Basic Records Retention & Disposition

775–684–3411
Records@admin.nv.gov

Department of Administration
Nevada State Library, Archives and Public Records (LAPR)
State Records Program
Rev. 2018
Outline

• What is a record?
• Records retention
• Records disposition
• Big Data
• Is it an asset or a liability?
• State Records Center vs State Archives
• How does this help you?
What we hope you’ll learn…..

- Understand a records retention schedule
- Determine how to reduce records and records storage
- Reduce research time
- Avoid possible felony charges
- Avoid possible court sanctions
Did an event ever happen if there is no record and no memory of it?
What is a Record?

- Records provide continuity for the ongoing operations of the agency
What is a Record?

A RECORD:

- Documents a ______________or __________
- Includes _______________ regardless of physical form or characteristic
- And is considered a ______________if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business
Accessing Public Records


https://nsla.libguides.com/public-records/home
What is an Official State Record?

- NRS 239.005 and NAC 239.705 An Official State Record includes without limitation any: papers, unpublished books, ______, ____________, ______________, and other materials made or received by a state agency and preserved by that agency or its successor as evidence of the organization, operation, policy or activity of that organization.
Official State Record Law

- An official state record may be _______ of _____ in accordance with an approved schedule for retention and disposition.
- In cooperation with State Records, each agency, board and commission shall develop a schedule for the retention and disposition of each type of official state record.
What is an Official State Record?

**It is a record if it:**

- Contains unique or valuable information developed during the preparation of position papers, reports, studies
- Documents significant actions taken or decisions made in the course of conducting business
- Includes statements of policy or a rationale for a decision or action
- Documents oral exchanges (in person or by telephone) during which policy is planned or decided
- Adds to the proper understanding or execution of an agency action or responsibility
- Documents important meetings that facilitate action
- Protects the legal, financial, and other rights of the agency and the persons directly affected by the agency’s actions
- Makes possible a review by the Legislature or other duly authorized agencies of state government
Is it a Record?

- You created it
  - This is a copy of a record another department/agency keeps → Non-record
  - Your department is the official keeper for this record

- You received it
  - It's from outside your agency (a citizen, another agency, etc.)
    - You changed it
      - Record
        - Next step: Use schedule to determine length of retention
        - Non-record
    - You did not change it → Non-record
  - It's from someone inside your agency

Library of Virginia
www.lva.virginia.gov/agencies/records/tips/documents/RecordDecisionTree.pdf
What is not a record?

- NAC 239.705 The phrase does not include nonrecord materials.
- Nonrecord materials include, without limitation, published materials printed by a governmental printer, informal notes, ________________ (except ballots), brochures, newsletters, magazines, catalogs, price lists, drafts, ________________, reference materials not relating to a specific project and any other documentation that does not serve as the record of an official action of a state agency.
What is not a record?

- **Reference materials:**
  - reference texts, magazine and newspaper articles, textbooks, presentation handouts, extra copies of official records, etc.

- **Administrative & personal correspondence/e-mail:**
  - meeting times, lunch dates, staff association memos, FYI memos, spam, etc.

- **Convenience copies**
  - extra copies of official records

- **Personal materials:**
  - errand lists, bills, checkbooks, personal letters and/or photos, etc.

- **Stationary, blank forms**

- **Publications for distribution**

- **Copies of policy and procedure manuals**
What is not a record?

- When it is difficult to decide whether documents are records or nonrecords, Agency staff should treat them as records.
- Nonrecords should not be interfiled with records.
- Nonrecords must be destroyed when they are no longer needed for reference; extra copies ________be retained after the record copy is destroyed.
State Law

NRS _________ Committee to Approve Schedules for the Retention and Disposition of Official State Records: Duties. The Committee shall:

1. Review and approve or disapprove the schedules for the retention and disposition of the official state records of each agency, board and commission which is required to develop those schedules pursuant to NRS 239.080.

