

Steve Sisolak
Governor



Deonne E. Contine
Director

Tod Colegrove
Division Administrator

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
100 N. Stewart Street
Carson City, Nevada 89701
(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: June 12, 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 May 8, 2019 meeting.**
[Attachment A](#) (For possible action)
- 4. Proposed New RDAs for Agency Specific Records Retention Schedules.** [Attachment B](#) (For possible action)
- 5. Proposed Modification of RDAs for Agency Specific Records Retention Schedules.**
[Attachment C](#) (For possible action)
- 6. Proposed Deletion of 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 time of next meeting**
Next meeting scheduled for **July 10, 2019** (For possible action)
12. **Adjourn** (For possible action)

General Information:

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Lewis Martin in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email lewis.martin@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 Lewis Martin at (775) 684-3411 or by email lewis.martin@admin.nv.gov. 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 State Records/ State Records Committee).

The material is also available by contacting Lewis Martin at 100 North Stewart St. Carson City, NV 89701 (775) 684-3411 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 May 8, 2019*

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:23 pm. The meeting was held at the Nevada State Library and Archives 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 – Present

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 – Excused

Staff:

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

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

Guests Present:

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 May 8, 2019

Discussion and Vote:

The previous minutes from January 16, 2019 were introduced with corrections and approved. The previous minutes for March 13, 2019 in Attachment A were approved as presented. The motion was made by Sarah Bradley and the second was by Maureen Martinez. The vote was unanimous.

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

Discussion and Vote:

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

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5: 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: ~~Test~~ loss and irregularities documentation, ~~;~~ ~~A~~ associated documentation, and ~~;~~ related correspondence.

Authorized Retention:

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

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

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

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

NSLAPR staff recommendation:

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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.

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:

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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 Application, Personal History Questionnaire, Surety Bond, copy of insurance certificate, copy of city or county business license, copies of corporate documents, ***associated documentation, and conrelated 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.~~

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

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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 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.

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:

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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.

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, ~~e~~tc.; ~~C~~laims for refund of excise tax, ~~and~~ *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.

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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.

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 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

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

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.

Discussion and Vote:

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

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

1. Department of Administration, Hearings and Appeals Division:

A. Title: Hearing Representatives Licensing File

RDA: 2009004

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, as applicable: 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.

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

RDA: 2009002

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the 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: 1995004

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, as applicable: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", RDA 2006054

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“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.

2. Business and Industry, Athletic Commission:

A. Title: ~~Licensee Files~~

RDA: 4989449

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 391). The files may contain, but are not limited to: Licensure documentation and supportive documentation; checklists; notification of arrest documentation; Notice of Entry of Judgement from the State Board of Education (or other notification), and; related correspondence.~~

Authorized Retention:

~~Retain these records for a period of fifty (50) calendar years from the date of determination from the State Board of Education.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

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Delete this RDA

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: 1999144

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, as applicable: 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.

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~~

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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, as applicable: 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~~

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, as applicable: 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

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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, as applicable: 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.

Discussion and Vote:

The proposals in Attachment D were approved with the amendment from "follow one or more of the following:" to "follow one or more of the following, as applicable:" for items: 1A, 1C, 4A, 5A, 5B, and 5C. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

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

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:

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

| Discussion and Vote: |
|---|
| The proposals in Attachment E were discussed and tabled until the next meeting. Clarification was made for records this would and would not pertain to. The Committee would like to reach out to the agencies that would be affected to make sure all considerations have been made. The Committee discussed whether this would be an Agency Specific schedule item or a General Schedule item. |

8: Attachment F. 2019 Legislative Session Updates

| 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 |

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| 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 |

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| 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 |

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| 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 | |

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| | | | 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 | could impact record series and/or create new records |

