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

Meeting Notice

DATE: October 21, 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.

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.
3. **Review, correct, if necessary, and approve the minutes from the September 9, 2020 meeting. [Attachment A](#)** (For possible action)
4. **Proposed New RDAs for Agency Specific Records Retention Schedules for the Medical Examiner's Board [Attachment B](#)** (For possible action)
5. **Proposed Modification RDAs for Agency Specific Records Retention Schedules for the Medical Examiner's Board, Department of Administration, Human Resource Management, Compensation, Classification and Recruitment, Secretary of State, Securities Division, and Department of Health and Human Services, Division of Welfare and Supportive Services, Program and Field Operations [Attachment C](#)** (For possible action)
6. **Proposed Deletion RDAs for Agency Specific Records Retention Schedules for the Medical Examiner's Board, Department of Administration, Human Resource Management, Compensation, Classification and Recruitment, Secretary of State, Securities Division, and Department of Health and Human Services, Division of Welfare and Supportive Services, Program and Field Operations [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)

General Schedule – Boards and Commissions Financial Transactions
Department of Health and Human Services Division of Welfare and Supportive Services,
Administrative Services
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.
10. **Confirm date and time of next meeting** (For possible action)

Discuss and confirm the status of the November meeting.
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 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 (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

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

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 September 9, 2020*

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:17 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

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

Jerry Lindsay, Governors Appointee – Present

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

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

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 – Excused

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:

Scott Anderson, Nevada Secretary of State’s Office – Present

2: Public Comment

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

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

3: Attachment A. Review and Approve the Minutes for August 12, 2020

Discussion and Vote:

For Attachment A Scott Anderson voted for the Nevada Secretary of State’s Office as he was the designee for the August 12, 2020 meeting. Kim Perondi abstained from voting on Attachment A. The minutes were approved as presented. The motion was made by Harry Ward and the second was by Maureen Martinez. The vote was unanimous.

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

Attachment A
Meeting Minutes for Approval

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.

Discussion and Vote:

Attachment B was tabled until Attachment C had been reviewed by The Committee, at the request of The Chair. The proposals in Attachment B were then approved as presented. The motion was made by Alisanne Maffei and the second was by Harry Ward. The vote was unanimous.

5: 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

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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

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*

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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.

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.

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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:

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, ~~A~~nspection reports, ~~c~~Confidential information regarding the product ~~and intellectual property to be produced,~~ (plans, description of processes, testing results, etc.), ~~o~~Official notices, ~~c~~Complaints, hearings, ~~and~~ disciplinary actions, ~~-~~**associated documentation, and** ~~r~~Related 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

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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~~Complainant's name and contact information; ~~d~~Description of the complaint; ~~A~~Investigation and actions taken; ~~associated~~ **documentation, and** ~~R~~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.**

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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 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 ~~residence~~ **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: applications, 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 retention period following the trigger event to comply with the practices and requirements of the Environmental Protection Agency (EPA).

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

RDA: 2011034

Description:

These records document the Out-of-School Recreation Program Permits 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.; letters of approval or denial, **issued permits, associated documentation, and** 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 and or not renewed.~~ **pool, spa, "water attraction", or other similar public bathing structure is closed or demolished.**

Recommended Disposition:

Destroy

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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.

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: ~~authorizations~~, Laboratory and x-ray reports, ~~immunizations~~,

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~~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).*

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.**

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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.

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.

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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~~ Applications with associated documentation, ~~F~~inancial reports, ~~A~~ndividual program plans including **client medical histories**, ~~copies of medical records,~~ **associated documentation, and** ~~r~~Related 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 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 ~~r~~ecords, ~~p~~arental participation permissions ~~r~~ecords, **associated documentation, and** ~~r~~Related correspondence.

Authorized Retention:

Retain for ~~a period of six (6) calendar years from~~ **the end of the calendar year in which 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:

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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~~Applications, ~~p~~Plans and specifications, ~~A~~Est reports, ~~p~~Project reviews (including denial), **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 year in which ~~they were~~ **the plan was** denied.

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, ~~A~~Est reports, ~~p~~Project reviews (including denial), **associated documentation, and** ~~R~~Related correspondence.

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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 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: ~~Applications material, Financial eligibility documentation, Referrals for services, Copies of healthcare records received from outside sources (such as: physicians, hospitals, clinics, labs, etc.), Service authorizations,~~ *associated documentation, and* ~~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

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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 629.034). The records may contain, **include** but are not limited to: ~~a~~ Applications material, ~~A~~ 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.

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 629.034). 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.

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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 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, child care 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: ~~An~~ 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, ~~A~~ letter of approval or denial, **associated documentation, and** ~~R~~ Related correspondence.

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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~~ not renewed.

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 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.

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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. 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.

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.

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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.

