

Steve Sisolak
Governor



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**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
100 N. Stewart Street
Carson City, Nevada 89701
(775) 684-3411 * Fax (775) 684-3426 * TDD (775) 687-8338**

**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: May 8, 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 March 13, 2019 meeting.**
[Attachment A](#) (For possible action)
- 4. Proposed New RDAs for Agency Specific Records Retention Schedules.** [Attachment B](#) (No items for this agenda)
- 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. **Legislative Update. [Attachment F](#)** (For possible action)
9. **Discuss Future Agenda Items:** (For possible action)
Secretary of State
Governor: Budget Office
Department of Human Resources
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 date and time of next meeting** (For possible action)
Next meeting scheduled for **June 12, 2019**
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 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

An error was found in the Minutes for January 16, 2019 meeting. Listed under guests for the meeting was Sharon Jackson, Deputy Administrator, Department of Business & Industry, Real Estate Division. In the meeting Ms. Jackson was physically present, the minutes show her attending via teleconference. Staff is requesting an amendment to the January minutes to reflect the following:

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

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records*
The “State Records Committee”
Minutes for March 13, 2019

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:22 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 Aaron Ford, Nevada Attorney General – Excused

Sara Martel, State Records Manager, for Tod Colegrove, Division Administrator, Nevada State Library, Archives and Public Records – Present

Maureen Martinez, For Deonne Contine, 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

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Guests Present:

None

2: Public Comment

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

There was no public comment made.

3: Attachment A. Review and Approve the Minutes for January 16, 2019

Discussion and Vote:

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

4: 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

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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.

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.

Discussion and Vote:

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

5: 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

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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, 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

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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

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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.

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***

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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 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~~ application 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;~~ ~~R~~elated ~~c~~orrespondence.

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:

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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.

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

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:

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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.

C. Title: Career and Technical Student Organizations File

RDA: 1987008

Description:

~~*These records*~~ ~~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~~scrapbooks, journals, albums, histories, etc.; Awards; ~~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:

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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~~elated 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.

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: ~~A~~pplications and associated documentation (including renewals), ~~A~~pproval/denial documentation, and ~~R~~elated 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 course *expired* or date of denial.

Recommended Disposition:

Destroy

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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 (CRALAO) 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.

Discussion and Vote:

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

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

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

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

RDA: 4987014

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~~

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~~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

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.

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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.~~

Authorized Retention:

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

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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.

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

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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: 4990452

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: 4991517

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.~~

Attachment A
Meeting Minutes for Approval

Recommended Disposition:

~~Destroy Securely~~

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.

Discussion and Vote:

The 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.

7: Attachment E. Proposed New, Modification, and Deletion of RDAs for 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:

Discussion:

The committee discussed future agenda items to be brought before the Records Committee in a future meeting: Secretary of State: Elections, Department of Human Resources, and Office of the Governor: Budget.

9: 2019 Legislative Session Updates

Discussion:

The Records Committee was informed on 2019 Legislative Session Updates. The Records Committee discussed Blockchain technologies and how they could impact retention and disposition schedules.

10: Public Comment

Sara Martel announced a Public Records Forum training on April 17, 2019 in the Old Assembly Chambers of the Capitol Building. Sara Martel also announced plans for the 2019 Nevada e-Records Forum on October 17, 2019.

11: Determine time of next meeting

Attachment A
Meeting Minutes for Approval

- The next meeting will be held April 10, 2019 at 1:15 pm in the Nevada State Library and Archives Board Room.

12: Adjourn

- The meeting was adjourned at 1:48 pm by the Chair, Kim Perondi.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

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

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

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

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

RDA: 19870140

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~~elated 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.

Justification for Modification of RDA 1987010:

This item was on the March 13, 2019 agenda. The RDA number was incorrectly reported as RDA 1987011 the correct number should have been RDA 1987010. Staff is presenting it to the committee for correction of the RDA number only. The corrections to the series were previous approved by the committee in the March 13, 2019 meeting no other revisions were made.

2. Business and Industry, Athletic Commission:

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

RDA: 2017031

Description:

These records document ~~and regulate the~~ 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,~~ *The records may include but are 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, *associated documentation,* and ~~;~~ related correspondence.

Authorized Retention:

Retain for ten (10) calendar years from the *end of the calendar year in which the license expired.* ~~expiration of the last license.~~

Recommended Disposition:

Permanent: Transfer to State Archives

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

The retention period meets administrative and archival needs.

