

**The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
Scott Anderson, Chairman**



**Department of Corrections
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This version supersedes all previous versions



**Nevada State Library and Archives
Records Management Program**

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Nevada State Library and Archives

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The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: COR: Inmate Services

Schedule Number: 1012105

Title: Cook's Work Sheet

RDA#: 1991544

Description:

Last Reviewed on: 01/21/1992

This records series is the Cook's Worksheet (DOC Form 570) which is used for every meal to enable the manager/supervisor to order, breakout, and prepare only food required (in accordance with Department of Corrections Administrative Regulations 273 V.F.3.b. and 276 V.B.1.7).

Authorized Retention:

Retain for a period of five (5) calendar years from the date to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal, such as by dumping or recycling.

Title: Daily Meal Report

RDA#: 1991543

Description:

Last Reviewed on: 01/21/1992

This records series contains the Daily Meal Report (DOC Form 575) filled out for every meal served (in accordance with DOC Administrative Regulation 269 V.B.6; 273 V.F.a; 267 V.G. and 277 V.E.6.i). The report provides the actual participation counts, as well as information on menu changes, meal rating, food temperature, sanitation, waste, and related comments.

Authorized Retention:

Retain for a period of five (5) calendar years from the date to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Daily Reconciliations File

RDA#: 1991484

Description:

Last Reviewed on: 06/10/1999

This record series contains computer printouts which reconcile charge-outs to an inmate's bank account.

Authorized Retention:

Retain for a period of three (3) fiscal years from the first fiscal year to which the document pertains.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Inmate Services

Schedule Number: 1012105

Title: Daily Transaction Register File

RDA#: 1991483

Description:

Last Reviewed on: 06/10/1999

This record series contains source documents of all daily transactions for an inmate's fiscal account. The file may contain: Brass Slips -- Inmate Account Transaction Request (DOC-509) payroll documents; medical and dental charge outs; check logs; restitution payments; department charges; transfer of funds from savings to trust account; hobby craft tickets; and similar material.

Authorized Retention:

Retain for a period of three (3) fiscal years from the first fiscal year to which the documents pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Inmate Accounting File

RDA#: 1999074

Description:

Last Reviewed on: 06/10/1999

This record series consists of information relating to an inmate's fiscal account. The file may contain: copies of fiscal authorization (Conditions of Inmate Employment form DOC-533); Kites -- Accounting Inquiry Form (DOC-554); Brass Slips -- Inmate Account Transaction Request (DOC-509); bank account statements; legal documents; related correspondence; and similar material.

Authorized Retention:

Retain this record series for a period of six (6) fiscal years from the fiscal year to which it pertains.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Master Menu - Department of Prisons

RDA#: 1991545

Description:

Last Reviewed on: 01/21/1992

This records series contains the Master Menu which is prepared in advance to provide the inmate population with wholesome and nutritious meals in accordance with Department of Corrections Administrative Regulations 269 IV.A.3.b.;and 277 V.A.1-7.

Authorized Retention:

Retain for a period of five (5) calendar years from the effective date.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Monthly Diet Report/Log

RDA#: 1991546

Description:

Last Reviewed on: 01/21/1992

This records series contains the Medical Diet Log (DOC Form 2636) which is completed and maintained by Food Services personnel; the monthly listing indicates the types of diets and the number of inmates prescribed the diet (pursuant to DOC Administrative Regulation 277 V.E.6.j).

Authorized Retention:

Retain for a period of five (5) calendar years from the date to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Inmate Services

Schedule Number: 1012105

Title: Sanitary Inspection Reports/Logs

RDA#: 1991547

Description:

Last Reviewed on: 01/21/1992

This records series contains the sanitation inspection reports/logs completed daily/weekly/monthly/or quarterly by Food Services Administration and/or Health and Safety Representative pursuant to DOC Administrative Regulation 270 V.H.1-4.

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Work Fiscal Agreements (DOP 533)

RDA#: 1999073

Description:

Last Reviewed on: 06/10/1999

This record series documents the agreement for inmates to receive pay in a work program. It consists of a one page signed form 'Conditions of Inmate Employment' DOC 533. Related memos and correspondence may also be attached.