Discussion and Vote:

Per the request of The Chair, Heather Hahn explained the change in retention for Items 1A, 1B, and 1C. Maureen Martinez asked how staff came up with a 10 year retention for Item 1A. The 10 year retention was discovered during a review of agency schedules. Item 2F was reviewed as the modifications to this Item are associated with Attachment B Item 1A. Staff split the original schedule into two separate schedules to more effectively manage proper retention for each item. Approved Pool and Spa Permit Files need to be kept for the life of the pool or Spa while Denied Pool and Spa Permit Files can be disposed of 3 years from the end of the year the permit was denied. After discussion, the proposals in Attachment C were approved as presented. The motion was made by Alisanne Maffei and the second was by Jerry Lindsay. The vote was unanimous.

6: 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: 4998076

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.

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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

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: Titles, dates, and classification~~

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numbers;

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

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 cancellation."

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;~~

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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~~

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 cancellation."

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.~~

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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 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.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA.

Attachment A Meeting Minutes for Approval

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.

Discussion and Vote:
Maureen Martinez asked why item 1A was to be deleted. Heather Hahn explained that this RDA consists of supportive documentation for reporting to the State Controller's Office and is covered in the modifications made to RDA #2000025. The proposals in Attachment D were approved as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

7: 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.

8: Discuss future agenda items

Discussion:
The committee discussed future agenda items to be brought before the Records Committee in a future meeting: Medical Examiners Board and Department of Administration, Human Resource Management, Compensation, Classification and Recruitment. Heather Hahn also announced that there would be two additional schedules added to the next meeting's agenda.

9: Public Comment

Sara Martel announced that ARMA and Iron Mountain will be hosting two free shredding events. The first will be Saturday, September 12, from 10 a.m. to 2 p.m. in the CalNeva Realty parking lot at 1621 US Highway 395 North. The second will be Saturday, October 17 in the Reno Great Basin Credit Union parking lot. Donations will be welcome, and all proceeds from the Douglas County event go to Suicide Prevention Network, a nonprofit organization based in Douglas County that provides awareness, suicide prevention, and support services through education, advocacy, and intervention, and proceeds from the Reno Event will go to Animal Ark. Kim Perondi thanked The Committee and Staff for the continued effort to hold meetings through teleconference as to follow social distancing guidelines.

10: Determine time of next meeting

The next meeting will be held October 21, 2020 at 1:15 pm in the Nevada State Library and Archives Board Room.

11: Adjourn

The meeting was adjourned at 1:57 pm by the Chair, Kim Perondi.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

1. The Medical Examiner's Board

A. Title: *Medical Malpractice Reports – No Action Taken*

RDA: 2020002

Description:

These records document reports submitted to the Board regarding medical malpractice where no action is taken by the board to investigate the claim. The records may include but are not limited to: reports submitted by insurance companies, reports submitted by physicians, associated documentation, and related correspondence.

Authorized Retention:

Retain for ten (10) calendar years from the end of the calendar year in which the report was submitted to the Board.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by the Records Officer and the Deputy Executive Director of the Medical Examiner's Board.

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for New RDA 2020002:

Staff recommends the addition of this records series to for the retention and disposition of malpractice reports that do not rise to the level of a malpractice investigation (General Schedule RDA 2006054

Licensing: Professional and Occupational Licensing – Investigations) in compliance with:

NRS 630.3067 Insurer of physician required to report certain information concerning malpractice; administrative fine for failure to report.

NRS 630.3068 Physician required to report certain information concerning malpractice and sanctions imposed against physician; administrative fine for failure to report; reports deemed public records.

The retention period of 10 years is to ensure compliance with NRS 630.173 which provides the Board with a 10 year period of time when considering an individual's application for licensing as it relates to malpractice.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. The Medical Examiner's Board

A. Title: Applications - Denied, Incomplete or Withdrawn

RDA: 2006112

Description:

~~This **These** records **s-series** documents~~ the application process for licenses and certificates which have been denied due to incompleteness, those deemed unqualified, or for other reasons (~~See NRS chapter 630 and NAC chapter 630~~). The ~~records file~~ may include, but ~~are is~~ not limited to: applications, school transcripts, waivers, ~~a record of~~ **documentation of** fees paid, fingerprint card**s**, ~~and; supportive documentation.~~ **associated documentation, and related correspondence.**

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years from the **end of the calendar year in which the application was denied or the validity period expired.** ~~date of denial or from the expiration of the validity period of the application.~~

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by the Records Officer and the Deputy Executive Director of the Medical Examiner's Board.

NSLAPR staff recommendation:

The retention period meets administrative values.

Justification for Modification of RDA 2006112:

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 deletion of "date of denial or from the expiration of the validity period of the application." and replacing it with "end of the calendar year in which the application was denied or the validity period expired." in order to establish as 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.

2. Department of Administration, Human Resource Management, Compensation, Classification and Recruitment

A. Title: Biennial Salary Survey

RDA: 2002114

Description:

~~This record series administers and documents~~ **These records document** the salary survey that the ~~Department of Personnel~~ Division of Human Resource Management conducts (**NRS 284.175 (5)**). ~~(see The files consist of: surveys, work papers, backup documents, notes, correspondence and the printed report. The printed report consists of~~ **The records may include but are not limited to:** salary comparisons for ~~(1) all~~ employees within the ~~S~~state of Nevada (public and private), ~~(2) all~~ Nevada employers, ~~(3)~~ compilations from ~~W~~western ~~S~~states, ~~(4)~~ occupational study classes, ~~(5)~~ special survey classes, ~~and (6) a~~ benefits comparison report, surveys, work papers, ~~backup documents,~~ **associated documentation, and related correspondence.** **NRS 284.175 (5)**

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Authorized Retention:

Retain ~~the files~~ for six (6) calendar years from the end of the calendar year in which the study was conducted.

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 Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 2002114:

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 removing “the files” in the retention statement to make a more concise trigger event.

B. Title: Certification Lists

RDA: 1987022

Description:

~~These are the lists of~~ *These records document* eligible applicants for a position, sent to agencies for interviews and consideration for the job opening. ~~The list is also used as a~~ *The records may include but are not limited to:* master list of eligible persons, ~~which is maintained should the position (or a similar one) be opened again.~~ *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 list was issued.* ~~issuance of the list.~~

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, Compensation, Classification and Recruitment.

Justification for Modification of RDA 1987022:

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 removing “issuance of the list.” and replacing it with “end of the calendar year in which the list was issued.” while removing “these records” 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

C. Title: Class Specification History Files

RDA: 2002113

Description:

~~This record series administers and documents~~ *These records document* the official class specification descriptions and pay grades authorized by the Personnel Commission for employees within the ~~S~~state ~~P~~ersonnel ~~S~~ystem. ~~The files also contain the~~ *The records may include but are not limited to:* historical actions of changes to the class specifications, ~~over the years. The files may contain:~~ official class specifications, change forms (~~Classification File Maintenance form~~), Advantage system input documentation, ~~and~~ recommendation statements (justification for changes made to the class specifications), *associated documentation, and related correspondence.*

Authorized Retention:

Retain for ~~a period of~~ five (5) calendar years from the end of the calendar year in which the class was abolished.

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 Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 2002113:

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 removing "a period of" in the retention statement to make a more defined and accurate trigger event.

D. Title: Classification and Compensation Plan

RDA: 2002138

Description:

~~This record series is~~ *These records consist of* the master charts of all ~~position classification classes~~ (along with the compensation code) within the classified service of the executive branch of government ~~as required by~~ (NRS 284.160). ~~The files contain the~~ *The records may include but are not limited to:* actual classification plan authorized by the Personnel Commission (NRS 284.160 (4)), *associated documentation, and related correspondence.*

Authorized Retention:

Retain for ~~a period of~~ ten (10) calendar years from the end of the calendar year in which the classification plan was approved.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, 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 Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 2002138:

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 removing "a period of" in the retention statement to make a more concise trigger event.

E. Title: Classification Appeals

RDA: 2002115

Description:

~~This record series administers and documents~~ *These records document* the appeals of employees ~~to decisions in~~ *regarding classification or* reclassification and/or pay grade *decisions* made by the ~~Department of Personnel, Division of Human Resource Management, or a delegated agency~~ as found in NRS 284.165 and NAC 284.152. The documents represent the administrative hearing process and may include final hearings and decisions made by the Personnel Commission. The files may contain: Appeal of Classification - Occupational Study forms, appeal of Individual ~~PDQ (Position Description Questionnaire)~~ *Position Description Questionnaire (PDQ)* determinations, ~~determination~~ documents with backup material -- from the ~~Department of Personnel Division of Human Resource Management~~ and/or the Personnel Commission, administrative hearing documents, minutes of the Personnel Commission, ~~correspondence and related documents~~ *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~files~~ for three (3) calendar years from the *end of the calendar year in which the* ~~close or~~ final determination of the case *is made.*

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, Compensation, Classification and Recruitment.

Justification for Modification of RDA 2002115:

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 removing "close or." and replacing it with "end of the calendar year in which the...is made" while removing "files" in the retention statement to make a more defined and accurate trigger event.

F. Title: Compensation Schedules

RDA: 2002139

Description:

~~This record series consists of the~~ *These records consist of* master compensation schedules that show the range of wages within each pay grade code for the classified service required by NRS 284.180, *and*

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~the master compensation schedules that show the approximate salaries for each unclassified title code. The files may contain:~~ **The records may include but are not limited to:** master compensation chart, ~~drafts,~~ memos, ~~backup documentation and~~ **associated documentation, and** related correspondence.

Authorized Retention:

Retain for ~~a period of~~ ten (10) calendar years from the end of the calendar year in which the schedule was ~~approved.~~ **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 Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 2002139:

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 changing the retention trigger from when the schedule is "approved" to when it is "superseded" in order to create a more accurate trigger event. This should not cause undue financial or storage strain on the agency as these schedules are updated approximately every year. Staff also recommends removing "a period of" in the retention statement to make a more concise trigger event.