2. Advise the Division (LAPR) concerning the development and use of schedules for the retention and disposition of official state records.
State Law

NRS 239.080  State records: Schedules for retention and disposition.

1. An official state record may be disposed of only in accordance with an _______________________ for retention and disposition

2. In cooperation with LAPR, each agency, board and commission shall develop a schedule for the retention and disposition of each type of official state record

3. The Division shall submit the schedules described in subsection 2 to the Committee for final approval.
State Records Committee

The Committee to Approve Schedules for the Retention and Disposition of Official State Records (known as the State Records Committee) was established in statute in 1993, NRS 239.073 et seq., to approve the retention and disposition of official state records for all state agencies.

An official state record may be disposed of only in accordance with a schedule for retention and disposition which is approved by this Committee.

Members

- Secretary of State, Committee Chairman - Designee: Kimberley Perondi, Deputy Secretary of State
- Administrator of the State Library and Archives - Committee Secretary - Vacant
- Director of The Department of Administration - Designee: Maureen Martinez
- Attorney General - Designee: Sarah Bradley, Deputy Attorney General
- Administrator of Enterprise Information Technology Services - Designee: Alisanne Maffei
- Member Appointed by the Governor - Kathryn Etcheverria, Records Management Supervisor, Douglas County
State Records Laws and Regulations

NRS 378.255

- Nevada State Library, Archives and Public Records (LAPR) has records management authority and responsibilities
  - The State Library, Archives and Public Records Administrator may adopt regulations and establish standards, procedures and techniques for the effective management of records
What is Records Management

- Providing the right
- At the right ______
- To the right __________
- Effectively & efficiently
- At the lowest possible cost
Why is Records Management Important?

- Records are an information _______ and hold _______ for an organization
- Organizations have a duty to stakeholders to manage records effectively
- Organizations must _______ with _________ retention requirements
Who is responsible for managing records?

Records Officer, NAC 239.700

- The head of each state agency to appoint a records officer
- The records officer is responsible for:
  - All issues of records management policy
  - Statutory compliance with NRS 239.080
  - Regulatory compliance with NAC Chapter 239
- If the head of a state agency does not appoint a records officer, 
  ___________________________ is the ex officio records officer.
Who is responsible for managing records?

- Each ___________has an important role to play in protecting the agency by creating, using, retrieving and disposing of records in accordance with state laws and regulations.

- Each employee should be familiar with the laws and regulations and know how to access the schedule.
Each employee of the agency, board or commission, as applicable, whose duties include the management of the retention and disposal of any official state records of the agency, board or commission must take this training!

Employees must know retention schedules for their records
A letter of reprimand to any employee of the agency, board or commission, as applicable, who __________ and __________ disposes of an official state record

In lieu of a letter of reprimand, may take more severe disciplinary action against an employee in a matter involving a repeated offense
NRS 239.083 State records: Program of education and training on retention and disposition; letter of reprimand or other discipline for knowing and willful disposition of state record in manner contrary to schedule for retention and disposition.

2. Except as otherwise provided in subsection 3, the head of an agency, board or commission that is required to maintain its official state records in accordance with a schedule for the retention and disposition of official state records that has been developed pursuant to NRS 239.080 and approved by the Committee pursuant to NRS 239.077:

(a) Shall require each employee of the agency, board or commission, as applicable, whose duties include the management of the retention and disposal of any official state records of the agency, board or commission to complete the program of education and training on the retention and disposition of official state records that is developed and conducted by the Division pursuant to subsection 1.

(b) May require other employees of the agency, board or commission, as applicable, to complete the program of education and training described in paragraph (a).

4. The head of an agency, board or commission that is required to maintain its official state records in accordance with a schedule for the retention and disposition of official state records that has been developed pursuant to NRS 239.080 and approved by the Committee pursuant to NRS 239.077:

(a) Except as otherwise provided in paragraph (b), shall issue a letter of reprimand to any employee of the agency, board or commission, as applicable, who knowingly and willfully disposes of an official state record of the agency, board or commission in a manner contrary to the approved schedule for the retention and disposition of the official state records of the agency, board or commission.

