1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:24 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

  Committee Members:
  Kimberley Perondi, for Barbara K. Cegavske, Secretary of State - Present
  Kathryn Etcheverria, Governors Appointee - Present
  Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Present
  Jeff Kintop, Administrator, Nevada State Library, Archives and Public Records – Present
  Maureen Martinez, For Patrick Cates, Director of the Department of Administration – Absent
  Alisanne Maffei, for Shannon Rhaming, Administrator, Enterprise Information Technology Services – Present

  Staff:
  Sara Martel, State Records Manager, NSLAPR – Present
  Bobbie Church, Senior Records Analyst, NSLAPR – Present
  Adan Aguilera, Administrative Assistant II, NSLAPR – Present
  Jerry Lindsay, Senior Records Analyst, NSLAPR - Present
  Tiffani Prentice, Department of Transportation – Absent

  Guests Present:
  Bill Bernard – Department of Motor Vehicles - Present
  Landrin Long – Department of Motor Vehicles – Present
  Angela Smith-Lamb – Department of Motor Vehicles – Present
  Colleen Lennox – Western Interstate Commission for Higher Education - Present

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 May 9, 2018 (Attachment A)

**Discussion and Vote:**
The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

4: Attachment B. Proposed New RDA’s for Agency Specific Records Retention Schedules

1. Office of the Governor: Agency for Nuclear Projects

A. Title: *Transportation Reports*  
RDA: 2018006

**Description:**
*This record series documents the transportation of spent nuclear fuel and high-level nuclear waste across the United States to a proposed repository at Yucca Mountain and/or to an interim storage site either in Nevada or elsewhere in the country, and any socioeconomic aspects of the siting of a spent nuclear fuel and high-level nuclear waste repository at Yucca Mountain. The record may include but is not limited to: the files, reports, memos, presentations, contractor files, correspondence, maps, photos, drawings, minutes of meetings, and similar documents.*

**Authorized Retention:**  
*Retain these records for fifteen (15) calendar years from the end of the calendar year in which the report is dated.*

**Recommended Disposition:**  
*Permanent: Transfer to State Archives*

**NSLAPR staff recommendation:**
The retention period meets administrative, legal, and archival needs.

**Agency review:**
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for New RDA 2018006:**
A current schedule does not exist for this record series. The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved. If needed for review they can be accessed from the State Archives.

2. Business and Industry: Industrial Development Revenue Bond Program

A. Title: *Charter School Bond Project Files*  
RDA: 2018018

**Description:**
These records document the Charter School Bond Project. The files may include but are not limited to: application with associated records, bond documents, general state certificate, indemnity agreement, notice of redemption with associated documentation, public hearing documents, financial feasibility documentation, environmental policy statement, related correspondence.

Authorized Retention:
Retain for six (6) calendar years from the end of the calendar year of the redemption of the bonds or bond termination.

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, fiscal and legal needs.

Agency review:
The appraisal is supported by the Department of Business and Industry: Industrial Development Revenue Bond Program, Records Officer.

Justification for New RDA 2018018:
This record series has administrative, fiscal and legal value. Legal value is due to the rights and obligations associated with the contracts and bonds. Fiscal value is associated with the bonds which fund the loan. (NRS 388A.670-695) The loan is usually for a 30-year period, after which the Statute of Limitations for an instrument in writing found in NRS 11.190 (1)(b) places another six-year period where the records may be needed. (NRS 386.630 – 649)

Discussion and Vote:
The proposals in attachment B were approved as presented. The motion was made by Alisanne Maffei and the second was by Kathryn Etcheverria. The vote was unanimous.