G. Title: Examination Development and Validation Files

RDA: 2002140

Description:

~~This record series administers and documents~~ **These records document** the research and reviews that are done to create and validate examinations used in the recruiting process conducted by the ~~Department of Personnel~~ **Division of Human Resource Management**. ~~The files may contain, but is not limited to:~~ **The records may include but are not limited to:** Lists of subject matter experts, subject matter expert profiles, ~~etc.;~~ ~~Copies of~~ class specifications, lists of tasks for knowledge, & skills, & abilities, ~~J~~job ~~A~~analysis (~~rating process for knowledge, skills and abilities~~), ~~etc.;~~ ~~E~~examination evaluations with sample testing, test category analysis, examinee evaluations, item analysis of tests, charts, graphs, statistical analysis, reviews, ~~copies of tests~~ **examinations** that have been developed, **associated documentation, and related** correspondence.

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year in which the ~~examinations are~~ ~~test resulting from them is discarded and~~ no longer used by the ~~Department of Personnel~~ **Division of Human Resource Management**.

Recommended Disposition:

Destroy Securely

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 2002140:

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 removing "test resulting from them is discarded and...Department of Personnel" and replacing it with "examinations are ... Division of Human Resource Management" while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

H. Title: Individual Classification Study Folders

RDA: 2002141

Description:

~~This record series administers and documents~~ *These records document* the process of evaluating changes needed for ~~class specifications due to~~ an individual *position or group of positions* requested for ~~upgrade or~~ reclassification ~~as required by~~ *in accordance with* NRS 284.160 and NAC 284.126. ~~The record includes but is not limited to: Copies of~~ *The records may include but are not limited to:* forms and reports, ~~with supportive material; A~~ audit notes, ~~and~~ workpapers, ~~and;~~ *associated documentation, and related* correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years *from the end of the calendar year in which the after a new* superseding study was reported to the Personnel Commission for action.

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 Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 2002141:

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 removing "after a new." and replacing it with "from the end of the calendar year in which the" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

I. Title: Occupational Studies/*Class Specification Maintenance Reviews*

RDA: 2002071

Description:

~~This record series administers and documents~~ *These records document* occupational studies *and class specification maintenance reviews* conducted by the ~~Department of Personnel~~ *Division of Human*

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

Resource Management in accordance with NRS 284.139 to 284.172 and NAC 284.126 to 284.152. ~~The record may contain but is not limited to: Copies of~~ **The records may include but are not limited to:** forms and reports ~~with supportive material; Audit notes, and work papers, and; associated~~ **documentation, and related** correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years **from the end of the calendar year in which the after a new** superseding study **or class specification maintenance review** was reported to the Personnel Commission for action.

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 Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 2002071:

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 removing "after a new." and replacing it with "from the end of the calendar year in which the ... or class specification maintenance review" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

J. Title: Recruitment Files

RDA: 1987025

Description:

~~This record series is used to document, verify, and control~~ **These records document** the application process for state positions. The ~~files records~~ may include but are not limited to: lists for candidates passing, those passing below grade (GBP), scheduled for examination but did not appear (DNA), ~~and~~ rejected applications; applications with associated documentation; addendums, examination materials, schedule notices, grade notifications; ~~T~~training and ~~E~~experience forms, ~~P~~physical ~~P~~performance forms; ~~s~~ letters to applicants, list of applicants, **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 application was dated.** ~~date of application.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Compensation, Classification and Recruitment.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 1987025:

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

K. Title: Recruitment History Files

RDA: 1987026

Description:

~~This record series is~~ *These records contain* a history of the process of recruiting for a specific job class, including the establishment of criteria for the position, examinations used, and pertinent notes. The records may include but are not limited to: job class specifications, input from the hiring agency, job announcements, announcement formats, applicant history sheets, chronology log sheets, examination plans, statistics and eligible lists, *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 list is issued.* ~~date of issue of the list.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 1987026:

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 removing “date of issue of the list.” and replacing it with “end of the calendar year in which the list is issued” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

L. Title: Oral *Examination* Rating Sheets

RDA: 1987024

Description:

~~This record series contain the~~ *These records document the oral examination process of applicants.* ~~The records may include but are not limited to:~~ rating sheets, ~~of an oral examination and the~~ *comments of the board members,* ~~pertaining to the candidate's performance.~~ *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~thee records~~ for ~~a period for~~ three (3) calendar years from the *end of the calendar year in which the date of the test. examination was conducted.*

Recommended Disposition:

Destroy Securely

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Modification of RDA 1987024:

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 removing "date of the test." and replacing it with "end of the calendar year in which the examination was conducted." while removing "these records" and "a period for" in the retention statement to make a more defined and accurate trigger event.

3. Secretary of State, Securities Division

A. Title: Administrative *Enforcement* Action *Record Files*

RDA: 1989228

Description:

These records document formal enforcement actions taken by the Division (See NRS 90.780). ~~The files may contain, but are not limited to:~~ *The records may include but are not limited to:* Orders, subpoenas, notices, pleadings and ~~similar~~ hearing documentation, *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 year *in which the action file was closed.* ~~to which they pertain.~~

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 Secretary of State, Securities Division.

