The Committee to Approve Schedules for the Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for December 12, 2018

1: Call to Order, Welcome, Roll Call
- The meeting was called to order at 1:18 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:
Kimberley Perondi, for Barbara K. Cegavske, Secretary of State – Present
Kathryn Etcheverria, Governors Appointee – Present
Sarah Bradley, for Adam Laxalt, Nevada Attorney General – Present
Sara Martel, State Records Manager, for Tammy Westergard, Acting Division Administrator, Nevada State Library, Archives and Public Records – Present
Maureen Martinez, For Patrick Cates, Director of the Department of Administration – Absent
Alisanne Maffei, for David Haws, Administrator, Enterprise Information Technology Services – Excused

Staff:
Bobbie Church, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present
Lewis Martin, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

Guests Present:
Micheline Fairbank, Deputy Administrator, Division of Water Resources – Present

2: Public Comment
Comment may be limited to 5 minutes at the discretion of the Chairman.
Lewis Martin was introduced to the Committee as a new member of the State Records Committee staff.

3: Attachment A. Review and Approve the Minutes for November 14, 2018

Discussion and Vote:
The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Sarah Bradley. The vote was unanimous.
1. State Board of Medical Examiners

   A. Title: Licensing Files, State Board of Medical Examiners (Deceased)  RDA: 2018002

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

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

   Recommended Disposition:
   Destroy Securely

   NSLAPR staff recommendation:
   The retention period meets administrative and legal needs.

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

   Justification for New RDA 2018002:
   A current schedule does not exist for this record series. The Agency is requesting the ability to destroy only the files of deceased licensee. All other licensing files are covered by the General Schedule under the appropriate series for Licensing: Professional and Occupational Licensing.

2. Conservation and Natural Resources, Division of Water Resources

   A. Title: Truckee River Operating Agreement (TROA)  RDA: 2018032

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

   Authorized Retention:
   Retain until the date of termination, completion or cancelation.

   Recommended Disposition:
   Permanent: Transfer to State Archives

   NSLAPR staff recommendation:
   The retention period meets administrative, archival and legal needs.
Agency review:
The appraisal is supported by the Department of Conservation and Natural Resources, Nevada Division of Water Resources, Records Officer.

Justification for New RDA 2018032:
This is a deviation to the General Schedule RDA 1995086 “Legal: Contracts and Agreements” which has a retention of the term of the agreement plus six years with a disposition of destruction. The State Archivist determined that these records hold archival value. Archives has requested to receive the records at the end of the agreement.

Discussion and Vote:
The proposals in Attachment B Section 1A were not approved as presented. The Committee’s concern is that should an interested party who wishes to file on the estate of the deceased that the ten-year period under the RDA 2006059 Licensing: Professional and Occupational Licensing – Application would allow for sufficient time. Citing NRS 630.307 “The Board shall retain all complaints filed with the Board pursuant to this section for at least 10 years, including, without limitation, any complaints not acted upon and NRS 41A.097 Limitation of actions; tolling of limitation.” The Committee therefore ruled against the proposed series and the agency will follow the RDA 2006059 Licensing: Professional and Occupational Licensing – Application in the General Schedule. The motion was made by Sara Martel and the second was by Sarah Bradley. The vote was unanimous.

The proposals in Attachment B Section 2A were approved as presented. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

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

1. Health and Human Services: Child and Family Services

A. Title: Case Record: Adoption Records  
RDA: 1994067

Description:
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. Adoption records also include separate case files on birth parents, adopted children and adoptive parents. The files may contain: case recording narratives, medical and social history summaries, adoptive home study, confidential reports to the court, relinquishments, copies of court records (Adoption Decree, Termination of Parental Rights, petitions and orders, etc.), child’s birth certificate, notice of proposed adoptive placement, law enforcement reports, FBI fingerprint cards and copies, adoption application, and reference information.

Authorized Retention:
Retain these records for a period of fifty (50) calendar years from the end of the calendar year in which the file was closed.

Recommended Disposition:
Permanent: Transfer to State Archives
NSLAPR staff recommendation:
The retention period meets administrative, archival, and legal needs.

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

Justification for Modification of RDA 1994067:
After agency review of this series it was determined that the series does not cover documentation in providing services for neglected, abused or delinquent children and recommends removal from the description. Additional description changes are to create consistent formatting. The addition of "end of the calendar year in which the file was closed" while removing "these records" and "a period of" in the retention statement makes a more defined and accurate trigger event.

