

Steve Sisolak
Governor



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**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
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Carson City, Nevada 89701
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**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: February 12, 2020
TIME: 1:15 p.m.
LOCATION: Nevada State Library and Archives Building
Board Room
100 North Stewart Street
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

Agenda

- 1. Call to Order, Welcome, Roll Call**
- 2. Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020).
- 3. Review, correct, if necessary, and approve the minutes from the December 11, 2019 meeting. [Attachment A](#)** (For possible action)
- 4. Proposed New RDAs for Agency Specific Records Retention Schedules for Secretary of State. [Attachment B](#)** (For possible action)
- 5. Proposed Modification RDAs for Agency Specific Records Retention Schedules for Secretary of State and Health Division: Bureau of Health Statistics, Planning, Epidemiology and Response: Emergency Medical Services Licensing. [Attachment C](#)** (For possible action)

6. **Proposed Deletion RDAs for Agency Specific Records Retention Schedules for Health Division: Bureau of Health Statistics, Planning, Epidemiology and Response: Emergency Medical Services Licensing. [Attachment D](#)** (For possible action)
7. **Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule. [Attachment E](#)** (For possible action)
8. **Discuss Future Agenda Items** (For possible action)
Parole Commission
Conservation and Natural Resources: Bureau of Air Quality and Planning
9. **Public Comment**
 Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
10. **Confirm time of next meeting** (For possible action)
 Next meeting scheduled for March 11, 2020
11. **Adjourn** (For possible action)

General Information

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

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the Lewis Martin at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting Lewis Martin at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 records@admin.nv.gov

This agenda has been posted at the following locations:

Nevada State Library, Archives and Public Records
 100 North Stewart Street
 Carson City, NV 89701

The Nevada Legislature
 401 S. Carson St.
 Carson City, NV 89701

Washoe County Library
 301 South Center Street
 Reno, NV 89505

The Las Vegas/Clark County Library District
 7060 Windmill Ln
 Las Vegas, NV 89113

NSLAPR website: www.nsla.nv.gov

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

Attachment A
Meeting Minutes for Approval

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

Minutes for December 11, 2019

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:16 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

Robert Whitney, for Aaron Ford, Nevada Attorney General – Present

Tammy Westergard, Division Administrator, Nevada State Library, Archives and Public Records – Present

Maureen Martinez, For Peter Long, Acting Director for the Department of Administration – Present

Alisanne Maffei, for David Haws, Administrator, Enterprise Information Technology Services – Present

Staff:

Sara Martel, State Records Manager, Nevada State Library, Archives and Public Records – Present

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 October 9, 2019

Discussion and Vote:

The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Maureen Martinez. Robert Whitney abstained from the vote because he was not at the last meeting. The vote was unanimous amongst the other members.

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

1. Department of Public Safety, State Fire Marshal

Attachment A
Meeting Minutes for Approval

A. Title: *Plan Review Application Files*

RDA: 2017026

Description:

These records document the review of specifications for purposes of compliance to established national and international fire and safety codes as well as state law (See NRS Chapter 477.030(1)(b), Chapters NRS 477.100 to 477.140, and NAC Chapters 477.740 to 477.745). The records may include but are not limited to: applications for plan review, fee receipts, plan review status reports, Statement of Deficiencies and Plan of Correction, fire alarm and suppression system specifications, system manuals, Retrofit Compliance forms and reports, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the Plan Review was completed.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2017026:

The record series RDA 2005035 "Plans and Specifications Review Files" had two retention periods. Staff recommends creating this record series to separate the plans and related records from the applications and related records. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

B. Title: *Child Care Facilities Certification Files*

RDA: 2017027

Description:

These records document the certification of fire safety compliance of childcare facilities in accordance with NRS Chapter 477.030(1)(c) and NAC Chapter 477.740(1)(c). The records may include but are not limited to: inspection requests, inspection reports and supporting documentation, escape route plans, approval/non-approval memos, certificates of compliance, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the facility was inspected.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2017027:

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Currently, a records series does not exist for these records. Per NRS, the State Fire Marshal must inspect new facilities for the safety, access, and means of exit in case of fire. Childcare facilities are inspected on a yearly basis, and the same records are created and maintained for each yearly inspection. Therefore, it is not necessary to keep all inspection reports. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

