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

Meeting Notice

DATE: Wednesday, November 18, 2015
TIME: 1:15 p.m.
LOCATION: Nevada State Library and Archives Building
Board Room
100 North Stewart Street
Carson City, Nevada 89701

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.

Agenda

1. Call to Order, Welcome, Roll Call
2. Public Comment
   Comment may be limited to 5 minutes at the discretion of the Chairman.

FOR POSSIBLE ACTION
3. Review, correct, if necessary, and approve the minutes of the October 14, 2015 meeting.

FOR POSSIBLE ACTION
4. Health and Human Services, Medical Marijuana Program
   A. RDA 2015023: Establishment Registration Files

FOR POSSIBLE ACTION
5. Office of the Governor, Air National Guard
   A. RDA 2002021: Personnel Records and Orders
   B. RDA 2002025: Administrative Orders

FOR POSSIBLE ACTION
6. Office of the Treasurer
   A. RDA 1994051: Warrants Paid

FOR POSSIBLE ACTION
7. Welfare and Supportive Services, Program and Field Operations
   A. RDA 2003176: Computer Reports for Benefit and Support Services: Temporary
FOR POSSIBLE ACTION 8. Health and Human Services, Aging and Disability Services Division
   A. RDA 2006026: Early Intervention Services: Services for Children with Disabilities Files
   B. RDA 2010030: Online Affordable Housing Registry

FOR POSSIBLE ACTION 9. Health and Human Services, Bureau of Health Care Quality and Compliance
   A. RDA 2004069: Facilities Licensing Database
   B. RDA 2004066: OASIS/Aspen Databases

FOR POSSIBLE ACTION 10. Health and Human Services, Bureau of Preparedness, Assurance, Inspection and Statistics
   A. RDA 2006012: STD HIV/AIDS Electronic Data Base (HARS)

FOR POSSIBLE ACTION 11. Health and Human Services, Child Care Facilities and Services
   A. RDA 2004175: Children’s Medical Records

FOR POSSIBLE ACTION 12. Review NRS 239.073 regarding the composition, and possible modifications, of The Committee to Approve Schedules for the Retention and Disposition of Official State Records (see Attachment A)

13. Nevada Department of Transportation Update (Discussion Only)

FOR POSSIBLE ACTION 14. Discuss future agenda items
   Secretary of State
   Governor’s Finance Office
   Controller’s Office
   Treasurer’s Office

15. Informational Items (Discussion Only)

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

FOR POSSIBLE ACTION 17. Confirm time of next meeting
   Next meeting scheduled for December 9, 2015 at 1:15pm

FOR POSSIBLE ACTION 18. Adjourn
**General Information**

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Michelle Byrne in writing at the Records Management Program 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email mbyrne@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 Michelle Byrne at mbyrne@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.