(b) In lieu of a letter of reprimand issued pursuant to paragraph (a), may take more severe disciplinary action against an employee in a matter involving a repeated offense or where circumstances otherwise warrant such action.

(Added to NRS by 2015, 2324)
Records Management Basics – Redux

Retain records that meet the definition of government record for the full, minimum retention period.

This ultimately means protecting them against loss, theft, and degradation.

When the retention period is up, it’s time to finally dispose of your records.

Always remember to take any disposition holds into consideration.

This would signal that you should not destroy a record.

Records Retention

- Records must be made available throughout the entire ____________ of the record.

- Record retention requirement periods are based on state and federal regulatory requirements, statute of limitations, and best business practices.

- Records should be ____________ soon after retention requirements are met.

- Consistent and systematic retention of records demonstrates a good faith effort to comply with retention requirements.
Effectively managing information scattered across the enterprise and harnessing information for business requires **Information Lifecycle Management**.
Life Cycle Management

- Create/Receive
- Use/Send
- Retain/File
- Delete/Destroy
- Archive/Preserve (± 3%)
What is Big Data

- 90% of the data in the world was created in the last two years

Information Lifecycle Governance Leader Reference Guide: A Model for Improving Information and eDiscovery Economics with Information Lifecycle Governance CGOC 2012
What is Big Data

- **Fixed data** – Data that resides in a fixed field within a record or file.
  - Examples include relational databases and spreadsheets

- **Non-Fixed data** – refers to information that either does not have a pre-defined data model or is not organized in a pre-defined manner.
  - Examples include e-mail messages, word processing documents, videos, photos, audio files, presentations, web pages and many other kinds of business documents.
The term "big data" is closely associated with unstructured data. Big data refers to extremely large datasets that are difficult to analyze with traditional tools.

Big data can include both structured and unstructured data, but IDC estimates that 80–90 percent of big data is unstructured data.
What is Big Data

- It is estimated that up to 50% of the data stored can be classified as “debris”
What is Big Data

“Identifying that same mountain of junk, redundant, duplicated, incomplete and corrupted data as early as possible in its lifecycle and getting rid of it is another, and frankly far more sensible way of managing information.”

http://www.channelregister.co.uk/2013/03/11/alan_pelz_sharpe_big_data/
Minutes of the State Records Committee 2017

RDA# 2005-140

Transfer to the State Archives 1/1/2023
Official Records

CY18

Administrative - Correspondence Files Routine Business-2010033
  01-2017 (Destroy Securely 12-31-2019)
  02-2017 (Destroy Securely 12-31-2019)

Open Meeting Law - Minutes of Public Bodies-2005140

2017-Minutes Board of Boredom (Xfer to St Archives-1-1-2023)
  01-02-2017 Minutes
  02-05-2017 Minutes
  03-05-2017 Minutes

2018-Minutes Board of Boredom (Xfer to St Archives-1-1-2024)
  01-02-2018 Minutes
  02-05-2018 Minutes
  03-05-2018 Minutes

Board of Boredom

Board of Excitement

Open Meeting Law - Notification Requests-2014206

Board of Boredom

Board of Excitement
Retention Schedules

KEEP CALM AND CALL State Records
http://nsla.libguides.com/state-records-services/retention-schedules
Executive Branch Departments Retention Schedules:

<table>
<thead>
<tr>
<th>Division</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>+</td>
</tr>
<tr>
<td>Agriculture</td>
<td>-</td>
</tr>
<tr>
<td>Animal Industry Division</td>
<td></td>
</tr>
<tr>
<td>Consumer Equitability Division</td>
<td></td>
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<tr>
<td>Food and Nutrition Division</td>
<td></td>
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<tr>
<td>Dairy Commission</td>
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<tr>
<td>Livestock Identification</td>
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<tr>
<td>Plant Industry Division</td>
<td></td>
</tr>
<tr>
<td>Business &amp; Industry</td>
<td>+</td>
</tr>
<tr>
<td>Conservation &amp; Natural Resources</td>
<td>+</td>
</tr>
<tr>
<td>Corrections</td>
<td>+</td>
</tr>
</tbody>
</table>
RetentionPolicy