C. Title: *Health and Foster Care Facilities Certification Files*

RDA: 2017028

Description:

These records document the certification of fire safety compliance of health and foster care facilities in accordance with NRS Chapter 477.030(1)(c) and NAC Chapter 477.740(1)(c). The records may include but are not limited to: inspection requests, inspection reports and supporting documentation, approval/non-approval memos, certificates of compliance, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the facility was closed.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2017028:

Currently, a records series does not exist for these records. Per NRS, the State Fire Marshal must inspect new facilities for the safety, access, and means of exit in case of fire. Health and foster care facilities are only inspected when there is a change in the licensing. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

D. Title: *Burn Injury Reports*

RDA: 2018020

Description:

These records consist of reports received from providers of health care (NRS 629.045) of any person who is treated for second or third degree burns to 5 percent or more of the body, burns to their upper respiratory tract, or laryngeal edema resulting from the inhalation of heated air; or burns which may result in death, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the report was submitted.

Recommended Disposition:

Destroy securely

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

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Justification for New RDA 2018020:

Currently, a records series does not exist for these records. Per NRS 629.045 providers of health care are to report persons having certain burns. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

E. Title: *Permit Files*

RDA: *2018021*

Description:

These records document operational, construction, and special event /use permits issued by the Fire Marshal. The records may include but are not limited to: permit applications, site review reports, letters of approval, insurance documentation, flame retardant certification, plot maps showing location of function, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the permit expires.

Recommended Disposition:

Destroy

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2018021:

Currently, a records series does not exist for these records. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

F. Title: *Fire Prevention Education Programs Files*

RDA: *2018022*

Description:

These records document fire prevention education programs and similar outreach programs provided to the public by the Fire Marshal Division. The records may include but are not limited to: program descriptions, instructional materials, enrollment and attendance records, reports, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the program ended.

Recommended Disposition:

Destroy

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

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Justification for New RDA 2018022:

Currently, a records series does not exist for these records. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

G. Title: *Fire Standard Compliant Cigarettes Certificates*

RDA: *2018023*

Description:

These records consist of certificates of compliance that are renewed every three years. The records may include but are not limited to: application and certification paperwork, certificates, updates, renewals, fee receipts, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the certification expired.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative, fiscal and legal needs.

Justification for New RDA 2018023:

Currently, a records series does not exist for these records. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

2. Agriculture: Division of Consumer Equitability

A. Title: *Weighing and Measuring Device Placed in Service Reports*

RDA: *2018012*

Description:

These records document information related to repairs or adjustments made to weighing and measuring devices by a registered service agency or service person pursuant to NAC 581.370. The records may include but are not limited to: business information, adjustments made, device test results, part/serial numbers of devices, National Type Evaluation Program (NTEP) certificates of conformance approval numbers, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the report was submitted.

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, Division of Consumer Equitability.

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Justification for New RDA 2018012:

A current schedule does not exist for this record series. Three years retention will allow for the legislative and audit cycles.

B. Title: *Weights and Measures Violation Interview*

RDA: *2018013*

Description:

These records document interviews between weights and measures representatives and business representatives regarding violations and late penalty fees in accordance with NRS 581 and NAC 581. The records may include but are not limited to: business information, pertinent sales transactions, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the violation was resolved.

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, Division of Consumer Equitability.

Justification for New RDA 2018013:

A current schedule does not exist for this record series. Staff recommends a disposition of destroy since the agency has indicated that the records do not contain any confidential information.

C. Title: *Price Verification Reports*

RDA: *2018015*

Description:

These records document pricing audits performed at business locations. The records may include but are not limited to: business information, product details and pricing (Pursuant to NRS 581.067, NRS 581.375, and NRS 581.377), associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the report was filed.

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, Division of Consumer Equitability.

Justification for New RDA 2018015:

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A current schedule does not exist for this record series. The three years retention will allow for the legislative and audit cycles.

