Supplement for the September 18, 2013 meeting of the State Records Committee

<table>
<thead>
<tr>
<th>Gaming Control Board: Enforcement Division</th>
<th>Schedule 460600</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDA#</td>
<td>Title</td>
</tr>
<tr>
<td>1990-003</td>
<td>Intelligence Files</td>
</tr>
</tbody>
</table>

Title: Intelligence Files  
RDA#: 1990003  
Last Reviewed on: 05/22/1995

This record series contains all available information, gathered from many sources, concerning individuals and organizations that are suspected of criminal activity. The records include validation documentation.

**Authorized Retention:**
Retain for a period of eighty (80) years from the date received.  
Retain these records for no longer than five (5) calendar years from the date of last validation.

**Authorized Disposition:**
Destroy these confidential records (See NRS 463.120) in a secure manner that will prevent reconstruction of the information (See NAC 239.722).  
Destroy securely. (See NRS 463.120)

**Justification for modifying RDA 1990-003:**

The retention period is being modified to conform with the requirements of 28 CFR 23.20 (h) Criminal Intelligence Systems Operating Policies. This federal regulation (based upon the Omnibus Crime Control and Safe Streets Act of 1968 42 U.S.C. § 37.11 et seq.) states that criminal intelligence information should be retained no longer than 5 years. These records are similar to RDA 2010-061 “NTAC Criminal Research and Statistical Records,” which have the same 5 year retention period quoting 28 CFR 23.20 (h). The recommended retention statement mirrors RDA 2010-061.

Begin date: 5/2/2013  
Appraisal date: 9/6/2013  
Appraised by: RvS

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Title 28: Judicial Administration  
PART 23—CRIMINAL INTELLIGENCE SYSTEMS OPERATING POLICIES

§ 23.3 Applicability.  
(b) As used in these policies:  
(6) Validation of Information means the procedures governing the periodic review of criminal intelligence information to assure its continuing compliance with system submission criteria established by regulation or program policy.

§ 23.20 Operating principles.  
(h) All projects shall adopt procedures to assure that all information which is retained by a project has relevancy and importance. Such procedures shall provide for the periodic review of information and the destruction of any information which is misleading, obsolete or otherwise unreliable and shall require that any recipient agencies be advised of such changes which involve errors or corrections. All information retained as a result of this review must reflect the name of the reviewer, date of review and explanation of decision to retain. Information retained in the system must be reviewed and validated for continuing compliance with system submission criteria before the expiration of its retention period, which in no event shall be longer than five (5) years.