

## State of Nevada DOC: Operations

Version Date: 11/08/2017

### **1991539 Daily Folder**

Description: This records series is an aggregation of written documentation, i.e., logs, reports, lists, registers, work orders, summaries, and similar material, denoting actions by departmental staff. All material is collected on a daily basis (24-hour period) and may include, but is not limited to, the following areas: Management Reports, Incident Reports, Institutional Security Reports, Travel Orders, Work Orders and miscellaneous (such as car wash forms, etc.).

Minimum

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

Disposition: Destroy

### **1991538 Daily Movement Sheet**

Description: This records series consists of documents produced by each institution and facility reporting specific inmate movements (including inmates received, transferred, released, and internal changes in an inmate's housing, custody and assignment) which occurred during the previous 24-hour period. The movement sheet includes line item detail for each movement, identified by number and name, as well as a summary which illustrates the revised count (DOC Administrative Regulation 570).

Minimum

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

Disposition: Destroy

### **1991541 Inmate Grievance File**

Description: This records series contains the Inmate Grievance Form (DOC Form 3044) used for the initial submission of all resultant written documentation produced during the grievance resolution process pursuant to DOC Administrative Regulation 740.

Minimum

Retention: Retain for a period of three (3) calendar years following the final disposition of the grievance.

Disposition: Destroy Securely

### **1991542 Inmate Grievance Log**

Description: This records series contains the log sheet (DOC Form 3066) maintained by the Staff Grievance Coordinator (DOC Administrative Regulation 740 V.L.3. and Q.1.a-c.). The log shows the name and number of the grievant, case number, dates of initial submission and of response at each level, content/description of problem grieved, and disposition of grievance.

Minimum

Retention: Retain for a period of three (3) calendar years following the final disposition of the grievance.

Disposition: Destroy Securely

### **1991540 Institutional Management Documentation**

Description: This records series contains a variety of written documentation, i.e., logs, reports, registers and similar material, denoting actions by departmental staff in the performance of custodial and rehabilitative duties. The record series may include, but isn't limited to, the following areas: Armory and Weapons Control, Culinary, Evidence Vault, Intake Centers, Key Control, Housing Units, Law Library, Mail and Correspondence, Maintenance, Operations Center, Programs Unit, Perimeter & Gate Security, Property Room, Transportation, Visiting Room, Community Programs, and similar documents.

Minimum

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

Disposition: Destroy Securely

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### **1991534 Prison Mediator Abuse of Inmate Grievance Procedure Files**

Description: This records series contains written documentation submitted by the Warden/Facility Manager who believes an inmate is abusing the inmate grievance procedure (pursuant to DOC Administrative Regulation 740 V.H.3.a.1& 2). The record series may include: reasons supporting the belief; type of abuse and volume of grievances; what efforts institutional staff have made to address the situation which indicated that the use of the grievance procedure has been inappropriate; copies of advisory correspondence to the Assistant Director/Operations; and related material.

Minimum

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

Disposition: Destroy Securely

### **1991533 Prison Mediator Program Files**

Description: This records series contains program reference material for the liaison and mediation of inmate grievances which includes: (1) the resolution of all inquiries, complaints and problems regarding conditions of treatment during confinement; (2) comprehensive and complete records of each client transaction including all actions taken, pertinent data and final disposition; (3) background information for investigations for the purpose of determining valid complaints; (4) review and analysis of policies and procedures affecting inmate welfare and recommendations for correction of inequities; and (5) similar documentation.

Minimum

Retention: Retain for a period of three (3) calendar years after conclusion of mediation.

Disposition: Destroy Securely

### **1991535 Prison Mediator Program Monitoring & Evaluation Files**

Description: This records series contains documentation collected pursuant to DOC Administrative Regulation 740 S.1,2,3, and other documentation forwarded to the Prison Mediator (DOC Administrative Regulation 740 V.Q.1.b.) which is utilized for monitoring and evaluation purposes and preparation of program reports to the administration.

Minimum

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

Disposition: Destroy Securely

### **1991537 Work Order Request**

Description: This records series contains the Work Order (DOC Form 1545) which is completed in triplicate for all maintenance work, construction, remodeling, repairs and replacement performed by maintenance personnel.

Minimum

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

Disposition: Destroy