D. Title: *Calibration Files*

RDA: 2018016

Description:

These records contain calibration files pursuant to NRS 561.305 and National Institute of Standards and Technology, Uniform Laws and Regulations, as outlined in NRS 581.067. The records may include but are not limited to: measurement results including the measurement uncertainty and/ or a statement of compliance with an identified metrological specification from the Nevada State Metrology Laboratory, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the last certification expired.

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, Division of Consumer Equitability.

Justification for New RDA 2018016:

A current schedule does not exist for this record series. Three years retention will allow for the legislative and audit cycles.

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. Department of Public Safety, State Fire Marshal

A. Title: *Fire Investigative Files*

RDA: 1987081

Description:

These records document the *fire related* investigations conducted by this office (See NRS Chapter 477.030 et seq.). The ~~files~~ *records* may include but are not limited to: investigation reports with associated documentation, ; copies of criminal history materials, ; photos, maps, drawings, etc.; copies of court documents, ; supportive ~~supportive~~ *associated* documentation, ; and related correspondence.

Authorized Retention:

Retain ~~these records~~ for a period of six (6) ~~fiscal~~ *calendar* years from the *end of the calendar year in which the investigation or case was closed.* ~~close of the investigation or case.~~

Recommended Disposition:

Destroy Securely

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NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

Justification for Modification of RDA 1987081:

Staff recommends removing “close of the investigation or case.” and replacing it with “end of the calendar year in which the investigation or case was closed.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. The records are on a calendar year not fiscal year cycle.

B. Title: *Building Plans Files and Specifications Review Files*

RDA: 2005035

Description:

~~This record series documents~~ ***These records document*** the review of building plans (new and remodeling) for purposes of compliance to established national and international fire & safety codes as well as state law (See NRS ***Chapter*** 477.030(1)(b), NRS 477.100 to 477.140, and NAC ***Chapters*** 477.740 to 477.745). ~~The files may contain~~ ***The records may include*** but are not limited to: (1) ~~copies of blue prints, line drawings, specifications, other plans from engineering firms, architects, and contractors,~~ ***associated documentation, and related correspondence.***, and (2) ~~applications for plans review, fee receipts (and similar documentation), plans review status reports, Statement of Deficiencies and Plan of Correction, fire alarm & suppression system specifications, system manuals, Retrofit Compliance forms & reports, related correspondence and similar documentation.~~

Authorized Retention:

Retain documents listed under (2) in the description for a period of three (3) calendar years from the date certification. The documents listed under (1) in the description may be disposed of after a retention of *for* six (6) months from the date of certification.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

Justification for Modification of RDA 2005035:

This record series has two retention periods and disposition methods. We are separating the plans and related records from the specifications and related records. A new RDA 2017026 “Plan Review Application Files” is being created for the specifications and related records. The project owner is the record holder for the plans, and these are no longer needed once the certification is complete.

2. Agriculture: Division of Consumer Equitability

A. Title: Antifreeze Registration and Sample Analysis File

RDA: 1992613

Description:

~~This record series~~ ***These records*** contain information used for the issuance of permits by the state sealer of weights and measures to sell antifreeze in this state. ~~(pursuant to NRS 590.340 and 590.450 inclusive and NAC 590.010 to 590.030 inclusive).~~ ~~The file may contain, but is not limited to:~~ ***The records may include but are not limited to:*** (1) applications for permit, ; (2) results of analysis and testing of sample (NRS 561.305(10)); (3) ~~copies of permits to sell antifreeze,~~

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associated documentation, and related correspondence. NRS 590, NAC 590 and (4) 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 permit expired.***

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, Division of Consumer Equitability.

Justification for Modification of RDA 1992613:

Staff recommends removing “following the expiration date.” and replacing it with “from the end of the calendar year in which the permit expired” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Since the numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed.

B. Title: Certificates of Inspection *Files*

RDA: 1992645

Description:

~~This record series~~ ***These records*** contains information used to record all weights, measures, balances, or other devices calibrated or tested. ~~(pursuant to NRS 581.060 and NRS 581.070). The file may contain but is not limited to~~ ***The records may include but are not limited to:*** (1) certificate of inspection for: scales, metering devices, livestock scales, motor truck and hopper scales, liquefied petroleum gas meters, truck meters and racks; ~~etc;~~ (2) repair/new installation notices; (3) fee charge sheets; (4) ~~copy of~~ invoices; (5) ***associated documentation, and*** related correspondence. ***NRS Chapter 581***

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 certificate was superseded or was not renewed for reason of non-payment.***

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, Division of Consumer Equitability.

