

**Steve Sisolak**  
*Governor*



**Laura E. Freed**  
*Director*

**Tammy Westergard**  
*Division Administrator*

**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS  
100 N. Stewart Street  
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:** September 9, 2020  
**TIME:** 1:15 p.m.  
**LOCATION:** Teleconference

Per Governor Sisolak's issued [Declaration of Emergency Directive 006](#) and [Declaration of Emergency Directive 029](#) regarding open meetings during the COVID-19 pandemic. The Committee to Approve Schedules for the Retention provides access to the meeting via teleconference. The public may access the meeting through the following call in information. The public may also make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

On the date and time of the meeting you can connect by calling:

Carson City: 775-687-0999  
Las Vegas: 702-486-5260  
Use access code 43313

If you would like copies of the materials for the meeting they are posted on the [Nevada State Library Archives and Public Records](#) website or they can be mailed to you upon request. If there are any questions concerning access to the meeting please contact Lewis Martin at 775-684-3411.

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). The public may make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).
3. **Review, correct, if necessary, and approve the minutes from the August 12, 2020 meeting. [Attachment A](#)** (For possible action)
4. **Proposed New RDAs for Agency Specific Records Retention Schedules for Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section. [Attachment B](#)** (For possible action)
5. **Proposed Modification RDAs for Agency Specific Records Retention Schedules for Nevada State Library, Archives and Public Records, Library Services, Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section, and Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services. [Attachment C](#)** (For possible action)
6. **Proposed Deletion RDAs for Agency Specific Records Retention Schedules for Nevada State Library, Archives and Public Records, Library Services and Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services. [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)

Medical Examiners Board  
Department of Administration, Human Resource Management, Compensation, Classification and Recruitment
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) The public may make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).
10. **Confirm date and time of next meeting** (For possible action)

Next meeting scheduled for October 14, 2020 at 1:15 p.m.
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 [records@admin.nv.gov](mailto:records@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 Records Management 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](http://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](mailto:records@admin.nv.gov)

**Per Governor Sisolak's issued [Declaration of Emergency Directive 006](#) and [Declaration of Emergency Directive 029](#) regarding open meetings during the COVID-19 pandemic physical postings of the agenda have been suspended. This agenda has been posted at the following locations:**

NSLAPR website: [https://nsla.nv.gov/state\\_records\\_services](https://nsla.nv.gov/state_records_services)

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 August 12, 2020*

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:21 pm. Per Governor Sisolak’s issued Declaration of Emergency Directive 006 and Declaration of Emergency Directive 029 regarding open meetings during the COVID-19 pandemic. The Committee to Approve Schedules for the Retention provides access to the meeting via teleconference. The public may access the meeting through the following call in information. The public may also make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

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**Committee Members:**

**Scott Anderson**, for Barbara K. Cegavske, Secretary of State – Present

**Jerry Lindsay**, Governor’s Appointee – Present

**Harry B. Ward**, for Aaron Ford, Nevada Attorney General – Present

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

**Maureen Martinez**, for Laura Freed, 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

**Heather Hahn**, 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:**

**Ian Carr**, Deputy Attorney General – Present

**2: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chair.**

Scott Anderson announced that Tammy Westergard had been named to a prestigious Board. Tammy Westergard explained that she had been named to the International Advisory Board of the Václav Havel Library Foundation.

**3: Attachment A1. Review and Approve the Minutes for February 12, 2020**

Attachment A  
Meeting Minutes for Approval

**Discussion and Vote:**

Harry Ward explained how The Committee could still vote to approve the minutes with Committee members not present since the February meeting took place. Harry Ward recommended that The Committee vote to approve as to form not as to content. The minutes were approved as to form as presented. The motion was made by Alisanne Maffei and the second was by Tammy Westergard. The voting members were Ian Carr, Tammy Westergard, Maureen Martinez, and Alisanne Maffei. Ian Carr voted instead of Harry Ward as Ian Carr was a voting member of The Committee for the February 12, 2020 meeting. The vote was unanimous.

**4: Attachment A2. Review and Approve the Minutes for May 13, 2020**

**Discussion and Vote:**

Harry Ward explained how The Committee could still vote to approve the minutes with Committee members having been replaced since the May meeting took place. Harry Ward recommended that The Committee vote to approve as to form not as to content. The minutes were approved as to form as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. Scott Anderson abstained from the vote as he was not a voting member of The Committee for the May 13, 2020 meeting. Maureen Martinez abstained from the vote as she was excused from the May 13, 2020 meeting. The remaining votes were unanimous for the members present.

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

**Discussion and Vote:**

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

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

**1. Department of Human Resources Management, Central Payroll**

**A. Title:** Deduction Input Documents

**RDA:** 1988247

**Description:**

These records document deductions to employees' payroll. ~~This includes all forms used to input information into the system for a payroll deduction, including, without limitation:~~ ***The records may include but are not limited to:*** authorization forms for elective deductions, child support deduction records, court execution records, student loans, ***associated documentation,*** and related correspondence.

**Authorized Retention:**

Retain ~~these records for a period of~~ two (2) calendar years from the end of the calendar year ***in which the employee was paid.*** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1988247:**

Staff recommends the deletion of the procedural information in the description as it is not applicable for records retention. Staff also recommends removing "to which they pertain." and replacing it with "in which the employee was

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paid” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**B. Title:** Direct Deposit Records

**RDA:** 2011009

**Description:**

These records document the requests for deposit of payroll, to a banking institution via electronic direct deposit. The records may include but are not limited to: direct deposit forms, payroll reports, *associated documentation*, and related correspondence.

**Authorized Retention:**

Retain ~~these records for a period of~~ four (4) calendar years from the end of the calendar year *in which the funds were deposited.* ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 2011009:**

Staff recommends the additions to the description to ensure the verbiage encompasses all components of the records series. Staff also recommends removing “to which they pertain.” and replacing it with “in which the funds were deposited” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** IRS Tax Documentation

**RDA:** 1988245

**Description:**

~~This series includes~~ *These records consist of* all reports and backup *documentation* for reporting to the Internal Revenue Service (*26 CFR 31.6001-5*). The ~~records files~~ may include but are not limited to: Quarterly Return of Withheld *Federal Income Tax (FIT)* and Medicare Tax (941 ~~CE~~), Reportable Fringe Benefits Reports, W-2 Master List and W-2/W-2-C/W-4 ~~employer copies~~, levies against employees, ~~and similar documentation as required by,~~ *associated documentation, and related correspondence.* ~~26 CFR 31.6001-5~~

**Authorized Retention:**

Retain ~~these records for a period of~~ four (4) calendar years *from end of the calendar year of* the tax period ~~concerned.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

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

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1988245:**

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Staff recommends changes to the description to reflect the records being produced and encompasses all components of the records series more accurately. Staff recommends removing “concerned.” and replacing it with “from end of the calendar year of” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**D. Title:** Pay Register Report

**RDA:** 1994057

**Description:**

These records document the pay and benefits earned by employees. *The records may include but are not limited to: pay register report, associated documentation, and related correspondence.*

~~The report is a listing by agency of each employee containing information not limited to: Name and personal identifying information of the employee; Agency budget account; Dates worked and work codes; Wage and deduction information and; Leave earned and used.~~

**Authorized Retention:**

Retain ~~these reports~~ for a period of thirty (30) calendar years from the end of the calendar year *in which the transaction occurred.* ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1994057:**

The description was changed to reflect the record being produced more accurately. Staff recommends removing “to which they pertain.” and replacing it with “in which the transaction occurred” while removing “these reports” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**E. Title:** Payroll Reports

**RDA:** 1996113

**Description:**

These records document reports produced on payroll matters used for administrative purposes. The reports may include but are not limited to: ~~payroll maintenance reports; direct deposit reports; deduction reports; longevity reports; retirement reports, and; employee year to date gross reports,~~ *associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for a period of three (3) fiscal years from the end of the fiscal year *in which the report was created.* ~~to which the records pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

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### Agency review:

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

### Justification for Modification of RDA 1996113:

Staff recommends changes to the description to reflect the records being produced and encompasses all components of the records series more accurately. Staff recommends removing “to which the records pertain.” and replacing it with “year in which the report was created” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

F. Title: Time *and Pay* Maintenance Records

RDA: 1996114

### Description:

~~This record series is used to~~ ***These records*** document time, leave, and pay adjustments. The ~~files~~ ***records*** may include but are not limited to: annual ~~Leave~~ payouts,~~;~~ leave adjustments,~~;~~ retirement adjustments,~~;~~ pay adjustments, ***overpayments, associated documentation,*** and ~~;~~ related correspondence.

