

*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

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:

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.

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.

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.

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:

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 **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

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, ;~~ ***(1) applications for permit,*** ~~(2) results of analysis and testing of sample (NRS 561.305(10));~~ ***(2) results of analysis and testing of sample (NRS 561.305(10));*** ~~(3) copies of permits to sell antifreeze,~~ ***(3) copies of permits to sell antifreeze,*** ~~(4) related correspondence and similar material~~ ***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.

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 Chapters 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.

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: (4) 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.

<p><u>Discussion and Vote:</u></p> <p>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.</p>

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: 1987083

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.~~

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.

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".

<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 Robert Whitney. The vote was unanimous.</p>
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7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Description:

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.

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 Kimberley 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.