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

Meeting Notice and Agenda

The State Records Committee will hold a meeting on January 14, 2015, at 1:15 and will meet at:

The Nevada State Library and Archives
Board Room [located in the south wing of the main floor]
100 N. Stewart Street
Carson City, NV 89701

You are hereby given notice that the State Records Committee Reserves the right to take action items out of posted order; combine one or more action items, and/or; remove, suspend or table an action item until another meeting.

Note: As used herein and during the meeting, the term “RDA” means “Records Disposition Authorization” which is the control number given to an official action made by the Committee.

Introductions and Roll Call: Chairman Scott Anderson

PUBLIC COMMENT: Comment may be limited to 5 minutes at the discretion of the Chairman.

AGENDA ACTION ITEMS:

Item Number 1: Chairman Scott Anderson
Review, correct if necessary and approve the minutes for the October 8, 2014 meeting.

Item Number 2: Sara Martel
For possible action: Discuss, review and act upon the records retention schedule for:

<table>
<thead>
<tr>
<th>Division of Health and Human Services, Aging and Disability Services</th>
<th>Schedule 5509</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDA#</td>
<td>Title</td>
</tr>
<tr>
<td>2006212</td>
<td>Patient Medical Records (Adult)</td>
</tr>
<tr>
<td>2015001</td>
<td>Patient Medical Records (Youth)</td>
</tr>
</tbody>
</table>

Records Official: Gregory Zdanowicz

Item Number 3: Sara Martel
For possible action: Discuss, review and act upon the records retention schedule for:

<table>
<thead>
<tr>
<th>Department of Taxation, Audit Division</th>
<th>Schedule 1200200</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDA#</td>
<td>Title</td>
</tr>
<tr>
<td>2014217</td>
<td>Tax Administrative Records</td>
</tr>
<tr>
<td>2015002</td>
<td>Business Registration/Permit Files</td>
</tr>
</tbody>
</table>

Records Official: Nicolas Wilhelm

Item Number 4: Sara Martel
For possible action: Discuss, review and act upon the records retention schedule for:

<table>
<thead>
<tr>
<th>Department of Administration: Human Resource Management Division: Employee and Management Services</th>
<th>Schedule 940301</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDA#</td>
<td>Title</td>
</tr>
</tbody>
</table>

Item Number 5:  Sara Martel
For possible action: Discuss, review and act upon the records retention schedule for:

<table>
<thead>
<tr>
<th>General Records Retention and Disposition Schedule</th>
<th>Schedule 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDA#</td>
<td>Title</td>
</tr>
<tr>
<td>2015003</td>
<td>Calendars</td>
</tr>
</tbody>
</table>

Records Officials:  Jeff Kintop and Daphne DeLeon

Item Number 6:  Chairman Scott Anderson
For possible action: Discuss future agenda items.

Department of Education
Attorney General’s Office: Nevada Council for the Prevention of Domestic Violence
Department of Corrections
Department of Health and Human Services: Marijuana Health Registry

INFORMATION ITEMS

PUBLIC COMMENT: Comment may be limited to 5 minutes at the discretion of the Chairman.

Item Number 7:  Chairman Scott Anderson
For possible action: Confirm the time and location of the next meeting.
The next proposed meeting is scheduled to be held in the Board Room of the Nevada State Library and Archives Building, 100 North Stewart Street, Carson City, Nevada, date to be determined.

ADJOURN

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Sara Martel in writing at the Records Management Program 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3422 or by email smartel@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this “Agenda and Meeting Notice” is available by contacting the Records Management Program 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 and Archive 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 Robert van Straten at smartel@admin.nv.gov

This agenda has been posted at the following locations:
The Nevada State Library and Archives
100 North Stewart Street
Carson City, NV 89701

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

Washoe County Library
301 South Center Street
Reno, NV 89505

The Las Vegas/Clark County Library District
1401 E. Flamingo Road
Las Vegas, NV 89119

NSLA website:  www.nsla.nv.gov

As required by NRS 232.175:
https://notice.nv.gov/  Under the Department of Administration, State Records Committee.