

Nevada Local Government Retention Schedule

Juvenile Probation

Section Number

S-1020

Activity Forms Submitted to State Subsidy Program

LRDA Number 2007-0782

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
	One (1) calendar year from the submission of forms or report.	None	None	None

Aging Reports

LRDA Number 2010-1811

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to keep track of youth in detention. Information may include individual's personal information, offense information, court status, and similar data.	Retain until superseded by a new report	NRS 205.4617, NAC 239.165	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Community/School Notification Files

LRDA Number 2010-1813

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents compliance with state law in notifying communities and schools that a juvenile has been adjudicated delinquent for an unlawful act that would have been a sexual offense if committed by an adult. File may contain, but is not limited to, copy of community notification, copy of school notification, law enforcement information, copy of court documents, related correspondence and similar documents.	Six (6) calendar years after the juvenile is no longer subject to community notification.	NRS 179D.475, NRS 62F.220, NRS 11.190 (1)(a), NRS 11.190 (3)(a), NRS 205.4617, NAC 239.165	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.165).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Interstate Compact (ICOJ) Files

LRDA Number 2010-1812

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to track the interstate transfer of juveniles and may contain case information, staff reports, progress reports, copy of court orders, related correspondence and similar documents.	Retain until case is closed	NRS 621.010 to NRS 621.070, NAC 62H.520, NAC 239.165	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Juvenile Probation Case Files

LRDA Number 2007-0783

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is used to document and supervise juvenile offenders from the time the offender appears before an intake worker (or probation officer) until the disposition of the case. This series may contain, but is not limited to, intake information, delinquency referrals, evaluation profiles, predisposition investigation records, medical and/or psychological reports, records documenting social history, educational records, incident reports, offense history, impact statement, diversion program records, community service information, restitution information, parole information, court petitions, case disposition records, correspondence, and other materials pertaining to the case. This series includes informal arrests.	Six (6) calendar years from the end of the calendar year in which the case was closed.	NRS Chapter 62H, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	This record series may contain confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	This retention period is based on the approved retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau. [RDA# 2003139]

Juvenile Probation Case Files-Sexual Offender

LRDA Number 2007-0784

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is used to document and supervise juveniles who have been classified as sexual offenders. This series may contain, but is not limited to, intake information, delinquency referrals, evaluation profiles, predisposition investigation records, medical and/or psychological reports, records documenting social history, educational records, incident reports, offense history, victim impact statement, restitution information, parole and probation information, court petitions, court findings, case disposition records, correspondence, and other materials pertaining to the case.	Twelve (12) calendar years from the end of the calendar year in which the case was closed.	NRS Chapter 62H, NAC 239.165 (1)(2)	This record series may contain confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	This retention period is based on the retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau. [RDA# 2003142]

Statistical Reports

LRDA Number 2007-0785

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor Juvenile Probation Programs. These reports may include, but are not limited to, case characteristics, workload statistics, referrals received, type of referrals, program expenditure reports, program effectiveness reports, reports documenting annual effectiveness, financial monitoring reports, program monitoring reports, characteristics of youth referred, common charge statistics, dispositions, service snapshots, referrals by zip code, detention statistics and similar reports.	Permanent.	None	None	None

