

State of Nevada DCFS: Youth Parole Bureau

Version Date: 2/28/2014

2003140 Youth Parole 432B Joint Custody Case Files

Reviewed: 10/08/2003

Description: This record series is used to supervise and document all juveniles that have been placed into protective custody under authority of NRS 432B.390. The case is jointly administered with other offices of the Division of Child and Family Services (DCFS). The files may contain copies of: Commitment Face Sheets, Commitment Orders, Criminal History, Commitment Petition, Court Assessment, Court Transfer Report, psychological & psychiatric reports - assessments - case summaries (etc.), medical reports, restitution information, school & education documents, receipts (money held in the Parole Trust Account) and related documents from other state and federal entities. The files also contain original and copies of correspondence, photos, checklists, personal documents of the Parolee (including original Social Security Cards) and similar documents. The files may also contain copies of documents from other offices within DCFS, including: initial complaint, referral, reporting forms, clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, "notification of parent" documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

Retention: Retain these files for six (6) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely

2003139 Youth Parole Case Files

Reviewed: 10/08/2003

Description: This record series is used to supervise and document all juveniles released on parole in accordance with NRS 210.740. The files may contain copies of: Commitment Face Sheets, Commitment Orders, Criminal History, Commitment Petition, Court Assessment, Court Transfer Report, psychological & psychiatric reports - assessments - case summaries (etc.), medical reports, restitution information, school & education documents, receipts (money held in the Parole Trust Account) and related documents from other state and federal entities. The files also contain original and copies of correspondence, photos, checklists, personal documents of the Parolee (including original Social Security Cards) and similar documents. The case files are generally organized into right and left hand categories. On the left as the file is opened: L-1 "Chronological Record: case summaries, letters and receipts." L-2 "Reports to Institutions: home initials, treatment team reports, furlough reports." L-3 "School Information: official transcripts, counselor reports, school official's reports, vocational certificates." L-4 "Other Agencies: reports, referrals and summaries from interstate, welfare (social services), state and federal entities." On the right of the file: R-1 "Reports from Institutions: treatment team reports, clinical and medical materials, related memos." R-2 "Police and Incident Reports: booking sheets, R.A.'s and D.A.'s reports." R-3 "Parole Agreement(s) and Revocation Reports: Juvenile Court condition of parole, revocation and orders." R-4 "Legal Documents: Court and probation records (such as "Juvenile Probation Officer's Report to the Court," petitions, "Release from Jurisdiction" and "Certificate of Parole" from youth facility).

Retention: Retain these files for six (6) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely

2003142 Youth Parole Case Files: Sexual Offender

Reviewed: 10/08/2003

Description: This record series is used to supervise and document all juveniles released on parole in accordance with NRS 210.740 who have been classified as sexual offenders by the court system. The files may contain copies of: Commitment Face Sheets, Commitment Orders, Criminal History, Commitment Petition, Court Assessment, Court Transfer Report, psychological & psychiatric reports - assessments - case summaries (etc.), medical reports, restitution information, school & education documents, receipts (money held in the Parole Trust Account) and related documents from other state and federal entities. The files also contain original and copies of correspondence, photos, checklists, personal documents of the Parolee (including original Social Security Cards) and similar documents. The case files are generally organized into right and left hand categories. On the left as the file is opened: L-1 "Chronological Record: case summaries, letters and receipts." L-2 "Reports to Institutions: home initials, treatment team reports, furlough reports." L-3 "School Information: official transcripts, counselor reports, school official's reports, vocational certificates." L-4 "Other Agencies: reports, referrals and summaries from interstate, welfare (social services), state and federal entities." On the right of the file: R-1 "Reports from Institutions: treatment team reports, clinical and medical materials, related memos." R-2 "Police and Incident Reports: booking sheets, R.A.'s and D.A.'s reports." R-3 "Parole Agreement(s) and Revocation Reports: Juvenile Court condition of parole, revocation and orders." R-4 "Legal Documents: Court and probation records (such as "Juvenile Probation Officer's Report to the Court," petitions, "Release from Jurisdiction" and "Certificate of Parole" from youth facility).

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Retention: Retain these files for twelve (12) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely

2003141 Youth Parole Case Index

Reviewed: 10/08/2003

Description: This record series is used as a quick reference guide to Youth Parole Case Files within the office. The index contain: the name of the case (last name of the juvenile); the name, address and phone number of the parents; Social Security Number of the child; race of the child; committing offense statement; case number; assigned parole officer and other details.

Retention: Retain these cards for six (6) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely