

## REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 332

Department: Department of Administration

Division (if applicable): Nevada State Library & Archives

Appointing authority: Daphne DeLeon

Agency contact (name, phone and e-mail): Daphne DeLeon, 684-3315, ddeleon@admin.nv.gov  
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1. Reason/purpose for requested change: NSLA is now a division of the Department of Administration. This request is to change the Department in the SAM Manual from Cultural Affairs to Administration.
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).

### **2000 Nevada State Library Archives**

#### **2002 NSLA Functions**

The Nevada State Library and Archives (NSLA) is a division of the Department of ~~Cultural Affairs Administration~~. The NSLA exists to meet the information and research needs of State government; to coordinate and supplement a State network of library resources for Nevada; and to preserve, maintain and coordinate State and local government records and archives. Archives and Records works with the State Historical Records Advisory Board and the State Records Committee to ensure proper maintenance of and access to Nevada government records. The Nevada Electronic Records Committee serves in an advisory capacity to the State Records Committee and the State Historical Records Advisory Board in matters relating to the use of technology for Nevada Record Keeping in all of its political subdivisions. The Library works with the State Council on Libraries and Literacy in surveying and reporting on the status of libraries and literacy programs in Nevada and in making recommendations "to foster and further the establishment and proper maintenance of superior libraries." (NRS 380A.011) The Library administers federal and State funds to local libraries (NRS 378.081(h), 378.087 and 378.100).

3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

In Fiscal Year 2012 NSLA merged into the Department of Administration and this request is just to change the name of the Department from Cultural Affairs to Administration.

4. Will recommended change have a fiscal impact (if yes, explain): No

5. Proposed effective date: July 1<sup>st</sup>, 2011 (FY2012)

BOARD OF EXAMINERS APPROVAL DATE: \_\_\_\_\_  
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