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| | | Adams, Carlton, Carrillo, Cohen, Daly, Diaz, Flores, Frierson, McCurdy II, Monroe-Moreno, Neal, Ohrenschall, Swank and Thompson | | |
| 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 could impact record series and/or create new records |
| SB17 | Makes various changes relating to enforcement of child support obligations. | Yes (Constitutional Majority) 20y-0n | Committee on Health and Human Services | |
| 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 | Amend, and do pass as amended | Committee on Revenue and Economic Development | – Might change the disposition |

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| | collection of certain taxes, fees and assessments and the imposition of disciplinary action. | | | |
| 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 |

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| 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 | |

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| 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 |

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|---|
| Discussion: |
| The Records Committee was informed on 2019 Legislative Session Updates. |

9: Discuss future agenda items:

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

10: Public Comment

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Sara Martel announced that EITS has created a working group to check the security of records concerning Office 365. The committee also discussed the Public Records Request Open Forum that occurred on May 1, 2019.

11: Determine time of next meeting

The next meeting will be held June 12, 2019 at 1:15 pm in the Nevada State Library and Archives Board Room.

12: Adjourn

The meeting was adjourned at 2:28 pm by the Chair, Kim Perondi.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

1. **Wildlife: Law Enforcement**

A. Title: *Temporary Operator Certificate: Motorboat*

RDA: 2019003

Description:

These records document the issuance of permits for temporary operator certificates for the operation of a motor boat. The records may include but are not limited to: Non-renewable Temporary Operator Certificate (NRS488.730), permit test, tracking log, associated documentation, and related correspondence.

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year in which the permit expired or was terminated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Wildlife, Law Enforcement.

Justification for New RDA 2019003:

Per the division, the Temporary Operator Certificates are good for 60 days and are not renewable. The permits are logged and reported by calendar year. Once the tracking data is reported to Fiscal, it is covered under General Schedule RDA 2007016 Fiscal: Accounting Files (Agency Copy) which has a three-fiscal year retention. The agency does not have an administrative need to retain the permits beyond one calendar year.

2. **Agriculture: Plant Industry Division:**

A. Title: *Pest Control Operator: Violation*

RDA: 2019004

Description:

These records document citations written for nonserious violations that do not result in further disciplinary actions. The violation is given by the Department of Agriculture to individuals who hold Pest Control Operator certification (see NRS 555.350 et seq.). The records may include but are not limited to: warning letter, Notice of Noncompliance, follow up documentation of compliance, associated documentation, and related correspondence.

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year in which the violation is satisfied.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Attachment B

Proposed New RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

Justification for New of RDA 2019004:

The division has requested a series for “Nonserious Violations” (NRS 555.2547) that do not result in disciplinary actions. The division only reviews previous violations of a statute or regulation which occurs within 5 years or less from the date of the first violation (NAC 555.2572). Any “Serious Violation” (per NAC 555.2567) would be covered under the General Schedule Licensing: Professional and Occupational Licensing – Disciplinary RDA: 2018025 which has a retention of 30 years.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. **Business and Industry, Real Estate Division:**

A. **Title:** Real Estate Licensing Files

RDA: 2017015

Description:

These records document ~~This record series documents~~ the licensing of individuals by the Real Estate Division in accordance with NRS Chapters 645, 645C, 645D and 645H. *The records may include but are not limited to:* ~~Records may include but are not limited to-~~ *original* application and supporting documentation, *informational documentation on the licensee*, proof of pre-licensing education, proof of experience, examination results, renewal forms, continuing education and training verification records, verified statements, financial information, proof of payment of required fees, *associated documentation*, and related correspondence.

Authorized Retention:

Retain ~~this record series~~ for ~~a minimum period of~~ three (3) calendar years from the *end of the calendar year in which the file closed.* ~~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 Business and Industry, Real Estate Division.

Justification for Modification of RDA 2017015:

Staff recommends retaining the agency specific schedule for this series. An individual would be required to submit a new application and supporting documentation after a year of non-renewal. These licenses do not require the historical documentation essential to safeguard the health and safety of the public. Staff recommends removing "expiration, suspension, or revocation of the license." and replacing it with "end of the calendar year in which the file closed" while removing "this record series" and "a minimum period of" in the retention statement to make a more defined and accurate trigger event.