5: Attachment C. Proposed Modification RDA’s for Agency Specific Records Retention Schedules

1. Office of the Governor: Agency for Nuclear Projects

A. Title: Agency for Nuclear Projects Legal Files RDA: 2006155

Description:
This record series is used by the agency in keeping track of court cases, pending legal action, or any other legal matter relating to the functions and activities of the Agency for Nuclear Projects and the Commission on Nuclear Projects (See NRS 459.009 to 459.0098 and NAC 459.960 to 459.969). The record series may include: correspondence, copies of court documents, notes, transmittals, memos and similar types of documentation. Note: These are not Attorney General, agency legal counsel, or actual court records although to some extent, they may duplicate these records.
**Authorized Retention:**
Retain these records for a period of fifteen (15) twenty (20) calendar years from the end of the calendar year in which the case was closed.

**Recommended Disposition:**
Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**
The retention period meets administrative, legal, and archival needs.

**Agency review:**
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for Modification of RDA 2006155:**
The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. This will keep all the relevant documents in one place if needed for review they can be accessed from the State Archives. The State Archives Manager agrees with this change in retention period.

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**B. Title:** Department of Energy (DOE) Files

**RDA:** 2001010

**Description:**
This record series documents the communications and actions of the Agency for Nuclear Projects with the federal Department of Energy (DOE). The files may contain: original and copies of correspondence, requests for site visits to the Nevada Test Site, DOE bulletins and announcements, DOE technical reports and similar documents.

**Authorized Retention:**
Retain these records for a period of fifteen (15) twenty (20) calendar years from the end of the calendar year in which the document is dated.

**Recommended Disposition:**
Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**
The retention period meets administrative, legal, and archival needs.

**Agency review:**
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for Modification of RDA 2001010:**
The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. If...
needed for review they can be accessed from the State Archives. Note: these Nevada agency records not federal records. The State Archives Manager agrees with this change in retention period.

C. Title: Nuclear Regulatory Commission (NRC) Files RDA: 2001011

Description:
This record series documents the communications and actions of the Agency for Nuclear Projects with the Federal Nuclear Regulatory Commission (NRC). The files may contain: original and copies of correspondence, bulletins and announcements, site visit reports (Yucca Mountain & the Nevada Test Site (NTS)), rulemaking issues, copies of minutes of meetings, technical reports & studies and similar documents.

Authorized Retention:
Retain these records for a period of fifteen (15) twenty (20) calendar years from the end of the calendar year in which the document is dated.

Recommended Disposition:
Permanent: Transfer to State Archives

NSLAPR staff recommendation:
The retention period meets administrative, legal, and archival needs.

Agency review:
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

Justification for Modification of RDA 2001011:
The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. If needed for review they can be accessed from the State Archives. Note: these Nevada agency records not federal records. The State Archives Manager agrees with this change in retention period.

D. Title: Technical Division Files RDA: 2001012

Description:
This record series documents the activities of the staff of the Technical Division of the Agency. The files may consist of: Request for Proposal (RFP’s), contractor files, correspondence, (with contractors, NRC, DOE, local governments, etc.), copies of technical reports, copies of news articles, maps, photos, drawings, blueprints, copies of minutes of meetings and similar documents.

Authorized Retention:
Retain these records for a period of fifteen (15) twenty (20) calendar years from the end of the calendar year in which the document is dated.
**Recommended Disposition:**
Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**
The retention period meets administrative, legal, and archival needs.

**Agency review:**
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for Modification of RDA 2001012:**
The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. If needed for review they can be accessed from the State Archives. The State Archives Manager agrees with this change in retention period.

E. Title: Technical Reports RDA: 2001009

**Description:**
This record series documents the technical reports produced for or by the Agency for Nuclear Projects. The files consist of reports funded and supported by the Agency.

**Authorized Retention:**
Retain these records for a period of fifteen (15) twenty (20) calendar years from the end of the calendar year in which the report is dated.

**Recommended Disposition:**
Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**
The retention period meets administrative, legal, and archival needs.

