

## State of Nevada PS: Parole and Probation Division

Version Date: 6/8/2016

### **1992275 Action Reminder Report and Client Alpha Report**

Reviewed: 2/19/2003

Description: This record series contains information for Parole and Probation officers on the offenders assigned to them. The report reminds the officers of actions -- ongoing, past due and scheduled for the future -- which need to be done. The report is a computer generated legal sized record listing the district, unit involved, case officer, offenders name, file #, notation space for reassessment data (date, risk, needs, level, O/R), action (reassess, discharge, init R&N, etc.), due date and comments. The report also includes a short list describing the offender, social security #, case #, convicted offense, risk level, fees, supervision level (max, med, min, etc.), and special conditions of incarceration called the Client Alpha Report.

Retention: Retain until superseded by a newer report.

Disposition: Destroy Securely

### **2003008 Case Files**

Reviewed: 6/8/2016

Description: These are working files on Parolees and Probationers. The files may contain, but are not limited to: applications for parole or probation; pre-sentence reports; sentence data sheets; disposition data sheets; discharge documentation; notes from parole officer; contact logs; progress reports; restitution agreements and schedules; probation violation agreements; related documentation.

Retention: Retain for one hundred (100) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely

### **2000058 Case Files: Sealed Records**

Reviewed: 12/7/2011

Description: This record series documents the sealing of records. The files may include, but are not limited to: Court order sealing the records; Access log (detailing the authorized inspection of the file); Other records as described in Case Files RDA# 2003008.

Retention: Retain the records for as long as the regular (unsealed) Case Files (See RDA# 2003008).

Disposition: Destroy Securely