2. **Wildlife: Law Enforcement**

A. **Title:** Demerit Warnings

RDA: 2017018

Description:

These records document ~~This record series documents~~ the issuance of demerit warning letters to persons violating wildlife laws *in accordance with* ~~per~~ NRS Chapter 501 and NAC Chapter 501. ~~The files may contain, but are not limited to-~~ *The records may include but are not limited to:* citations, warning letters, certified mail receipts, ~~and~~ return receipts, *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~this record series~~ for ~~a minimum period of~~ five (5) calendar years from end of the calendar year in which the demerit letter was written.

Recommended Disposition:

Attachment C
Proposed Modification RDAs for Agency Specific Records Retention Schedules

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 Wildlife, Law Enforcement Division.

Justification for Modification of RDA 2017018:

Staff recommends removing “this record series” and “a minimum period of” in the retention statement to make a more defined and accurate trigger event.

B. Title: License/Permit Suspensions and Revocations

RDA: 2017019

Description:

These records document ~~This record series documents~~ the revocation of licenses or permits of persons violating wildlife laws *in accordance with* ~~per~~ NRS Chapter 501 and NAC Chapter 501. ~~The files may contain, but are not limited to:~~ *The records may include but are not limited to:* citation, revocation letter, certified labels, return receipts, violator’s compact report, warden’s investigation, ~~and~~ court disposition, *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~this record series~~ for ~~a minimum period of~~ five (5) calendar years from end of the calendar year in which the *revocation period ended.* ~~demerit letter was written.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Wildlife, Law Enforcement Division.

Justification for Modification of RDA 2017019:

Per NAC 501.210 the revocations could be up to ten years from the conviction. Staff recommends removing “demerit letter was written” and replacing it with “revocation period ended” while removing “this record series” and “a minimum period of” in the retention statement to make a more defined and accurate trigger event.

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

A. Title: Water Operators Certification File: Denied and/ or Disciplinary Actions

RDA: 2013010

Description:

These records ~~This records series is used to~~ document the operators of water systems whose certifications were revoked due to disciplinary action or denied by agency determination (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). *The*

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~records may include but are not limited to: The files may contain, but are not limited to: Copies of the~~ Certification file documents, ~~;~~ ~~D~~isciplinary action records, ~~including copies of~~ criminal history records, ~~and~~ court documents, ~~and;~~ **associated documentation, and** related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ **sixty (60)** ~~one hundred (100)~~ years from **the end of the calendar year in which the certification was revoked or denied.** ~~the birth date or until the known death of the individual, whichever occurs first.~~

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 Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Modification of RDA 2013010:

These licenses are essential to safeguard the health and safety of the public. Career span for a water operator begins at 18 years of age and can span sixty years. The retentions in these series will allow for tracking and monitoring over the career lifetime of the licensee. Operators could have multiple types of certifications for treatment and/or waste water which can be held concurrently. The extended retention is intended to prevent a revoked licensee returning to the Water Operator service. Staff recommends removing "one hundred (100)" and "the birth date or until the known death of the individual, whichever occurs first." and replacing it with "sixty (60)... the end of the calendar year in which the certification was revoked or denied." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. This will enable the agency or board to monitor for repeat offenders and respond to requests from other states.