Agency review:

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

Justification for Modification of RDA 2017031:

Staff recommends retaining the agency specific schedule for this series due to its permanent retention. The General Schedule licensee series is not a permanent retention. The Commission previously requested and was granted, by the Committee meeting on 5-17-2017, a 10-year retention to cover an average career. The State Archivist has indicated that this should remain on the agency specific schedule. Staff recommends removing "expiration of the last license." and replacing it with "end of the calendar year in which the license expired." in the retention statement to make a more defined and accurate trigger event.

B. Title: Promoter Licensee Files

RDA: 1989118

Description:

These records document each promoter of an athletic event under the jurisdiction of the Athletic Commission. They are used to verify their acceptability as a promoter. *The records may include but are not limited to:* ~~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, *associated documentation, and related correspondence.* ~~and; related correspondence~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ ten (10) calendar years from the end of the ~~promotion.~~ *calendar year in which the license expired.*

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 Business and Industry: Athletic Commission.

Justification for Modification of RDA 1989118:

Staff recommends retaining the agency specific schedule for this series due to its permanent retention. The General Schedule licensee series is not a permanent retention. The Commission previously requested and was granted, by the Committee meeting on 5-17-2017, a 10-year retention to cover an average career. The State Archivist has indicated that this should remain on the agency specific schedule. Staff recommends removing "promotion." and replacing it with "calendar year in which the license expired." 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: Unarmed Combatants Licensee Files

RDA: 2017029

Description:

These records document ~~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 *records may include* ~~files may contain~~ but are not limited to: license application, ~~and related documentation;~~ medical records, ~~copies of~~ contracts between contestants and managers ~~and;~~ *associated documentation, and related correspondence.* ~~related correspondence.~~

Authorized Retention:

Retain for fifteen (15) calendar years from the *end of the calendar year in which the last license expired.* ~~expiration of the last license~~

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 Business and Industry: Athletic Commission.

Justification for Modification of RDA 2017029:

Staff research has indicated that this series was granted additional retention time due to the following: The Commission previously requested and was granted, by the Committee meeting on 5-17-2017, a 15-year retention to cover an average career. These files are kept longer than the promoter and licensee files because the medical files they submit with the initial application are submitted only once. Additionally, the historical documentation is essential to safeguard the health and safety of the licensees. Staff recommends removing "expiration of the last license." and replacing it with "end of the calendar year in which the last license expired." in the retention statement to make a more defined and accurate trigger event.

3. Department of Motor Vehicles, Compliance Enforcement:

A. Title: Licensing File

RDA: 2000060

Description:

These records ~~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, and Salvage Pools. ~~The files may contain:~~ *The records may include but are not limited to:* license ~~A~~ application, ~~P~~ personal ~~H~~ history ~~Q~~ questionnaire, ~~S~~ surety ~~B~~ bond, ~~copy of~~ insurance certificate, ~~copy of~~ city or county business license, ~~copies of~~ corporate documents, *associated documentation, and related correspondence.* ~~and related documentation.~~

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the license expires or is terminated.* ~~following the expiration or termination of the license.~~

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

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 Motor Vehicles: Compliance Enforcement.

Justification for Modification of RDA 2000060:

Staff recommends retaining the agency specific schedule for this series, these licenses do not require the historical documentation essential to safeguard the health and safety of the public. The Committee determined on 8-9-2017 that the individual record series for the licenses be combined in their agency specific schedule because the thirty (30) calendar year retention period found in the State General Schedule (RDA# 2006059 Licensing: Professional and Occupational Licensing) exceeds their agency business needs. The agency still believes a three (3) calendar year retention period is adequate for their administrative needs. Staff recommends removing "following the expiration or termination of the license." and replacing it with "from the end of end of the calendar year in which the license expires or is terminated." while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

4. Board for the Regulation of Liquid Petroleum Gas:

A. Title: Licensing Records

RDA: 2017020

Description:

These records document ~~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. *The R* records may include but are not limited to: application form, proof of insurance, investigative records, examination results, renewal forms, continuing education and training verification records, verified statements, financial information, proof of payment of required fees, ~~and~~ *associated documentation, and related correspondence.* ~~similar records.~~

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the license was expired, suspended or revoked.* ~~expiration, suspension, or revocation of the license~~

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 Board for the Regulation of Liquid Petroleum Gas.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 2017020:

Staff recommends retaining the agency specific schedule for this series. These licenses do not require the historical documentation essential to safeguard the health and safety of the public. The Board for the Regulation of Liquefied Petroleum Gas requested and was granted on 05/10/2017 that this record series be added to their agency specific schedule because the thirty (30) calendar year retention period found in the State General Schedule (RDA# 2006059 Licensing: Professional and Occupational Licensing) exceeds their agency business needs. The Board requires new applications for the licenses each time they are expired, suspended or revoked. The Board still believes a three (3) calendar year retention period is adequate for their administrative needs. Staff recommends removing "expiration, suspension, or revocation of the license" and replacing it with "end of the calendar year in which the license was expired, suspended or revoked." while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

5. Business and Industry, Office of Labor Commission:

A. Title: Private Employment Agency Files

RDA: 2005012

Description:

These records document ~~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. *The records may contain but are not limited to:* ~~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, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for two (2) calendar years from the *end of the calendar year in which the license expires, is revoked, suspended or cancelled.* ~~date of expiration, revocation, suspension, or cancellation of the license.~~

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 Business and Industry: Office of Labor Commission.

Justification for Modification of RDA 2005012:

Staff recommends retaining the agency specific schedule for this series. These licenses do not require the historical documentation essential to safeguard the health and safety of the public. Per NRS 611.160 records retention is 2 years. The Office of Labor Commission believes a two (2) calendar year retention period is adequate for their administrative needs. Staff recommends removing "date of expiration, revocation, suspension, or cancellation of the license." and replacing it with "end of the calendar year in which the license expires, is revoked, suspended or cancelled." in the retention statement to make a more defined and accurate trigger event.

Attachment C
Proposed Modification RDAs for Agency Specific Records Retention Schedules

6. Department of Taxation, Revenue Division:

A. Title: Cigarette Dealer Licensing Records

RDA: 1998046

Description:

These records document ~~These records are used to administer and document~~ the licensing of *cigarette* dealers (See NRS Chapter 370 and NAC Chapter 370). The *records files* may contain but are not limited to: ~~L~~icense applications and associated documents, ~~S~~urety bonds, security pledges, bond waiver, ~~ete~~; ~~C~~laims for refund of excise tax, *associated documentation, and related correspondence.* ~~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 *from the end of the calendar year in which the certification, registration, or license expired.* ~~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:

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

Agency review:

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

Justification for Modification of RDA 1998046:

Staff recommends retaining the agency specific schedule for this series. The three most current renewals are maintained for three years which exceeds the General Schedule's (2-year retention) RDA 2014205. A new application is filed each year. These licenses do not require the historical documentation essential to safeguard the health and safety of the public. Staff recommends removing "after the expiration of the certification, registration or license. Documents older than three (3) calendar years may be purged from the files." and replacing it with "from the end of the calendar year in which the certification, registration or license expired." while removing "a period of" in the retention statement to make a more defined and accurate trigger event.

7. 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. *The records may contain but are not limited to:* ~~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, *associated documentation*, and related correspondence.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Authorized Retention:

Retain the initial application and three (3) most current years of records for ~~a minimum period of three (3) calendar years~~ **from the end of the calendar year in which the permit expired.** ~~after the expiration of the permit.~~

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 Business and Industry: Taxicab Authority.

Justification for Modification of RDA 2017014:

Staff recommends retaining the agency specific schedule for this series. Taxicab driver permits are valid for one (1) year. If a driver leaves the industry for greater than one (1) year but then chooses to return after 365 days, their application process is as a new applicant. The three most current renewals are maintained for three years which exceeds the General Schedule's 2-year retention in RDA 2014205. These licenses do not require the historical documentation essential to safeguard the health and safety of the public. The Taxicab Authority believes the three (3) year retention period is adequate for those drivers who have left the industry. The modification of "from the end of the calendar year in which the permit expired." While removing "minimum period of" in the retention statement makes a more defined and accurate trigger event.

8. Department of Administration: Nevada State Library, Archives and Public Records

A. Title: Public Librarian Certification

RDA: 2017017

Description:

~~These records document~~ ~~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. ~~The R~~ 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, **associated documentation**, and related correspondence.