**Agency review:**
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

**Justification for Modification of RDA 2001009:**
The agency has need of the files for 10 years for the licensing process, and an additional 5 years for administrative purposes. The agency has no need for them after that time, and by moving them to the Archives after 15 years, the records will be preserved in a climate-controlled environment. If needed for review they can be accessed from the State Archives. The State Archives Manager agrees with this change in retention period.

2. Business and Industry: Industrial Development Revenue Bond Program
A. Title: Industrial Development Revenue Bond (IDRB) Program: Applications Denied, Incomplete or Withdrawn

RDA: 2012019

Description:
These records document applications that were denied, incomplete or withdrawn by the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670) and Volume Cap Bond (NRS 232.520 NAC348A.150-300). The files may include but are not limited to: application with associated records; financial feasibility documentation; determination records; hearing documentation and; related correspondence.

Authorized Retention:
Retain denied records for a period of three (3) calendar years from the end of the calendar year in which the application was denied, deemed incomplete or withdrawn. Retain incomplete and withdrawn records for a period of one (1) calendar year from the date of the application.

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, fiscal and legal needs.

Agency review:
The appraisal is supported by the Department of Business and Industry: Industrial Development Revenue Bond Program, Records Officer.

Justification for Modification of RDA 2012019:
The title has been changed to encompass the addition of the Volume Cap Bond which was previously not listed in this RDA. Removing the second retention period triggering event agency staff has indicated that their administrative process would be better served to have a three-year retention for all the applications that are in this RDA. Changing “date of denial” to “end of the calendar year in which the application was denied, deemed incomplete or withdrawn.” in the retention statement makes a more defined and accurate trigger event.

B. Title: Industrial Development Revenue Bond (IDRB) Project Files

RDA: 2000001

Description:
These records document the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670) and Volume Cap Bond (NRS 232.520 NAC348A.150-300). The files may include but are not limited to: application with associated records; bond documents; general state certificate, indemnity agreement, etc.; notice of redemption with associated documentation; public hearing documents; financial feasibility documentation; environmental policy statement; related correspondence.

Authorized Retention:
Retain these records for a period of six (6) calendar years from the end of the calendar year of the redemption of the bonds or closure of the case. in which bonds were redeemed or the bond was terminated.

**Recommended Disposition:**
Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**
The retention period meets administrative, and legal needs.

**Agency review:**
The appraisal is supported by the Department of Business and Industry: Industrial Development Revenue Bond Program, Records Officer.

**Justification for Modification of RDA 200001:**
The title has been changed to encompass the addition of the Volume Cap Bond which was previously not listed in this RDA. The addition of “from the end of the calendar year” in the retention statement makes a more defined and accurate trigger event.

3. Western Interstate Commission for Higher Education

**A. Title:** Applicant Files - *Unfunded*  
**RDA:** 1988002

**Description:**
This record series is used to document the processing of applying for student loans, including all documents pertaining to certification and alternate files. Those certified have their documents transferred to the recipient files. The series may include but is not limited to: applications with associated documentation; investigative and determination records; related correspondence.

**Authorized Retention:**
Retain for a period of five (5) calendar fiscal years from the end of the fiscal year in which the application was denied, withdrawn or incomplete. after the date of the application.

**Recommended Disposition:**
Destroy Securely

**NSLAPR staff recommendation:**
The retention period meets administrative, and legal needs.

**Agency review:**
The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

**Justification for Modification of RDA 1988002:**
Changing “calendar” to “fiscal” in the retention statement accurately reflects the annual schedule associated with these records. The phrase “after the date of the application” is being changed to “from the end of the fiscal year of the funding determination letter was denied, withdrawn or
incomplete” to provide a more defined trigger event. Funded applications are covered under RDA 1998038 “Recipient Files” which have a retention of 20 fiscal years.

B. Title: Recipient Files  
RDA: 1998038

Description:
This record series is used to document and control student loans in accordance to NRS Chapter 397. The files may include but are not limited to: contact and personal identifying information; application with associated records; loan documentation including accounting records; promissory notes; academic progress reports including copies of transcripts of grades; related correspondence.

