

PROPOSED REGULATION OF THE STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS ADMINISTRATOR

LCB File No. R055-15

Authority

NRS 378.170 The Legislature directed the State Library and Archives Administrator to prescribe the procedures for submitting an electronic version of a publication to the State Publications Distribution Center pursuant to NRS 378.180.

Chapter 378 of NAC is hereby amended by adding thereto a new section to read as follows:

Section 1 *Definitions*

Sec. 1.1 *“Center” has the meaning ascribed to it in NRS 378.160(1).*

Sec 1.2 *“Local government” has the meaning ascribed to it in NRS 378.160(2).*

Sec. 1.3 *“State agency” has the meaning ascribed to it in NRS 378.160(5).*

Sec 1.4 *“Publication” has the meaning ascribed to it in NRS 378.160(4).*

Sec 1.5 *“Division” means the Division of State Library and Archives of the Department of Administration.*

Sec 1.6 *“State agency contacts” means the staff assigned by the head of the agency responsible for distributing publications produced by the agency.*

Section 2 *Responsibilities of State agency contacts.*

Sec 2.1 *Each state agency or local government must appoint one or more state agency contacts. The state agency contact is responsible for distributing publications produced by the agency outside the agency.*

Sec 2.2 *Duties of state agency contacts shall include:*

- (a) Informs the Center of new publications in distribution by the agency or division, regardless of format;*
- (b) Understands the definition of a state publication, in accordance with NRS 378.150 - .210;*
- (c) Sends an electronic copy or the appropriate number of paper copies of new publications to the Center;*
- (d) Keeps a record of publications sent to the Center.*
- (e) Informs the Center when staffing changes occur that will affect publication distribution.*

- (c) *Contacts the Center when questions arise regarding staff, publications, or anything that might influence collection or distribution of state publications.*

Section 3 *Procedures for submitting publications to the Center.*

Sec. 3.1 *The State Library and Archives Administrator will:*

- (a) *Publish the procedures for submitting electronic or print publications to the Center pursuant to NRS 378.180 in the Handbook for State Agency Contacts; and*
- (b) *Provide a current copy of the Handbook on the division's website.*