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ four (4) calendar years from the **end of the calendar year in which the certificate expired or is revoked.** ~~expiration or revocation of the certificate.~~

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

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 2017017:

Staff recommends retaining the agency specific schedule for this series. These licenses do not require the historical documentation essential to safeguard the health and safety of the public. Per NAC 379.030, a certificate is only valid for 3 years. The agency believes a four (4) calendar year retention period is adequate for their administrative needs. Staff recommends removing "expiration or revocation of the certificate." and replacing it with "end of the calendar year in which the certificate expired or is revoked." while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

Attachment D
Proposed Deletion of RDAs for
Agency Specific Retention Schedules

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:

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

Justification for Deletion of RDA 2009001:

Staff research indicated that retention is based only on 11.190 periods of limitation. There are no other justifications for keeping this series on an agency specific schedule. 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", RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary". The agency cited the storage requirements for following the General Schedule to be an issue for them. The records can be stored in the Records Center during the retention period and thus not a storage burden to the agency. The agency also indicated that the license for RDA 2009001 "Hearing Representatives Licensing File" and RDA 1995001 "Workers Compensation Representative Files" are the same license.

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

RDA: ~~2009002~~

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

Attachment D Proposed Deletion of RDAs for Agency Specific Retention Schedules

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 2009002:

This series retention matches the current retention on the General Schedule for licensing. It is recommended this record series be deleted and the agency follow: General Schedule: RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary" which has a 30-year retention. The retention in this series will allow for tracking and monitoring over the career lifetime of the licensee. This will enable the agency or board to monitor for repeat offenders and respond to requests from other states.

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

RDA: ~~1995001~~

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 1995001:

Staff research indicated that retention is based only on 11.190 periods of limitation. There are no other justifications for keeping this series on an agency specific schedule. 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", RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary". The agency cited the storage requirements for following the GS to be an issue for them. The records can be stored in the Records Center during the retention period and would not be a storage burden to the agency. The agency also indicated that the license for RDA 2009001 "Hearing Representatives Licensing File" and RDA 1995001 "Workers Compensation Representative Files" are the same license.

Attachment D
Proposed Deletion of RDAs for
Agency Specific Retention Schedules

2. Business and Industry, Athletic Commission:

A. Title: ~~Licensee Files~~

RDA: ~~1989119~~

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 1989119:

This series retention matches the current retention on the General Schedule for licensing. It is recommended this record series be deleted and the agency follow from the General schedule RDA 2006059 "Licensing: Professional and Occupational Licensing- Application". The retention in these series will allow for tracking and monitoring over the career lifetime of the licensee. This will enable the agency or board to monitor for repeat offenders and respond to requests from other states.

3. Education, Office of Educator Licensure:

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

RDA: ~~2007084~~

Description:

~~These records document the licensure of educational personnel (See NRS and NAC chapter 394). 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

Attachment D Proposed Deletion of RDAs for Agency Specific Retention Schedules

Agency review:

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

Justification for Deletion of RDA 2007081:

It is recommended this record series be deleted and the agency follow: General Schedule: RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary". The retentions in these series will allow for tracking and monitoring over the career lifetime of the licensee. This will enable the agency or board to monitor for repeat offenders and respond to requests from other states.

4. 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:

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

Justification for Deletion of RDA 1999111:

Staff 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", RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary". These licenses are essential to safeguard the health and safety of the public. The retentions in these series will allow for tracking and monitoring over the career lifetime of the licensee. This will enable the agency or board to monitor for repeat offenders and respond to requests from other states.

Attachment D
Proposed Deletion of RDAs for
Agency Specific Retention Schedules

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

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

RDA: 2006066

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

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", RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary". These licenses are essential to safeguard the health and safety of the public.

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~~

Attachment D Proposed Deletion of RDAs for Agency Specific Retention Schedules

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

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", RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary". These licenses are essential to safeguard the health and safety of the public.

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

RDA: ~~2006062~~

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 2006062:

Staff research indicated that retention is based only on 11.190 periods of limitation. There are no other justifications for keeping this series on an agency specific schedule. 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", RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary". These licenses are essential to safeguard the health and safety of the public.

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

A. Title: *Personnel Actions: Alcohol and Drug Testing Records – Negative Results*

RDA: 2015012

Description:

These records document any investigation and follow-up work by the designee of the appointing authority concerning employees suspected of being under the influence of alcohol and/or controlled substances while on the job (See NRS 284.406 and 284.407). These records may include but are not limited to: "Acknowledgement of Employee's Receipt of the State's Policy concerning Drugs and Alcohol", Alcohol/Drug Test Consent Form, Report Form for Suspected Alcohol/Drug Impairment, Breath Test Request Form, laboratory report forms with results of tests, associated documentation, and related correspondence.

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year in which the screening was completed. This record series must be maintained separately from other personnel files as required by NRS 284.4068 (2).