Justification for Modification of RDA 1992645:

Since the numbering of objects in the description are not referenced in the retention or disposition statements, 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 certificate was superseded or was not renewed for reason of non-payment.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

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C. Title: Consumer Complaint File

RDA: 1992646

Description:

~~This record series contains~~ ***These records document*** complaints received from consumers regarding commercial weighing and measuring devices, ***motor vehicle fuel quality, quantity of packaged products, and/or verification of advertised prices*** under the provisions of NRS Chapter ~~s~~ 581 ***and 590***. ~~The file may contain but is not limited to:~~ ***The records may include but are not limited to:*** (1) complaint forms, (2) copy of certificates of inspection, (3) interview notices, (4) package checking reports, (5) sample collection data, (6) analysis reports, (7) advertisement of products, (8) ***associated documentation, and*** related correspondence.

Authorized Retention:

~~Retain these records for a period of three (3) calendar years following the date of resolution or closure.~~ ***from the end of the calendar year in which the complaint was resolved or closed.***

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, Division of Consumer Equitability.

Justification for Modification of RDA 1992646:

Since the numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed. Staff recommends removing “following the date of resolution or closure.” and replacing it with “from the end of the calendar year in which the complaint was resolved or closed.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

D. Title: NDOT Contractor and DMV Highway Patrol Scales Inspection Report(s)

RDA: 1992650

Description:

~~This record series contains~~ ***These records document*** highway scale inspection reports produced for the Nevada Department of Transportation and commercial enforcement scale inspection reports produced for the Nevada Highway Patrol. ***The records may include but are not limited to: highway scale inspection reports, commercial enforcement scale inspection reports, associated documentation, and related correspondence.***

Authorized Retention:

~~Retain these records for a period of three (3) calendar years following the date of the report.~~ ***from the end of the calendar year in which the report was finalized.***

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, Division of Consumer Equitability.

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Justification for Modification of RDA 1992650:

Staff recommends removing “following the date of the report.” and replacing it with “from the end of the calendar year in which the report was finalized.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

E. Title: Petroleum Products *Collection Data and* Sample Analysis Reports

RDA: 1992612

Description:

~~This record series contains~~ *These records document* petroleum products *collection and* inspection reports ~~done~~ pursuant to NRS 590.010 to 590.150 inclusive. ~~The file may contain, but is not limited to:~~ *The records may include but are not limited to:* (1) petroleum products inspection sample collection data, *chain of custody documentation, business information, product details;* (2) analysis and testing results of samples, *comparisons to established standards* (NRS 561.305(9)), ~~and (3)~~ *associated documentation, and* related correspondence. ~~and similar material~~

Authorized Retention:

Retain ~~these records~~ for a period of three (3) calendar years following the effective date. *from the end of the calendar year in which the sample analysis report was finalized.*

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, Division of Consumer Equitability.

Justification for Modification of RDA 1992612:

The numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed. Staff recommends expanding the description to more comprehensively identify the record types that may be created/collected in the process of the sampling, testing, and reporting process. Staff recommends removing “following the effective date.” and replacing it with “from the end of the calendar year in which the sample analysis report was finalized.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Discussion and Vote:

The proposals in Attachment C were approved as modified, with the change of item #3 becoming item #2. The motion was made by Alisanne Maffei and the second was by Tammy Westergard. The vote was unanimous.

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

1. Department of Public Safety, State Fire Marshal

A. Title: Product File

RDA: 4987083

Description:

~~This record series documents the evaluations of products for fire safety in accordance with NRS 477.030. The files may contain: Product Evaluation Form, correspondence, Test Certificates, Product Reports, Product Specifications, Approval/Disapproval forms, Regulation Inquiry material and similar documents.~~

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Authorized Retention:

Retain for a period of three (3) fiscal years.