4. Agriculture: Plant Industry Division:

A. Title: Nursery Licensee File

RDA: 1992625

Description:

~~These records contain This record series contains~~ information used to issue licenses to produce or sell nursery stock pursuant to NRS **Chapters** 555.235 to 555.249, inclusive. **The records may contain but are not limited to:** ~~The file may contain:~~ ~~(1)~~ application, ~~;~~ ~~(2)~~ copy of license, ~~;~~ ~~(3)~~ nursery inspection report, ~~;~~ ~~(4)~~ interview notice, ~~;~~ **associated documentation, and related correspondence.** ~~and (5) related correspondence, and similar material.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the expiration date.~~ **from the end of the calendar year in which the license was expired, denied, withdrawn, or revoked.**

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

Justification for Modification of RDA 1992625:

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 numbering of objects in the description are not referenced in the retention or disposition statement and, staff recommends they be removed. Staff recommends removing "following the expiration date" and replacing it with "from the end of the calendar year in which the license was expired, denied, or withdrawn, or revoked." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. Per the agency there is no personal identifying information in the application process.

5. Department of Taxation, Revenue Division:

A. Title: Cigarette Dealer Licensing Records

RDA: 1998046

Description:

These records document the licensing of cigarette dealers (See NRS Chapter 370 and NAC Chapter 370). The records may contain but are not limited to: license applications and associated documents, surety bonds, security pledges, bond waivers, claims for refund of excise tax, associated documentation, and related correspondence.

Authorized Retention:

Retain the original application documentation and the three (3) most current years of records for three (3) calendar years from the end of the calendar year in which the certification, registration or license expired.

Recommended Disposition:

Destroy ~~Securely~~

NSLAPR staff recommendation:

These records contain 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:

This series was presented in the May 8, 2019 agenda. The disposition was incorrectly reported as Destroy Securely. Staff has verified with the division and is presenting to the Committee for correction of the disposition only. The corrections to the series were previously approved by the Committee and no other revisions are being made.

Attachment D
Proposed Deletion of RDAs for Agency Specific Retention Schedule.

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

A. Title: ~~Water Operators Certification File~~

RDA: 2003113

Description:

~~This records series is used to document the certification process for operators of water systems (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Original applications with associated documentation; Disciplinary actions, and; related correspondence.~~

Authorized Retention:

~~Retain these records for a period of twelve (12) calendar years from the date they are no longer certified.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Deletion of RDA 2003113:

Staff recommends this record series be deleted and the agency follow one or more of the following, as applicable: 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.

B. Title: ~~Water Operators Certification File- Renewal and Reinstatements-~~

RDA: 2013012

Description:

~~This records series is used to document the renewal and/or reinstatement of applicants for operators of water systems (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Renewal applications with associated documentation; Examinations, test scores and related records; Continuing education documentation; Reinstatement related records, and; related correspondence.~~

Authorized Retention:

~~Retain these records for a period of three (3) calendar years from the end of the two-year renewal cycle or from the date of reinstatement.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Attachment D
Proposed Deletion of RDAs for Agency Specific Retention Schedule.

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

Justification for Deletion of RDA 2013012:

Staff recommends this record series be deleted and the agency follow one or more of the following, as applicable: 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.

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

A. Title: ~~Asbestos License Files~~

RDA: ~~1999097~~

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Business and Industry, Occupational Safety and Health Enforcement Section.

Justification for Deletion of RDA 1999097:

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, as applicable: 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: ~~Asbestos Disciplinary Files~~

RDA: ~~1999101~~

Description:

The Committee to Approve Schedules for the Retention and Disposition of Official State Records
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Attachment D Proposed Deletion of RDAs for Agency Specific Retention Schedule.

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Business and Industry, Occupational Safety and Health Enforcement Section.

Justification for Deletion of RDA 1999101:

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, as applicable: 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.

3. Agriculture: Plant Industry Division:

A. Title: ~~PCO: Disciplinary Files~~

RDA: 2014192

Description:

~~These records document disciplinary actions taken by the Department of Agriculture on individuals who hold Pest Control Operator certification (see NRS 555.350 et seq.). The record may include but is not limited to: investigation reports & documentation; administrative hearing documentation; decrees including Cease and Desist Orders; reports to District Attorneys and/or the Attorney General's Office; copy of court documents; related documentation.~~

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

Attachment D Proposed Deletion of RDAs for Agency Specific Retention Schedule.