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for New RDA 2015012:

This record series contains administrative and legal values. Legal value lies in the rights and obligations of the appointing authority and the employee found in NRS Chapter 284 and NAC Chapter 284. Retention should be based on the one year found in CFR 49.333 (4) stating that "records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 for one year." This record series must be maintained separately from other personnel files per NRS 284.4068 (2). Contains information declared by law to be confidential per NRS 284.4068 and must be disposed of in accordance with NAC 239.722. Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii) and exempt from HIPAA access and retention requirements.

Attachment F
Legislative Update

Attached pages 37- 44

Bill Number	Description	Votes/Most Recent Action	Sponsor	Notes	Possible Impact
AB6	Revises the membership of certain councils to replace the Director of the Department of Employment, Training and Rehabilitation with the Executive Director of the Office of Workforce Innovation.	Failed to meet April 12 Deadline	Committee on Government Affairs		could impact record series and/or create new records
AB23	Authorizes Department of Motor Vehicles to adopt regulations relating to certain electronically controlled vehicles and transportation devices.	Read third time. Passed, as amended. Title approved. (Yeas: 41, Nays: None, Excused: 1.) To Senate.	Committee on Growth and Infrastructure		could impact record series and/or create new records
AB25	Makes various changes to provisions governing contractors.	In Senate. Read first time. Referred to Committee on Commerce and Labor. To committee.	Committee on Commerce and Labor		could impact record series and/or create new records
AB27	Revises provisions governing cease and desist orders issued by the State Contractors' Board.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 41, Nays: None, Excused: 1.) To Senate.	Committee on Commerce and Labor		could impact record series and/or create new records
AB29	Repeals certain provisions relating to general building contractors.	In Senate. Read first time. Referred to Committee on Commerce and Labor. To committee.	Committee on Commerce and Labor		could impact record series and/or create new records
AB30	Revises provisions governing the appropriation of water	From printer. To engrossment. Engrossed. First reprint. Taken from General File. Placed on Chief Clerk's desk. Taken from Chief Clerk's desk. Placed on General File. Read third time. Amended. (Amend. No. 645.) Dispensed with reprinting. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 31, Nays: 9, Excused: 2.) To printer.	Committee on Natural Resources, Agriculture, and Mining		always flag anything to do with water
AB31	Revises provisions concerning an application for a certificate as a community manager or registration as a reserve study specialist.	In Senate. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Government Affairs		could impact record series and/or create new records
AB35	Revises provisions governing achievement charter schools.	Failed to meet April 12 Deadline	Committee on Education		could impact record series and/or create new records

AB37	Revises provisions governing punishment of certain members of the Nevada National Guard for minor misconduct.	Yes (Constitutional Majority) 33y-8n	Committee on Government Affairs	could impact record series and/or create new records
AB41	Revises provisions governing the fictitious address program for victims of certain crimes.	In Senate. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	could impact record series and/or create new records
AB52	Creates the Division of Natural Heritage within the State Department of Conservation and Natural Resources.	Yes (Constitutional Majority) 41y-0n	Committee on Government Affairs	could impact record series and/or create new records and how the schedules are organized
AB53	Revises provisions governing the issuance and revocation of drivers' licenses, instruction permits and privileges to drive by the Department of Motor Vehicles.	Failed to meet April 12 Deadline	Committee on Growth and Infrastructure	could impact record series and/or create new records
AB56	Revises provisions governing the administration of state public works.	Read second time. Amended. (Amend. No. 452.) Placed on Chief Clerk's desk. To printer.	Committee on Government Affairs	could impact record series and/or create new records
AB58	Revises provisions governing violations of regulations adopted by the Administrator of the Division of State Parks of the State Department of Conservation and Natural Resources.	In Senate. Read first time. Referred to Committee on Natural Resources. To committee.	Committee on Natural Resources, Agriculture, and Mining	could impact record series and/or create new records
AB62	Revises provisions related to water.	From printer. To reengrossment. Reengrossed. Second reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 28, Nays: 13, Excused: 1.) To Senate.	Committee on Natural Resources, Agriculture, and Mining	always flag anything to do with water
AB63	Revises provisions governing vehicles.	In Senate. Read first time. Referred to Committee on Growth and Infrastructure. To committee.	Committee on Growth and Infrastructure	could impact record series and/or create new records
AB64	Revises provisions governing the funding provided to school districts for pupils enrolled in full-time programs of distance education.	In Senate. Read first time. Referred to Committee on Finance. To committee.	Committee on Ways and Means	could impact record series and/or create new records
AB65	Revises provisions relating to notaries public.	Approved by the Governor. Chapter 5.	Committee on Government Affairs	Passed could impact record series and/or create new records
AB67	Revises provisions governing achievement charter schools.	Failed to meet April 12 Deadline	Committee on Education	could impact record series and/or create new records