Justification for Modification of RDA 1989228:

Title corrections are to provide a more accurate description of the record series. 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 removing "to which they pertain." and replacing it with "in which the action file was closed." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

B. Title: Exemption *Records Files*

RDA: 1989229

Description:

~~This record series consists of~~ *These records document* notices of claims for exemption from registration under Nevada securities law (See NRS 90.520 through 90.560 and NRS 90.780). ~~The files may contain, but are not limited to:~~ *The records may include but are not limited to:* Exemption claims with

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

supportive documentation,; ~~D~~determination records,; ~~F~~formal notices and findings,; **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 year **in which the claim exemption expired.** ~~to which they pertain.~~

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 Secretary of State, Securities Division.

Justification for Modification of RDA 1989229:

Title corrections are to provide a more accurate description of the record series. 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 removing "to which they pertain." and replacing it with "in which the claim exemption expired." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

C. Title: Investigative **Records Files**

RDA: 1989230

Description:

These records document investigations by the Division in determining whether there have been violations of Nevada securities laws (See NRS 90.170, 1987 and NRS 90.780). ~~The files may contain but are not limited to:~~ **The records may include but are not limited to:** complaints ~~with associated documentation,;~~ **I**investigation records including reports,; **associated documentation, and R**related correspondence.

Authorized Retention:

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

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 Secretary of State, Securities Division.

Justification for Modification of RDA 1989230:

Title corrections are to provide a more accurate description of the record series. 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 removing "the close of the case" and replacing it with "end of the calendar year in which the case closed" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

D. Title: Registration *Records Files*

RDA: 1989232

Description:

These records document the registration of securities (See NRS 90.460 through 90.560 and NRS 90.780). ~~The files may contain, but are not limited to:~~ *The records may include but are not limited to:* ~~R~~egistration, ~~;~~ documentation, ~~;~~ ~~O~~ffering circulars, ~~;~~ *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 the registration expired.* ~~expiration of the registration.~~

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 Secretary of State, Securities Division.

Justification for Modification of RDA 1989232:

Title corrections are to provide a more accurate description of the record series. 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 removing “expiration of the registration” and replacing it with “end of the calendar year in which the registration expired.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

E. Title: Waivers and No-Action Letters *Records Files*

RDA: 1989233

Description:

These records document the requests for waivers and the granting of such waivers advising the soliciting person that the Division staff will not recommend the administrator take any enforcement action if the transaction is carried out under a described set of facts (See NAC 90.316). ~~The files may consist of, but is not limited to:~~ *The records may include but are not limited to:* ~~R~~quests with supportive documentation, ~~;~~ ~~W~~aivers, ~~;~~ ~~N~~o-action ~~L~~etters, ~~;~~ *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 the waiver was dated.* ~~date of inactivation.~~

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 Secretary of State, Securities Division.

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

Justification for Modification of RDA 1989233:

Title corrections are to provide a more accurate description of the record series. 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 removing "date of inactivation." and replacing it with "end of the calendar year in which the waiver was dated." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

4. Department of Health and Human Services, Division of Welfare and Supportive Services, Program and Field Operations

- A. Title: ~~Computer Reports for~~ Benefit and Support Services **Program: Reports Regularly Scheduled** RDA: 2006188

Description:

~~This~~ **These** records ~~series contains~~ **document** reports ~~printed either on a regular basis or upon request and~~ used to administer the Benefit and Support Services Program. **The reports may contain but are not limited to: participant information, participant payment information, participation statistics, vendor payment information, other related expenditure information, associated documentation, and related correspondence.** ~~These reports include various printouts from the OASIS computer system.~~

Authorized Retention:

Retain ~~these records for a period of~~ three (3) federal fiscal years from the **end of the federal fiscal year in which the report was submitted.** ~~date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Supportive Services, Program and Field Operations.

Justification for Modification of RDA 2006188:

Staff recommends changing the title to reflect the records being produced more accurately. Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and removes procedural notations. In addition, Staff recommends removing "date of submission of the quarterly, annual or final expenditure report." and replacing it with "end of the federal fiscal year in which the report was submitted. while removing "these records" and "a period of" in the retention statement to make a more consistent and defined trigger event.

- B. Title: Eligibility Case Files (District Offices) RDA: 2002133

Description:

~~This~~ **These** records **document an applicant's series is used in the administration of the income and** eligibility verification process **for various programs within the Division as** required by 42 U.S.C. § 1320b-7 of the Federal Social Security Law. ~~The case record may contain more than one file and consist~~

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~~of information in electronic format as well as paper—the paper file does not necessarily contain all of the information.~~ The records may contain **but are not limited to**: applications, Social Security Number verifications from **the Internal Revenue Service (IRS)**, wage information ~~from submitted by~~ applicants, wage information ~~from submitted by~~ employers, citizenship or immigration status forms, verifications from **the Immigration and Naturalization Service (INS)**, approval notices, ~~correspondence~~, memos, referrals, medical/psychological materials, Medicaid forms, and ~~EPSTD~~ (Early Periodic Screening, Diagnosis and Treatment) (**EPDST**) information, ~~if not in a separate folder. The file may also contain copies of P~~ **Supplemental Security Income (SSI)** inventories and assessments, ~~miscellaneous~~ SSI forms and ~~miscellaneous~~ legal materials, **associated documentation, and related correspondence.**

Authorized Retention:

Retain ~~this record series in paper and/or electronic format~~ for three (3) **calendar** years **from the end of the calendar year in which the case was closed.** ~~plus thirty days after closure date of the case.~~

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 Welfare and Supportive Services, Program and Field Operations.

