1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:21 PM

Committee Members:
Barbara K. Cegavske, Secretary of State - Present
Kathryn Etcheverria, Governor's Appointee - Present
Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Present
Daphne DeLeon, Administrator, Nevada State Library and Archives – Present
Maud Naroll, For Jim Wells, Interim Director of the Department of Administration – Excused
Jim Earl, for Dave Gustafson, Administrator, Enterprise Information Technology Services – Excused

Staff:
Jeff Kintop, Assistant Administrator for Archives and Records, NSLA – Present
Teri Mark, State Records Manager, NSLA – Present
Cynthia Laframboise, State Archives Manager, NSLA – Excused
Sara Martel, Senior Records Analyst, NSLA – Present
Gerald Lindsay, Senior Records Analyst, NSLA – Excused
Michelle Byrne, Administrative Assistant, NSLA – Present

Guests Present:
Jeff Landerfelt – Secretary of State’s Office
Scott Anderson – Secretary of State’s Office
Kimbra Andrews, Department of Transportation

2: PUBLIC COMMENT

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

- There was no public comment.

3: REVIEW AND APPROVE THE MINUTES FOR JANUARY 14, 2015

- The committee asked for the minutes for the January 14, 2015 meeting to be held without approval until the next meeting.
4: FOR POSSIBLE ACTION
Human Resource Management, Hearings and Appeals Division
A. 1989100	Recordings of Hearings

Recommended Modifications:
Title: Recordings of Hearings
RDA: 1989100

NSLA staff recommendation:
The retention period meets the agency’s administrative and legal needs.

Agency review:
The appraisal by NSLA is supported by the Hearings and Appeals Records Official.

Discussion and Vote:
This item was approved as presented without further discussion. The motion was made by Sarah Bradley, and was second by Daphne DeLeon. The vote was unanimous.

5: FOR POSSIBLE ACTION
Department of Transportation
A. TRDA	Audit – Final Report (Fiscal)
2014016
B. TRDA	Audit – Work Management and Resource Files (Fiscal)
2014017
C. TRDA	Qualification for Bidding (Administrative)
2015004

Recommended Modifications:
Title: Audit – Final Report (Fiscal)
TRDA: 2014016

NDOT staff recommendation:
The retention period meets the agency’s administrative and legal needs.

Agency review:
The appraisal by supported by the NDOT Records Official.

Recommended Modifications:
Title: Work Management and Resource Files (Fiscal)

NDOT staff recommendation:
The retention period meets the agency’s administrative and legal needs.

Agency review:
The appraisal is supported by the NDOT Records Official. TRDA: 2014017

Recommended New RDA:
Title: Qualification for Bidding (Administrative)
TRDA: 2015004

NDOT staff recommendation:
The retention period meets the agency’s administrative and legal needs.

Agency review:
The appraisal by NSLA is supported by the NDOT Records Official.
Discussion and Vote:
This item was approved with the amendments that the NSLA Staff Recommendation be removed because NDOT creates their own schedules. Also, under Agency Review, it should say NDOT staff and not NSLA staff. The motion was made by Sarah Bradley, and Daphne DeLeon made the second. The vote was unanimous.

6: FOR POSSIBLE ACTION
Health and Human Services, Public Health and Clinical Services

A. 1990423  Community Health Nursing: Medical Records (Adult)  Amend
B. 2015005  Community Health Nursing: Medical Records (Youth)  New
C. 2006005  Program Medical Files (Adult)  Amend
D. 2015006  Program Medical Files (Youth)  New

Recommended Modifications:
Title: Community Health Nursing: Medical Records (Adult) RDA: 1990423
NSLA staff recommendation:
The retention period meets administrative needs.
Agency review:
The appraisal by NSLA is supported by the Public Health and Clinical Services Records Officer.

Recommended Modifications:
Title: Community Health Nursing: Medical Records (Youth) RDA: 2015005

Recommended Modifications:
Title: Program Medical Files (Adult) RDA: 2006005

Recommended Modifications:
Title: Community Health Nursing: Medical Records (Youth) RDA: 2015006

Discussion and Vote:
This item was approved as presented. There was no further discussion. The motion was made by Sarah Bradley, and Kathryn Etcheverria made the second. The vote was unanimous.

7: FOR POSSIBLE ACTION
General Records Retention and Disposition Schedule
A. 2015003 Calendars New

Recommended New RDA:

**Title:** Calendars

**RDA:** 2015003

**NSLA staff recommendation:**
The retention period meets administrative needs.

**Agency review:**
The appraisal by NSLA is supported by the Archives Manager.
This item was tabled at the January 14, 2015 meeting. As per Committee direction, staff researched calendar retention in other states. See Attachment A “Calendar Retention Comparison”.

**Discussion and Vote:**
This item was tabled and will be brought back at the next meeting. The committee staff would like some of the language clarified in the description regarding what positions are affected.

8: NAC Updates

R118-12; R107-13

- Both items were approved.

9: BDR and Bill Updates

33-318; AB135

- AB-33 (BDR 33-318) has been passed.
- AB135 had the term *willfully and knowingly* added under the Penalties and Prohibition section.

10: Nevada Department of Transportation Update

- There was no update at this time.

11: FOR POSSIBLE ACTION

Discuss future agenda items: Department of Education; Department of Corrections; Department of Health and Human Services: Marijuana Health Registry; Peace Officers’ Standards and Training (POST); General Schedule: Law Enforcement: Portable Recordings; Army National Guard; Office of the Controller

12: Information Items

- NSLA will create and distribute a notice to agencies informing them of their responsibility to designate a Records Officer.

13: PUBLIC COMMENT

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

- There was no public comment.

14: FOR POSSIBLE ACTION

Confirm time of next meeting.

Next meeting scheduled for May 13, 2015 at 1:15pm

15: Adjourn
• The meeting was adjourned at 3:04 with the motion made by Sarah Bradley.