### Authorized Retention:

Retain ~~this records series for a period of~~ three (3) fiscal years from the fiscal year ***in which the transaction occurred.***  
~~to which the records pertain.~~

### Recommended Disposition:

Destroy Securely

### NSLAPR staff recommendation:

The retention period meets administrative and fiscal needs.

### Agency review:

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

### Justification for Modification of RDA 1996114:

Staff recommends the addition of “Pay” to the title to more accurately reflect the records produced. Staff recommends changes to the description to encompass all components of the records series more accurately. Staff also recommends removing “to which the records pertain.” and replacing it with “in which the transaction occurred” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

## 2. Department of Human Resources Management, Central Records

A. Title: Employee Service Jacket

RDA: 2003100

### Description:

~~This record series is~~ ***These records document*** the official personnel file for those employed by the Executive and Judicial Branches of the State of Nevada (***NAC 284.498(5)***), ~~and retained by the Division of Human Resources Management, Central Records. The files may contain, but are not limited to:~~ ***The records may include but are not limited to: Hiring documentation including applications with associated documentation documents,;*** State and federal forms, ~~including~~ ***Employment Eligibility Verification (I-9) forms, an employee’s change of status documentation, Employment Status Maintenance,;*** ~~Transaction, etc.;~~ ***Disciplinary action documentation,;*** Resignation documentation,~~;~~ ***Performance evaluation,s, training documentation, (See), and, Related*** ***associated documentation, and related*** correspondence. ~~NAC 284.498 (5)~~

### Authorized Retention:

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

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~~separated from service. year of separation from service. Records may be purged from the files under the following circumstances: (1) by order of a Nevada Court of record, (2); by order of a hearing officer — see NRS 284.091 & 284.390, (3); by order of the Employee Management Committee — see NRS 284.073 (5) and Attorney General Letter of Opinion dated Sept. 29, 1993, (4); by order of stipulation, agreed statement, consent order or default in accordance with NRS 233B.12, (5); the Division of Human Resource Management may remove any record which they determine by law or regulation should not be filed or any duplications of records, or as ordered by the Personnel Commission, and (6); by order of the Department Director or Agency Administrator in accordance with the instructions found in the Attorney General Letter of Opinion dated Sept. 29, 1993.~~

### Recommended Disposition:

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Records.

### **Justification for Modification of RDA 2003100:**

Staff recommends the deletion of “and retained by the Division of Human Resources Management, Central Records. The files may contain, but are not limited to:”. Staff recommends changes to the description to encompass all components of the records series more accurately. Staff recommends removing “year of separation from service.” and replacing it with “the end of the calendar year in which the employee separated from service.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Staff also recommends removing the procedural instructions at the end of the retention description. These should be part of a policy or procedure, not in the retention statement.

### **B. Title:** Employment Verification Documents

**RDA:** 1995152

### Description:

~~This record series is used to~~ ***These records*** document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 (See 8 U.S.C. § 1324a and 8 CFR 274a). ~~The documents include, but are not limited to:~~ ***The records may include but are not limited to:*** Department of Justice Immigration and Naturalization Form I-9 Employment Eligibility Verification, (OMB No. 1115-0136) with attachments; Copies of acceptable ***other*** documents used to verify employment, and; Associated documents ***associated documentation, and related correspondence.*** Note: These documents should be made accessible separate from other personnel records and accessed only by authorized department staff, hearings officers, members of the Personnel Commission, the appointing authority and/or his designated representative, the named employee and legal counsel from the Attorney General's Office. Supervisors reviewing an employee's records must not have access to these documents (Sec 8 U.S.C. § 1324a and 8 CFR 274a).

### Authorized Retention:

Retain ~~these records~~ for a period of three (3) calendar years from ***end of the calendar year in which the employee separated from service.*** ~~date of separation from service.~~

### Recommended Disposition:

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

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The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Records.

### **Justification for Modification of RDA 1995152:**

Staff recommends removing specific form information from the description to enable adaptability to changes outside the agency's control. Staff recommends removing "Copies" from the description as copies are non-records. Staff recommends removing the note section of the description as this is a reference to a procedural practice. Staff also recommends removing "date of separation from service." and replacing it with "end of the calendar year in which the employee separated from service" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event

### **3. Secretary of State, Notaries Division**

#### **A. Title:** Commissioned Abstracter Files

**RDA:** 2007054

#### **Description:**

***These records document*** ~~This record series documents and administers~~ the commissioning of abstracters (See NRS 240.250). ***The records may include but are not limited to:*** ~~The files may contain but are not limited to:~~ applications, commissions, bonds, oath of office, ***associated documentation, and*** related correspondence. ~~and similar documents.~~

#### **Authorized Retention:**

Retain ~~this record series~~ for a period of six (6) calendar years from the ***end of the calendar year in which the commission was filed.*** ~~date of the filing.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

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

#### **Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

### **Justification for Modification of RDA 2007054:**

Per the Agency, they have interfiled these with the Notary records under RDA 1999063. Although these two series are similar in components, the Agency has stated that this has to do with water rights. This gives them historical value and should remain under this series number. Staff recommends that both series be filed separately. Having to search through all Notaries to locate only the Commissioned Abstracter can be costly. Staff recommends removing "date of the filing." and replacing it with "end of the calendar year in which the commission was filed." while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

#### **B. Title:** Digital Signature Authorities Files

**RDA:** 2007061

#### **Description:**

***These records document*** ~~This record series documents and administers~~ the certification of digital signature authorities and repositories by the Secretary of State (SOS), (see NRS and NAC chapter 720). ***The records may include*** ~~The files may contain~~ but are not limited to: ~~Applications, with related documentation ;~~ Renewal documentation, ; Investigations (NRS 720.150, NAC 720.810 to 720.850), ; ~~Copy of compliance audit, ;~~ SOS disclosure statement (NAC 720.370), ; ~~Certification practice statement (NAC 720.360), ;~~ Administrative hearing / disciplinary documentation (See NAC 720.550 to 720.610 and 720.900 to 720.950), ; ~~Repository recognition documentation (See NAC 720.650 to 720.710), ;~~ ***associated documentation, and related correspondence.*** ~~Related correspondence and similar documents.~~

#### **Authorized Retention:**

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Retain ~~this record series for a period of six (6) calendar years from the~~ *end of the calendar year in which the certification expires, is suspended, or revoked.* ~~date of expiration, revocation or suspension of the certification.~~

### 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 of the Secretary of State, Notaries Division.

### **Justification for Modification of RDA 2007061:**

Staff recommends removing “date of expiration, revocation or suspension of the certification.” and replacing it with “end of the calendar year in which the certification expires, is suspended, or revoked.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** Notaries Files

**RDA:** 1999063

### Description:

~~*These records document*~~ ~~This record series documents and administers~~ the appointments of notary publics (See NRS 240.030). ~~*The records may include but are not limited to:*~~ The files may contain but are not limited to: applications, appointments, bonds, oath of office, *complaints, violations, disciplinary actions, associated documentation, and related correspondence and similar documents.*

### Authorized Retention:

Retain ~~this record series for a period of six (6)~~ *ten (10)* calendar years from the *end of the calendar year in which appointment has ended.* ~~date of the filing.~~

### Recommended Disposition:

Permanent: Transfer to State Archives *Destroy Securely*

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

### **Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

### **Justification for Modification of RDA 1999063:**

The State Archives is requesting a change to this series. Per the State Archivist, the records do not hold archival value. Staff is proposing the retention be changed to ten (10) years from the date of the filing. The agency has agreed and approves the change to the retention. The record has evidential value for research because it documents the function of the office of the Secretary of State (NRS 240.010(1)(d)). Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which appointment was filed” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**D. Title:** Arbitration Agreements

**RDA:** 2007060

### Description:

~~*These records document*~~ ~~This record series documents~~ filing of arbitration agreements in accordance with NRS 614.060. ~~*The records may include but are not limited to:*~~ The files may contain but are not limited to copy of arbitration agreement, *associated documentation, and related correspondence and similar documents.*

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**Authorized Retention:**

Retain ~~this record series for a period of six (6) calendar years from the~~ *end of the calendar year in which agreement was filed.* ~~date of the filing.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