Justification for Modification of RDA 2002133:

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and removes procedural notations. Staff recommends the removal of "The case record may contain more than one file and consist of information in electronic format as well as paper -- the paper file does not necessarily contain all of the information" as it is more informational for records users about the nature of the record. Staff also recommends removing "this record series in paper and/or electronic format" and "plus thirty days after closure date of the case." and replacing it with "from the end of the calendar year in which the case was closed" to establish a more consistent and defined trigger event.

C. Title: Investigation Files: **Administrative Action**

RDA: 2006184

Description:

~~This~~ **These** records series documents the **investigations case files** where administrative action is taken in regard ~~ing to~~ eligibility for assistance as required by 42 USC s.1396a (~~see especially (a) # 39~~) and **NRS** Title 38 "~~Public Welfare~~" of Nevada Revised Statutes (NRS Chapters 422 through 432B). The **records files** may contain **but are not limited to**: ~~copies of various computer print outs (including Social Security Administration, IRS, Unemployment Security agencies, etc.),~~ **copies of** financial documents, **federal government program documents, supportive documentation from a recipients case file** ~~copies of documents from recipient files,~~ investigative reports, **associated documentation, and related correspondence.** ~~and similar documents.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from the **end of the federal fiscal year in which the investigation was submitted and/or closed.** ~~date of submission of the quarterly, annual or final expenditure report.~~

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Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

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

Agency review:

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare and Supportive Services, Program and Field Operations.

Justification for Modification of RDA 2006184:

Staff recommends changing the title to reflect the record being produced more accurately and to differentiate it from other similar records series. 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 submission of the quarterly, annual or final expenditure report" and replacing it with "end of the federal fiscal year in which the investigation was submitted and/or closed." while removing "these records" and "a period of" in the retention statement to make a more consistent and defined trigger event.

D. Title: Investigation Files: Criminal Action

RDA: 2003195

Description:

~~This~~ **These** records series documents ~~the~~ investigations conducted to determine whether benefits or eligibility are appropriate and valid in accordance with the provisions of 42 USC s.1396a and **NRS** Title 38 "~~Public Welfare~~" of Nevada Revised Statutes (NRS Chapters 422 through 432B) which were referred the Medicaid Fraud Control Unit or District Attorney for criminal action. ~~The series may include files pertaining to recipients and providers.~~ The **records** files may include **but are not limited to:** referrals requesting investigation, ~~copies of computer printouts (from the Social Security Administration, IRS, Unemployment Security agencies, Welfare Division and other state and local government electronic information systems), copies from~~ **federal, state, and local government program documents**, provider files, ~~copies from~~ recipient files, follow-up forms (documenting reasons for action, discovery, review findings, case information, and staff comments), investigative reports, determinations, **associated documentation, and** related correspondence ~~and similar documents~~.

Authorized Retention:

Retain for ~~a period of~~ six (6) calendar years from the end of the calendar year in which the investigation was closed or otherwise finalized.

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 Welfare and Supportive Services, Program and Field Operations.

Justification for Modification of RDA 2003195:

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely. This is particularly true with regards to

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the use of the words “copy” and “printout” which are considered non-records for records management purposes. In addition, staff recommends removing “a period of” in the retention statement to make a more concise trigger event.

E. Title: Investigation Files: Dropped & Civil Action

RDA: 2003194

Description:

~~This~~ **These** records series documents ~~the~~ investigations conducted to determine whether benefits or eligibility are appropriate and valid in accordance with the provisions of 42 USC s.1396a and **NRS** Title 38 ~~"Public Welfare" of Nevada Revised Statutes (NRS Chapters 422 through 432B)~~ which were closed ~~through administrative action~~ (dropped due to lack of cause or other similar reasons) or were referred ~~to~~ the Medicaid Fraud Control Unit or District Attorney for civil action. ~~The series may include files pertaining to recipients and providers.~~ The **records** files may include **but are not limited to:** referrals requesting investigation, ~~copies of computer printouts (from the Social Security Administration, IRS, Unemployment Security agencies, Welfare Division and other state and local government electronic information systems),~~ ~~copies from federal, state, and local government program documents,~~ provider files, ~~copies from~~ recipient files, follow-up forms (documenting reasons for action, discovery, review findings, case information, and staff comments), investigative reports, determinations, **associated documentation, and** related correspondence ~~and similar documents.~~

Authorized Retention:

Retain for ~~a period of~~ three (3) calendar years from the end of the calendar year in which the investigation was closed or otherwise finalized.

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 Welfare and Supportive Services, Program and Field Operations.

Justification for Modification of RDA 2003194:

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely. This is particularly true with regards to the use of the words “copy” and “printout” which are considered non-records for records management purposes. In addition, staff recommends removing “a period of” in the retention statement to make a more concise trigger event.

