

*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 – Present

**Staff:**

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

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

**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 March 13, 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.

**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: ~~T~~est loss and irregularities documentation, ~~A~~ssociated documentation, and ~~R~~elated correspondence.

**Authorized Retention:**

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

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

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

**Justification for Modification of RDA 1987010:**

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

**2. Business and Industry, Athletic Commission:**

**A. Title:** Licensee (including Unarmed Combatants): Famous/Celebrated/Historically Significant  
**RDA:** 2017031

**Description:**

These records document ~~and regulate~~ **the** issuance of licenses to Famous/Celebrated/ Historically Significant licensees. Licensee files are considered Famous/Celebrated/ Historically Significant if: the licensee attained contemporary public notoriety or celebrity status,; the licensee received significant media coverage,; the licensee was generally viewed by the community as important or significant, or the licensee was the subject of a well-known book or feature film. ~~The file may contain,~~ **The records may include but are not limited to:** application and related documentation, financial statements, fingerprint cards,; articles of incorporation, surety bonds, master medical insurance policy, licensee application, contracts between contestants and managers, **associated documentation,** and; related correspondence.

**Authorized Retention:**

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

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative and archival needs.

**Agency review:**

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

**Justification for Modification of RDA 2017031:**

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

**B. Title:** Promoter Licensee Files

**RDA:** 1989118

**Description:**

These records document each promoter of an athletic event under the jurisdiction of the Athletic Commission. They are used to verify their acceptability as a promoter. **The records may include but are not limited to:** ~~The file may contain, but is not limited to:~~ license application and related documentation,; financial statements,; fingerprint cards,; articles of incorporation,; surety bonds,; ~~copy of~~ master medical insurance policy, **associated documentation, and related correspondence.** ~~and; related correspondence~~

**Authorized Retention:**

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

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative and archival needs.

**Agency review:**

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

**Justification for Modification of RDA 1989118:**

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

**C. Title:** Unarmed Combatants Licensee Files

**RDA:** 2017029

**Description:**

**These records document** ~~These records apply to~~ boxers, mixed martial artists, kick boxers, etc., and are used by the commission to authorize, document, and regulate the issuance of licenses to these individuals. The **records may include** ~~files may contain~~ but are not limited to: license application, ~~and related documentation;~~ medical records, ~~copies of~~ contracts between contestants and managers ~~and~~, **associated documentation, and related correspondence.** ~~related correspondence.~~

**Authorized Retention:**

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

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

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

**Justification for Modification of RDA 2017029:**

Staff research has indicated that this series was granted additional retention time due to the following: The Commission previously requested and was granted, by the Committee meeting on 5-17-2017, a 15-year retention to cover an average career. These files are kept longer than the promoter and licensee files because the medical files they submit with the initial application are submitted only once. Additionally, the historical documentation is essential to safeguard the health and safety of the licensees.

Staff recommends removing “expiration of the last license.” and replacing it with “end of the calendar year in which the last license expired.” in the retention statement to make a more defined and accurate trigger event.

**3. Department of Motor Vehicles, Compliance Enforcement:**

A. **Title:** Licensing File

**RDA:** 2000060

**Description:**

~~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 related correspondence.** ~~and related documentation.~~

**Authorized Retention:**

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

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Motor Vehicles: Compliance Enforcement.

**Justification for Modification of RDA 2000060:**

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

**4. Board for the Regulation of Liquid Petroleum Gas:**

A. **Title:** Licensing Records

**RDA:** 2017020

**Description:**

~~*These records document*~~ This record series documents the licensing of individuals by the Liquefied Petroleum Gas Board in accordance with NRS Chapter 590.465 to 590.645 and NAC Chapter 590.010 to 590.690. ~~*The 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:**

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 are used to administer and document the licensing of~~ *These records document* the licensing of *cigarette* dealers (See NRS Chapter 370 and NAC Chapter 370). The ~~records files~~ *records* may contain but are not limited to: ~~License applications and associated documents, Surety bonds, security pledges, bond waiver, etc., Claims for refund of excise tax, and supporting documentation, and related correspondence.~~ *associated documentation, and related correspondence.* ~~Supportive documentation, Related correspondence.~~

