existing license. The *records files* may include but are not limited to: ~~information on:~~ product, brand/label, manufacturer, size, unit case, percent of butterfat, acquisition cost, transportation and delivery, handling and storage, general and administrative and sales costs, ~~R~~return ~~On~~ investment (R.O.I.) costs, marketing area and zones, *associated documentation, and related correspondence.*

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Modification and Transfer of RDA 1996115:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. Staff recommends removing "from the date submitted" and replacing it with "from the end of the calendar year of in which the cost file was submitted." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

C. Title: Dairy Products Remittance Reports

RDA: 1991507

Description:

These records document ~~the Dairy Products Remittance Report is used by the State Dairy Commission~~ for the assessment of dairy products throughout the State of Nevada, NRS 584.630 and 584.633. The report (~~filled-out by marketing area~~) must be filed by a distributor who is subject to any stabilization and marketing plan as established *by the Department of Agriculture Commission*. The Products Imported Report is used ~~by the State Dairy Commission~~ for the accounting of dairy products imported into Nevada by Nevada Processing Plants. The *records files* may include but are not limited to: assessments on fluid milk and cream, sour cream, yogurt, butter, cottage cheese, ice cream/ novelty's, ~~and~~ frozen mix, *associated documentation, and related correspondence*.

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Modification and Transfer of RDA 1991507:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. Staff recommends removing "from the date of the report" and replacing it with "the end of the calendar year of in which the report was submitted." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

D. Title: Price Files

RDA: 1996116

Description:

These records document ~~This record series contains~~ price files of all distributors of dairy products in Nevada with associated documentation and related correspondence.

Authorized Retention:

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

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Modification and Transfer of RDA 1996116:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. Staff recommends removing "date of the list." and replacing it with "end of the calendar year of in which the list was produced." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

E. Title: Usage Reports

RDA: 1991508

Description:

These records document ~~This record series is~~ the Distributor's Monthly Usage Report of dairy products and is the Schedule of Products Processed used by the State Dairy Commission for the accounting of receipts, production, losses and usage of dairy products, with associated documentation and related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the ~~date on the usage report.~~ *end of the calendar year in which the report was submitted.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification and Transfer of RDA 1991508:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. Staff recommends removing "date on the usage report." and replacing it with "the end of the calendar year in which the report was submitted." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

2. Agriculture: Food and Nutrition Division

A. Title: Program Appeals and Reviews

RDA: 2009069

Description:

These records document the review of sponsor programs and/or appeals of denial of an application for participation, denials of sponsor's request for advance payment, *and* denials of sponsor's claims, ~~(etc.)~~ for *all food programs overseen by the Nevada Department of Agriculture, the Summer Food Service Program, Child and Adult Care Food Program and other programs sponsored by the Office*. (See 7 CFR Part 225 and Part 226). The records may contain but are not limited to: *A*pplication with related supportive documentation, ~~;~~ *C*opies of accounting records, ~~;~~ *H*earing documents including notices, recordings, written decisions ~~etc. ;~~ *P*rogram reviews with associated documentation, *associated documentation, and related correspondence.* ~~and; Related correspondence.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) ~~calendar~~ *federal fiscal* years from the *end of the federal fiscal year in which the appeal or review was finalized.* ~~date of the final determination of the appeal or review.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Modification of RDA 2009069:

Agency advises of the correction to the retention statement to federal fiscal not calendar years. Staff recommends removing "date of the final determination of the appeal or review." and replacing it with "end of the federal fiscal year in which the appeal or review was finalized." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

3. EDU: Office of Career Readiness, Adult Learning and Education Options (CRALEO)

A. Title: Adult Basic Education Program Files

RDA: 1987013

Description:

These records document the Adult Basic Education Program (See 34 CFR Part 461). The records may contain but are not limited to: ~~P~~program plans, ~~A~~associated documentation, and ~~R~~related correspondence.