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

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

**Justification for Modification and Transfer of RDA 2007060:**

The Notaries Division, is no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which the agreement was filed” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

E. Title: Assistance to Finance Housing Files

RDA: 2007055

**Description:**

*These records document* ~~This record series documents~~ the official filing of documents relating to assistance to finance housing (See NRS chapter 319). *The records may include but are not limited to:* ~~The files may contain but are not limited to:~~ agreements providing for the service of collateral (See NRS 319.230), instruments providing remedies of bond holders (See NRS 319.370), *associated documentation, and* related correspondence ~~and similar documents.~~

**Authorized Retention:**

Retain ~~this record series for a period of six (6) calendar years from the~~ *end of the calendar year in which documents were filed.* ~~date of the filing.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~ *Destroy*

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

**Justification for Modification and Transfer of RDA 2007055:**

The Notaries Division, is no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Per the State Archivist, the records do not hold archival value. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which documents were filed” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

F. Title: Public Lands Filings

RDA: 2007056

**Description:**

*These records document* ~~This record series documents~~ the filings relating to public lands (See NRS 321.310, NRS 324.050 & NRS 328.100). *The records may include but are not limited to:* ~~The files may contain but are not limited~~

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~~to: Reports of transactions by the State Land Registrar concerning the Carey Act (See NRS 324.050), resolutions ceding state jurisdiction of public lands (See NRS 328.100), Copy of titles to state lands conveyed by patent (See NRS 321.310), associated documentation, and Related correspondence and similar documents.~~

### **Authorized Retention:**

Retain ~~this record series for a period of six (6) calendar years from the~~ ***end of the calendar year in which the document was filed.*** ~~date of the filing.~~

### **Recommended Disposition:**

Permanent: Transfer to State Archives

### **NSLAPR staff recommendation:**

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

### **Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

### **Justification for Modification and Transfer of RDA 2007056:**

Per the Notaries Division, they are no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which the document was filed” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**G. Title:** Registration of Public Securities Files

**RDA:** 2007057

### **Description:**

~~***These records document*** This record series documents and administers the registration of public securities (See NRS 348.370). ***The records may include but are not limited to:*** The files may contain but are not limited to: signatures of officers signing certificated public securities, ***associated documentation, and*** related correspondence ~~and similar documents.~~~~

### **Authorized Retention:**

Retain ~~this record series for a period of six (6) calendar years from the~~ ***end of the calendar year in which the registration was filed.*** ~~date of the filing.~~

### **Recommended Disposition:**

Permanent: Transfer to State Archives

### **NSLAPR staff recommendation:**

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

### **Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Securities Division.

### **Justification for Modification and Transfer of RDA 2007057:**

Per the Notary Division, this is no longer their function and should be transferred to the Securities Division. The Notaries and the Securities Division are aware of the request to transfer and agree. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which the registration was filed” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Attachment A  
Meeting Minutes for Approval

**Discussion and Vote:**

The proposals in Attachment C were approved as presented. The motion for items 1 and 2 was made by Alisanne Maffei and the second was by Maureen Martinez. The vote was unanimous. The motion for item 3 was made by Harry Ward and the second was by Jerry Lindsay. Scott Anderson abstained from the vote on item 3 because the new RDAs were Agency Specific for the Secretary of State's office; the remaining votes were unanimous for the members present.

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

**1. Department of Human Resources Management, Central Payroll**

**A. Title:** ~~Electronic Human Resources Records~~

**RDA:** 2010060

**Description:**

~~This data is contained within the Human Resources (HR) database of the IFS Advantage™ system (and uses the NEATS system). The data may include, but is not limited to: wages, deductions, leave, etc.; and time and attendance.~~

**Authorized Retention:**

~~Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Deletion of RDA 2010060:**

This is a database. Per the Division the data is used for the Payroll Reports contained in RDA: 1996113 and the Pay Register Report RDA: 1994057. As a non-record, it should be deleted from the schedule.

**2. Department of Conservation and Natural Resources, Bureau of Safe Drinking Water**

**A. Title:** ~~EPA Quarterly and Annual Reports~~

**RDA:** 2003105-

**Description:**

~~This records series is used to document and administrate the Safe Drinking Water Act reporting requirements as detailed in 40 CFR 142.15 and elsewhere. The files may consist of: (a) Quarterly reports of (1) new violations, (2) new enforcement actions, and (3) notification of variances and exemptions; (b) Annual reports of (1) additions and corrections to the inventory of public water systems, and (2) a summary of the variances and exemptions, and; [c] Special reports, including (1) those related to the Surface Water Rule (40 CFR 142.15 [c]), (2) total coliforms, (3) Quarterly reports, on lead and copper, and many others, as well as; (d) printouts from the SDWIS database, related correspondence, and similar documents.~~

**Authorized Retention:**

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

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

Attachment A  
Meeting Minutes for Approval

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

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

**Justification for Deletion of RDA 2003105:**

Per the State Archivist, the records do not hold archival value as these are federal records. Staff recommends deleting this RDA in lieu of following the General Schedule RDA 2005125 Grants: Federal Grants - Administrative Records as these records are a reporting requirement for federal grants awarded to the agency.

**3. Secretary of State, Notaries Division**

**A. Title:** ~~Marriage (Minister) Files~~

**RDA:** 1999064

**Description:**

This record series documents the filing of certificates to perform marriages with the Secretary of State (See NRS 122.064). The files may contain, but are not limited to: copies of denominational standing of applicant for certificate to perform marriages (by county clerk), related correspondence and similar documents

**Authorized Retention:**

~~Send a list of all ministers annually to the State Archives. Transfer the inactive records to the State Archives after a retention period of one (1) calendar year after they become inactive~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

**Justification for Deletion of RDA 1999061:**

After a review by both the Agency and the State Archivist, it was determined that this is a database and is not a record series. Minister certificates are under county jurisdiction and are not official records of the state. As such, they are considered non records they should be deleted from the retention schedule.

**Discussion and Vote:**

The proposals in Attachment D were approved as presented. The motion for items 1 and 2 was made by Maureen Martinez and the second was by Harry Ward. The vote was unanimous. The motion for item 3 was made by Harry Ward and the second was by Alisanne Maffei. Scott Anderson abstained from the vote on item 3 because the deleted RDAs were Agency Specific for the Secretary of State's office; the remaining votes were unanimous for the members present.

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

**Discussion and Vote:**

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

Attachment A  
Meeting Minutes for Approval

**9: 2019 Legislative Bill Review Status Update**

**Discussion:**

Heather Hahn gave a status update on the review of 2019 Legislative Session bills. Starting in early June contact was made with Agencies, Boards, and Commissions regarding effects the 2019 Legislative Session may have had on their records retention schedules. Contact was made with the Department of Administration, the Department of Agriculture, the Department of Business and Industry, new Agencies created with the 2019 Legislative Session, all of the State Boards affected, and all of the State Commissions affected. 82 emails were sent and 23 responses were received for an approximate response rate of 28%.

**10: Discuss future agenda items**

**Discussion:**

The Committee discussed future agenda items for a future meeting: Nevada State Library, Archives and Public Records, Library Services, the Department of Health and Human Services, Public and Behavioral Health, Environmental Health Services, and the Department of Health and Human Services, Public and Behavioral Health, Public Health and Clinical Services.

**11: Public Comment**

There was no public comment made during the teleconference and no public comment was made by mail or email leading up to or during the meeting.

**12: Determine time of next meeting**

The next meeting will be held September 9, 2020 at 1:15 pm in the Nevada State Library and Archives Board Room.

**Discussion and Vote:**

The change of date for the next meeting was approved as presented. The date of the next meeting on The Agenda was August 12, 2020, and this was incorrect. The correct date is September 9, 2020 at 1:15pm. The Chair requested that the time of the meeting be added to future Agendas in addition to the date. The motion to change the date of the next meeting was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

**13: Adjourn**

The meeting was adjourned at 2:02 pm with the motion made by Harry Ward. The vote was unanimous.