Authorized Retention:
Retain these records for a period of twenty (20) fiscal calendar years after the contract satisfaction, promissory note is paid in full or written off by Commission action.

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative and legal needs.

Agency review:
The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

Justification for Modification of RDA 1998038:
Changing “calendar” to “fiscal” in the retention statement accurately reflects the annual schedule associated with these records. The phrase “promissory note is paid in full or written off by Commission action” is being changed to “contract satisfaction” to provide a more defined trigger event.

C. Title: Student Loan Program Files: Statistical Reports  
RDA: 1998043

Description:
This record series is composed of statistical reports for the Student Loan Program. The files may contain but are not limited to: Current Loans Report; Delinquent Loans Report; related correspondence.

Authorized Retention:
Retain these records for a period of twenty (20) fiscal years from the end of the fiscal year in which it pertains the report was finalized.

Recommended Disposition:
Permanent: Transfer to State Archives
NSLAPR staff recommendation:
The retention period meets administrative, legal, and archival needs.

Agency review:
The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

Justification for Modification of RDA 1998043:
Changing “to which they pertain” to “in which the report was finalized” in the retention statement makes a more defined and accurate trigger event. The Agency is requesting a much longer retention (20 years) of statistical reports for the Student Loan Program. They are requesting the longer retention due to the nature of statistical reports and their usefulness over time. A report with more data points is more accurate and useful than a report with only a few data points. Access to a longer continuum of reports could be valuable when compared to new statistical reports making long term trends easier to evaluate and increase accuracy. These reports do not take up much space and anticipate this will not cause undue storage burden. The Archives Manager agrees with this request.

4. Business and Industry: Athletic Commission

A. Title: Licensee (including Unarmed Combatants) / Promoter Files

Famous/Celebrated/Historically Significant

Description:
These records document and regulate issuance of licenses to Famous/Celebrated/Historically Significant licensees and promoters. Licensee and promoter files are considered Famous/Celebrated/Historically Significant if: the licensee attained contemporary public notoriety or celebrity status; the licensee received significant media coverage; the licensee was generally viewed by the community as important or significant, or the licensee was the subject of a well-known book or feature film. The file may contain but is not limited to: application and related documentation, financial statements, fingerprint cards; articles of incorporation, surety bonds, copy of master medical insurance policy, licensee application, copies of contracts between contestants and managers, and; related correspondence.

Authorized Retention:
Retain for ten (10) calendar years from the expiration of the last license.

Recommended Disposition:
Permanent: Transfer to State Archives

Agency review:
The appraisal is supported by the Department of Business and Industry, Athletic Commission Division Records Officer.

NSLAPR staff recommendation:
The retention meets administrative and archival needs.
Justification for Modification of RDA 2017031:
Remove the term “promoter” from the title and description. Promoter records are already covered under RDA 1989118 “Promoter Licensee Files” both series have the same retention and disposition. This will solve the redundancy issue discussed when it was originally presented in the August 9, 2017 meeting.

Discussion and Vote:
The proposals in Attachment C were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Sarah Bradley. The vote was unanimous.

6: Attachment D. Proposed Deletion RDA’s for Agency Specific Records Retention Schedules

1. Office of the Governor: Agency for Nuclear Projects

A. Title: Executive Director Files  
RDA: 2001013

Description:
This record series documents the actions, decisions and program administration of the executive director of the Agency for Nuclear Projects. The files may contain: correspondence, announcements, memos, reports, goals and objectives, plans and similar records.

Authorized Retention:
Retain this record series for a period of twenty-five (25) calendar years.

Recommended Disposition:
Permanent: Transfer to State Archives

NSLAPR staff recommendation:
Delete this RDA

Agency review:
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

Justification for Deletion of RDA 2001013:
The agency will follow the retention as required on the General Schedule (RDA 2010034 Administrative: Correspondence Files Official) which is four calendar years from the end of the calendar year in which the response was completed.