TwoTypesofRetentionSchedules:

1) _____________ Schedule
   ◦ Cover most administrative records
   ◦ Arranged alphabetically by Title
   ◦ Most current version available on our Web Site

2) _________________ Schedules
   ◦ Applicable to program-specific records of a particular agency
   ◦ Series descriptions clearly indicate the program/activity to which the records relate
   ◦ An agency may not use another agency’s schedule
Retention Schedules

- General Schedule
  - +
  - Agency Specific Schedule
    - = Complete Schedule

- Must be used in ____________ with one another
Grouping Records into “Records Series”

Records Series

File units or documents that are kept together because they relate to a particular subject or function, result from the same activity, document a specific type of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, maintenance, or use.
Consolidating Records

- With fewer buckets resulting in fewer retention choices, employees are more likely to classify information consistently, which ensures better compliance with an agency’s record retention requirements.
Consolidating Records

• Too many closely-related RDAs?
Grouping Records into “Records Series”

**DOCUMENTS**
- Bank statements
- Cash receipts
- Deposit receipts
- Reports and supporting documentation
- Ledgers
- Journal entries and work files
- Disbursement logs
- Reconciliation documentation
- Billing claims
- Work program documentation
- Purchasing documentation
- Invoices
- Spreadsheets

Grouped as:

Accounting Files - Agency Copy

**RDA 2007016**
A records retention schedule is the _____________ of an effective records management program.

A retention schedule is a simple document that lists the names of the record series produced by your office, along with their approved retention periods and disposition methods.
Records Retention

Elements of a Records Series

◦ ______________: Unique identifier assigned to each record series (Records Disposition Authorization)

◦ ______: Briefly captures subject/function of the record series

◦ ___________: Explains the nature, content, and purpose of the records and how they are used

◦ ___________: Minimum period for which records must be retained before they are eligible for disposition

◦ ___________: Identifies the method of destruction or if the records are to be transferred to the State Archives for ongoing preservation
## General Retention Schedule

<table>
<thead>
<tr>
<th>Code</th>
<th>Series Name</th>
<th>Description</th>
<th>Retention</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010034</td>
<td>Administrative: Correspondence Files Official</td>
<td>Internal and external communications (letters, memos, emails, social media, etc.) to and from constitutional officers, department heads, and board or commission directors or executives regarding official actions and/or policy issues not covered by another records series RDA.</td>
<td>Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.</td>
<td>Permanent: Transfer to State Archives</td>
</tr>
<tr>
<td>2010033</td>
<td>Administrative: Correspondence Files Routine Business</td>
<td>Correspondence (letters, memos, emails, social media, etc.) that is work related and deal with the day-to-day office administration and activities. Examples may include, but are not limited to: Internal correspondence; External correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business and other routine inquiries. Note: Correspondence that is part of a specific subject file, e.g., case file, client file, contract file, purchasing file, personnel file, budget/fiscal file, etc., is retained with that subject file and according to the authorized retention period for that subject file.</td>
<td>Retain these records for a period of one (1) calendar year from the end of the calendar year to which it pertains or for the authorized retention period per subject file.</td>
<td>Destroy Securely</td>
</tr>
<tr>
<td>2009023</td>
<td>Administrative: Correspondence Files Transitory</td>
<td>These records consist of correspondence (letters, memos, emails, social media, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include, but are not limited to: General announcements including meeting reminders, notices of upcoming events; Informational copies (cc or bc) of correspondence which do no document administrative action; Correspondence kept only for convenience, follow-up or suspense (tickler); Transmittal letters that do not add information to the transmitted material or attachments; Requests for routine information or publications provided to the public by the agency which are answered by standard form letters; Spam, junk mail, unsolicited vendor mail, personal mail.</td>
<td>Retain only as long as the record holds value to the agency, but no longer than one (1) year.</td>
<td>Destroy</td>
</tr>
</tbody>
</table>
General Retention Schedule