**Authorized Retention:**

Retain the original application documentation and the three (3) most current years of records for ~~a period of three (3) calendar years~~ *from the end of the calendar year in which the certification, registration, or license expired.* ~~after the expiration of the certification, registration or license. Documents older than three (3) calendar years may be purged from the files.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

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

**Agency review:**

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

**Justification for Modification of RDA 1998046:**

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

**7. Business and Industry, Taxicab Authority:**

**A. Title:** Taxicab Driver Permits

**RDA:** 2017014

**Description:**

These records document the permitting and monitoring of individuals receiving taxicab driver permits to operate taxicabs under limited jurisdiction granted through NRS 706.881 through NRS 706.885 and NAC 706.450 through NAC 706.9918. ~~The records may consist of but are not limited to application and supporting documentation,~~ *The records may contain 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

**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:** ~~2009001~~

**Description:**

~~This record series documents the licensing and monitoring of hearing representatives (See NRS 616C.325 and NAC 616C.350 et seq.). The record may contain but is not limited to: Application and related documentation; Investigation; Disciplinary procedures; Supportive materials, and; Related correspondence~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years from the date of expiration or final action.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

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

**Justification for Deletion of RDA 2009001:**

Staff research indicated that retention is based only on 11.190 periods of limitation. There are no other justifications for keeping this series on an agency specific schedule. It is recommended this record series be deleted and the agency follow one or more of the following, 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.

**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: 4995004

**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 “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:** 2007081

**Description:**

~~These records document the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to: Licensure documentation and supportive documentation; checklists; notification of arrest documentation; Notice of Entry of Judgement from the State Board of Education (or other notification), and; related correspondence.~~

**Authorized Retention:**

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

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

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:** 4999144

**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 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

**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.

<b>Discussion and Vote:</b> 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.
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**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:**

*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.

<b>Discussion and Vote:</b> The proposals in Attachment E were discussed and tabled until the next meeting. Staff will research which schedule(s) would be most appropriate. Clarification was made for records this would and would not pertain to. The
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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

AB30	Revises provisions governing the appropriation of water	From printer. To engrossment. Engrossed. First reprint. Taken from General File. Placed on Chief Clerk's desk. Taken from Chief Clerk's desk. Placed on General File. Read third time. Amended. (Amend. No. 645.) Dispensed with reprinting. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 31, Nays: 9, Excused: 2.) To printer.	Committee on Natural Resources, Agriculture, and Mining	always flag anything to do with water
AB31	Revises provisions concerning an application for a certificate as a community manager or registration as a reserve study specialist.	In Senate. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Government Affairs	could impact record series and/or create new records
AB35	Revises provisions governing achievement charter schools.	Failed to meet April 12 Deadline	Committee on Education	could impact record series and/or create new records
AB37	Revises provisions governing punishment of certain members of the Nevada National Guard for minor misconduct.	Yes (Constitutional Majority) 33y-8n	Committee on Government Affairs	could impact record series and/or create new records
AB41	Revises provisions governing the fictitious address program for victims of certain crimes.	In Senate. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	could impact record series and/or create new records
AB52	Creates the Division of Natural Heritage within the State Department of Conservation and Natural Resources.	Yes (Constitutional Majority) 41y-0n	Committee on Government Affairs	could impact record series and/or create new records and how the schedules are organized
AB53	Revises provisions governing the issuance and revocation of drivers' licenses, instruction permits and privileges to drive by the Department of Motor Vehicles.	Failed to meet April 12 Deadline	Committee on Growth and Infrastructure	could impact record series and/or create new records
AB56	Revises provisions governing the administration of state public works.	Read second time. Amended. (Amend. No. 452.) Placed on Chief Clerk's desk. To printer.	Committee on Government Affairs	could impact record series and/or create new records