AB70	Revises provisions governing the Open Meeting Law.	From printer. To engrossment. Engrossed. First reprint. Taken from General File. Placed on Chief Clerk's desk. Taken from Chief Clerk's desk. Placed on General File. Read third time. Amended. (Amend. No. 647.) Dispensed with reprinting. Read third time. Passed, as amended. Title approved. (Yeas: 31, Nays: 9, Excused: 2.) To printer.	Committee on Government Affairs	Approval of the agenda before the start of the meeting.	could impact record series and/or create new records
AB72	Revises provisions governing turnaround schools.	Failed to meet April 12 Deadline	Committee on Education		could impact record series and/or create new records
AB75	Revises provisions governing public employees' retirement.	Failed to meet April 12 Deadline	Committee on Government Affairs		could impact record series and/or create new records
AB78	Revises provisions governing charter schools.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 41, Nays: None, Excused: 1.) To Senate.	Committee on Education		could impact record series and/or create new records
AB82	Revises provisions relating to elections	Failed to meet April 12 Deadline	Committee on Legislative Operations and Elections		could impact record series and/or create new records
AB83	Makes various changes to provisions governing wildlife.	In Senate. Read first time. Referred to Committee on Natural Resources. To committee.	Committee on Natural Resources, Agriculture, and Mining		could impact record series and/or create new records
AB88	Revises provisions relating to the reporting of average daily enrollment in public schools.	In Senate. Read first time. Referred to Committee on Finance. To committee.	Committee on Ways and Means		could impact record series and/or create new records
AB95	Revises provisions relating to water.	In Senate. Read first time. Referred to Committee on Natural Resources. To committee.	Committee on Natural Resources, Agriculture, and Mining		could impact record series and/or create new records
AB99	Requires that instruction in the founding principles of American government be specifically included in public schools.	Failed to meet April 12 Deadline	Wheeler		could impact record series and/or create new records
AB100	Revises provisions governing enhancement of penalties for committing assault and battery under certain circumstances.	Failed to meet April 12 Deadline	Sprinkle		could impact record series and/or create new records
AB102	Enhances the criminal penalty for certain crimes committed against certain family members of first responders.	In Senate. Read first time. Referred to Committee on Judiciary. To committee.	Ellison		could impact record series and/or create new records
AB105	Revises provisions governing parole.	Failed to meet April 12 Deadline	Krasner		could impact record series and/or create new records

AB107	Establishes provisions relating to the electronic recording of certain custodial interrogations.	In Senate. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	could impact record series and/or create new records
AB108	Revises provisions relating to state employment.	Failed to meet April 12 Deadline	Fumo	could impact record series and/or create new records
AB117	Revises provisions relating to charitable gaming.	Read third time. Passed, as amended. Title approved. (Yeas: 38, Nays: 3, Excused: 1.) To Senate.	Committee on Judiciary	could impact record series and/or create new records
AB130	Places the Nevada ABLE Savings Program entirely under the authority of the State Treasurer.	In Senate. Read first time. Referred to Committee on Health and Human Services. To committee.		could impact record series and/or create new records
AB307	Creates the Nevada Database of Gangs.	From committee: Amend, and do pass as amended. Placed on Second Reading File.	Flores, Fumo, Torres, Nguyen, Assefa, Benitez-Thompson, Duran, Jauregui and Peters (Referred to Assembly Committee on Judiciary)	
AB313	Establishes an occupational licensing database for certain professions.	Failed to meet April 12 Deadline	Tolles, Titus and Leavitt (Referred to Assembly Committee on Government Affairs)	
AB315	Revises provisions relating to records of criminal history.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 41, Nays: None, Excused: 1.) To Senate.	Assefa, Miller, Munk, Fumo, Bilbray-Axelrod, Flores, Neal and Torres (Referred to Assembly Committee on Judiciary)	
AB317	Revises provisions governing the licensing and operation of certain medical facilities.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 37, Nays: 4, Excused: 1.) To Senate.	Carlton (Referred to Assembly Committee on Health and Human Services)	
AB319	Revises provisions governing professional licensing.	From printer. To engrossment. Engrossed. First reprint. To committee.	Assemblymen Tolles, Yeager, Roberts, Hansen and Leavitt; Senators Kieckhefer, Denis, Seevers Gansert and Brooks (Referred to Assembly Committee on Commerce and Labor)	
AB357	Revises provisions governing occupational licensing.	Failed to meet April 12 Deadline	Roberts	