B. Title: Faxes  
RDA: 2001015

Description:
This record series is used to document information faxed from the Agency. The files consist of: fax cover sheet with copies of the documents attached.
Authorized Retention:
Retain for a period of one (1) calendar month.

Recommended Disposition:
Destroy

NSLAPR staff recommendation:
Delete this RDA

Agency review:
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

Justification for Deletion of RDA 2001015:
Any records that are received via fax are retained as part of the appropriate series on another retention schedule i.e. General Schedule RDA 2010033, 2010034 and 2009023 correspondence files.

C. Title: Newspaper Clipping File: Agency for Nuclear Projects  
RDA: 2001014

Description:
This record series is used to collect information related to the functions and activities of the office. The files may include: maps, newspaper clippings, magazine articles, brochures, pamphlets, and similar material.

Authorized Retention:
Retain for a period of one (1) calendar year.

Recommended Disposition:
Destroy

NSLAPR staff recommendation:
Delete this RDA

Agency review:
The appraisal is supported by the Agency for Nuclear Projects, Records Officer.

Justification for Deletion of RDA 2001014:
These records are no longer produced by the agency and all previous records have been destroyed per retention.

2. Business and Industry: Industrial Development Revenue Bond Program

A. Title: Industrial Development Revenue Bond (IDRB) Program Tracking System  
RDA: 2012024

Description:
This is the electronic information system used to monitor the Industrial Development Revenue Bond Program (See NRS 349.400 to 349.670). The files may include, but are not limited to: bond
project information such as name, project description, project type and status; scanned official transcripts; bond documentation; volume cap information and; related correspondence.

**Authorized Retention:**
Retain these records until the bond has been redeemed or otherwise closed and then purge it from the system.

**Recommended Disposition:**
Destroy Securely

**NSLAPR staff recommendation:**
Delete this RDA

**Agency review:**
The appraisal is supported by the Department of Business and Industry: Industrial Development Revenue Bond Program, Records Officer.

**Justification for Deletion of RDA 2012021:**
This is not a record series it is a database tracking system and as such is a non record. Staff recommends removing it from the retention schedule. The official records for this series are covered in RDA 2000001 Industrial Development Revenue Bond (IDRB) Project Files.

3. Western Interstate Commission for Higher Education

**A. Title:** Professional Student Exchange Program (PSEP)  
RDA: 4998040

**Description:**
This record series documents the Professional Student Exchange Program (PSEP). The files may contain, but are not limited to: (a) Brochures, pamphlets, informational reports on these programs, and (b) Correspondence and notes concerning yearly programs, yearly program plans, and associated records.

**Authorized Retention:**
Retain the records listed under (a) for as long as administratively useful and records listed under (b) for a period of five (5) calendar years from the end of the calendar year to which they pertain.

**Recommended Disposition:**
Destroy Securely

**NSLAPR staff recommendation:**
Delete this RDA

**Agency review:**
The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.
Justification for Deletion of RDA 1998040:
The items such as brochures, pamphlets, program information, and informational reports on these programs are non-records.

B. Title: Professional Student Exchange Program (PSEP) Certification Files RDA: 1988003

Description:
This record series documents the applications qualifying for certification within the PSEP. The files may contain, but are not limited to: Application material; Certification records and reports; Procedural material; Related correspondence.

Authorized Retention:
Retain for a period of five (5) calendar years after the date of application.

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
Delete this RDA

Agency review:
The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

Justification for Deletion of RDA 1988003:
The records in this series are covered under RDA 1988002 “Applicant Files” if not funded and RDA 1998038 “Recipient Files” that has a 20-year retention.

C. Title: Student Loan Program Files RDA: 1998042

Description:
This record series documents student loans. The files may contain, but are not limited to: Delinquent Loan List; Stipend Grant Practice Verification Files; Accounting records and reports; related correspondence.