Attachment B  
Proposed New RDAs for Agency Specific Records Retention Schedules

1. Department of Health and Human Services, Division of Public and Behavioral Health,  
Environmental Health Section

A. Title: *Pool and Spa Permit Files - Denied*

RDA: *2020001*

**Description:**

*These records document the review of plans and permits denied by the Division of Public and Behavioral Health for the construction or remodeling (improvement) of pools, spas, "water attractions," and similar public bathing related structures (NRS and NAC 444). The records may include but are not limited to: applications plans, manufacture's specifications (equipment and supplies), technical documents (equipment and supplies), letters of denial, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year in which the permit was denied.*

**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 Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section.

**Justification for New of RDA 2020001:**

Staff recommends the addition of this records series to provide for the retention and disposition of denied permit files in accordance with the agencies regulatory and administrative needs. The Environmental Protection Agency (EPA) is the regulatory body for the Environmental Health Services. The general authorized retention imposed by the EPA is three (3) calendar years.

# Attachment C

## Proposed Modification RDAs for Agency Specific Records Retention Schedules

### 1. Nevada State Library, Archives and Public Records

A. Title: Federal Publications: Inspection Report

RDA: 1999088

#### Description:

~~This is an~~ *These records contain the* evaluation report from the *Federal* Superintendent of Documents, Government Printing Office, which *evaluates and* rates the *Nevada State* Library as a *selective depository library*. ~~The files consist of:~~ *The records may include but are not limited to:* U.S. Depository Library Inspection Reports, *associated documentation, and related correspondence.*  
~~notes and correspondence.~~

#### Authorized Retention:

Retain ~~this records series until superseded by a current report.~~ *the two (2) most current inspection reports.*

#### Recommended Disposition:

Destroy

#### **NSLAPR staff recommendation:**

The retention meets administrative needs.

#### **Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

#### **Justification for Modification of RDA 1999088:**

According to the agency and the Government Printing Office, these reports are published on an irregular basis and have a recommended ten (10) year retention. Staff recommends removing "this records series until superseded by a current report" and making the retention period "two (2) most current inspection reports until superseded." to meet the ten (10) year retention recommendation based on the irregularity of the report. For example, the last inspection report was issued in 2012. In addition, the extended retention period ensures documentation of inspection report outcomes overtime.

B. Title: Federal Publications: ~~Monthly Statistics File~~ *Biennial Surveys*

RDA: 1999090

#### Description:

~~This records series is~~ *These records document* ~~an in-house summary of material(s) sent to the State Library and is used to compile~~ data *compiled* for ~~annual and special reports to the~~ *Biennial Survey submitted to the U.S.* Government Printing Office (*GPO*). ~~and the State of Nevada. Data includes:~~ *The records may include but are not limited to: operational statistics, media statistics, collection statistics, patron statistics, shipping list number, total number of items on the list and, associated documentation, and related correspondence.* ~~those received in paper, disk, fiche, video, or any other format.~~

#### Authorized Retention:

Retain for ~~a period of two (2) years from date of receipt.~~ *the three (3) most current surveys.*

#### Recommended Disposition:

Destroy

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

**Justification for Modification of RDA 1999090:**

According to the agency, these surveys are submitted to the GPO every two years. Staff recommends a retention schedule of "three (3) most current surveys until superseded." in order to retain records to report any applicable statistics to the legislature while also maintaining the records in accordance with the Government Printing Office agency standard of requesting depository libraries to retain records for 5 calendar years (no specific records citation to this records series, the standard applies to various types of records within the GPO across the board).

C. Title: ~~Reference Statistics for~~ Library Services' *Annual Report*

RDA: 2000025

**Description:**

~~This record series is~~ *These records document* ~~consist of a statistical reports which documents library service, and are requests. This report is~~ *the report* ~~compiled by the Public Library Services section of the Nevada State Library for the annual Comprehensive Annual Financial Report (CAFR). and may contain:~~ *The records may include but are not limited to: total number of reference transactions information, total interlibrary loans through the Online Computer Library Center (OCLC), workload, total requests by governmental and statistical agencies, total number of requests for CLAN inter library loan requests through the Nevada Library Cooperative (CoOP), circulation information, gate count information, federal publications collection additions (shipping lists), state publications collection additions (shipping lists), general collection additions, Nevada related collection additions, total publication additions, applicable Federal Biennial Survey data, information, and number of tours or workshops given by library staff, *associated documentation, and related correspondence.**

**Authorized Retention:**

Retain ~~record series for a period of one (1)~~ *three (3)* fiscal years from the *end of the* fiscal year *in which the report was completed.* ~~to which they pertain.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

**Justification for Modification of RDA 2000025:**

According to the agency, these reports are used to report to the Controller's Office and the Legislature. Staff recommends changing the authorized retention from 1 calendar year to 3 to ensure the reports are being maintained to meet the reporting requirement. Staff also recommends removing "to which they pertain." and replacing it with "in which the report was completed" and removing "record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

D. Talking Book Program: Patron **Applications File--Activated**

RDA: 1987128

**Description:**

These records document the **applications of** patrons who use the services of the Talking Book Program. ~~The files may contain but are not limited to:~~ **The records may include but are not limited to:** ~~Applications with associated documentation; Requests; Cancellations, and; Related correspondence,~~ **associated documentation, and related correspondence.**

**Authorized Retention:**

Retain ~~the original application~~ for ~~a period of~~ five (5) calendar years from the **end of the calendar year in which date** the patron becomes inactive. ~~Retain the reading records for a period of at least one (1) calendar year from the date the patron becomes inactive.~~

**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 Nevada State Library, Archives and Public Records.

**Justification for Modification of RDA 1987128:**

Staff recommends removing the second retention statement "Retain the reading records for a period of at least one (1) calendar year from the date the patron becomes inactive." which addresses the patron reading record. The Reading Record is addressed in RDA 2019014 Talking Book Program Patron Reading File. Currently, RDA 2019014 is not on this agenda for approval, but will be brought to the Committee for approval as it is still being drafted. In the meantime the Talking Books Program will retain the records, without disposition. In addition, staff recommends removing "the original application", and "a period of" in the retention statement to make a more defined and accurate trigger event.

E. Title: Talking Book Program: Patron **Applications File-- Non Activated**

RDA: 2016009

**Description:**

These records document potential patrons who have applied for the Nevada Talking Book **Services Program** but who did not complete the application process. ~~The files may contain~~ **The records may include** but are not limited to: applications, ~~with~~ associated documentation, and related correspondence.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ one (1) year from the end of the calendar year in which the application was received.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention meets administrative and legal needs.

**Agency review:**

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

The appraisal is supported by the Records Officer for the Nevada State Library, Archives and Public Records.

#### **Justification for Modification of RDA 2016009:**

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

#### **2. Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section**

**A. Title:** Drug and Cosmetic Manufacturing Licensure Files

**RDA:** 1990453

#### **Description:**

~~This~~ *These* records ~~document series consists of~~ the licensing files for the manufacture of drugs and cosmetics *in the State of Nevada in accordance with* (NRS Chapter 585 and NAC 585.010 through .840). The ~~files records~~ may ~~contain~~ *include* but are not limited to: ~~a~~Application materials; ~~i~~nspection reports; ~~c~~Confidential ~~information regarding the~~ product *and intellectual property to be produced*, (plans, description of processes, testing results, etc.); ~~o~~fficial notices; ~~c~~omplaints, hearings, ~~and~~ disciplinary actions; ~~-~~*associated documentation, and r*elated correspondence.

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the ~~expiration or close of the license. end of the calendar year in which the license expires or the Nevada based facility closes.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

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

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section.

#### **Justification for Modification of RDA 1990453:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends removing “expiration or close of the license.” and replacing it with “end of the calendar year in which the license expires or closes.” In addition, staff recommends removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**B. Title:** ~~Health Protection~~ *Non-Establishment* Complaint Files

**RDA:** 1990428

#### **Description:**

~~This~~ *These* records ~~series~~ documents ~~-non-establishment related~~ complaints made to the Division *of Public and Behavioral Health* regarding food-borne illness, trash nuisances, sewage problems, food or product complaints, ~~food establishments, conditions, and other complaints~~. The records may include, but ~~is~~ *are* not limited to: ~~c~~omplainant's name and contact information; ~~-~~*d*escription

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

of the complaint; ~~Investigation and actions taken;~~ *associated documentation, and* ~~Related~~ correspondence.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from ~~date of entry;~~ *the end of the calendar year in which the complaint was filed.*

**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 Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section.

**Justification for Modification of RDA 1990428:**

Staff recommends removing "date of entry." and replacing it with "the end of the calendar year in which the complaint was filed", and removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. In addition, staff recommends the addition of "non-establishment related" to the title and description to encompass non-establishment-based complaints and streamline retention according to the agency's administrative needs. Establishment based complaints are addressed in RDA 2006159.