2005140  Open Meeting Law: Minutes of Public Bodies

Description: These records document the meetings of all public bodies (NRS 241.015) held in accordance with the "Open Meeting Law" (See NRS chapter 241). The record may include, but is not limited to: Meeting Notice and Agenda including amendments; Committee packets; Minutes including copies of documents presented during the meeting which were requested by a member of the public body or a member of the public to be included with the minutes (see NRS 241.035 (1)(d) and (e)).

Retention: Retain in a readily accessible location for a period of five (5) calendar years from the date of the meeting and then transfer to the State Archives. Records of decommissioned and inactive public bodies must be transferred immediately upon decommissioning to the State Archives for preservation (See NRS 241.035 (2)).

Disposition: Permanent: Transfer to State Archives

2008032  Open Meeting Law: Posting Documentation

Description: These records document the posting of agendas and associated materials in accordance with the "Open Meeting Law" (See NRS chapter 241). The record may include, but is not limited to: Fax cover sheets including confirmations of Faxing; Confirmation of Posting forms; Mailing lists.

Retention: Retain for a period of five (5) calendar years from the date of the meeting.

Disposition: Destroy
<table>
<thead>
<tr>
<th><strong>State of Nevada  HCFP Division</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version Date:</strong> 2/28/2014</td>
</tr>
<tr>
<td><strong>Retention:</strong> Retain these records for a period of six (6) calendar years from the calendar year in which the final determination of the hearing was made.</td>
</tr>
<tr>
<td><strong>Disposition:</strong> Destroy Securely</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1991254</th>
<th><strong>Hearings Files: Provider Complaints</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviewed:</strong> 08/20/1997</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong> This record series is used to document hearings requested by providers to protest rate schedules established by the Division. If the decision is appealed to the District Court, the case is given to the office of the Depute Attorney General. The files may consist of, but are not limited to: Request for hearing with associated documentation; Background information; Hearing records, including exhibits and recordings of the proceedings, and, Related correspondence.</td>
<td></td>
</tr>
<tr>
<td><strong>Retention:</strong> Retain these records for a period of six (6) calendar years from the date of decision or notice of entry or renewal of judgment.</td>
<td></td>
</tr>
<tr>
<td><strong>Disposition:</strong> Destroy Securely</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2006040</th>
<th><strong>Hospital Audits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviewed:</strong> 04/12/2006</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong> These records document audit reports submitted by hospitals with 200 beds or less in accordance with NRS 439B.440 (3) and NAC 439B.250. The files may consist of, but are not limited to: Formal audit reports (from an independent auditor hired by the hospital), and; Related correspondence</td>
<td></td>
</tr>
<tr>
<td><strong>Retention:</strong> Retain these records for a period of five (5) calendar years from the date of the report.</td>
<td></td>
</tr>
<tr>
<td><strong>Disposition:</strong> Destroy Securely</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2006041</th>
<th><strong>Hospital Audits: Division Appointed Auditor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviewed:</strong> 04/12/2006</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong> These records document audits of hospitals with 200 beds or more conducted by independent auditors appointed by the Division in accordance with NRS 439B.440 (2) and NAC 439B.260. The files may consist of, but are not limited to: Formal audit reports; Scope of audit documentation (See NAC 439B.260 (1)), and; Related correspondence</td>
<td></td>
</tr>
<tr>
<td><strong>Retention:</strong> Retain these records for a period of five (5) calendar years from the date of the report. Any audit workpapers may be disposed of 30 days after the production of the formal audit report (See NAC 239.705 (2)(b)).</td>
<td></td>
</tr>
<tr>
<td><strong>Disposition:</strong> Destroy Securely</td>
<td></td>
</tr>
</tbody>
</table>
Retention and Disposition

Looking for three elements

- A trigger that determines when a record becomes inactive
- The length of time the inactive record must be held before the disposition can take place
- What happens once the Time Period is met
Retention:

- Retain these records for a period of three (3) calendar years from the end of the calendar year in which the grant application was closed or denied.