AB58	Revises provisions governing violations of regulations adopted by the Administrator of the Division of State Parks of the State Department of Conservation and Natural Resources.	In Senate. Read first time. Referred to Committee on Natural Resources. To committee.	Committee on Natural Resources, Agriculture, and Mining		could impact record series and/or create new records
AB62	Revises provisions related to water.	From printer. To reengrossment. Reengrossed. Second reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 28, Nays: 13, Excused: 1.) To Senate.	Committee on Natural Resources, Agriculture, and Mining		always flag anything to do with water
AB63	Revises provisions governing vehicles.	In Senate. Read first time. Referred to Committee on Growth and Infrastructure. To committee.	Committee on Growth and Infrastructure		could impact record series and/or create new records
AB64	Revises provisions governing the funding provided to school districts for pupils enrolled in full-time programs of distance education.	In Senate. Read first time. Referred to Committee on Finance. To committee.	Committee on Ways and Means		could impact record series and/or create new records
AB65	Revises provisions relating to notaries public.	Approved by the Governor. Chapter 5.	Committee on Government Affairs	Passed	could impact record series and/or create new records
AB67	Revises provisions governing achievement charter schools.	Failed to meet April 12 Deadline	Committee on Education		could impact record series and/or create new records
AB70	Revises provisions governing the Open Meeting Law.	From printer. To engrossment. Engrossed. First reprint. Taken from General File. Placed on Chief Clerk's desk. Taken from Chief Clerk's desk. Placed on General File. Read third time. Amended. (Amend. No. 647.) Dispensed with reprinting. Read third time. Passed, as amended. Title approved. (Yeas: 31, Nays: 9, Excused: 2.) To printer.	Committee on Government Affairs	Approval of the agenda before the start of the meeting.	could impact record series and/or create new records

AB72	Revises provisions governing turnaround schools.	Failed to meet April 12 Deadline	Committee on Education	could impact record series and/or create new records
AB75	Revises provisions governing public employees' retirement.	Failed to meet April 12 Deadline	Committee on Government Affairs	could impact record series and/or create new records
AB78	Revises provisions governing charter schools.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 41, Nays: None, Excused: 1.) To Senate.	Committee on Education	could impact record series and/or create new records
AB82	Revises provisions relating to elections	Failed to meet April 12 Deadline	Committee on Legislative Operations and Elections	could impact record series and/or create new records
AB83	Makes various changes to provisions governing wildlife.	In Senate. Read first time. Referred to Committee on Natural Resources. To committee.	Committee on Natural Resources, Agriculture, and Mining	could impact record series and/or create new records
AB88	Revises provisions relating to the reporting of average daily enrollment in public schools.	In Senate. Read first time. Referred to Committee on Finance. To committee.	Committee on Ways and Means	could impact record series and/or create new records
AB95	Revises provisions relating to water.	In Senate. Read first time. Referred to Committee on Natural Resources. To committee.	Committee on Natural Resources, Agriculture, and Mining	could impact record series and/or create new records
AB99	Requires that instruction in the founding principles of American government be specifically included in public schools.	Failed to meet April 12 Deadline	Wheeler	could impact record series and/or create new records
AB100	Revises provisions governing enhancement of penalties for committing assault and battery under certain circumstances.	Failed to meet April 12 Deadline	Sprinkle	could impact record series and/or create new records
AB102	Enhances the criminal penalty for certain crimes committed against certain family members of first responders.	In Senate. Read first time. Referred to Committee on Judiciary. To committee.	Ellison	could impact record series and/or create new records
AB105	Revises provisions governing parole.	Failed to meet April 12 Deadline	Krasner	could impact record series

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

AB317	Revises provisions governing the licensing and operation of certain medical facilities.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 37, Nays: 4, Excused: 1.) To Senate.	Carlton (Referred to Assembly Committee on Health and Human Services)
AB319	Revises provisions governing professional licensing.	From printer. To engrossment. Engrossed. First reprint. To committee.	Assemblymen Tolles, Yeager, Roberts, Hansen and Leavitt; Senators Kieckhefer, Denis, SeEVERS Gansert and Brooks (Referred to Assembly Committee on Commerce and Labor)
AB357	Revises provisions governing occupational licensing.	Failed to meet April 12 Deadline	Roberts