Authorized Retention:
Retain these records for a period of three (3) fiscal years from the fiscal year to which it pertains

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
Delete this RDA

Agency review:
The appraisal is supported by the Western Interstate Commission for Higher Education, Records Officer.

**Justification for Deletion of RDA 1998042:**
Records in this series are covered under the General Schedule RDA 2007016 Fiscal: Accounting Files (Agency Copy) and RDA 2005132 Grants: State Grants - Granting Agency Records which have a three-year retention.

**Discussion and Vote:**
The proposals in Attachment D were approved as presented. The motion was made by Sarah Bradley and the second was by Kathryn Etcheverria. The vote was unanimous.

7: Attachment E. Proposed New, Modification, and Deletion RDA’s for General Records Retention Schedules

1. Proposed New: General Records Retention Schedule

   **A. Title:** Payment Card Industry (PCI)- Cardholder Data

   **RDA:** 2017037

   **Description:**
   *This record series consists of Cardholder Data (CHD) obtained during electronic financial transactions where an agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. This sensitive cardholder data is security-related information (primary account number (PAN), expiration date, cardholder name, and service code) used to authorize and process payment card transactions. Any government agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) and NRS 603A.215 to comply with certain security standards to prevent cardholder data theft. In accordance with PCI Security Standards Council - Data Security Standard 3.4 – The primary account number (PAN) must be rendered unreadable anywhere it is stored (including on portable digital media, backup media, and in logs).*

   **Authorized Retention:**
   *Retain for one (1) fiscal year from the completion of the transaction.*

   **Recommended Disposition:**
   *Destroy Securely*

   **NSLAPR staff recommendation:**
   The retention period meets administrative, fiscal, and legal needs.

   **Justification for New RDA 2017037:**
   Since there isn’t a record series currently to cover these transactions, state agencies are either in violation of law for holding this information per NRS 603A.215 (Security measures for data collector that accepts payment card; use of encryption; liability for damages; applicability) and
603A.030 (“Data collector” defined.), or if they are not holding the information, they are in violation of law NRS 239.080 (State records: Schedules for retention and disposition) for destroying the information without a scheduled record series. This series contains confidential information and must be destroyed securely.

B. Title: **Payment Card Industry (PCI)-Sensitive Authentication Data**  
   **RDA:** 2018019

**Description:**  
This record series consists of Sensitive Authentication Data obtained during electronic financial transactions where an agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. Sensitive Authentication Data is security-related information (including but not limited to card validation codes/values, full track data (from the magnetic stripe or equivalent on a chip), PINs, and PIN blocks) used to authenticate cardholders and/or authorize payment card transactions. Any government agency that processes, stores, or transmits payment card data is required by NRS 603A.215 and 603A.030. (Security measures for data collector that accepts payment card; use of encryption; liability for damages; applicability)

**Authorized Retention:**  
Retain until authorization of transaction.

**Recommended Disposition:**  
Destroy Securely

**NSLAPR staff recommendation:**  
The retention period meets administrative, fiscal, and legal needs.

**Justification for New RDA 2018019:**  
Since there isn’t a record series currently to cover these transactions, state agencies are either in violation of law for holding this information per NRS 603A.215 (Security measures for data collector that accepts payment card; use of encryption; liability for damages; applicability) and 603A.030 (“Data collector” defined.), or if they are not holding the information, they are in violation of law NRS 239.080 (State records: Schedules for retention and disposition) for destroying the information without a scheduled record series.

Any agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) and NRS 603A.215 to comply with certain security standards to prevent cardholder data theft. This data is very valuable to malicious individuals as it allows them to generate counterfeit payment cards and create fraudulent transactions. In accordance with Payment Card Industry (PCI) Data Security Standard (DSS) 3.2: storage of sensitive authentication data after authorization is prohibited. This series contains confidential information and must be destroyed securely.

