

Public Record Retention and Request Policy

Policy 1.4



POLICY

Per Nevada Revised Statute 561.105, the Board of Agriculture shall establish the policy of the Nevada Department of Agriculture (NDA).

The Public Record Retention and Request Policy shall ensure all information on file with the department that are considered public record, are retained per applicable Nevada Revised Statute and Nevada Administrative Code. The policy shall ensure requests for public information are fulfilled per applicable Nevada Revised Statute and Nevada Administrative Code.

The policy shall also ensure the public has access to submit a public record request to the department and that a records officer is available to facilitate public record inquiries and to assist in request fulfillment.

POLICY EFFECTIVE DATE

March 5, 2020

LAST REVISED DATE

December 6, 2019

REFERENCES

Nevada Revised Statutes (NRS) Chapter 239 and 230; Nevada Administrative Code 239; Nevada State Records and Retention Schedules and Nevada Public Records Act Manual.

POLICY REPLACES A PREVIOUS POLICY DATED

This policy replaces the Public Records Request policy that was approved by the Board of Agriculture on September 6, 2017.

RESPONSIBILITIES

The leadership team, consisting of the director, deputy director, and each administrator shall uphold the policies set forth by the Board of Agriculture.

APPLICABILITY

This policy applies to all NDA staff, and those who work on behalf of the NDA.

APPROVED BY:

Director

Date

Board of Agriculture

Date

This policy is not a substitute for relevant law or regulation, nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).