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

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

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

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative and legal needs.

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

Justification for Modification of RDA 2005138:
The addition of "end of the calendar year in which the case was closed" while removing "these records" and "a period of" in the retention statement makes a more defined and accurate trigger event. Description changes are to create consistent formatting.
C. Title: Case Record: Neglected, Abused or Delinquent Child—in cases where the child is not placed in Non-Protective Custody/Non- and not Sexually Abused  

RDA: 2002026

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

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

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative and legal needs.

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

Justification for Modification of RDA 2002026:
The addition of “end of the calendar year in which the case was closed” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Proposed shortening the title to the same format as RDA 2005138 for consistency. Description changes are to create consistent formatting.

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

RDA: 2002027

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

Authorized Retention:
Retain records for a period of six (6) calendar years from end of the calendar year of in which the case was closed. close of the case.
Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative and legal needs.

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

Justification for Modification of RDA 2002027:
Proposed shortening the title to the same format as RDA 2005138 for consistency. The addition of “end of the calendar year in which the case was closed” while removing “records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create consistent formatting.

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

Description:
This record series documents and administers contain case files which have been referred to a district attorney for criminal prosecution (NRS 432B.380) or documents sexual abuse (NRS 11.215). These files contain current and continuous documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may contain but are not limited to: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

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

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, and legal needs.

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

Justification for Modification of RDA 2002028:
Proposed shortening the title to the same format as RDA 2005138 for consistency. The addition of “end of the calendar year in which the case was closed” while removing “records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create consistent formatting.
F. Title: Central Registry Records
RDA: 2010035

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

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

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, and legal needs.

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

Justification for Modification of RDA 2010035:
Description changes are to create consistent formatting. The retention is being changed to align with the NRS 432.120 requirements for retention.

G. Title: Child Fatality Summary Case Reviews
RDA: 2012013

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

Authorized Retention:
Retain these records for a period of three (3) calendar years from the end of the calendar year in which the summary submitted to the Legislative Auditor, date of the report.
**Recommended Disposition:**
Destroy Securely

**NSLAPR staff recommendation:**
The retention period meets administrative, and legal needs.

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

**Justification for Modification of RDA 2012013:**
Changing “date of the report” to “end of the calendar year in which the summary submitted to the Legislative Auditor” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event.

**H. Title:** Child Welfare Agency Public Disclosure Record  
**RDA:** 2012014  
**Description:**  
These records contain the public disclosure reports of child fatalities and near fatalities required by NRS 432B.175. The Division of Child and Family Services places these disclosures onto their website for one year.

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

**Recommended Disposition:**  
Destroy Securely

**NSLAPR staff recommendation:**  
The retention period meets administrative, and legal needs.

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

**Justification for Modification of RDA 2012014:**
Changing “date of the report” to “end of the calendar year of the disclosure” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event.

**I. Title:** Denied Adoption Files  
**RDA:** 2002131  
**Description:**  
This record series documents the adoption files that were investigated and denied in accordance with NRS Chapter 127. The files may contain, adoptions, applications, references, law enforcement forms, & history, FBI fingerprint investigation results, Nevada Criminal History Repository inquiry results, home study evaluations and reports, initial licensing study, training records and certificates, Child Abuse Neglect Screening CA/NS search results, health forms, home inspection form, approval & waivers, complaint log, case narrative, related correspondence and similar documents.
Authorized Retention:
Retain this record series for three (3) calendar years from the end of the calendar year in which the case was closed. (date of denial and/or court decision to deny adoption).

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, and legal needs.

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

Justification for Modification of RDA 2002131:
Removing “this record series” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

J. Title: Due Process Hearing Files RDA: 2009006
Description:
These records document the hearings held for applicants, recipients and/or providers concerning adverse determinations by the Division. The record may contain but is not limited to: complaint with associated material; investigation documentation; hearing documentation (including notices, motions, transcripts, pleadings, findings, declarations, etc.); related correspondence. Note: files of providers may also contain: copies of financial records; copies of licensing records; copies of federal documents, and related documentation.

Authorized Retention:
Retain these records for a period of six (6) calendar years from end of the calendar year in which the final determination of the hearing was made.

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, and legal needs.