Authorized Retention:

Retain for a period of six (6) fiscal years from the fiscal year in which the agreement is terminated.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

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The Committee to Approve Records Retention And Disposition Schedules for Official State Records

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Department Name: COR: Inspector General

Schedule Number: 10111

Title: Criminal Investigation Files (Homicide)

RDA#: 2005154

Description:

Last Reviewed on: 07/13/2008

These records are used to document major investigations of homicides conducted pursuant to Department of Corrections Administrative Regulations and NRS 228.160. The record may contain but is not limited to:

- * Copies of law enforcement records (including crime reports, police reports, investigative reports, etc.)
- * Evidence (including evidence recovery reports, maps, photographs, crime sketches, audio-visual media, etc.)
- * Warrants, consent to search forms, waivers, and similar documents
- * Individual and final investigative reports
- * Related correspondence and similar documents.

Authorized Retention:

Retain these records for a period of twenty-five (25) calendar years after conclusion of the investigation.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Criminal Investigation Files (Not Referred)

RDA#: 2008019

Description:

Last Reviewed on: 07/13/2008

These records are used to document major investigations pursuant to Department of Corrections Administrative Regulations and NRS 228.160, which were conducted and not referred to the Attorney General for further action. The record may contain but is not limited to:

- * Copies of law enforcement records (including crime reports, police reports, investigative reports, etc.)
- * Evidence (including evidence recovery reports, maps, photographs, crime sketches, audio-visual media, etc.)
- * Warrants, consent to search forms, waivers, and similar documents
- * Individual and final investigative reports
- * Related correspondence and similar documents.

Authorized Retention:

Retain these records for a period of three (3) calendar years after conclusion of the investigation.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Inspector General

Schedule Number: 10111

Title: Criminal Investigation Files (Referred)

RDA#: 2005153

Description:

Last Reviewed on: 07/13/2008

These records are used to document major investigations pursuant to Department of Corrections Administrative Regulations and NRS 228.160, which were conducted and referred to the Attorney General for further action. The record may contain but is not limited to:

? Copies of law enforcement records (including crime reports, police reports, investigative reports, etc.)

* Evidence (including evidence recovery reports, maps, photographs, crime sketches, audio-visual media, etc.)

* Warrants, consent to search forms, waivers, and similar documents

* Individual and final investigative reports

* Related correspondence and similar documents.

Authorized Retention:

Retain these records for a period of twenty-five (25) calendar years after conclusion of the investigation.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

Title: Incident Report File

RDA#: 2006035

Description:

Last Reviewed on: 03/08/2006

This record series consists of reports of incidents by institutional wardens or facility managers to the Assistant Director of Operations via the Department's Inspector General. The file contains the original copy of the Incident Form and related documents.

Authorized Retention:

Retain for a period of ten (10) calendar years from the close of the case.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Inspector General

Schedule Number: 10111

Title: Internal Affairs Files

RDA#: 2005155

Description:

Last Reviewed on: 01/11/2006

This record series is used to document investigations of internal personnel pursuant to Department of Corrections Administrative Regulation 708 and NRS chapter 284 & NAC chapter 284, relating to disciplinary measures and personnel actions. The file may contain: (a) general correspondence and internal memos; (b) copies of law enforcement records (including crime reports, police reports, investigative reports, waiver of rights, identification and location of witnesses & accomplices, witness statements, evidence reports, transcripts of questioning, etc.); (c) physical evidence, evidence recovery reports, maps, photographs, crime sketches, audio-visual media, etc.; (d) documentation of registered mailings (including mail logs, mail receipts, address lists, etc.); (e) research and working papers; (f) warrants, consent to search forms, waivers, etc.; (g) detailed individual and final investigative reports, related correspondence and similar documents.

Authorized Retention:

Retain for a period of ten (10) calendar years after the close of the case.

Authorized Disposition:

Destroy these confidential files in a secure manner, such as by shredding (See NAC 239.722), when the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Schedules for Official State Records***

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Department Name: COR: Critical Incident Review Committee

Schedule Number: 1011102

Title: Critical Incident Review File

RDA#: 2006036

Description:

Last Reviewed on: 03/08/2006

This record series contains critical incident reviews (DOC Administrative Regulation 153) and a copy of the confidential finalized report of deaths, escapes, mass disturbances and other unusual occurrences in the Department of Corrections. The files are used in order to critique actions taken and recommend improvements in policy and procedure that may reduce potential recurrence or similar critical incidents. The file may contain: written reports, materials and evidence pertaining to the incident, notice of disciplinary charges, related correspondence and similar material.

Authorized Retention:

Retain for a period of ten (10) calendar years from the close of the case.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Medical Division

Schedule Number: 1011301

Title: Communicable Disease Report

RDA#: 1991553

Description:

Last Reviewed on: 01/17/2003

This records series contains the weekly report to the state health officer of the number and types of cases or suspected cases of communicable diseases, including HIV Status and Acquired Immune Deficiency Syndrome reported pursuant to NRS 441A.170, 209.385, & 209.511(1)(f); and DOC Administrative Regulation 621 V.C. and 610. V.B.1.a.