Disposition:

Destroy
Retention and Disposition Schedule

- Event date – An event that triggers retention
  - Calendar Year – A calendar year code is assigned to records when a definitive retention period can be assigned. The retention period is usually based on a calendar year and where there are no conditions that must be met
  - Closed – A closed code is usually assigned to records that are case or project related. The records are retained “until the case or project is closed”
  - Termination (Separation) – An expiration code is typically assigned to contracts, grants or other types of agreements that must be retained until an termination date or other legal condition has been met
  - Fiscal Year – The retention is based on a fiscal year rather than a calendar year
  - Superseded – A superseded code is typically assigned to records that are updated or revised at various times during the records lifetime.
  - Permanent – These records are not authorized for destruction by an agency at any point in time
Important Things to Know

- Destroy in compliance with destruction instructions
- If your records do not fall into any series on any Schedule it __________be destroyed
- Format does not matter, __________ does
- Retention periods are __________________
Maintenance and Update

- 5-year review cycle
- Program operations added, modified or eliminated
- Program merger or acquisition
- Changes in law or regulations
- Consolidating records
Maintenance and Update

- Requesting changes
  - Fill out a **Records Retention Schedule Change – Agency Request** form
    - Form is available on our Web site
    - Complete one form for each group of records
  - A records analyst from the State Library and Archives and Public Records will contact you
  - Send an email to bchurch@admin.nv.gov
Disposition

Why dispose of records?

Cost savings

- Free up office space
- Prevent unnecessary office purchases
- Reduce research time
- Reduce Discovery costs
- Allow room for new records
- Preservation of historical records
Disposition Methods

- **Destruction**
  - Normal methods of discarding or recycling

- **Secured Destruction**
  - Confidential, restricted and sensitive records must be destroyed in a secure manner that will prevent the reconstruction of the records

- **Transfer to State Archives**
Official records vs. Convenience copies

- Retention and disposition requirements are set for OFFICIAL records
- Convenience copies can be disposed when they are no longer needed and do not require authorization from the State Records Center to do so

Do not retain convenience copies past the retention requirements of the Official record
Records Disposition

- Disposition Holds
  - ______________
  - ______________
  - ______________
  - ___________________
Untimely Disposals

- Common Reasons
  - Natural disasters
  - Poor storage
  - Human error
  - Manmade disasters
Untimely Disposals

What to do?
- Notify the State Archives immediately!
- Document the destruction
- Take photographs, if possible
- Take remedial action, if possible or necessary
They are two separate repositories

- **State Records Center**
  - Provides custodial-care services for state agencies’ records – agencies retain legal custody of the records

- **State Archives**
  - Preserves the records that document the history of Nevada State government and has custody over the historical records of the territory and state
What is the State Records Center?
- The State Records Center is a facility designed for the low-cost temporary storage of inactive records, pending their final disposition.

Who can use the State Records Center?
- The State Records Center stores inactive records for Nevada executive branch agencies, boards and commissions.
State Records Center

- Retain
- Entity
- Control
- Over
- Records
- Storage
Contact State Records Center for storage after the event and before disposition.
Can any record be sent to the State Records Center?

- No. Records sent to the State Records Center must be assigned to an approved records retention schedule and have a minimum of 12 months or more remaining on the retention period.
- The event date that triggers the retention period for the records must have occurred. (The event date is the date from which the retention period is calculated, e.g. ...from the date action completed ...from the date the contract is terminated ...from the end of the fiscal year, etc.)
What will happen to the records when the retention period is complete?