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

Justification for Modification of RDA 1987013:

Staff recommends removing “to which they pertain.” and replacing it with “federal fiscal year in which the grant period ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

B. Title: Career and Technical Education Program Files

RDA: 1987005

Description:

These records document the Carl D. Perkins Career and Technical Education Program (See 34 CFR Part 403). The records may include but are not limited to: ~~P~~program ~~P~~plans, ~~A~~associated documentation, and ~~R~~related ~~C~~correspondence

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years, from the end of the *federal fiscal year in which the grant period ended*. ~~grant period to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

Justification for Modification of RDA 1987005:

Staff recommends removing “grant period to which they pertain.” and replacing it with “federal fiscal year in which the grant period ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

C. Title: Career and Technical Student Organizations File

RDA: 1987008

Description:

~~These records are used to administer and~~ document state sponsored youth organizations of national vocational school clubs. The records may contain but are not limited to: ~~A~~Annual reports, ~~M~~meeting minutes, ~~S~~crapbooks, journals, albums, histories, ~~etc.~~; ~~A~~wards; ~~Similar associated~~ documentation, and ~~;~~ ~~R~~related correspondence ~~Note: fiscal records should be retained according to the General Records Retention and Disposition Schedules.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) ~~Academic school~~ years from the end of the ~~academic school~~ year ~~in which they were submitted. to which they pertain.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative and archival needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

Justification for Modification of RDA 1987008:

Staff recommends removing “to which they pertain.” and replacing it with “in which they were submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. The records retention system does not have a definition for “academic” the term is being modified to “school” in order to be consistent with the retention system.

D. Title: ~~G.E.D.~~ *High School Equivalency* Administration Files

RDA: 1987011

Description:

These records document the administration of testing centers and investigate loss of material and security problems. The records may contain but are not limited to: ~~T~~est loss and irregularities documentation, ~~;~~ ~~A~~ssociated documentation, and ~~;~~ ~~R~~related correspondence.

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 1987011:

Staff recommends removing "to which they pertain." and replacing it with "in which the investigation was completed." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

E. Title: Distance Education Course Approval Files

RDA: 2009056

Description:

These records document the review and approval or denial of courses for the State Distance Education Program (See NRS 388.834 and 388.838 and NAC 388.820 to 388.825). The records may contain but are not limited to: Applications and associated documentation (including renewals); Approval/denial documentation, and Related correspondence

Authorized Retention:

Retain ~~these records~~ for **four (4)** ~~a period of three (3) federal~~ fiscal years from the **end of the fiscal year in which the expiration of the approved the** course **expired** or date of denial.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

Justification for Modification and Transfer of RDA 2009056:

The Office of Career, Readiness, Adult Learning and Education Options (CRALEO) is no longer the office of record for the series. The office of record is now the Office of Standards and Instructional Support. In reviewing the NAC for this series, the files must be maintained for the standard three-year period for auditing purposes and course approvals are effective for a period of three years. It is recommended that the retention be amended to 4 years since these are completed in both January and July. There would be some instances where a report would only be kept for 2.5 years and not the required 3 years if destroyed in July. Extending the retention to four years will insure the full audit cycle and avoid any possibility of the records being destroyed before the complete three years has lapsed. The agency is aware of and agrees with the request to transfer and the modifications. The addition of the phrase "from the end of the fiscal year in which" is in keeping with recommended business practices and adherence to Record Center policies. This allows state agencies to maintain consistency in the disposition of the records. A uniform policy across all schedules establishes the ability of the public to anticipate which records would be available at the time of their request. Publications are not official records and should not be on the retention schedule. Proposed description changes are for grammatical consistency. Staff recommends removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. Education: Office of Career Readiness, Adult Learning and Education Options (CRALEO)

A. Title: ~~G.E.D. Official Reports of Test Results~~

RDA: ~~1987011~~

Description:

~~These are the records of individuals who have received General Education Development Certificates prior to 2002 under the supervision of the State Board of Education (See NRS 385.445 et seq.). The record includes but is not limited to: Test results; Official Transcripts Note: Since 2002, GED test have been scored by the Oklahoma Scoring Service (OSS) and maintained on an international database, which has been approved by the State Board of Education in accordance with NAC 385.404. All of the old paper-based records have been imaged and microfilmed with a copy sent to the State Archives.~~

Authorized Retention:

~~Retain these records for a period of fifty (50) calendar years from the date of the test.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete This RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning and Education Options.