AB374	Requires the Department of Health and Human Services, if authorized by federal law, to establish a health care plan within Medicaid for purchase by persons who are not otherwise eligible for Medicaid.	Failed to meet April 12 Deadline	Assemblymen Sprinkle, Frierson, Araujo, Carlton, Cohen, Elliot Anderson, Benitez-Thompson, Bilbray-Axelrod, Brooks, Bustamante Adams, Carrillo, Daly, Diaz, Flores, Fumo, Jauregui, Joiner, McCurdy II, Miller, Neal, Ohrenschall, Spiegel, Swank, Thompson, Watkins and Yeager	could impact record series and/or create new records
AB408	Revises provisions relating to Medicaid and health insurance.	Failed to meet April 12 Deadline	Assemblymen Joiner, Spiegel, Bilbray-Axelrod, Fumo, Sprinkle, Araujo, Benitez-Thompson, Brooks, Bustamante Adams, Carlton, Carrillo, Cohen, Daly, Diaz, Flores, Frierson, McCurdy II, Monroe-Moreno, Neal, Ohrenschall, Swank and Thompson	could impact record series and/or create new records
Senate Bills				
SB8	Revises provisions governing the conditions for lifetime supervision of sex offenders.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved. (Yeas: 21, Nays: None.) To Assembly.	Committee on Judiciary	– could impact the retention period for sex offender records.
SB9	Revises provisions governing the time for commencing a criminal prosecution for crimes associated with murder, sexual assault and sex trafficking.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	– could impact the retention period
SB10	Revises provisions governing compensation of members of a board of trustees of a general improvement district.	Yes (Constitutional Majority) 18y-2n	Committee on Government Affairs	– More for Jerry - local government
SB17	Makes various changes relating to enforcement of child support obligations.	Yes (Constitutional Majority) 20y-0n	Committee on Health and Human Services	could impact record series and/or create new records
SB19	Revises provisions governing the penalties for certain unlawful acts related to human excrement or bodily fluid committed by prisoners.	Failed to meet April 12 Deadline	Committee on Judiciary	– Could be a new record type
SB20	Revises provisions relating to guardianships.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	– SoS has these records, could involve some changes

SB21	Enacts the Insurance Data Security Law.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Committee on Commerce, Labor and Energy	– I don't have it flagged, but it wouldn't hurt to read the text to get additional information
SB28	Revises provisions governing confidentiality of information gathered by Nevada Equal Rights Commission.	Taken from General File. Placed on Secretary's desk.	Committee on Government Affairs	– Might change the disposition
SB32	Revises provisions relating to the confidentiality and privilege of the records and files of the Department of Taxation concerning the administration and collection of certain taxes, fees and assessments and the imposition of disciplinary action.	Amend, and do pass as amended	Committee on Revenue and Economic Development	– Might change the disposition
SB37	Revises provisions relating to the regulation of marriage and family therapists and clinical professional counselors.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Committee on Commerce and Labor	– Might relate to the licensing series we are currently working on
SB40	Revises provisions governing penalties for violating occupational safety laws.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Committee on Commerce and Labor	– could impact retention
SB43	Authorizes the installation and use of an automated traffic enforcement system under certain circumstances.	Failed to meet April 12 Deadline	Committee on Growth and Infrastructure	– could impact record series
SB45	Revises provisions governing business.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	– could impact record series
SB46	Revises provisions relating to the regulation of gaming.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	– could impact record series
SB47	Revises provisions relating to state lands.	Failed to meet April 12 Deadline	Committee on Natural Resources	– could impact record series
SB51	Makes various changes regarding the State Personnel System.	From printer. To engrossment. Engrossed. First reprint. To committee. Exemption effective.	Committee on Legislative Operations and Elections	– could impact record series
SB55	Revises provisions relating to carrying a loaded rifle or shotgun in or on a vehicle which is standing or being driven on or along a public highway or other way open to the public.	In Assembly. Read first time. Referred to Committee on Natural Resources, Agriculture, and Mining. To committee.	Committee on Natural Resources	– could impact record series
SB60	Revises provisions relating to health care.	Failed to meet April 12 Deadline	Committee on Health and Human Services	– could impact record series
SB62	Revises provisions relating to manufacturers and wholesale dealers of tobacco products.	In Assembly. Read first time. Referred to Committee on Taxation. To committee.	Committee on Revenue and Economic Development	– could impact record series