Justification for Deletion of RDA 2014192:

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

B. Title: ~~PCO: Continuing Education (CE) Compliance Files~~

RDA: ~~2014191~~

Description:

~~These records document the that is required for renewal of certification through the Pest Control Operators Licensing and Enforcement Program (PCO) (see NRS 555.320 et seq.). The record may consist of, but is not limited to: educational transcripts; attendance rolls; course/workshop documentation; CE/Training forms; evaluations; training reports; related documentation.~~

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

Justification for Deletion of RDA 2014191:

It is recommended this record series be deleted and the agency follow one or more of the following, as applicable: 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".

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

A. Title: Fiscal: Payment Card - Transaction Information

RDA: 2017037

Description:

This record series consists of information obtained during payment card transactions. The record includes and are limited to: purchaser name, date of transaction, amount of the transaction, the authorization code, and any other non-sensitive authentication data. Any other card holder data must be deleted per RDA 2018019 Payment Card - Sensitive Authentication Data.

Authorized Retention:

Retain for ~~90 days~~ *one hundred and twenty (120) days* from the authorization of the transaction.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Justification for Modification of RDA 2017037:

Any government agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) to comply with certain security standards to prevent cardholder data theft. The card providers have amended their number of days to dispute a transaction from ninety to one hundred and twenty days. Staff recommends removing "90 days" and replacing it with "one hundred and twenty (120) days" in the retention statement to align with the card provider's increase in time allowed for dispute of card transactions.

PCI requirement 3.1 states the following:

3.1 Limit cardholder data storage and retention time to that which is required for business, legal, and/ or regulatory purposes, as documented in your data retention policy. Purge unnecessary stored data at least quarterly.

Attachment F
Legislative Update

Updated 5-28-2019

| Name | Description | Sponsor(s) | Status | Past Meetings | Past Action |
|----------------------|--|--|---------------------|--|-------------------------------|
| AB23 | Authorizes Department of Motor Vehicles to adopt regulations relating to certain electronically controlled vehicles and transportation devices. (BDR 43-365) | Committee on Growth and Infrastructure | Secretary of State | Senate Committee on Growth and Infrastructure 5/14/2019 1:00 PM | Do pass |
| AB25 | Makes various changes to provisions governing contractors. (BDR 54-234) | Committee on Commerce and Labor | Concur / Not Concur | Senate Committee on Commerce and Labor 5/1/2019 1:30 PM | Amend, and do pass as amended |
| AB27 | Revises provisions governing cease and desist orders issued by the State Contractors' Board. (BDR 54-240) | Committee on Commerce and Labor | Secretary of State | Senate Committee on Commerce and Labor 5/1/2019 1:30 PM | Do pass |
| AB29 | Revises provisions relating to contractors and construction projects. (BDR 54-241) | Committee on Commerce and Labor | Secretary of State | Senate Committee on Commerce and Labor 5/1/2019 1:30 PM | Do pass |
| AB31 | Revises provisions concerning an application for a certificate as a community manager or registration as a reserve study specialist. (BDR 10-223) | Committee on Government Affairs | Secretary of State | Senate Committee on Judiciary 4/26/2019 8:00 AM | Do pass |
| AB37 | Revises provisions governing punishment of certain members of the Nevada National Guard for minor misconduct. (BDR 36-340) | Committee on Government Affairs | Secretary of State | Senate Committee on Government Affairs 5/17/2019 1:00 PM | Do pass |
| AB41 | Revises provisions governing the | Committee on Judiciary | Enrollment | Senate Committee on Judiciary | Amend, and do pass as amended |