**C. Title:** ~~Health Protection~~ *Establishment* Permit Files

**RDA:** 2006159

**Description:**

~~This~~ *These* records ~~document series consists of the~~ permits issued by the ~~Bureau~~ *Division of Public & Behavioral Health (NRS and NAC 444 and 446) to establishments* including, but not limited to: food establishments ~~(including bakeries, public schools, airline food service providers, etc.) in accordance with NRS 446.870 and NAC 446.821 to 446.843,~~ public spas ~~in accordance with NRS 444.420 and NAC 444.520,~~ public bathing facilities ~~in accordance with NRS 444.080 and NAC 444.258,~~ septic tank pumping contractors, ~~individual sewage systems owners in accordance with NAC 444.820 and~~ *invasive body decoration establishments in accordance with NAC 444.784 to 444.818.* The ~~files~~ *records* may include, but are not limited to: application materials including renewals ~~and copies of permits;~~ inspection reports; complaints, hearing documentation, ~~and other~~ disciplinary action documentation; ~~other associated documentation, and~~ related correspondence.

**Authorized Retention:**

Retain *the original application(s) and the most recent complete six years of documentation within the files* ~~these records~~ for ~~a period of~~ six (6) calendar years from the ~~end of the calendar year in which the expiration of the~~ permit *expires.*

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section.

#### Justification for Modification of RDA 2006159:

Staff recommends removing specific citation information from the description to enable adaptability to changes outside the agency's control. Staff recommends the addition of "the original application(s) and the most recent complete six years of documentation within the files" to provide for retention compliance without overly burdening the agency with maintaining all records for the life of the permit or establishment. Staff also recommends removing "expiration of the", "these records", "a period of" and replacing it with "end of the calendar year in which the permit expires" in the retention statement to make a more defined and accurate trigger event.

D. Title: Individual Sewage Disposal Systems (ISDS) Residential ~~Files~~ Plans: Approved  
RDA: 2003085

#### Description:

These records ~~are used to document the~~ review ~~of~~ plans for the construction or ~~remolding~~ remodeling (improvement) of ~~residency~~ residential individual sewage disposal systems ~~by the Division of Public and Behavioral Health as required by~~ (NRS 444.650 and NAC 444).750 to 444.8396. The records may ~~contain~~ include but ~~is~~ are not limited to: application~~s~~, plans and specifications~~;~~, test reports~~;~~, project reviews~~;~~, ~~construction permits, occupancy permits, associated documentation, and~~ related correspondence~~;~~ ~~Similar documents.~~

#### Authorized Retention

Retain ~~these records~~ for ~~a period of forty (40)~~ three (3) calendar years from the end of the calendar year in which the ~~permit was approved~~ sewage disposal system fails or is deemed failed (properly abandoned, abated or cleaned up) by the Division.

#### Recommended Disposition:

Destroy Securely

#### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section.

#### Justification for Modification of RDA 2003085:

Staff recommends the title change from "File" to "Plans" to identify their records series more accurately. Staff recommends removing specific citation information from the description to enable adaptability to change outside the agency's control. Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends changing the retention period from "a period of forty (40) in which the permit was approved" to "three (3) calendar years... in which the sewage disposal system fails, or is deemed failed (properly abandoned, abated or cleaned up)" in accordance with permit validity parameters according to NAC 444.784 Section 5 which states "The operating permit is valid until: (a) The individual sewage disposal system fails or (b) A community sewerage system: (1) Is installed and available to service the area; and (2) Passes through or is in physical contact with the property line or is located adjacent to the property in a street or right-of-way that abuts the property line." In addition, the agency recommends the 3 year

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

retention period following the trigger event to comply with the practices and requirements of the Environmental Protection Agency (EPA).

**E. Title:** Out-of-School Recreation Program Permit Files

**RDA:** 2011034

**Description:**

These records document the Out-of-School Recreation Program Permit~~s~~ issued to local governments (NRS Chapter 432A ~~and (See Assembly Bill (AB) 362, from the 2011 Legislative Session). -and NRS Chapter 432A~~). The records may ~~consist of~~ **include**, but ~~is~~ **are** not limited to: **permit** applications ~~with supportive documentation~~; fee **information records**; inspection reports; **associated documentation**, **and** 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 expiration of the** permit **expires**.

**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 Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section, and Child Care Licensing. All subdivisions of Public and Behavioral Health are overseen by the same Records Officer.

**Justification for Modification and Transfer of RDA 2011034:**

The agency requests the transfer of this RDA as they are not the office of record. The office of record is the Nevada Department of Health and Human Services, Division of Public and Behavioral Health Child Care Licensing. Child Care Licensing has reviewed the RDA and agrees with the transfer and the proposed edits. Staff recommends removing specific citation information from the description to enable adaptability to change outside the agency's control. Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends removing "expiration of the" and replacing it with "end of the calendar year in which the permit expires". In addition, staff recommends removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**F. Title:** Pools and Spas **Permit** Files - **Approved**

**RDA:** 2003090

**Description:**

~~This~~ **These** records ~~series is used to~~ **document the** review **of** plans **and permits issued by the Division of Public and Behavioral Health** for the construction or ~~remolding~~ **remodeling** (improvement) of pools, spas, "water attractions", and similar public bathing related structures ~~as authorized by (NRS 444.080 (NRS 444.065 to 444.120) and NAC 444).010 to 444.536 that are within their jurisdiction (some county health departments have this responsibility).~~—The ~~files~~ **records** may include, but are not limited to: applications ~~with associated documentation~~; plans, manufacturer specifications (equipment and **supplies outfits**), technical documents (equipment and **supplies outfits**), ~~etc.~~; letter**s** of approval ~~or denial~~; **issued permits, associated documentation, and** related correspondence.

# Attachment C

## Proposed Modification RDAs for Agency Specific Records Retention Schedules

### **Authorized Retention:**

Retain ~~these records~~ for three (3) calendar years from the end of the calendar year in which the ~~permit was approved, or denied and or not renewed.~~ *pool, spa, "water attraction", or other similar public bathing structure is closed or demolished.*

### **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 Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section.

### **Justification for Modification of RDA 2003090:**

Staff recommends the title of "Permit and "Approved" to identify the records series more accurately. Staff recommends removing specific citation information from the description to enable adaptability to change outside the agency's control. Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the removal of permit denials and the creation of a new retention series in order to provide an accurate trigger event based on the agency's administrative needs and functions. In addition, staff recommends the removal of "these records" and "permit was approved, or denied and or not renewed." and replacing it with "pool, spa, "water attraction" or other similar public bathing structure is closed or demolished." To establish a more defined and accurate trigger event.

**G. Title:** Truck Wrecks Files

**RDA:** 1990446

### **Description:**

~~This~~ *These* records ~~document series consists of reports of~~ *notifications made to the Division of Public and Behavioral Health regarding* truck wrecks involving food and/or drugs. The ~~files-records~~ may ~~consist of include,~~ but ~~is are~~ not limited to: *incident notifications,* sanitarian's inspections ~~of the load;~~ condemnation *decisions and reports;* ~~Decision not to condemn the load;~~ *associated documentation, and* related correspondence.

### **Authorized Retention:**

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

### **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 Department of Health and Human Services, Division of Public and Behavioral Health, Environmental Health Section.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### **Justification for Modification of RDA 1990446:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends removing “date of report.” and replacing it with “end of the calendar year in which the notification was received”. In addition, staff recommends removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

#### **3. Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services**

**A. Title:** Community Health Nursing: Medical Records (Adult)

**RDA:** 1990423

#### **Description:**

These records document medical services provided to adult clients of the Community Health Nursing program. These records may ~~contain~~ **include** but are not limited to: ~~a~~**Authorizations**; ~~L~~**Laboratory and x-ray reports**; ~~I~~**mmunizations**; ~~c~~**Client medical and social histories**; ~~associated documentation, and~~ **related correspondence**; ~~Similar documentation.~~

#### **Authorized Retention:**

Retain **for six (6) calendar** years from the **end of the calendar year in which the client receives their last service.** ~~date of last services.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services.

#### **Justification for Modification of RDA 1990423:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. In addition, staff recommends deleting “date of last services.” And replacing it with “the end of the calendar year in which the client receives their last service.” in order to establish as more consistent and defined trigger event.