Authorized Retention:

Retain the weekly list of inmates who test positive on E.L.I.S.A. and Western Blot, prepared and distributed by Medical Administration, until receipt of the new weekly list. and . Destroy in a secure and protective manner (by shredding, pulping or recycling is recommended).

Authorized Disposition:

Destroy prior list (in accordance with DOC Administrative Regulation 610 V.B.1.a.iii.c) in a secure manner such as by shredding (See NAC 239.722).

Title: Inmate Medical Record

RDA#: 2002082

Description:

Last Reviewed on: 01/13/2010

These records document the medical and mental health services provided by the Department of Corrections (See NRS 209.351 (3)). The files may contain but are not limited to:

- * Evaluations
- * Medical records including lab reports, X-rays, etc.
- * Treatment records, including plans and reviews, etc.
- * Progress notes, orders and reports
- * Client's rights, including consent notices, authorizations, etc.
- * Medical history records, including health care records from other facilities
- * Similar documentation

Authorized Retention:

Retain these records until the individual attains the age of 23, or 6 years from the date of receipt or production of the record, whichever is later.

Authorized Disposition:

Destroy these records in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Medical Division

Schedule Number: 1011301

Title: Medical Statistical Monthly Report

RDA#: 1991555

Description:

Last Reviewed on: 01/17/2003

This record series contains the monthly medical statistics report with an annual statistical summary on health care delivery, prepared by the Director of Institutional Nursing at each institution or a facility manager, pursuant to DOC Administrative Regulation 602 III. & V.A.1-4.

Authorized Retention:

Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Title: Medical Statistics Reports

RDA#: 1991557

Description:

Last Reviewed on: 01/17/2003

This records series contains a variety of reports prepared by medical administration, including, but not limited to, the following: (1) HIV Medical Charges - All charges for inmates who have tested positive for HIV - monthly; (2) Interstate Compact Inmate Medical Charges - All Charges for interstate boarders done by outside vendors - monthly; (3) Medical Services Providers -A listing of all medical vendors with total charges, done by specialty (anesthesiology, etc) and alpha - monthly; (4) Institutional Medical Charges - A listing of each DOP institution out-side medical charges by service provided (Dental, X-ray, etc.) - monthly; (5) Inmates With Medical Charges Greater Than \$10,000 - Monthly.

Authorized Retention:

Retain computer printout until superseded or no longer administratively useful to the agency.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding.

Title: Mental Health Summary Monthly Report

RDA#: 1991559

Description:

Last Reviewed on: 01/21/1992

This record series contains the monthly psychological/psychiatric statistics report with an annual statistical summary prepared by the institutional psychologist in accordance with DOC Administrative Regulation 602 III. & V.B.1-3.

Authorized Retention:

Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Medical Division

Schedule Number: 1011301

Title: Mental Health Summary Quarterly Report

RDA#: 1991560

Description:

Last Reviewed on: 01/21/1992

This record series contains the quarterly psychological/psychiatric statistics report with an annual statistical summary prepared by the institutional psychologist in accordance with DOC Administrative Regulation 602 V.B.4. as outlined in DOC Administrative Regulation 643 V.E.1-2.

Authorized Retention:

Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Title: Nursing: Institutional Medical Management Documentation

RDA#: 1991562

Description:

Last Reviewed on: 01/21/1992

This record series contains a variety of documentation such as logs, registers, list, and similar material denoting actions by department medical staff in providing medical, dental, and mental health care to all Department of Prisons inmates. The files may contain: Gate Keeper Log, Inmate Sign-in Sheet, Over the Counter Medication Log, Count Sheet--Controlled Items, Lab Testing Log, Laboratory notes, X-Ray Log, Prosthetics Device Log, TB Monitoring, Infection Control forms, Transfer Log, Chart Control Log, Crash Chart Check Sheet, Patient Weekly Schedules, Nursing Schedule, Daily Shift Report, Mental Health Shift Report, Group Attendance, In service Educational Information, and similar documents.

Authorized Retention:

Retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Nursing: Standing Orders/Nursing and Mid-Level Protocols

RDA#: 1991563

Description:

Last Reviewed on: 01/21/1992

This record series contains: (1) standing orders - written and signed orders by the responsible physician to medical personnel for the definitive treatment of identified conditions and for on-site treatment of emergency conditions; and (2) nursing and mid-level protocols - written by the medical division for use by nurses, advanced practitioners of nursing, and physician extenders for the proper assessment of patient problems (pursuant to NRS 632.473 and DOC Administrative Regulation 616).

