

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for June 12, 2019*

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:22 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Kimberley Perondi, for Barbara K. Cegavske, Secretary of State – Present

Kathryn Etcheverria, Governors Appointee – Present

Sarah Bradley, for Aaron Ford, Nevada Attorney General – 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:

Perry Faigin, Deputy Administrator, Business and Industry, Real Estate Division – Present

Nikki Rossetta, Intern for Sarah Bradley - Deputy Attorney General, Nevada Attorney General – Present

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

4: 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 motorboat. The records may include but are not limited to: Non-renewable Temporary Operator Certificate (NRS 488.730), 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.

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.

Discussion and Vote:

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

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

1. 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:

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 records may include but are not limited to:*** ~~The files may contain, but are not limited to:~~ Copies of the ~~C~~ certification file documents, ~~D~~ disciplinary 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.

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.

Discussion and Vote:

The proposals in Attachment C were approved as presented. RDA 1998046 was presented in the May 8, 2019 agenda as “Destroy Securely” but was supposed to be “Destroy”. The motion was made by Alisanne Maffei and the second was by Kathryn Etcheverria. The vote was unanimous.

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

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 Reinstatement~~ **RDA:** 2013012

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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:** 4999097

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: 4999404

Description:

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

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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: 2044192

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.

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: 2014194

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".

<p>Discussion and Vote:</p> <p>The proposals in Attachment D were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Sarah Bradley. The vote was unanimous.</p>

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

1. **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 *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.

<u>Discussion and Vote:</u>
The proposals in Attachment E were approved as presented. The motion was made by Sarah Bradley and the second was by Maureen Martinez. The vote was unanimous.

8: Attachment F. 2019 Legislative Session Updates

Updated 5-28-2019

Name	Description	Sponsor(s)	Status	Past Meetings	Past Action
<u>AB23</u>	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

<u>AB25</u>	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
<u>AB27</u>	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
<u>AB29</u>	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
<u>AB31</u>	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
<u>AB37</u>	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
<u>AB41</u>	Revises provisions governing the fictitious address program for victims of certain crimes. (BDR 16-418)	Committee on Judiciary	Enrollment	Senate Committee on Judiciary 5/15/2019 8:00 AM	Amend, and do pass as amended

<u>AB52</u>	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
<u>AB58</u>	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
<u>AB62</u>	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
<u>AB63</u>	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
<u>AB64</u>	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
<u>AB65</u>	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
<u>AB70</u>	Revises provisions governing the	Committee on Government Affairs	Concur / Not Concur	Senate Committee on Government	Amend, and do pass as amended

	Open Meeting Law. (BDR 19-421)			Affairs 5/15/2019 1:00 PM	
<u>AB78</u>	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
<u>AB83</u>	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
<u>AB88</u>	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
<u>AB95</u>	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
<u>AB102</u>	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
<u>AB107</u>	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
<u>AB117</u>	Revises provisions relating to charitable gaming. (BDR 41-715)	Committee on Judiciary	Governor	Senate Committee on Judiciary 5/10/2019 8:00 AM	Do pass
<u>AB130</u>	Places the Nevada ABLE Savings Program entirely under the authority of the State	Committee on Health and Human Services	Secretary of State	Senate Committee on Health and Human Services 4/24/2019 4:00 PM	Do pass

	Treasurer. (BDR 38-177)				
<u>AB317</u>	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
<u>AB319</u>	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
<u>AB362</u>	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
<u>AB529</u>	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
<u>AB374*</u>	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	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,	Document Clerk		

	Medicaid. (BDR 38-881)	Thompson, Watkins and Yeager			
<u>AB408*</u>	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		
<u>SB8</u>	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
<u>SB9</u>	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

<u>SB10</u>	Revises provisions governing compensation of members of a board of trustees of a general improvement district. (BDR 25-432)	Committee on Government Affairs	Concur / Not Concur	Assembly Committee on Government Affairs 5/17/2019 9:30 AM	Amend, and do pass as amended
<u>SB17</u>	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
<u>SB20</u>	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
<u>SB32</u>	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
<u>SB37</u>	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
<u>SB40</u>	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
<u>SB45</u>	Revises provisions governing business. (BDR 7-471)	Committee on Judiciary	Governor	Assembly Committee on Judiciary 5/8/2019 8:00 AM	Do pass

<u>SB46</u>	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
<u>SB51</u>	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
<u>SB55</u>	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
<u>SB62</u>	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
<u>SB69</u>	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
<u>SB71</u>	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
<u>SB73</u>	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

<u>SB75</u>	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
<u>SB121</u>	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
<u>SB161</u>	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
<u>SB162</u>	Revises provisions relating to electronic transactions. (BDR 59-876)	Kieckhefer	Finance	Senate Committee on Finance 5/1/2019 6:00 PM	Heard, No Action
<u>SB163</u>	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
<u>SB164</u>	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
<u>SB287</u>	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

<u>SJR3*</u>	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
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Discussion:

The Records Committee was informed on 2019 Legislative Session Updates. The 80th (2019) Session of the Nevada Legislature adjourned sine die on June 4, 2019. A list of bills that were watched throughout the Legislative period was attached and presented to the Committee. A few bills of note that were discussed were: AB 70, SB 302, SB 383, and AB 319. The Committee discussed reviewing schedules to see if any needed to be updated after the Legislative Session. Staff will contact the agencies to discuss possible changes to schedules.

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 has about 45 items and staff are still waiting on confirmation from the agency. Committee Staff has received approval from the Office of the Governor: Budget. Committee Staff has received approval for schedule #2015012 for the General Schedule. Committee Staff are still waiting on a response from Agriculture: Plant Industry.

10: Public Comment

Sara Martel presented stats and comments on the Public Records Forum training held on May 1, 2019 in the Carson Nugget Room of the Aspen building at Western Nevada College. The average evaluation for the training was 2.6/3.0. Sara Martel also announced the ARMA held a free shred event on June 8, 2019, where they were able to help 168 cars and received almost \$1600 in donations for Austin's House of Nevada.

11: Determine time of next meeting

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

12: Adjourn

The meeting was adjourned at 2:00 pm by the Chair, Kim Perondi.