**B. Title:** Community Health Nursing: Medical Records (Youth)

**RDA:** 2015005

#### **Description:**

These records document medical services provided to youth clients of the Community Health Nursing program. These records may ~~contain~~ **include** but are not limited to: ~~authorizations~~; ~~laboratory and x-ray reports~~; ~~immunizations~~; ~~client medical and social histories~~; ~~associated documentation, and~~ **related correspondence**; ~~similar documentation.~~

#### **Authorized Retention:**

Retain until the **end of the calendar year in which the** individual attains the age of **twenty-three (23).**

## Attachment C

### 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 Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services.

**Justification for Modification of RDA 2015005:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. In addition, staff recommends the insertion of "end of the calendar year in which the" to allow for a more systematic and consistent trigger event.

**C. Title:** Community Health Nursing: Communicable Diseases Notifications

**RDA:** 1990379

**Description:**

~~This~~ *These* records ~~document series consists of~~ the notification of occurrences *of* communicable diseases ~~as reported by county public health nurses~~ to the ~~State Health~~ Division *of Public and Behavioral Health*.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years from ~~receipt or production~~ *the end of the calendar year in which the occurrence was reported*.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services.

**Justification for Modification of RDA 1990379:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more succinct. Staff recommends the deletion of "receipt or production" and replacing it with "from the end of the calendar year in which the occurrence was reported." in order to establish a more consistent and defined trigger event. In addition, staff recommends removing "these records" and "a period of" to establish a more concise and accurate trigger event.

**D. Title:** Community Health Nursing: Protocols and Clinical *Standards Guides*

**RDA:** 1990426

**Description:**

~~This~~ *These* records ~~document series consists of~~ the protocols and clinical *standards guides* for Community Health Nurses. The protocols are written by the Division *Public and Behavioral Health* for the guidance of nurses in the performance of their official duties.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years *from the end of the calendar year in which the standard after the protocol* was superseded.

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

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

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services.

#### **Justification for Modification of RDA 1990426:**

Staff recommends the title be changed from "Guides" to "Standards" to better reflect the nature of the records. Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the removal of "after the protocol" and replacing it with "from the end of the calendar year in which the standard" in order to establish a more consistent and defined trigger event. In addition, staff recommends removing "these records" and "a period of" to establish a more concise and accurate trigger event.

E. Title: Early Intervention Services: Individual Service Plan *Records Files* RDA: 1990522

#### **Description:**

~~This~~ *These* records *document client information for the series consists of* Individual Service Plan Program ~~client records~~. These records ~~file~~ may ~~contain:~~ *include* but are not limited to: *a*Application *s* *with associated documentation;* *f*inancial reports; *i*ndividual program plan *s* including *client medical histories, copies of medical records;* *associated documentation, and r*elated correspondence.

#### **Authorized Retention:**

Retain for ~~a period of~~ five (5) calendar years from the end of the calendar year ~~to which they pertain in which the client leaves the program~~.

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services and of the Nevada Department of Health and Human Services, Aging and Disability Services Division.

#### **Justification for Modification and Transfer of RDA 1990522:**

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to Aging and Disability Services Division as they are the office of record. In addition, staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the deletion of "to which they pertain" and replacing it with "in which the client leaves the program." in order to establish a

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

more consistent and defined trigger event. Staff recommends removing “a period of” to establish a more concise and accurate trigger event.

- F. Title: Early Intervention Services: Maternal and Child Health Program **Records Files** RDA: 2006025

#### Description:

~~This~~ **These** records ~~series~~ documents the Early Intervention services **available** through the Maternal and Child Health Program (**MCH**) (~~See~~ NRS 442.130). The **records files** may ~~contain:~~ **include** but are not limited to: **p**atient assessments ~~records;~~, **p**arental participation permissions ~~records;~~, **associated documentation, and r**elated correspondence.

#### Authorized Retention:

Retain for ~~a period of~~ six (6) calendar years from **the end of the calendar year in which the** ~~the date a~~ client is no longer involved in the program.

#### Recommended Disposition:

Destroy Securely

#### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services and of the Nevada Department of Health and Human Services, Aging and Disability Services Division.

#### Justification for Modification and Transfer of RDA 2006025:

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to Aging and Disability Services Division as they are the office of record. In addition, staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the deletion of “the date a” and replacing it with “the end of the calendar year in which the” in order to establish a more consistent and defined trigger event. Staff recommends removing “a period of” to establish a more concise and accurate trigger event.

- G. Title: **Individual Sewage Disposal Systems (ISDS) Residential Files Plans**: Not Approved RDA: 2008035

#### Description:

These records document reviews of plans for the construction or ~~remolding~~ **remodeling** (improvement) of individual residency sewage disposal systems that were not approved (~~See~~ NRS 444.650 and NAC 444.750 ~~to~~ **through** 444.8396). The record may ~~contain:~~ **include** but ~~is are~~ not limited to: **a**pplications~~;~~, **p**lans and specifications~~;~~, ~~t~~est reports~~;~~, **p**roject reviews (including denial)~~;~~, **associated documentation, and r**elated correspondence.

#### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the end of the calendar year in which ~~they were~~ **the plan was** denied.

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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 Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services, and Environmental Health Services. The Records Officer referred staff to the subdivision's Program Officer for further approval of the transfer. Records Officer has approved based on the changes approved by the Program Officer.

### **Justification for Modification and Transfer of RDA 2008035:**

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to Environmental Health Services as they are the office of record. In addition, staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the deletion of "they were" and replacing it with "the plan was" in order to establish a more consistent and defined trigger event. Staff recommends removing "these records" and "a period of" to establish a more concise and accurate trigger event.

H. Title: *Individual Sewage Disposal Systems (ISDS) Residential Files Plans* Withdrawn or Incomplete RDA: 2008036

### **Description:**

These records document ~~the~~ reviews of plans for the construction or ~~remolding~~ remodeling (improvement) of individual residency sewage disposal systems that were ~~withdrawn from review or deemed incomplete not approved~~ in accordance with (See NRS 444.650 and NAC 444.750 ~~to~~ through 444.8396). The records may ~~contain~~ include but ~~is~~ are not limited to: ~~a~~Applications; ~~p~~Plans and specifications; ~~t~~Test reports; ~~p~~Project reviews (including denial); ~~associated documentation, and~~ ~~r~~Related correspondence.

### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ one (1) calendar year from the end of the calendar year ~~to which they pertain~~ ~~in which the plan was withdrawn or deemed incomplete~~.

### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services, and Environmental Health Services. The Records Officer referred staff to the subdivision's Program Officer for further approval of the transfer. Records Officer has approved based on the changes approved by the Program Officer.

### **Justification for Modification and Transfer of RDA 2008036:**

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to Environmental Health Services as they are the office of record. In addition, staff

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the deletion of “to which they pertain.” and replacing it with “in which the plan was withdrawn or deemed incomplete” to establish a more consistent and defined trigger event. Staff recommends removing “these records” and “a period of” to establish a more concise and accurate trigger event.

- I. Title: *Maternal and Child Health (MCH): Program Client Referrals to Outside Providers Files* RDA: 2010012

#### Description:

These ~~are~~ records *document* of clients ~~referred referrals~~ to outside providers for service *to clients of the Maternal and Child Health Program (MCH)* (See NRS 442.130 ~~to through~~ 442.170 and NAC Chapter 442). The records may ~~contain, include~~ but are not limited to: *a*Applications ~~material;~~ *f*Financial eligibility documentation; *r*Referrals for services; *Copies of* healthcare records received from outside sources (~~such as:~~ physicians, hospitals, clinics, labs, etc.); *s*Service authorizations; *associated documentation, and* *r*Related correspondence.

#### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the ~~date of receipt or production of the record.~~ *end of the calendar year in which the referral was requested.*

#### Recommended Disposition:

Destroy Securely

#### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services.

#### Justification for Modification of RDA 2010012:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. In addition, staff recommends the deletion of “date of receipt or production of the record.” and replacing it with “end of the calendar year in which the referral was requested.” to establish a more consistent and defined trigger event. Staff recommends removing “these records” and “a period of” to establish a more concise and accurate trigger event.