F. Title: **Medical Assistance to the Aged, Blind and Disabled** (MAABD) Service Case **Files**
~~Record~~

RDA: 2002134

Description:

~~This~~ **These** records series **document services provided to customers participating in the** ~~administers the recipients eligible to receive benefits under the~~ **"Medical Assistance Aid to the Aged, Blind and Disabled"** (MAABD) program authorized by 42 U.S.C. § 1381 et seq. of the Social Security Act. ~~The case record may consist of more than one file and data may exist in electronic format that does not appear on paper.~~ The case file may include **but are not limited to:** ~~(1)~~ MAABD Action Forms **including**

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~~Current Action form, Notice of Decision forms, P/L Notification - forms, (2) Back-up information including MAABD Budget information, Social Security benefit records, Supplemental Security Income (SSI) Budgets, Home/Community Based Waivers, Prior Medical Requests, Current SDX ("State Data Exchange (SDX) information" - a Vital Statistics download), Eligibility Data Change, Case Transfers, Voluntary Reductions, Withdrawals, or Terminations of Assistance, (3); Medicaid Eligibility including current Medicaid history and Eligibility document, (4); Correspondence including SDX, IEVS (Income Electronic Verification System), and misc. forms, (5); Conference/Hearings including decisions, hearing summaries, requests for conferences, and misc. correspondence, (6); Case Narrative section includes; Future Action forms, Narrative Record forms, (7); Current RD -- Prior RD (RD = Redetermination) section; Original Applications and similar documents, (8); Permanent section including: Current ESD (Employment Security Division (ESD) information) printout, Disability/Incapacity Determination forms, Third Party Medical Coverage forms, Medical/Insurance Subrogation forms, Physician Statement forms, verifications, Asset information, Resource verification, Identification information including copy of Social Security Card, marriage certificates, divorce decrees, death certificates, and Authorized Representatives forms, associated documentation, and related correspondence.~~

Authorized Retention:

Retain ~~this record series in paper and/or electronic format~~ for three (3) **calendar** years **from the end of the calendar year in which the case was closed.** ~~plus thirty days after closure date of the case.~~

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 Welfare and Supportive Services, Program and Field Operations.

Justification for Modification of RDA 2002134:

Staff recommends the additions to the title to ensure the title is as explanatory as possible regarding the records series. In addition, staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and removes procedural notations. Staff also recommends removing "this record series in paper and/or electronic format" and "plus thirty days after closure date of the case." and replacing it with "from the end of the calendar year in which the case was closed" to establish a more consistent and defined trigger event.

G. Title: Supervisory Reviews

RDA: 2003191

Description:

~~These records series document provides management with the review of case files regarding information used to evaluate the effectiveness of eligibility determinations and documents the compliance of the eligibility staff with federal laws and regulations (see 42 U.S.C. § 1396a (30) for example) and the state plan (see NRS Chapter 422). The records files may consist of include but are not limited to: copies of computer reports, reports, associated documentation, and related correspondence. related correspondence and similar documents.~~

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Authorized Retention:

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

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 Welfare and Supportive Services, Program and Field Operations.

Justification for Modification of RDA 2003191:

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 removing “to which they pertain”. and replacing it with “in which the review is completed” while removing “these records” and “a period of” in the retention statement to make a more defined and concise trigger event.

H. Title: *Temporary Assistance for Needy Families (TANF)* Case Files (District Offices)

RDA: 2004071

Description:

~~These records series document is used by the case worker in the District Offices of the Welfare Division in the administration of the Temporary Assistance for Needy Families (TANF) program as authorized by 42 U.S.C. § 601 et seq. (Title IV Part A of the Social Security Act). The case record may contain more than one file and consist of information in electronic format as well as paper -- the paper file does not necessarily contain all of the information.~~ The record may contain **but are not limited to:** applications, eligibility documents, approval notices, ~~correspondence,~~ memos, referrals, medical/psychological materials, Medicaid forms, ~~copies of computer printouts, and similar documents.~~ **associated documentation, and related correspondence.**

Authorized Retention:

Retain ~~this record series~~ for three (3) calendar years from the end of the calendar year in which the case was closed.

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 Welfare and Supportive Services, Program and Field Operations.

Justification for Modification of RDA 2004071:

Staff recommends the additions to the title to ensure the title is as explanatory as possible regarding the records series. Staff recommends the additions and deletions to the description to ensure the verbiage

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encompasses all components of the records series more accurately and removes procedural notations. In addition, Staff recommends removing “this records series” in the retention statement to make a more defined and accurate trigger event.

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. The Medical Examiner's Board

A. Title: ~~Complaint Files~~

RDA: ~~2006113~~

Description:

~~These records document complaints and investigations concerning license and/or certificate holder that did not result in disciplinary action. The record may contain but is not limited to: Complaint; Investigation documentation; related documentation.~~

Authorized Retention:

~~Retain these records for a period of five (5) calendar years from the close of the case.~~

Recommended Disposition:

~~Destroy Securely~~

Agency review:

The appraisal is supported by the Records Officer and the Deputy Executive Director of the Medical Examiner's Board.