<p>AB374</p> <p>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.</p>	<p>Failed to meet April 12 Deadline</p>	<p>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</p>	<p>could impact record series and/or create new records</p>
<p>AB408</p> <p>Revises provisions relating to Medicaid and health insurance.</p>	<p>Failed to meet April 12 Deadline</p>	<p>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</p>	<p>could impact record series and/or create new records</p>
<p>Senate Bills</p>			

SB8	Revises provisions governing the conditions for lifetime supervision of sex offenders.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved. (Yeas: 21, Nays: None.) To Assembly.	Committee on Judiciary	– could impact the retention period for sex offender records.
SB9	Revises provisions governing the time for commencing a criminal prosecution for crimes associated with murder, sexual assault and sex trafficking.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	– could impact the retention period
SB10	Revises provisions governing compensation of members of a board of trustees of a general improvement district.	Yes (Constitutional Majority) 18y-2n	Committee on Government Affairs	– More for Jerry - local government
SB17	Makes various changes relating to enforcement of child support obligations.	Yes (Constitutional Majority) 20y-0n	Committee on Health and Human Services	could impact record series and/or create new records

SB19	Revises provisions governing the penalties for certain unlawful acts related to human excrement or bodily fluid committed by prisoners.	Failed to meet April 12 Deadline	Committee on Judiciary	– Could be a new record type
SB20	Revises provisions relating to guardianships.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	– SoS has these records, could involve some changes
SB21	Enacts the Insurance Data Security Law.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Committee on Commerce, Labor and Energy	– I don't have it flagged, but it wouldn't hurt to read the text to get additional information
SB28	Revises provisions governing confidentiality of information gathered by Nevada Equal Rights Commission.	Taken from General File. Placed on Secretary's desk.	Committee on Government Affairs	– Might change the disposition
SB32	Revises provisions relating to the confidentiality and privilege of the records and files of the Department of Taxation concerning the administration and collection of certain taxes, fees and assessments and the imposition of disciplinary action.	Amend, and do pass as amended	Committee on Revenue and Economic Development	– Might change the disposition

SB37	Revises provisions relating to the regulation of marriage and family therapists and clinical professional counselors.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Committee on Commerce and Labor	– Might relate to the licensing series we are currently working on
SB40	Revises provisions governing penalties for violating occupational safety laws.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Committee on Commerce and Labor	– could impact retention
SB43	Authorizes the installation and use of an automated traffic enforcement system under certain circumstances.	Failed to meet April 12 Deadline	Committee on Growth and Infrastructure	– could impact record series
SB45	Revises provisions governing business.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	– could impact record series
SB46	Revises provisions relating to the regulation of gaming.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Committee on Judiciary	– could impact record series
SB47	Revises provisions relating to state lands.	Failed to meet April 12 Deadline	Committee on Natural Resources	– could impact record series
SB51	Makes various changes regarding the State Personnel System.	From printer. To engrossment. Engrossed. First reprint. To committee. Exemption effective.	Committee on Legislative Operations and Elections	– could impact record series

SB55	Revises provisions relating to carrying a loaded rifle or shotgun in or on a vehicle which is standing or being driven on or along a public highway or other way open to the public.	In Assembly. Read first time. Referred to Committee on Natural Resources, Agriculture, and Mining. To committee.	Committee on Natural Resources	– could impact record series
SB60	Revises provisions relating to health care.	Failed to meet April 12 Deadline	Committee on Health and Human Services	– could impact record series
SB62	Revises provisions relating to manufacturers and wholesale dealers of tobacco products.	In Assembly. Read first time. Referred to Committee on Taxation. To committee.	Committee on Revenue and Economic Development	– could impact record series
SB63	Revises provisions that relate to certain health care professions and which govern new construction by or on behalf of health facilities.	Failed to meet April 12 Deadline	Committee on Commerce and Labor	– could impact record series
SB69	Revises provisions relating to emergencies and cybersecurity.	From printer. To engrossment. Engrossed. First reprint. To committee. Exemption effective.	Committee on Government Affairs	– could create new records

