

**Department of Human Resource Management
Central Records Contacts**

Main: 775.687.9095 Fax: 775.687.9085 Email: DHRM-CentralRecords@admin.nv.gov

Contact Information	Assigned Areas
<p>Sydney Santos Central Records Manager 775.687.9088 sydneysantos@admin.nv.gov</p>	<p>Central Records Office Manager System Processing and Troubleshooting Subpoena Requests Service Jacket Purge/Amendment Requests Records Retention Assistance with NAC, NRS, policy, and procedure inquiries Central Records Certification Training</p>
<p>Hope Chowanski Central Records Supervisor 775.687.9086 hchowanski@admin.nv.gov</p>	<p>Central Records Office Supervisor Report Distribution Service Jacket Copy Requests Assistance with NAC, NRS, policy, and procedure inquiries Transaction Processing for Judicial Branch (090) Central Records Certification Training</p>
<p>Baylee Boone Personnel Technician II 775.687.9089 BayleeBoone@admin.nv.gov</p>	<p>Maintaining Service Jacket Database Transaction Processing in SuccessFactors and Advantage-HR, Agency Assignments:</p> <ul style="list-style-type: none"> ❖ Agency HR Services supported agencies (all) ❖ Secretary of State (040) ❖ Dept. of Conservation and Natural Resources (334, 700, 701, 703-710) ❖ DHHS- Director's Office (400) ❖ DHHS – ADSD (402) ❖ Public Utilities Commission (580) ❖ Gaming Control Board (611) ❖ Colorado River Commission (690) ❖ Dept. of Transportation (800)
<p>Veronica Danihel Personnel Technician II 775.687.9087 VDanihel@admin.nv.gov</p>	<p>Maintaining Service Jacket Database Transaction Processing in SuccessFactors and Advantage-HR, Agency Assignments:</p> <ul style="list-style-type: none"> ❖ Attorney General's Office (030) ❖ DHHS-HCFP (403) ❖ DHHS-Public and Behavioral Health (406) ❖ Adjutant General (431, 470, 654) ❖ Dept. of Corrections (440) ❖ Commission on Mineral Resources (500) ❖ Dept. of Public Safety (650-653, 655-660) ❖ Dept. of Wildlife (702)
<p>Lisa Ramirez Personnel Technician II 775.687.9095 LisaRamirez@admin.nv.gov</p>	<p>Maintaining Service Jacket Database Transaction Processing in SuccessFactors and Advantage-HR, Agency Assignments:</p> <ul style="list-style-type: none"> ❖ State Treasurer's Office (050-054) ❖ Controller's Office (060) ❖ Gov. Office of Economic Development (102) ❖ Peace Officer Standards & Training (230) ❖ Dept. of Veteran's Services (240) ❖ DHHS – DWSS (407) ❖ DHHS – DCFS (409) ❖ Dept. of Motor Vehicles (810) ❖ Dept. of Employment, Training, and Rehabilitation all (360, 901-903, 908)
<p>Vacant – Personnel Technician I Personnel Technician I 775.687.9095</p>	<p>Central Records Front Desk Mail Distribution Signature Authorization management Performance Evaluation audit/input Employment Verification – written and telephonic Service Jacket/Prior Service Reviews</p>