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

Justification for Modification of RDA 2009006:
Removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

K. Title: Eligibility Files RDA: 1998166
Description:
This record series administers, documents and controls the determination of eligibility and payment of benefits of Foster Care and Child Care programs. The files may contain but are not limited to: the files may contain: eligibility documentation and forms, budget worksheet, approval notice, application, correspondence, memos, referrals, medical/psychological material, Medicaid forms, and Early
and Periodic Screening, Diagnostic and Treatment Services (EPSDT) information if not in a separate folder. The file may also contain Planning/Social Security Income (SSI) inventories and assessments, and other miscellaneous SSI forms, and miscellaneous legal material.

**Authorized Retention:**
Retain for a period of three (3) federal fiscal years from **end of the federal fiscal year in which the determination was made**.

**Recommended Disposition:**
Destroy Securely

**NSLAPR staff recommendation:**
The retention period meets administrative, fiscal, and legal needs.

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

**Justification for Modification of RDA 1998166:**
Changing "to which they pertain" to "end of the federal fiscal year in which the determination was made" while removing "a period of" in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

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

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

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

**Recommended Disposition:**
Destroy Securely

**NSLAPR staff recommendation:**
The retention period meets administrative, and legal needs.

**Agency review:**
The appraisal is supported by the Department of Health and Human Services, Child and Family Services, Records Officer.
Justification for Modification of RDA 2007011:
The addition of “end of the calendar year in which the case was closed” while removing “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

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

Authorized Retention:
Retain these records for a period of fifty (50) calendar years from the end of the calendar year in which the case was closed.

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, and legal needs.

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

Justification for Modification of RDA 2007012:
The addition of “end of the calendar year in which the case was closed” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

N. Title: Family Preservation Program Recipient Files
Description:
These files are established when a profoundly mentally Intellectually or developmentally disabled person is being cared for by a relative, and that relative is receiving financial assistance on a monthly basis. The record series may include: Determination form, Treatment Plan, income documentation, treatment status, copies of miscellaneous correspondence, changes of address or income, annual redetermination of benefits.

Authorized Retention:
Retain these records for a period of three (3) calendar years from the end of the calendar year in which the file was closed.

Recommended Disposition:
Destroy Securely
NSLAPR staff recommendation:
The retention period meets administrative, fiscal, and legal needs.

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

Justification for Modification and Transfer of RDA 1990249:
The Child and Family Services Division is no longer the office of record for the record series. The office of record is now the Health and Human Services, Aging and Disability Services Division. The agency is aware of the request to transfer and agree. The addition of “end of the calendar year in which the file was closed” while removing “these records” and “a period of” in the retention statement makes a more defined and accurate trigger event. Description changes are to create a consistent formatting.

Discussion and Vote:
The proposals in Attachment C were approved as presented with changes suggested by Alisanne Maffei, submitted via email before the meeting, and Kathryn Etcheverria in the meeting. The addition of “no” added to the first line of the justification as shown in RDA 1990249, and a capitalization of the “P” and the “S” in the title of RDA 2002026. The motion was made by Sarah Bradley and the second was by Sara Martel. The vote was unanimous.

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

1. State Board of Medical Examiners:

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

RDA: 2007013

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

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

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
Delete this RDA

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

Justification for Deletion of RDA 2007013:
It is recommended this record series be deleted and the agency follow the General Schedule: RDA 2006054 “Licensing: Investigations” which has the same retention of ten calendar years from the close of the case.
B. Title: Continuing Education (CE)/Training Program Approvals  

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

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

Recommended Disposition: 
Destroy Securely

NSLAPR staff recommendation: 
delete this RDA

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

Justification for Deletion of RDA 2006115: 
The Board has not approved continuing education programs for licensees since 2009. All previous records have been destroyed per retention.

C. Title: Examination Development and Validation Files  

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

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

Recommended Disposition: 
Destroy Securely

NSLAPR staff recommendation: 
delete this RDA

Agency review: 
The appraisal is supported by the State Board of Medical Examiners Records Officer.
Justification for Deletion of RDA 2006116:
It is recommended this record series be deleted and the agency follow the General Schedule: RDA 2006058 “Licensing: Examination Development and Validation Files” which has a retention of three calendar years.

D. Title: Examination Files  
RDA: 2006117

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

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

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
Delete this RDA

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

Justification for Deletion of RDA 2006117:
It is recommended this record series be deleted and the agency follow the General Schedule: RDA 2006057 “Licensing: Examination Files” that has a three-year retention.