Attachment F
Legislative Update

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|----------------------|--|---|---------------------|--|-------------------------------|
| | fictitious address program for victims of certain crimes. (BDR 16-418) | | | 5/15/2019 8:00 AM | |
| AB52 | Creates the Division of Natural Heritage within the State Department of Conservation and Natural Resources. (BDR 18-217) | Committee on Government Affairs | Secretary of State | Senate Committee on Natural Resources 5/7/2019 3:00 PM | Do pass |
| 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. (BDR 35-212) | Committee on Natural Resources, Agriculture, and Mining | Secretary of State | Senate Committee on Natural Resources 5/7/2019 3:00 PM | Do pass |
| AB62 | Revises provisions related to water. (BDR 48-215) | Committee on Natural Resources, Agriculture, and Mining | Enrollment | Senate Committee on Natural Resources 5/16/2019 4:00 PM | Amend, and do pass as amended |
| AB63 | Revises provisions governing vehicles. (BDR 43-226) | Committee on Growth and Infrastructure | Secretary of State | Senate Committee on Growth and Infrastructure 4/25/2019 1:30 PM | Do pass |
| AB64 | Revises provisions governing the funding provided to school districts for pupils enrolled in full-time programs of distance education. (BDR 34-455) | Committee on Ways and Means | Concur / Not Concur | Senate Committee on Finance 5/16/2019 Upon Adjournment | Amend, and do pass as amended |

Attachment F
Legislative Update

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|-----------------------|--|---|---------------------|---|-------------------------------|
| AB65 | Revises provisions relating to notaries public. (BDR 19-472) | Committee on Government Affairs | Secretary of State | Assembly Committee on Judiciary 3/22/2019 8:00 AM | Mentioned no jurisdiction |
| AB70 | Revises provisions governing the Open Meeting Law. (BDR 19-421) | Committee on Government Affairs | Concur / Not Concur | Senate Committee on Government Affairs 5/15/2019 1:00 PM | Amend, and do pass as amended |
| AB78 | Revises provisions governing charter schools. (BDR 34-339) | Committee on Education | Enrollment | Assembly Committee on Education 5/14/2019 1:30 PM | Mentioned no jurisdiction |
| AB83 | Makes various changes to provisions relating to wildlife. (BDR 45-210) | Committee on Natural Resources, Agriculture, and Mining | Secretary of State | Senate Committee on Natural Resources 5/16/2019 4:00 PM | Rescind |
| AB88 | Revises provisions relating to public schools. (BDR 34-333) | Committee on Ways and Means | Secretary of State | Senate Committee on Finance 5/16/2019 Upon Adjournment | Do pass |
| AB95 | Revises provisions relating to water. (BDR 48-504) | Committee on Natural Resources, Agriculture, and Mining | Enrollment | Senate Committee on Natural Resources 5/9/2019 4:00 PM | Do pass |
| AB102 | Enhances the criminal penalty for certain crimes committed against certain family members of first responders. (BDR 15-48) | Ellison | Governor | Senate Committee on Judiciary 5/17/2019 8:00 AM | Do pass |
| AB107 | Establishes provisions relating to the electronic recording of certain custodial interrogations. (BDR 14-588) | Committee on Judiciary | Secretary of State | Senate Committee on Judiciary 5/17/2019 8:00 AM | Do pass |
| AB117 | Revises provisions relating to charitable | Committee on Judiciary | Governor | Senate Committee on Judiciary | Do pass |