SB71	Revises provisions governing the Motor Carrier Division of the Department of Motor Vehicles.	In Assembly. Read first time. Referred to Committee on Growth and Infrastructure. To committee.	Committee on Growth and Infrastructure	– could impact record series and/or create new records
SB73	Revises provisions relating to mobile gaming.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 21, Nays: None.) To Assembly.	Committee on Judiciary	– could create new record series
SB75	Establishes the procedure for pursuing the redemption of unclaimed United States savings bonds by the State Treasurer.	Yes (2/3 of Elected Members) 20y-0n	Committee on Judiciary	– could create new record series
SB76	Establishes the procedure for pursuing the redemption of unclaimed United States savings bonds by the State Treasurer.	Failed to meet April 12 Deadline	Committee on Judiciary	– Could impact record series and/or create new records
SB83	Revises provisions governing the dissemination of information and data of the Public Employees' Retirement System.	Failed to meet April 12 Deadline	Committee on Government Affairs	Could impact retention and/or disposition

SB116	Provides for the selection of a proxy decision-maker to make medical treatment decisions for certain adult patients who lack the capacity to provide consent to or refusal of medical treatment.	Failed to meet April 12 Deadline	Hardy	
SB121	Revises provisions relating to fiduciaries.	From printer. To engrossment. Engrossed. First reprint. Read third time. Passed, as amended. Title approved. (Yeas: 21, Nays: None.) To Assembly.	Committee on Judiciary	
SB128	Revises provisions governing the administration of occupational licensing boards.	From printer. To engrossment. Engrossed. First reprint. Read third time. Amended. (Amend. No. 514.) Reprinting dispensed with. Read third time. Passed, as amended. Title approved, as amended. (Yeas: 20, Nays: 1.) To printer. From printer. To re-engrossment. Re-engrossed. Second reprint. To Assembly.	Committee on Commerce and Labor	Might relate to the licensing series we are currently working on
SB161	Provides for the establishment of the Regulatory Experimentation Program for Product Innovation.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Senator Ben Kieckhefer	
SB162	Revises provisions relating to electronic transactions.	From printer. To engrossment. Engrossed. First reprint. To committee. Exemption effective.	Senator Ben Kieckhefer	

SB163	Revises provisions relating to technology used by certain business entities.	In Assembly. Read first time. Referred to Committee on Judiciary. To committee.	Senator Ben Kieckhefer	
SB164	Recognizes certain virtual currencies as a form of intangible personal property for purposes of taxation.	In Assembly. Read first time. Referred to Committee on Taxation. To committee.	Senator Ben Kieckhefer	
SB287	Revises provisions governing public records.	From committee: Re-refer to Committee on Finance. Re-referred to Committee on Finance. To committee. Exemption effective	Senator David Parks, Senator Ira Hansen, Senator Pat Spearman	Amended so that the Records Center is exempt. Multiple opposition to the bill.
SB289	Revises provisions relating to the licensing of physicians.	Notice of eligibility for exemption.	Hardy (Referred to Senate Committee on Commerce and Labor)	
SB323	Revises provisions governing the disciplinary process for certain regulatory bodies which administer occupational licensing.	In Assembly. Read first time. Referred to Committee on Commerce and Labor. To committee.	Denis (Referred to Senate Committee on Commerce and Labor)	
SB339	Revises provisions relating to public records.	Failed to meet April 12 Deadline	(Referred to Assembly Committee on Judiciary)	

SB355	Revises provisions relating to certain regulatory bodies which administer occupational licensing.	From printer. To committee.	Parks (Referred to Senate Committee on Commerce and Labor)	
SB392	Revises provisions relating to energy.	From printer. To committee.	Senators Denis, Spearman and Woodhouse	could impact record series and/or create new records
SJR3	Proposes to amend the Nevada Constitution to provide certain rights to voters.	Yes (Constitutional Majority) 21y-0n	Senators Spearman, Ford, Ratti, Cannizzaro, Woodhouse, Cancela, Manendo, Parks and Segerblom; Assemblymen Frierson, Daly, Joiner and Miller	could impact record series and/or create new records

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

**9: Discuss future agenda items:**

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

**10: Public Comment**

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.