Justification for Deletion of RDA 1987011:

G.E.D. Official Reports of Test Results are not administered by the Office of Career, Readiness, Adult Learning and Education Options (CRALEO). They are administered by a third-party vendor, the Oklahoma Scoring Service (OSS). All previous records have been transferred. All request to the agency for records are referred to OSS.

B. Title: ~~Requests for Transcripts~~

RDA: ~~2009057~~

Description:

~~These records document requests for GED transcripts from the records maintained by the Department of Education (See RDA 1987011) and from the OSS database. The records may contain but are not limited to: Requests (includes personal identifying information); Request Log, and; Related correspondence~~

Authorized Retention:

~~Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete This RDA

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning and Education Options.

Justification for Deletion of RDA 2009057:

Requests for Transcripts are not administered by the Office of Career, Readiness, Adult Learning and Education Options (CRALEO). They are administered by a third-party vendor, Oklahoma Scoring Service (OSS). All previous records have been transferred. All request to the agency for records are referred to OSS.

2. Agriculture: Food and Nutrition Division, Dairy Commission

A. Title: ~~Application Files -- Not Approved~~

RDA: ~~1998035~~

Description:

~~These record series of license files that have not been approved by the State Dairy Commission. The files may include but are not limited to: applications with associated documentation, licenses that have been withdrawn or denied, etc.~~

Authorized Retention:

~~Retain these records for a period of eight (8) calendar years from date of closure, denial or withdraw of the application.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete the RDA.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Deletion of RDA 1998035:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). 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". The agency is aware of the request to delete and agrees.

B. Title: ~~Complaint and Disciplinary Files~~

RDA: ~~1998037~~

Description:

~~This record series consists of complaints against distributors in the State of Nevada. The files may include but are not limited to: a list of violations against the distributor, copies of court documents, auditor's comments, fine amounts, notes and decrees from the Commission from administrative hearings, correspondence and other related documents.~~

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Authorized Retention:

~~Retain these records for a period of eight (8) calendar years from the close of the investigation or complaint.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete the RDA.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Deletion of RDA 1998037:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). 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". The agency is aware of the request to delete and agrees.

C. Title: ~~Distributor's License Files~~

RDA: ~~1998036~~

Description:

~~This record series consists of the license files of distributors permits for processing facilities (see NRS chapter 584). The files may include but are not limited to: application with supportive documentation, price lists, amendments to a license, corporate officer's address listing, copies of contracts, correspondence and other related documents.~~

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete the RDA.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Justification for Deletion of RDA 1998036:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). 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". The agency is aware of the request to delete and agrees.

D. Title: ~~Files—Milk~~

RDA: ~~1990452~~

Description:

~~This records series contains licensing files for producers of milk and milk products. The files may include but are not limited to: a copy of the application, the sanitarian's inspection report, in-coming and out-going correspondence, inter-office memos, lab reports, fee invoices and similar information~~

Authorized Retention:

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

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete the RDA.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Deletion of RDA 1990452:

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). 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". The agency is aware of the request to delete and agrees.

E. Title: ~~Distributor Bonds~~

RDA: ~~1991517~~

Description:

~~This record series contains the surety bonds from distributors in Nevada in accordance with NRS 584.600.~~

Authorized Retention:

~~Retain these records for a period of five (5) calendar years past the final maturity of the bond.~~

Recommended Disposition:

~~Destroy Securely~~

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

Delete This RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

Justification for Deletion of RDA 1991517:

Per the agency this function is no longer performed. All previous records have been destroyed per retention.

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

There are no proposed General Schedule changes for this agenda