E. Title: Licensing Files, State Board of Medical Examiners  
RDA: 2006118

Description:
This record series documents the application & renewal process and monitoring of individuals receiving licenses, certification and registration from the State Board of Medical Examiners. The files may contain, but are not limited to: (a) original application documentation (which may or may not include a photo), (b) resumes, copies of educational transcripts, verification letters, references, certificates, examination results, related correspondence, and similar records used in the initial application process, (c) renewal documentation including notification, renewal forms, copies of fee payment, and similar documents, (d) informational documentation on the licensee, including copies of letters, certificates, newsmedia, photos, etc., and (e) address and contact information (including home and business).

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

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
Delete this RDA
Agency review:
The appraisal is supported by the State Board of Medical Examiners Records Officer.

Justification for Deletion of RDA 2006118:
It is recommended this record series be deleted and the agency follow the General Schedule: RDA 2006059 “Licensing: Professional and Occupational Licensing- Application”, RDA 2014205 “Licensing: Professional and Occupational Licensing- Renewal”, and RDA 2018025 “Licensing: Professional and Occupational Licensing- Disciplinary”.

2. State Contractors Board:

A. Title: Contractor’s Licensing Files RDA: 2006294

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

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

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
Delete this RDA

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

Justification for Deletion of RDA 2006294:
It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 “Licensing: Professional and Occupational Licensing- Application”, RDA 2014205 “Licensing: Professional and Occupational Licensing- Renewal”, and RDA 2018025 “Licensing: Professional and Occupational Licensing- Disciplinary”.

3. Health and Human Services: Child and Family Services

A. Title: Family Preservation Program Monthly Report File RDA: 1990250

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

Authorized Retention:
Retain only as long as useful to the agency.

Recommended Disposition:
Destroy
**NSLAPR staff recommendation:**
Delete this RDA

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

**Justification for Deletion of RDA 1990250:**
The records defined in this record series are ad hoc reports created only as needed and not for retention purposes. As such, they are considered non records.

**B. Title:** Case Record: Rite of Passage Facility  
**RDA:** 2006061

**Description:**
These records include Child Protective Service investigations of the Rite of Passage facility in Shurz, Nevada. Rite of Passage is a detention-type facility for youths that have engaged in criminal activity. Division of Child and Family Services investigations are conducted pursuant to abuse allegations in accordance to NRS 432B.220 (2)(a), NAC 432B.140 to 432B.170 and 45 CFR 1340.14 (e). The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, conclusion of investigation and related correspondence.

**Authorized Retention:**
Retain these records for a period of sixteen (16) calendar years from the closure of the case.

**Recommended Disposition:**
Destroy Securely

**NSLAPR staff recommendation:**
Delete this RDA

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

**Justification for Deletion of RDA 2006061:**
After review by the agency’s Deputy Attorney General it was determined that this series is covered by RDA: 2005138 Case Record: Neglected, Abused or Delinquent Child -- Child Fatality, RDA 2002028 Case Record: Neglected, Abused or Delinquent Child--sexual abuse cases and/or cases that have been referred to a district attorney for criminal prosecution, and RDA 2002027 Case Record: Neglected, Abused or Delinquent Child--in cases where the child is placed in Protective Custody/ and not Non-Sexually Abused. It is not necessary to have a separate retention policy for Rites of Passage.

**Discussion and Vote:**
The proposals in Attachment D were approved as presented. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.
7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

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

**Discussion and Vote:**
As there were no action items, there was no discussion or vote.

8: Attachment F. Discuss future agenda items:

Proposed Deletion of Licensing Series for Agency Specific Records Retention Schedule (For discussion only)

**Discussion and Vote:**
The Committee discussed making changes to the General Schedule to make licensing retention uniform. These changes would affect RDA 2006059, RDA 2006054, RDA 2018025, and RDA 2014205. The staff will formulate new wording for the RDA’s to include the sample wording below:
“Any license application received by a regulatory body pursuant to title 54. All other state agencies issuing licenses shall follow this RDA unless they have an agency specific schedule,” and present changes to the Committee on a future agenda.

9: Public Comment
The Committee discussed possible upcoming changes to digitize records. The Committee discussed future training on Open Meeting Law.

10: Determine time of next meeting
- It was brought to the attention of the Committee that the December agenda had an incorrect proposed date for the next meeting.
- The next meeting will be held January 9, 2019 at 1:15 pm in the Nevada State Library and Archives Board room.

11: Adjourn
- The meeting was adjourned at 2:28 pm with the motion made by the Chair Kim Perondi. The vote was unanimous.