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

Justification for Deletion of RDA 1987083:

The agency no longer creates these records and all previous records have been destroyed per retention.

B. Title: Licensing Files

RDA: 1987082

Description:

~~This record series documents, verifies, and controls the issuance of licenses and certificates of registration for individuals and companies for the installation of fire alarm, and fire extinguishing systems, sprinklers, commercial explosives, and commercial fireworks in accordance with NRS Chapter 477.033. The files may contain: applications, copies of licenses, copies of receipts, certificates of insurance, articles of incorporation (of business), correspondence, copies of state license, resumes, and copies of tests.~~

Authorized Retention:

Retain for a period of four (4) fiscal years non-renewal or revocation of the license or certificates of registration.

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

Justification for Deletion of RDA 1987082:

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

Discussion and Vote:

The proposals in Attachment D were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Robert Whitney. The vote was unanimous.

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

A. Title: Grants: State Grants - ~~Applying Agency~~ *Applications Funded - Applying Agency* Records

RDA: 2005131

Description:

The Committee to Approve Schedules for the Retention and Disposition of Official State Records
Agenda #3 December 11, 2019 Minutes for Approval

Attachment A Meeting Minutes for Approval

These records document grants, funded solely with state funds, administered by a state agency when they concern: a government agency, private **organization, or** ~~and/or~~ non-profit organization. ~~that apply for such a grant.~~ These records may include but are not limited to: application materials, program narratives, **award letter and agreements**, assurances, financial and budget documentation, audit records with supportive documentation, progress reports, closure documentation, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year in which the final **grant award payment** ~~pay of the contract~~ is dated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Justification for Modification of RDA 2005131:

This series was reviewed by the Grants office, but the response was received after the October meeting. Since then staff then met with the Grants office and prepared this version for the Committee's approval.

Staff recommends the title and description changes to clarify that this series pertains to Grants awarded to various entities by State agencies. Staff recommends removing "pay of the contract" and replacing it with "grant award payment" in the retention statement because the word "contract" should be avoided when generally when referring to grant awards.

B. Title: Grants: State Grants - ~~Granting Agency~~ **Applications Funded - Granting Agency** Records
RDA: 2005132

Description:

These records document grants, funded solely with state funds, administered by a granting state agency. These records may include but are not limited to: application materials, program narratives, assurances, financial and budget documentation, audit records with supportive documentation, compliance review documentation, **competitive review documentation, award letter and agreements, progress reports, closure documentation**, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year in which the final **grant award payment** ~~pay of the contract~~ is dated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Justification for Modification of RDA 2005132:

This series was reviewed by the Grants office, but the response was received after the October meeting. Since then staff then met with the Grants office and prepared this version for the Committee's approval.

Staff recommends title and description changes to clarify that this series documents grant funds received by a state agency. Funds awarded from state agencies are covered in the series RDA 2005131. Both series are being modified for clarity for the general public to assist in the research of public records requests. Staff recommends removing "pay of the contract" and replacing it with "grant award payment" in the retention statement because the word "contract" should be avoided generally when referring to grant awards.

Attachment A
Meeting Minutes for Approval

Discussion and Vote:

The proposals in Attachment E were approved as presented. The motion was made by Maureen Martinez and the second was by Tammy Westergard. The vote was unanimous.

8: Discuss future agenda items

Discussion:

The Committee discussed the need for all members to be at the January meeting as there will be agenda items for Secretary of State and Kimberly Perondi will abstain from voting on these items.

9: Public Comment

None

10: Determine time of next meeting

The next meeting will be held January 8, 2020 at 1:15 pm in the Nevada State Library and Archives Board Room.

11: Adjourn

The meeting was adjourned at 1:35 pm by the Chair, Kim Perondi.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

1. **Secretary of State: Registry of Advanced Directives for Health Care**

A. Title: *Nevada Lockbox: Advance Directive Registry - Medical Providers* RDA: 2019010

Description:

These records document medical providers who are requesting registration with the Secretary of State's Nevada Lockbox Program for access to the Advance Directive Registry (NRS 449A.718). The records may contain but are not limited to: Registration Agreements, applications, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the registration ends.