- J. Title: *Maternal and Child Health (MCH): Program Medical Files Records* (Adult) RDA: 2006005

#### Description:

These ~~files include the health care~~ records *document the health care* of adult clients of the Maternal and Child Health Programs (MCH) who receive ~~health care~~ services *from provided directly by licensed* individuals *licensed of by the* MCH (See NRS 442.130 ~~to through~~ 442.170, NRS 629.031 and NAC Chapter 442, ~~and NRS 629.031~~). The records may ~~contain, include~~ but are not limited to: *a*Applications ~~material;~~ *f*Financial eligibility documentation; *r*Referrals for services; *h*Healthcare records, ~~including~~ (consultations, examinations, orders, reports, notes, evaluations ~~and similar records ,etc.~~); *a*Authorizations for services; *associated documentation, and* *r*Related correspondence.

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## Proposed Modification RDAs for Agency Specific Records Retention Schedules

### **Authorized Retention:**

Retain *for six (6) calendar* years *from end of the calendar year in which the last service was provided.* ~~from the date of last services.~~

### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services.

### **Justification for Modification of RDA 2006005:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. In addition, staff recommends the deletion of "from the date of last services." and replacing it with "from end of the calendar year in which the last service was provided." to establish a more consistent and defined trigger event. Staff recommends removing "these records" and "a period of" to establish a more concise and accurate trigger event.

K. Title: *Maternal and Child Health (MCH): Program-Medical Files Records* (Youth)

RDA: 2015006

### **Description:**

These *records document* ~~files include~~ the health care ~~records~~ of youth clients of the Maternal and Child Health programs (MCH) who receive ~~health care~~ services ~~from provided directly by licensed~~ individuals *licensed of by the* MCH (~~see~~ NRS 442.130 ~~to~~ *through* 442.170, NRS 629.031 and NAC ~~Chapter~~ 442, ~~and NRS 629.031~~). The records may ~~contain,~~ *include* but are not limited to: application material, financial eligibility documentation, healthcare records, ~~including~~ (consultations, examinations, orders, reports, notes, evaluations ~~and similar records ,etc.~~), authorizations for services, *associated documentation, and* related correspondence.

### **Authorized Retention:**

Retain until the *end of the calendar year in which the* individual attains the age of *twenty-three (23)*.

### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services.

### **Justification for Modification of RDA 2015006:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. In addition, staff recommends the

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

insertion of “end of the calendar year in which the” to establish a more consistent and defined trigger event.

**L. Title:** Sanitation Investigation Files

**RDA:** 1990445

**Description:**

~~This~~ **These** records ~~series consists of the~~ **document** investigative reports on sanitation in ~~medical facilities~~, public institutions, ~~childcare facilities~~, senior citizen centers, public accommodations, schools, ~~private water systems~~, sewer systems, ~~frozen desert plants, milk haulers~~, RV parks, etc. The ~~files~~ **records** may ~~contain,~~ **include** but are not limited to: ~~i~~Investigation records ~~including supportive material;~~ ~~d~~Documentation of findings; ~~,~~ **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 date of~~ report ~~was submitted~~.

**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 Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services, and Environmental Health Services. The Records Officer referred staff to the subdivision’s Program Officer for further approval of the transfer. Records Officer has approved based on the changes approved by the Program Officer.

**Justification for Modification and Transfer of RDA 1990445:**

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to Environmental Health Services as they are the office of record. In addition, staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the deletion of “date of” and replacing it with “the end of the calendar year the report was submitted” to establish a more consistent and defined trigger event. Staff recommends removing “these records” and “a period of” to establish a more concise and accurate trigger event.

**M. Title:** Sewage and Water System Plan Reviews: RV Parks

**RDA:** 2003094

**Description:**

~~This~~ **These** records ~~series is used to~~ **document the** review ~~of~~ plans for the construction or ~~remolding~~ **remodeling** (improvement) of RV Parks that ~~are within their jurisdiction (some county health departments have this responsibility).~~ **report to the Division**. The ~~files~~ **records** may include; but are not limited to: ~~p~~Plans, equipment specifications, ~~etc.;~~ ~~Copies of permits;~~ ~~Copy of any~~ **Environmental Protection Agency (EPA)** complaints; ~~L~~etter of approval or denial; ~~,~~ **associated documentation, and** ~~r~~Related correspondence.

**Authorized Retention:**

Retain ~~these records~~ for three (3) calendar years from the end of the calendar year in which the permit was approved, ~~or~~ denied, ~~or~~ **and** not renewed.

## Attachment C

### 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 Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services, and Environmental Health Services. The Records Officer referred staff to the subdivision's Program Officer for further approval of the transfer. Records Officer has approved based on the changes approved by the Program Officer.

**Justification for Modification and Transfer of RDA 2003094:**

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to Environmental Health Services as they are the office of record. In addition, staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends removing "these records" to establish a more concise and accurate trigger event.

**N. Title:** *Maternal and Child Health (MCH): ~~Statistics/~~ Association of State and Territorial Health Officials* (ASTHO) Report **RDA:** 1990421

**Description:**

~~This~~ *These* records ~~series~~ documents the ~~program~~ activities of Maternal and Child Health *program* in an annual statistical report. The report contains statistics on numbers of clients, types of services provided and various demographic information.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years *from the end of the calendar year in which the report was submitted.* ~~from date of report.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative and archival values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services, and the Office of Public Health Informatics and Epidemiology. The Records Officer referred staff to the subdivision's Program Officer for further approval of the transfer. Records Officer has approved based on the changes approved by the Program Officer.

**Justification for Modification and Transfer of RDA 1990421:**

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to the Office of Public Health Informatics and Epidemiology as they are the office of record. In addition, staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the deletion of "from date of report." and replacing it with "from the end of the calendar year in which the

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

report was submitted.” to establish a more consistent and defined trigger event. Staff recommends removing “these records” and “a period of” to establish a more concise and accurate trigger event.

**O. Title:** *Women, Infants & Children (WIC): Client Case Files*

**RDA:** 2006023

**Description:**

~~This~~ *These* records ~~series contains~~ *document* the individual case files of clients of the Women, Infants & Children (WIC) nutrition program. The ~~files~~ *records* may ~~contain,~~ *include* but are not limited to: ~~a~~*Applications material;*, ~~s~~*Social information;*, ~~e~~*Eligibility documentation;*, ~~m~~*Medical histories;* ~~d~~*Documentation of verbal communications;*, ~~f~~*Fiscal material;*, *associated documentation,* and ~~r~~*Related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from *the end of the calendar in which the client leaves the program.* ~~date of final action.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services and Bureau of Child, Family, and Community Wellness. The Records Officer referred staff to the subdivision’s Program Officer for further approval of the transfer. Records Officer has approved based on the changes approved by the Program Officer.

**Justification for Modification and Transfer of RDA 2006023:**

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to the Bureau of Child, Family, and Community Wellness as they are the office of record. In addition, staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the deletion of “date of final action.” and replacing it with “the end of the calendar in which the client leaves the program.” to establish a more consistent and defined trigger event. Staff recommends removing “these records” and “a period of” to establish a more concise and accurate trigger event.

**P. Title:** *Women, Infants & Children (WIC): Reports*

**RDA:** 2006022

**Description:**

~~This~~ *These* records ~~series consists of~~ *document* ~~monthly, quarterly and~~ annual reports on Women, Infant and Children (WIC) nutrition program functions. The ~~files~~ *records may* include *but are not limited to:* ~~(a)~~ financial and program status *reports*, participation reports, vendor activity, WIC budget, WIC Administrative Expenditure Report, Financial Status Report, ~~and (b)~~ WIC State Plan, racial-ethnic participation report, *associated documentation,* and related correspondence.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### **Authorized Retention:**

Retain ~~annual reports~~ for ~~a period of~~ six (6) calendar years *from the end of the calendar year in which the report was submitted.* ~~from date of report. Retain quarterly and monthly reports until superseded by an annual report.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative and archival values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services and Bureau of Child, Family, and Community Wellness. The Records Officer referred staff to the subdivision's Program Officer for further approval of the transfer. Records Officer has approved based on the changes approved by the Program Officer.

#### **Justification for Modification and Transfer of RDA 2006022:**

Public Health and Clinical Services are not the office of record. The agency and staff recommend the transfer of this RDA to the Bureau of Child, Family, and Community Wellness as they are the office of record. In addition, staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately. Staff recommends the deletion of "from date of report." and replacing it with "from the end of the calendar year in which the report was submitted." to establish a more consistent and defined trigger event. Staff recommends removing "annual reports" and "Retain quarterly and monthly reports until superseded by an annual report." as it creates multiple retention trigger points for a single records series. Staff recommends removing "a period of" to establish a more concise and accurate trigger event.

