

State of Nevada DOC: Offender Management

Version Date: 5/10/2017

1991496 Departmental Count Sheet

Description: This record series is used to track the daily movement of inmates among institutions, medical facilities outside the institutions, medical/mental health units within the system, court appearances and other movements (fire fighting, etc.). Includes data on ID number, name, movement, counts (number of movements, etc.) for each institution. (DOC Administrative Regulation 570)

Minimum

Retention: Retain for a period of three (3) calendar years from the end of the calendar year in which the count sheet was created.

Disposition: Destroy

1992717 Inmate Central File (C-File)

Description: The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561: the Institutional file and the Central file. The Central file [a partial compilation of criminal history record information (documents) and records of correctional supervision] is maintained in Central Office for the purpose of recording and maintaining matters concerning the inmate's legal status, including: commitment information, release computation, detainers, classification, management information system, statistics and planning and certain confidential information relating to Central Monitoring Cases. All other record responsibilities are delegated to the institutions and are processed using the Institutional file.

Minimum

Retention: Retain these records for a period of seven (7) calendar years from the date of release from the system.

Disposition: Destroy Securely

2016015 Inmate File: Permanent

Description: The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The permanent record consists of: mug shot and physical description and fingerprints; judgment of conviction, amended judgments and court orders; District Attorney's Statement of Fact; inmate classification report; Official certificates for commutation of sentence, conditional pardon, pardon, parole, restoration of citizenship; Parole and Probation records including reports of violations and revocations; Department of Justice Federal Bureau of Investigation National Bureau of Criminal Identification.

Minimum

Retention: Retain these records for a period of seven (7) calendar years from the date of release from the system.

Disposition: Permanent: Transfer to State Archives

2016016 Inmate File: Notorious/Infamous

Description: The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. Some of these inmate files document notorious/Infamous/ Historically Significant inmates. Inmate files are considered Notorious/Infamous if: the case/inmate attained contemporary public notoriety; the case/inmate received significant media coverage; the inmate case caused the state to develop or utilize new methods or technologies; the case/inmate is frequently cited in scholarly or profession literature or other resources; the case/inmate caused a change in polices or laws; the case affects a large portion of the community; the case/inmate was controversial; the case/inmate was generally viewed by the community as important or significant; the case/inmate was the subject of a well-known book or feature film; the case/inmate incurred large restitution amounts. The records include but are not limited to: Inmate Central File (C-File); Inmate Institutional File; Inmate File (Permanent Record), newspaper accounts; correspondence (official and personal); and applications for commutation of sentence, conditional pardon, pardon, and parole restoration of citizenship.

Minimum

Retention: Retain these records for a period of seven (7) calendar years from the date of release from the system.

Disposition: Permanent: Transfer to State Archives

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1991497 Inmate Information Statistical Reports

Description: This record series consists of statistical reports on inmate information prepared by the Division. The series may include: daily/monthly/biannual/annual/or on request statistical summaries for inmate census, intake and release, demographics, classification status, research and planning, and miscellaneous data.

Minimum

Retention: Retain for a period of three (3) calendar years from the date of the report.

Disposition: Permanent: Transfer to State Archives

1992718 Inmate Institutional File (I-File)

Description: The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The I-file is a compilation of criminal history record information (documents) and records of correctional supervision concerning individual inmates. This complete record is maintained at the institution where the inmate is housed.

Minimum

Retention: Retain these records for a period of seven (7) calendar years from the date of release from the system.

Disposition: Destroy Securely

1991501 Inmate Inventory/Transfer Sheet File

Description: This record series consists of the Inmate Inventory/Transfer Sheet form, completed for each inmate transferred within the Department, consisting of an inventory of all property transported as allowed.

Minimum

Retention: Retain for a period of three (3) calendar years from the date of transportation.

Disposition: Destroy

1991500 New Commitment Property and Money Inventory File

Description: This record series consists of a New Commitment Property and Money Inventory form for each inmate transported by the administrative transportation section. Information consists of the amount of funds and itemized property and valuables.

Minimum

Retention: Retain for a period of three (3) calendar years from the date of the transportation.

Disposition: Destroy

1991494 Work and Meritorious Credits Reports

Description: This record series consists of reports received from Department of Corrections institutions and facilities detailing work and meritorious credits earned by an inmate. Credits are documented for the purpose of awarding "good time" sentence credits. [DOC Administrative Regulation 563].

Minimum

Retention: After verification of data entry retain for a period of three (3) calendar years from the end of the calendar year in which the report was written.

Disposition: Destroy Securely