NSLAPR staff recommendation:

Delete this RDA.

Justification for Deletion of RDA 2006113:

The Board and staff recommend deleting this RDA and following the General Schedule RDA 2006054 Licensing: Professional and Occupational Licensing – Investigations, which encompass complaint files. In addition, following the General Schedule in lieu of RDA 2006113 will meet the legal requirements set out in:

NRS 630.307 "General requirements for filing complaint; medical facilities and societies required to report certain information concerning privileges and disciplinary action; administrative fine for failure to report; clerk of court required to report certain information concerning court actions; retention of complaints by Board."

Subsection 7, "The Board shall retain all complaints filed with the Board pursuant to this section for at least 10 years, including, without limitation, any complaints not acted upon."

2. Department of Administration, Human Resource Management, Compensation, Classification and Recruitment

A. Title: ~~Oral Examination Recordings~~

RDA: ~~1987023~~

Description:

~~This record series consists of recordings of oral examinations for a state position or advancement (See NRS 284.210 and NAC 284.329 to 284.353).~~

Authorized Retention:

~~Retain these recordings for a period of two (2) calendar years from the date of the examination.~~

Recommended Disposition:

~~Destroy Securely~~

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Compensation, Classification and Recruitment.

Justification for Deletion of RDA 1987023:

The Department of Administration, Human Resource Management no longer creates these records, and all records have been destroyed per retention.

3. Secretary of State, Securities Division

A. Title: ~~Athletic Agent Investigation and Disciplinary Files~~

RDA: ~~2007070~~

Description:

~~This record series documents complaints, investigations and any disciplinary actions concerning registered athletic agents. The file may contain, but is not limited to: Complaints; Investigation reports (with supporting documentation); Subpoenas; Administrative hearing documentation; Notifications & decrees from the Secretary of State; Related correspondence and similar documentation.~~

Authorized Retention:

~~Retain these records for a period of five (5) calendar years from the close of the case. For complaints that resulted in disciplinary action, retain the records for a period of ten (10) calendar years from the close of the case.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 2007070:

This series has two retentions it is recommended this record series be deleted and the agency follow one or more of the following, as applicable: General Schedule: RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

B. Title: ~~Athletic Agent Registration Files~~

RDA: ~~2007069~~

Description:

~~This record series documents the application, & renewal process, and monitoring of individuals registering as an athletic agent (in-state and out-of-state, see NRS chapter 398). The file may contain, but is not limited to: Original application documentation (which may or may not include a photo); Renewal documentation (including notification, renewal forms, copies of fee payment); Address and contact information; Similar documents and related correspondence.~~

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Authorized Retention:

~~Retain the original application documentation and the five (5) most current years of records for a period of five (5) calendar years after expiration of the registration.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 2007069:

Staff recommends this record series be deleted and the agency follow one or more of the following, as applicable: General Schedule: RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

C. Title: ~~Licensing Files~~

RDA: ~~1989231~~

Description:

~~These records document the licensing of broker-dealers, sales representatives and investment advisors (See NRS 90.310 through 90.440, 1987 and NRS 90.780). The files may contain, but are not limited to: Applications with supportive documentation; Determination records; Disciplinary documentation; Related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the expiration of the license.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

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

Justification for Deletion of RDA 1989231:

Staff research indicated that retention is based only on 11.190 periods of limitation. There are no other justifications for keeping this series on an agency specific schedule. It is recommended this record series be deleted and the agency follow one or more of the following, as applicable: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", RDA 2006054 "Licensing: Professional and Occupational Licensing- Investigations", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary".

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4. Department of Health and Human Services, Division of Welfare and Supportive Services, Program and Field Operations

A. Title: ~~Computer Reports for Benefit and Support Services: Statistical~~

RDA: ~~2006189~~

Description:

~~This record series contains statistical reports printed either on a regular basis or upon request and used to administer and monitor the Benefit and Support Services Program. The reports include various OASIS printouts.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

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 Welfare and Supportive Services, Program and Field Operations.

Justification for Deletion of RDA 2006189:

According to the agency, the records produced in this records series are the same as RDA 2006188 Computer Reports for Benefit and Support Services Regularly Scheduled. In addition, the State Archives has determined they no longer want the reports transferred to the Archives for permanent retention as they hold no historical value. Staff recommends the deletion of this records series. All legal and administrative needs will be met with RDA 2006188 Computer Reports for Benefit and Support Services Regularly Scheduled.

B. Title: ~~Investigation Time Studies~~

RDA: ~~2006185~~

Description:

~~This record series documents the time utilized by staff in various functions of the Investigation unit and is used for cost allocation purposes. The files consists of the paper copy of the daily activity report completed by staff for various program functions with related correspondence.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Destroy~~

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 Welfare and Supportive Services, Program and Field Operations.

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Justification for Deletion of RDA 2006185:

According to the agency, due to the adoption of a new tracking system, these records no longer hold any administrative value and therefore are no longer created. Staff recommends the deletion of this records series.

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.