C. Title: **Payment Card Industry (PCI)-Audit Logs**  
   **RDA:** 2017038

**Description:**  

This record series consists of audit logs created to document compliance with PCI Data Security Standards. Logging mechanisms and the ability to track user activities are critical in preventing, detecting, or minimizing the impact of a data compromise. The presence of logs in all environments allows thorough tracking, alerting, and analysis when something does go wrong. (See Payment Card Industry (PCI) Data Security Standard (DSS) 10.7, NRS 603A.215) Any government agency that processes, stores, or transmits payment card data is required by NRS 603A.215 and 603A.030. (Security measures for data collector that accepts payment card; use of encryption; liability for damages; applicability)

Authorized Retention:
One (1) fiscal year from the end of the fiscal year in which the log was created with a minimum of three (3) months immediately available for analysis (for example, online, archived, or restorable from backup).

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, fiscal, and legal needs.

Justification for New RDA 2017038:
Since there is no record series currently to cover these audit logs, state agencies are in violation of law NRS 239.080 (State records: Schedules for retention and disposition) for destroying the information without a scheduled RDA. This is a requirement of NRS 603A.215 which references Payment Card Industry (PCI) Data Security Standard (DSS) 10.7. This series contains confidential information and must be destroyed securely.

2. Proposed Modification: General Records Retention Schedule

A. Title: Administrative: Public Records Requests RDA: 2015013

Description:
Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms and response letters; legal citations for redaction or denial; orders to grant or deny request; and related correspondence. Excludes copies of the records which are the subject of the public records request.

Authorized Retention:
Retain for three (3) calendar years from the end of the calendar year in which the response was completed.

Recommended Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, and legal needs.
Justification for Modification of RDA 2015013:
Staff has polled the records officers about whether they receive Personal Identifiable Information (PII) on public records requests. The results of 167 emails sent out to the Records Officers are 11 of the 44 respondents do receive PII on their requests, therefore staff is requesting the change of the retention to Destroy Securely to align with requirements of NRS 239.010. The agencies can store the requests with the Records Center if there is at least one year remaining on the retention and they will be shredded by the Records Center at the time of disposition.

B. Title: Licensing: Professional and Occupational Licensing

RDA: 2006059

Description:
These records document the process and monitoring of individuals receiving professional and occupational licenses, certification, registration and similar functions from a licensing agency. The record may consist of but is not limited to: original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Retention:
Retain these records for a period of thirty (30) calendar years from the end of the calendar year of the expiration, termination, suspension or revocation of the license.

Disposition:
Destroy Securely

NSLAPR staff recommendation:
The retention period meets administrative, and legal needs.

Justification for Discussion and/or Modification of RDA 2006059:
Per committee request this RDA is up for discussion and possible modification for the retention period of thirty (30) calendar years.

Discussion and Vote:
The proposals in Attachment E were approved as amended. The following is some of the discussion and all the amendments made to the items in attachment E. Senior Records Analyst, Bobbie Church, informed the Committee that the record series regarding Payment Card Industry (PCI) have been split into 3 record series from 2 to address some concerns brought up from the previous meetings’ discussions on PCI. The representatives from the Department of Motor Vehicles (DMV) informed the Committee that agencies that do not follow the PCI Data Security Standard can have their ability to use credit cards revoked by the credit card companies. The Chair informed the Committee that Secretary of State (SOS) currently is keeping these records under RDA 2007016 “Fiscal: Accounting Files Agency Copy” in the General Records Retention Schedule for a period of 3 years. The DMV explained that retention period is a severe breach of the PCI Data Security Standard. The Chair expressed that SOS wants to be compliant but that the way the RDA is currently written they cannot. The Committee and the DMV arrived at a consensus to combine #1 part A RDA 2017037 “Payment Card Industry (PCI)- Cardholder Data” and #1 part B RDA 2018019 “Payment Card Industry (PCI)-Sensitive Authentication Data” into one record series. The
Committee asked the description be expanded to include examples, with a retention of “Retain until authorization of transaction” and disposition of “Destroy Securely”. The Committee also requested that committee staff create a new record series with the description to include the amount, date, signature, and authorization number to allow for possible disputes with a retention of 90 days and a disposition of “Destroy Securely”. #1 part C RDA 2017038 “Payment Card Industry (PCI)-Audit Logs” was approved as presented with no further discussion needed.