- The staff of the State Records Center will send you a notification of disposition shortly before the retention period has been met and the records are due for destruction.
- The staff will arrange for the appropriate disposition for the records, to include shredding or recycling.
- If the records are scheduled for transfer to the State Archives, the staff will do that for you.
Transfer to the State Records Center

- **Contact the State Records Center**
  - 775–684–3411
- **Records Center Web Module Training**
  - On-line forms
- **Deliver the records to the State Records Center at a pre-arranged time**
State Records Center Storage

Using the State Records Center

All Executive Branch agencies may use the services of the State Records Center. The State Records Center is responsible for the storage and control of agency records that are inactive and the retention period has begun.

Please take a look at record center policy and procedure manual. Click here.

Web Module

The State Records Center uses a web module “Versatile Web Enterprise” as a portal for all records requests and records storage submission requests. You can also log into the web module and inventory what your agency has stored in the records center as well as check your agency’s retention schedules.

Click the button below to login into the the web module.

Requesting labels and record storage

State Records Training Video - Requesting Your Records
Contact State Archives for records that have a disposition of “Permanent: Transfer to Archives”
State Archives

- All
- Records (sent to Archives)
- Contain
- Historical
- Information of
- Value
- Eternally
Transfer to State Archives

- Contact the State Archives
  - 775–684–3310
- Needed information:
  - A description of the records / RDA number
  - The estimated volume of records
  - The records media (paper, electronic, microfilm, etc.)
  - The date range of the records
- Deliver the records to the Archives at a pre-arranged time
How long do You Keep Email?

- Email is a distribution system, not a record series
- Asking how to file an email is the same as asking how to file a piece of paper
- The content determines the disposition
Organize e-mail in folders by records series or subject area and fiscal or calendar year.

Establish common agency or division filing structures, based on records series and cut-off dates.

"Archive" manually and frequently.
Is it a Record?

- **Document**
  - **You created it**
    - This is a copy of a record another department/agency keeps → Non-record
    - Your department is the official keeper for this record → Record
  - **You received it**
    - It's from outside your agency (a citizen, another agency, etc) → You changed it
    - It's from someone inside your agency → You did not change it
  - Record
    - Next step: Use schedule to determine length of retention → Non-record

September 2013
Balancing Assets And Liabilities

- What constitutes an official record (i.e., an information asset you want to keep)
- When does the information become obsolete (i.e., a liability you want to destroy)
An Asset or a Liability?

Records are Assets when they are:

- Easy to find when you need them
- Readable when you find them
- Secure and protected
- Verifiably authentic
- Gone after their retention period is over
- Consistently managed
- Occupy as little space as necessary
Records are LIABILITIES when they are:

- _______________ managed
  - Legal challenges – can't produce records
  - Court assumes malicious destruction or contempt
- ____________ to locate
  - An average employee spends 11 hours/week looking for records
  - Unanswered public records requests
- _______________
  - Damaged records
  - Obsolete electronic medium
An Asset or a Liability?

Records are a LIABILITY when they are:

- Not protected from unauthorized access
  - Authenticity becomes questionable
  - Information may be released inappropriately
- Kept beyond their ________________.
  - Subject to Disclosure
  - Location and Reproduction Time, Effort, Costs
Challenges for State Agencies

- Transparency and public trust: failing to retain, preserve, and make available the records of government undermines the foundation of good government
- In the face of the growing volume and value of electronic records, these challenges are only increasing
What to do next

- Review your ____________________________
- Is the description accurate and does it work for your program?
- Are there any record series that should be deleted or added?
- Were there any changes in law that would change the retention?
1.) Identify the __________________
2.) Dispose of ______________________
3.) Assign _________ to “Official Records”
4.) Dispose of “Official Records” which have exceeded the _________
5.) Repeat ____________ and ________________

= ______ or more freed space

= less time for ___________ and ___________
Department of Administration
Nevada State Library, Archives and Public Records

Records Management
775-684-3411
http://LAPR.nv.gov/