# Attachment D

## Proposed Deletion RDAs for Agency Specific Records Retention Schedules

### 1. Nevada State Library, Archives and Public Records

A. Title: ~~Copyright Files Material (Inter-Library Loan)~~

RDA: ~~1998076~~

**Description:**

~~Photocopies of loan request forms made when copies of copyrighted materials are provided to individuals or agencies in accordance with 17 U.S.C. 2107, which provides that such a reproduction is not to be used for any purpose other than private study, scholarship, or research.~~

**Authorized Retention:**

~~Retain this records series for a period of three (3) calendar years from the date a copy of a publication is provided.~~

**Recommended Disposition:**

~~Destroy Securely~~

**Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1998076:**

This RDA consists of supportive documentation for reporting to the State Controller's Office, which is covered in the modifications made to RDA #2000025. Staff recommends deleting this RDA to reflect the current administrative and reporting needs of the agency.

B. Title: ~~Federal Publications: Depository Shipping List~~

RDA: ~~1999086~~

**Description:**

~~This record series is used to check items selected for deposit those received. The list GPO form 3452 accompanies the material and is prepared by the U.S. Government Printing Office, Library Programs Service (Paper Claims, and Microfiche sections). The lists contain data on: item number, classification number, and title.~~

**Authorized Retention:**

~~Retain for a period of two (2) years from the date of receipt. (See 44USC 1909)~~

**Recommended Disposition:**

~~Destroy~~

**Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

**NSLAPR staff recommendation:**

Delete this RDA

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### **Justification for Deletion of RDA 1999086:**

This RDA consists of supportive documentation for reporting to the US Government Printing Office, which is covered in the modifications made to RDA #1999090 Federal Publications: Biennial Survey. Staff recommends deleting this RDA to reflect the current administrative and reporting needs of the agency.

**C. Title:** ~~Reference Questions~~

**RDA:** ~~2000024~~

#### **Description:**

~~This record series consists of reference questions received by the Nevada State Library, Public Services Section. This series is also used to compile monthly and annual statistics for library service reports. This series may contain: Telephone and mail logs, faxes, e-mails, and written correspondence.~~

#### **Authorized Retention:**

~~Retain for a period of one (1) fiscal year from the fiscal year which they pertain.~~

#### **Recommended Disposition:**

~~Destroy Securely~~

#### **Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

#### **NSLAPR staff recommendation:**

Delete this RDA

#### **Justification for Deletion of RDA 2000024:**

This RDA consists of supportive documentation for reporting to the State Controller's Office, which is covered in the modification made to RDA #2000025. Staff recommends deleting this RDA to reflect the current administrative and reporting needs of the agency.

**D. Title:** ~~State Agency Depository Shipping List~~

**RDA:** ~~1987120~~

#### **Description:**

~~This is a list of items received for distribution from State agencies. The list show: Title s, date s, and classification number s,~~

#### **Authorized Retention:**

~~The lists may be discarded two (2) calendar years after receiving them.~~

#### **Recommended Disposition:**

~~Destroy~~

#### **Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

#### **NSLAPR staff recommendation:**

Delete this RDA

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Justification for Deletion of RDA 1987120:**

This records series consists of reference materials utilized by the Library to meet their NRS 378.210 mandate which involves the publication of information on the NSLAPR website. As a reference material to support a publication, they are not a record. Staff recommends deleting this RDA.

**E. Title:** ~~State Data Center Affiliate Agreement~~ —

**RDA:** ~~1999106~~

**Description:**

~~This record series documents the agreements made between the State Data Center and its Affiliate entities. The files may contain: Cover Letter, Affiliate Agreement, Instructions and related correspondence,~~

**Authorized Retention:**

~~Retain for a period of six (6) calendar years from the termination/completion of the agreement.~~

**Recommended Disposition:**

~~Destroy~~

**Agency review:**

The appraisal is supported by Records Officer for the State Library, Archives and Public Records.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1999106:**

According to the agency, these records are considered supportive documentation and the State Data Center Memorandum of Understanding is considered a contract. Staff recommends deleting this RDA and for the agency to follow the General Schedule RDA # 1995086 Legal: Contracts and Agreements which states "These records document instruments of obligation, including contracts, cooperative agreements (both in and out of state), etc., and may include, but is not limited to: Lease/rental agreements; Contracts for program services; Personnel contracts; Related correspondence". The retention period is "six (6) fiscal years from the date of termination, completion or cancelation."

**F. Title:** ~~State Data Center Memorandum of Understanding~~

**RDA:** ~~1999107~~

**Description:**

~~This record series documents the agreements made between the United States Census Bureau and the Nevada State Library and Archives and outlines the duties and responsibilities of the parties involved. The files may contain: Cover Letter, Agreement, Instructions and related correspondence,~~

**Authorized Retention:**

~~The Nevada State Library and Archives Administration as the office of record, should retain this record series for a period of six (6) calendar years from the termination / completion of the agreement Any copies found in the State Data Center may be disposed of at any time after they have outlived their usefulness.~~

**Recommended Disposition:**

~~Destroy~~

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1999107:**

According to the agency, these records are considered a contract. Staff recommends deleting this RDA and for the agency to follow the General Schedule RDA # 1995086 Legal: Contracts and Agreements which states "These records document instruments of obligation, including contracts, cooperative agreements (both in and out of state), etc., and may include, but is not limited to: Lease/rental agreements; Contracts for program services; Personnel contracts; Related correspondence". The retention period is "six (6) fiscal years from the date of termination, completion or cancelation."

**G. Title:** ~~Federal Publications: Environmental Impact Statement Card Catalog~~ **RDA:** ~~1999087~~

**Description:**

~~This record series is the finding aid for this collection in the State Library. It is composed of 3x5 cards containing a bibliographic description and location number for the environmental impact statement.~~

**Authorized Retention:**

~~Retain until the item referred to is discarded, declared lost or the system is superseded by automation.~~

**Recommended Disposition:**

~~Destroy~~

**Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1999087:**

Per the Federal Publications Librarian, these items are a finding aid for reference material. They are non-records and should be deleted from the schedule.

**H. Title:** ~~Federal Publications: Kardex File~~ **RDA:** ~~1999089~~

**Description:**

~~This is an in-house informational aid to keep track of, order, route, or mark certain documents for specialized uses. The series consists of 4 X 6 cards.~~

**Authorized Retention:**

~~Review this file annually and discard valueless and/or outdated materials.~~

**Recommended Disposition:**

~~Destroy~~

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1999089:**

Per the Federal Publications Librarian, these items are a finding aid for reference material. They are non-records and should be deleted from the schedule.

I. Title: ~~Federal Publications: Maps Catalog~~

RDA: ~~1999092~~

**Description:**

~~This records series is used to identify available maps and includes California and Defense Department maps. Data includes map quad, coordinates, title, and bibliographic location.~~

**Authorized Retention:**

~~Retain this record series until the document is discarded, declared lost, or the system is superseded by automation.~~

**Recommended Disposition:**

~~Destroy~~

**Agency review:**

The appraisal is supported by the Records Officer for the State Library, Archives and Public Records.

**NSLAPR staff recommendation:**

Delete this RDA

**Justification for Deletion of RDA 1999092:**

Per the Federal Publications Librarian, these items are finding aid for reference material. They are non-records and should be deleted from the schedule.

2. Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services

A. Title: ~~WIC Participant data base~~

RDA: ~~2006024~~

**Description:**

~~This record series consists of data on participants of the Women, Infants, and Children's (WIC) Nutrition Program. Data includes, but is not limited to: Name, address, social security number (SSN), etc.; Ethnic-racial and other social data; Financial data.~~

**Authorized Retention:**

~~Retain data for a period of six (6) calendar years from the date the participant discontinued benefits.~~

Attachment D  
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Public Health and Clinical Services and the Bureau Chief of Bureau of Child, Family, and Community Wellness.

**Justification for Deletion of RDA 2006024:**

Databases are non-records. In addition, the content listed in this records series is also included in the records and documentation outlined in RDA 2006023. Staff recommends the deletion of this RDA.

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

**There are no proposed new RDAs for new, modification, and deletion of RDAs for General Records Retention Schedule.**