SB63	Revises provisions that relate to certain health care professions and which govern new construction by or on behalf of health facilities.	Failed to meet April 12 Deadline	Committee on Commerce and Labor	– could impact record series
SB69	Revises provisions relating to emergencies and cybersecurity.	From printer. To engrossment. Engrossed. First reprint. To committee. Exemption effective.	Committee on Government Affairs	– could create new records
SB71	Revises provisions governing the Motor Carrier Division of the Department of Motor Vehicles.	In Assembly. Read first time. Referred to Committee on Growth and Infrastructure. To committee.	Committee on Growth and Infrastructure	– could impact record series and/or create new records
SB73	Revises provisions relating to mobile gaming.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 21, Nays: None.) To Assembly.	Committee on Judiciary	– could create new record series
SB75	Establishes the procedure for pursuing the redemption of unclaimed United States savings bonds by the State Treasurer.	Yes (2/3 of Elected Members) 20y-0n	Committee on Judiciary	– could create new record series
SB76	Establishes the procedure for pursuing the redemption of unclaimed United States savings bonds by the State Treasurer.	Failed to meet April 12 Deadline	Committee on Judiciary	– Could impact record series and/or create new records
SB83	Revises provisions governing the dissemination of information and data of the Public Employees' Retirement System.	Failed to meet April 12 Deadline	Committee on Government Affairs	Could impact retention and/or disposition
SB116	Provides for the selection of a proxy decision-maker to make medical treatment decisions for certain adult patients who lack the capacity to provide consent to or refusal of medical treatment.	Failed to meet April 12 Deadline	Hardy	
SB121	Revises provisions relating to fiduciaries.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved. (Yeas: 21, Nays: None.) To Assembly.	Committee on Judiciary	
SB128	Revises provisions governing the administration of occupational licensing boards.	From printer. To engrossment. Engrossed. First reprint. Read third time. Amended. (Amend. No. 514.) Reprinting dispensed with. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 20, Nays: 1.) To printer. From printer. To re-engrossment. Re-engrossed. Second reprint. To Assembly.	Committee on Commerce and Labor	Might relate to the licensing series we are currently working on

SB161	Provides for the establishment of the Regulatory Experimentation Program for Product Innovation.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Senator Ben Kieckhefer	
SB162	Revises provisions relating to electronic transactions.	From printer. To engrossment. Engrossed. First reprint. To committee. Exemption effective.	Senator Ben Kieckhefer	
SB163	Revises provisions relating to technology used by certain business entities.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Senator Ben Kieckhefer	
SB164	Recognizes certain virtual currencies as a form of intangible personal property for purposes of taxation.	In Assembly. Read first time. Referred to Committee on Taxation. To committee.	Senator Ben Kieckhefer	
SB287	Revises provisions governing public records.	From committee: Re-refer to Committee on Finance. Re-referred to Committee on Finance. To committee. Exemption effective	Senator David Parks, Senator Ira Hansen, Senator Pat Spearman	Amended so that the Records Center is exempt. Multiple opposition to the bill.
SB289	Revises provisions relating to the licensing of physicians.	Notice of eligibility for exemption.	Hardy (Referred to Senate Committee on Commerce and Labor)	
SB323	Revises provisions governing the disciplinary process for certain regulatory bodies which administer occupational licensing.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Denis (Referred to Senate Committee on Commerce and Labor)	
SB339	Revises provisions relating to public records.	Failed to meet April 12 Deadline	(Referred to Assembly Committee on Judiciary)	
SB355	Revises provisions relating to certain regulatory bodies which administer occupational licensing.	From printer. To committee.	Parks (Referred to Senate Committee on Commerce and Labor)	
SB392	Revises provisions relating to energy.	From printer. To committee.	Senators Denis, Spearman and Woodhouse	could impact record series and/or create new records
SJR3	Proposes to amend the Nevada Constitution to provide certain rights to voters.	Yes (Constitutional Majority) 21y-0n	Senators Spearman, Ford, Ratti, Cannizzaro, Woodhouse, Cancela, Manendo, Parks and Segerblom; Assemblymen Frierson, Daly, Joiner and Miller	could impact record series and/or create new records