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 Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for New RDA 2019010:

These records have administrative and legal value. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A). NRS 449A.721 requires removal of all advanced directives of the deceased at least every 5 years, the 3-year retention exceeds this requirement.

B. Title: *Nevada Lockbox: Advance Directive and Guardianship Registries – Incomplete Filings* RDA: 2019011

Description:

These records document the return of request for registration with the Secretary of State's Nevada Lockbox Program that have not been fully or accurately completed. The records may contain but are not limited to: letters of incomplete filing, associated documentation, and related correspondence.

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year in which the letter of incomplete filing was dated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

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Proposed New RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for New RDA 2019011:

A current schedule does not exist for this record series. All documents are returned with the incomplete filing letter. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A).

C. Title: *Nevada Lockbox: Guardianship Registry*

RDA: *2019012*

Description:

These records consist of a document executed by a competent person to nominate another person to be appointed to serve as his or her guardian. The records may include but are not limited to: Guardianship Nomination form, associated documentation, and related correspondence.

Authorized Retention:

Retain for a period of three (3) calendar years from the end of the calendar year in which the legal guardianship is revoked or withdrawn.

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 Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for New RDA 2019012

A current schedule does not exist for this record series. Senate Bill 229 (2017 Legislative Session) established a form to be filed in the Nevada Lockbox. The legislation took effect January 1, 2018. These records have legal value due to the requirement for the Secretary of State to provide registration services (NRS 225.380). The three-year retention is based upon the Statutes of Limitation for mistake or fraud found in NRS 11.190 (3)(d).

D. Title: *Nevada Lockbox: Guardianship Registry Access*

RDA: *2019013*

Description:

These records document the assignment of an administrative contact by each District Court in the State of Nevada to grant access to the Guardianship Registry. (NRS 159.342). The records may contain but are not limited to: Administrative Contact Designation Forms, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the designated contact changes or the program is discontinued.

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Proposed New RDAs for Agency Specific Records Retention Schedules

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 Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for New RDA 2019013:

A current schedule does not exist for this record series. The three-year retention is based upon the Statutes of Limitation for mistake or fraud found in NRS 11.190 (3)(d).

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Secretary of State: Registry of Advanced Directives for Health Care

A. Title: ~~Living Will Lockbox~~ *Nevada Lockbox: Advance Directive Registry* RDA: 2008011

Description:

These records document the Registry of Advance Directives for Health Care in accordance with NRS 449.925. The records may contain but are not limited to: *registration agreements, registration cards, requests for a duplicate card, removal requests, death notifications*, authorizations to change form, correction documentation, Advance Directives (including Power of Attorney, Do-Not Resuscitate Order, etc.) , *associated documentation, and related correspondence*. ~~Registration documentation; Similar documentation.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the date of* revocation, notification of death, or discontinuation of the program *is dated*.

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 Secretary of State, Registry of Advanced Directives for Health Care and the Deputy Secretary of State for Southern Nevada.

Justification for Modification of RDA 2008011:

Staff recommends removing "date of" and replacing it with "end of the calendar year in which the...is dated" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. Legal value is due to the requirement for the Secretary of State to provide registration services and the rights of registrants (NRS 449A). NRS 449A.721 requires removal of all advanced directives of the deceased at least every 5 years. The 3-year retention exceeds this requirement.

2. Health Division: Bureau of Health Statistics, Planning, Epidemiology and Response: Emergency Medical Services Licensing

A. Title: *Emergency Medical Services (EMS) Complaint Files (Non-Disciplinary)* RDA: 2004042

Description:

~~This record series documents~~ *These records document* the complaints received by the Bureau concerning permittees, license holders, and/or service providers. ~~The files may contain;~~ *The records may include* but are not limited to: ~~C~~complaints and associated records;~~;~~ ~~I~~investigative documents (including ~~copies of~~ health care records and reports by investigators); ~~R~~resolution letters;~~;~~ *associated documentation, and* ~~R~~related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the resolution letter was dated*. ~~date of the resolution.~~

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

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 Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004042:

Staff recommends removing “date of the resolution.” and replacing it with “end of the calendar year in which the resolution letter was dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