Kathryn Etcheverria expressed to the Committee regarding #2 part A, RDA 2015013 “Administrative: Public Records Requests” she believes the schedule should err on the side of caution and destroy securely in case a public records request does contain personal identifiable information (PII). Sarah Bradley explained to the committee that NRS 603a.040 defines PII and states that the State needs to handle this information securely. The State Records Manager, Sara Martel, reiterated to the Committee that the staff recommendation is to destroy securely based on extensive research done by staff before the meeting. After further discussion, it was determined that RDA 2015013 “Administrative: Public Records Requests” will stay as originally written and that committee staff would create a new record series that would cover public records requests with PII.

After a thorough discussion, the Committee decided that #2 part B, RDA 2006059 “Licensing: Professional and Occupational Licensing” should be split into 2 record series. RDA 2006059 “Licensing: Professional and Occupational Licensing” will have any verbiage pertaining to disciplinary records removed from the description, and the retention period will be lowered to 10 years. The description in the proposed new record series will contain all the verbiage regarding disciplinary records and have a retention period of 30 years. The Committee asked staff to rewrite the description of RDA 2006059 “Licensing: Professional and Occupational Licensing” by removing “expiration of the license” and substituting “licensing period” or an equivalent verbiage. The changes being made to RDA 2006059 will impact RDA 2014205 “Licensing: Professional and Occupational Licensing, Renewals”. The Committee requested that staff rework the description and the authorized retention on RDA 2014205 to bring before the Committee in a future meeting. The retention period should be based on the renewal cycle. The Committee also requested that records series regarding licensing on agency specific schedules be placed on future agendas to be reviewed for proper justification. The motion was made by Kathryn Etcheverria and the second was by Sarah Bradley. The vote was unanimous.

8: Attachment F. Proposed New, Modification, and Deletion RDA’s for Nevada Department of Transportation

1. Proposed Modification: Nevada Department of Transportation

A. Title: Correspondence Files Routine Business (Administrative)  
   TRDA: 2014034

Description:
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, project file, budget/fiscal file, etc. is retained with that subject file and according to authorized retention period for that subject file.

Authorized Retention:
Retain for one (1) calendar year eighteen (18) calendar months from the end of the calendar year to which it pertains or for the authorized retention period per subject file.

**Recommended Disposition:**
Destroy Securely

**Agency review:**
The appraisal is supported by the Nevada Department of Transportation, Records Officer.

**Justification for Modification of TRDA 2014034:**
These revisions adjust the retention and disposition language to meet the agency’s administrative needs.

**Discussion and Vote:**
This item was not approved by the Committee. The Committee felt that without having a representative present from the Department of Transportation to explain what “administrative needs” meant, there was no reason to justify the increase of retention. It was also mentioned by Sarah Bradley that an agency will need to have a very good justification to deviate from the General Records Retention schedule. The motion was made by Sarah Bradley and the second was by Jeff Kintop. The vote was unanimous.

9: **Discuss future agenda items:**
Department of Human Resource Management
State Fire Marshal
Health and Human Services, Health Care Finance Policy
Department of Agriculture

10: **Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman

- Jeff Kintop announced to the Committee that he will be retiring in September.

11: **Determine time of next meeting**

- The next meeting will be held August 8th, 2018 at 1:15 pm in the Nevada State Library and Archives Board room.

12: **Adjourn**

- The meeting was adjourned at 3:37 pm with the motion made by the Chair Kim Perondi. The vote was unanimous.