Attachment F
Legislative Update

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|------------------------|---|---|---------------------|--|-------------------------------|
| | gaming. (BDR 41-715) | | | 5/10/2019 8:00 AM | |
| AB130 | Places the Nevada ABLE Savings Program entirely under the authority of the State Treasurer. (BDR 38-177) | Committee on Health and Human Services | Secretary of State | Senate Committee on Health and Human Services 4/24/2019 4:00 PM | Do pass |
| AB317 | Revises provisions governing the licensing and operation of certain medical facilities. (BDR 40-1034) | Carlton | Concur / Not Concur | Senate Committee on Health and Human Services 5/15/2019 4:00 PM | Amend, and do pass as amended |
| AB319 | Revises provisions governing professional licensing. (BDR 54-314) | Assemblymen Tolles, Yeager, Roberts, Hansen, Hardy, Kramer, Leavitt and McCurdy; Senators Kieckhefer, Denis, Seevers Gansert and Brooks | Ways and Means | Assembly Committee on Ways and Means 5/27/2019 8:00 AM | Heard |
| AB362 | Revises provisions governing the confidentiality of the personal information of certain public employees. (BDR 20-763) | Fumo | Governor | Senate Committee on Government Affairs 5/15/2019 1:00 PM | Do pass |
| AB529 | Revises provisions governing the Nevada Athletic Commission. (BDR 41-1207) | Committee on Ways and Means | Ways and Means | Senate Committee on Finance 5/10/2019 8:00 AM | Mentioned No Jurisdiction |
| 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 | Assemblymen Sprinkle, Frierson, Araujo, Carlton, Cohen, Elliot Anderson, Benitez-Thompson, Bilbray-Axelrod, Brooks, Bustamante Adams, Carrillo, | Document Clerk | | |

Attachment F
Legislative Update

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|------------------------|--|--|---------------------|--|-------------------------------|
| | not otherwise eligible for Medicaid. (BDR 38-881) | Daly, Diaz, Flores, Fumo, Jauregui, Joiner, McCurdy II, Miller, Neal, Ohrenschall, Spiegel, Swank, Thompson, Watkins and Yeager | | | |
| AB408* | Revises provisions relating to Medicaid and health insurance. (BDR 38-957) | 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 | Document Clerk | | |
| SB8 | Revises provisions governing the conditions for lifetime supervision of sex offenders. (BDR 16-408) | Committee on Judiciary | Concur / Not Concur | Assembly Committee on Judiciary 5/17/2019 10:00 AM | Amend, and do pass as amended |
| SB9 | Provides that there is no limitation of time within which a criminal prosecution for a sexual assault arising out of the same facts and circumstances as a murder must be commenced. (BDR 14-422) | Committee on Judiciary | Governor | Assembly Committee on Judiciary 5/8/2019 8:00 AM | Do pass |
| SB10 | Revises provisions governing compensation of members of a board of trustees | Committee on Government Affairs | Concur / Not Concur | Assembly Committee on Government Affairs 5/17/2019 9:30 AM | Amend, and do pass as amended |

Attachment F
Legislative Update

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|----------------------|---|---|---------------------|---|-------------------------------|
| | of a general improvement district. (BDR 25-432) | | | | |
| SB17 | Makes various changes relating to enforcement of child support obligations. (BDR 38-200) | Committee on Health and Human Services | Governor | Assembly Committee on Health and Human Services 5/6/2019 Upon Adjournment | Do pass |
| SB20 | Revises provisions relating to guardianships. (BDR 13-493) | Committee on Judiciary | Enrollment | Assembly Committee on Judiciary 5/8/2019 8:00 AM | Amend, and do pass as amended |
| SB32 | Revises provisions relating to the confidentiality and privilege of certain records and files of the Department of Taxation. (BDR 32-189) | Committee on Revenue and Economic Development | Governor | Assembly Committee on Taxation (Floor Meeting) 4/23/2019 7:33 PM | Amend, and do pass as amended |
| SB37 | Revises provisions relating to the regulation of marriage and family therapists and clinical professional counselors. (BDR 54-250) | Committee on Commerce and Labor | Concur / Not Concur | Assembly Committee on Commerce and Labor 5/17/2019 12:30 PM | Amend, and do pass as amended |
| SB40 | Revises provisions governing penalties for violating occupational safety laws. (BDR 53-222) | Committee on Commerce and Labor | Governor | Assembly Committee on Commerce and Labor 5/10/2019 12:30 PM | Do pass |
| SB45 | Revises provisions governing business. (BDR 7-471) | Committee on Judiciary | Governor | Assembly Committee on Judiciary 5/8/2019 8:00 AM | Do pass |
| SB46 | Revises provisions relating to the regulation of gaming. (BDR 41-342) | Committee on Judiciary | Governor | Assembly Committee on Judiciary 5/1/2019 8:00 AM | Amend, and do pass as amended |