B. Title: *Emergency Medical Services (EMS) Course Files*

RDA: 2004043

Description:

~~This record series documents~~ *These records document* the approval of Emergency Medical Services Training Courses by this Bureau as required by NRS 450B.155, ~~NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850~~ and NAC 450B.720 to 725. ~~The files may contain,~~ *The records may include* but are not limited to: ~~R~~*request*s for ~~A~~*approval* of EMS ~~C~~*courses*, course outlines ~~& related documentation;~~ *A*approval/denial letter*s*; ~~A~~*assigned* course number*s*, ~~(by Bureau);~~ *A*application for Provisional Ambulance Attendant License*s*, ~~(and copies of issued licenses);~~ *A*attendance summary*s*, skills summary*s*, course evaluations, ~~etc.;~~ *associated documentation, and R*related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the training program ended.* ~~completion of the training program.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004043:

Staff recommends removing “completion of the training program” and replacing it with “end of the calendar year in which the training program ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

C. Title: *Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Approved* **RDA:** 2004045

Description:

~~This record series documents~~ *These records document* the authorization for withholding life-sustaining treatment by the Bureau (~~See NRS Chapter 450B.400 through 450B.590~~ and NAC Chapter 450B.950 to

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~450B.960). The files may contain, The records may include~~ but are not limited to: Do-Not-Resuscitate Application ~~s with associated documentation;~~ Copy of the identification as issued, ~~;~~ Copies of "Power of Attorney", ~~;~~ ~~associated documentation, and R~~related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ twenty (20) calendar years from the *end of the calendar year in which the application was approved.* ~~date authorized.~~

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 Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004045:

Staff recommends removing "date authorized." and replacing it with "end of the calendar year in which the application was approved." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

D. Title: *Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Denied* RDA: 2011045

Description:

~~This record series documents~~ *These records document* the authorization for withholding life-sustaining treatment by the Bureau that were denied (See NRS Chapter 450B. ~~400 through 450B.590~~ and NAC Chapter 450B. ~~950 to 450B.960~~) ~~The files may contain, The records may include~~ but are not limited to: Do-Not-Resuscitate Application ~~s with associated documentation;~~ ~~D~~determinations and hearing/appeal *determinations, documentation associated documentation, and ;* ~~R~~rrelated correspondence.

Authorized Retention:

Retain ~~the records~~ for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the determination letter was dated.* ~~receipt of the request.~~

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 Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2011045:

Staff recommends removing "receipt of the request." and replacing it with "end of the calendar year in which the determination letter was dated." while removing "the records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

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E. Title: *Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Withdrawn or Incomplete* RDA: 2012007

Description:

~~This record series documents~~ *These records document* the authorization for withholding life-sustaining treatment by the Bureau that were withdrawn or incomplete (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960). ~~The files may contain,~~ *The records may include* but are not limited to: Do-Not-Resuscitate Applications with associated documentation, notification letter, associated documentation, and; R-related correspondence.

Authorized Retention:

Retain ~~the records~~ for a period of one (1) calendar year from the *end of the calendar year in which the request was withdrawn or determined incomplete.* ~~date of receipt of the request.~~

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 Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2012007:

Staff recommends removing "date of receipt of the request." and replacing it with "end of the calendar year in which the request was withdrawn or determined incomplete." while removing "the records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

F. Title: *Emergency Medical Services (EMS) Permit Files* RDA: 2004046

Description:

~~This record series documents~~ *These records document* the application for permit for ambulance service and fire-fighting agencies (See NRS Chapter 450B and NAC Chapter 450B). ~~The files may contain,~~ *The records may include* but are not limited to: ~~Agreement Section;~~ service agreements, physician or director agreements, hospital agreements; ~~Personnel Section;~~ copies of licenses and & permits of agency personnel, lists of agency personnel (which may include the SSN); ~~Correspondence Section;~~ correspondence to and from the agency; ~~Rate Schedule Section;~~ copies of rates charged by the agency; ~~Vehicle Master List Section;~~ documentation on the mechanical condition *documents* of the vehicles, lists of vehicles in service; ~~Individual Vehicle Section;~~ vehicle inspection reports, *lists of* out-of-service vehicles; ~~associated documentation, and related correspondence.~~ *associated documentation, and related correspondence.* ~~All of these sections may contain related correspondence and other documentation.~~

Authorized Retention:

Retain ~~the core application documents and the documentation for~~ the three (3) most ~~current~~ *recent* renewal cycles for a period of three (3) calendar years *from the end of the calendar year in which the permit expired, was suspended, or revoked.* ~~after expiration, revocation or suspension of the permit.~~

Recommended Disposition:

Destroy Securely

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004046:

Staff recommends removing “after expiration, revocation or suspension of the permit.” and replacing it with “from the end of the calendar year in which the permit expired, was suspended, or revoked.” while removing “the core application documents and the documentation for” and “a period of” in the retention statement to make a more defined and accurate trigger event.

G. Title: *Emergency Medical Services (EMS) Registry*

RDA: 2004050

Description:

~~This record series documents~~ *These records document* the Central Registry of Certification as required by NRS 450B.180 (7). ~~The registry may contain, but is not limited to:~~ *The records may include but are not limited to:* ~~Name and contact information; Social Security number, birth date and other~~ identifying information,; ~~Type of~~ certification/permit/license held with identifying number; ~~E~~mployer information, *associated documentation, and related correspondence.*

Authorized Retention:

Retain the three most recent renewals for three (3) years from the end of the last renewal period.
~~Retain the data (whether on-line or on a security backup media) within the electronic database for one (1) calendar year from the next renewal cycle.~~

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 Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004050:

After a review from the agency, it was determined that if a certificate is not renewed, they would have up to three years to renew without having to reapply per NRS 450B. Since they require an additional year of retention than the General Schedule series 2014205 Licensing: Professional and Occupational Licensing – Renewals, a two-year retention would not be adequate.

H. Title: EMS Certification Files

RDA: 2004041

Description:

~~This record series documents~~ *These records document* the application *or renewal* for permit, licensure, and/or certification for all categories of emergency medical technicians, firemen, ambulance attendants, and first responders pursuant to NRS Chapter 450B and NAC Chapter 450B. The files may contain but are not limited to: ~~A~~pplications, ~~with associated documentation including~~ renewal forms, ~~with supportive~~

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~records~~; Training Completion Reports (original and renewals); ~~Copies of~~ certifications and/or licenses; ~~Copy of~~ fingerprint cards (ambulance attendant); ~~Copy of~~ current CPR training cards (ambulance attendant); DMV license checks (ambulance attendant); **associated documentation, and** related correspondence.

Authorized Retention:

Retain ~~the core application documents and the documentation for~~ the ~~last~~ three most current renewal cycles for ~~a period of~~ three (3) calendar years after expiration, revocation, or suspension of the certification, permit, or license. See NRS 11.190(3)(d) and NAC Chapter 450B. **375**

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 Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing.

Justification for Modification of RDA 2004041:

After a review from the agency, it was determined that if a certificate is not renewed, they would have up to three years to renew without having to reapply per NRS 450B. Since they require an additional year of retention the General Schedule series 2014205 Licensing: Professional and Occupational Licensing – Renewals, a two-year retention would not be adequate.

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**1. Health Division: Bureau of Health Statistics, Planning, Epidemiology and Response:
Emergency Medical Services Licensing**

A. Title: ~~EMS Disciplinary Files~~

RDA: ~~2004044~~

Description:

~~This record series documents the investigation process and any resulting disciplinary action conducted by the Bureau per NRS Chapter 450B.120 and NAC Chapter 450B (see especially NAC 450B.650 to 450B.695). The files may contain, but are not limited to: Complaints with supportive documentation; Staff reports; Notice of rejection or other action (see NRS 450B.120 and NAC 450B.710); Investigative reports with attached documentation; Decision letters; Right of appeal documentation (for example, see NAC 450B.710, 450B.300, 450B.395); Related correspondence.~~

Authorized Retention:

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

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Bureau of Health Statistics, Planning, Epidemiology and Response: EMS Licensing

Justification for Deletion of RDA 2004044:

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

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

There are no proposed New, Modifications, or Deletions of record series for General Records Retention Schedules in this agenda