Attachment F
Legislative Update

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|----------------------|---|---|---------------------|---|-------------------------------|
| SB51 | Makes various changes regarding the State Personnel System. (BDR 23-183) | Committee on Legislative Operations and Elections | Finance | Senate Committee on Legislative Operations and Elections 4/8/2019 4:00 PM | Amend, and do pass as amended |
| 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. (BDR 45-209) | Committee on Natural Resources | Governor | Assembly Committee on Natural Resources, Agriculture, and Mining 5/6/2019 4:00 PM | Do pass |
| SB62 | Revises provisions relating to manufacturers and wholesale dealers of tobacco products. (BDR 32-424) | Committee on Revenue and Economic Development | Governor | Assembly Committee on Taxation 5/9/2019 4:00 PM | Do pass |
| SB69 | Revises provisions relating to emergencies and cybersecurity. (BDR 19-350) | Committee on Government Affairs | Finance | Senate Committee on Finance 5/27/2019 8:00 AM | Amend, and do pass as amended |
| SB71 | Revises provisions governing the Motor Carrier Division of the Department of Motor Vehicles. (BDR 43-228) | Committee on Growth and Infrastructure | Concur / Not Concur | Assembly Committee on Growth and Infrastructure 5/16/2019 1:30 PM | Amend, and do pass as amended |
| SB73 | Revises provisions relating to gaming. (BDR 41-343) | Committee on Judiciary | Enrollment | Assembly Committee on Judiciary 5/8/2019 8:00 AM | Amend, and do pass as amended |
| SB75 | Establishes the procedure for pursuing the redemption of unclaimed United States savings bonds by the State Treasurer. (BDR 10-478) | Committee on Judiciary | Governor | Assembly Committee on Government Affairs 5/15/2019 9:30 AM | Do pass |

Attachment F
Legislative Update

| | | | | | |
|-----------------------|--|--|-----------------------|---|-------------------------------|
| SB121 | Revises provisions relating to fiduciaries. (BDR 13-99) | Committee on Judiciary | Concur / Not Concur | Assembly Committee on Judiciary 5/17/2019 10:00 AM | Amend, and do pass as amended |
| SB161 | Revises provisions relating to certain financial businesses, products and services. (BDR 52-875) | Kieckhefer and Spearman | Chief Clerk's Desk | Assembly Committee on Commerce and Labor 5/15/2019 12:30 PM | Amend, and do pass as amended |
| SB162 | Revises provisions relating to electronic transactions. (BDR 59-876) | Kieckhefer | Finance | Senate Committee on Finance 5/1/2019 6:00 PM | Heard, No Action |
| SB163 | Revises provisions relating to technology used by certain business entities. (BDR 7-877) | Kieckhefer | Transmitted to Senate | Assembly Committee on Judiciary 5/16/2019 9:30 AM | Do pass |
| SB164 | Recognizes certain virtual currencies as a form of intangible personal property for purposes of taxation. (BDR 32-878) | Kieckhefer | Transmitted to Senate | Assembly Committee on Taxation 5/16/2019 4:00 PM | Do pass |
| SB287 | Revises provisions governing public records. (BDR 19-648) | Parks, Hansen, Spearman, Denis and Woodhouse | Finance | Senate Committee on Government Affairs 4/12/2019 Upon Adjournment | Re-refer |
| SJR3* | Proposes to amend the Nevada Constitution to provide certain rights to voters. (BDR C-55) | Senators Spearman, Ford, Ratti, Cannizzaro, Woodhouse, Cancela, Manendo, Parks, Segerblom; Assemblymen Frierson, Daly, Joiner and Miller | Enrollment | Assembly Committee on Legislative Operations and Elections 5/16/2019 4:00 PM | Do pass |