Authorized Retention:

Retain for a period of six (6) calendar years after the standing order or protocol is superseded.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Medical Division

Schedule Number: 1011301

Title: Pharmacy: Adverse Drug Reaction Report

RDA#: 1991661

Description:

Last Reviewed on: 01/21/1992

This record series contains copies of the report of a serious and unexpected adverse drug experience of an identified patient, submitted to the Food and Drug Administration on FDA Form-1639 (pursuant to 21 CFR 310.305).

Authorized Retention:

Retain for a period of two (2) calendar years from the date of submission [pursuant to NAC 639.482(1)].

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Pharmacy: Controlled Substance Biennial Inventory

RDA#: 1991664

Description:

Last Reviewed on: 01/21/1992

This record series contains the biennial inventory of all stocks of controlled substances on hand as required by the Drug Enforcement Administration [pursuant to 21 CFR 1304.13 and NAC 639.487(4)].

Authorized Retention:

Retain for a period of two (2) calendar years from the date of inventory.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Pharmacy: Controlled Substance Inventory

RDA#: 1991663

Description:

Last Reviewed on: 01/21/1992

This record series contains the Controlled Substance Inventory which keeps a perpetual inventory of each controlled substance dispensed and to whom.

Authorized Retention:

Retain for a period of two (2) calendar years from effective date [pursuant to 21 CFR 1304.04 and NAC 639.482(1)].

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

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Department Name: COR: Medical Division

Schedule Number: 1011301

Title: Pharmacy: Controlled Substance Record/Pharmacy Receipt

RDA#: 1991662

Description:

Last Reviewed on: 01/21/1992

This records series contains the Controlled Substance/Pharmacy Receipt (DOC Form 2528) which is maintained pursuant to NRS 454.286(1), NAC 639.485 and DOC Administrative Regulation 635 V.E. 4-7. The numbered form is a precise record of each dose of controlled drugs administered, made at the time of the administration of the drug, and returned to the pharmacist. Also, syringes and needles are recorded on Form 2528 in the same manner as drugs are recorded.

Authorized Retention:

Retain for a period of two (2) calendar years from effective date [NRS 454.286(2) and NAC 639.482].

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Pharmacy: Inspection Reports

RDA#: 1991665

Description:

Last Reviewed on: 01/21/1992

This record series contains a copy of each report of inspection, issued by a member of the State Board of Pharmacy or institutional administrative staff, together with any warning notice or special bulletins issued by the board pursuant to NAC 639.505.

Authorized Retention:

Retain for a period of two (2) calendar years from the date of issue.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Pharmacy: Narcotics Destruction Form

RDA#: 1991666

Description:

Last Reviewed on: 01/21/1992

This record series contains reports of the surrender or destruction of controlled substances or dangerous drugs, or both, to an appropriate state or federal agency.

Authorized Retention:

Retain for a period of two (2) calendar years from the effective date.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

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Department Name: COR: Medical Division

Schedule Number: 1011301

Title: Pharmacy: Non-Formulary Requests

RDA#: 1991667

Description:

Last Reviewed on: 01/21/1992

This record series contains the physician's request for specific medication that is not on the state formulary (see NAC 639.453 for definition) to be provided to a patient. Request form includes the patient's name, requested medication, signature of the requesting physician, actions taken, and whether approved for clinical evaluation and for listing in state pharmacy formulary.

Authorized Retention:

Retain for a period of two (2) calendar years from effective date.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Pharmacy: Order Form (DEA Form 222)

RDA#: 1991668

Description:

Last Reviewed on: 01/21/1992

This record series contains Copy 3 of the Order Form of the Drug Enforcement Administration, DEA Form 222 (21 CFR Sec. 1305.01-.07). NAC639.487(1) requires the DEA-222 be properly dated, initialed and filed, copies of each unaccepted or defective order form, and any attached statement or other document be maintained.

Authorized Retention:

Retain for a period of two (2) calendar years from effective date.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Pharmacy: Prescription Form/Chart Order

RDA#: 1991670

Description:

Last Reviewed on: 01/21/1992

This record series contains the Pharmacy Prescription (DOC Form 2554) and the Chart Order which are maintained pursuant to NRS 453.377 and NAC 639.484. 1. Each chart order must contain: (a) The patient's name and the medical facility identification of that patient; (b) The name of the drug, its strength and route of administration; (c) Directions for the use of the drug; (d) The date; and (e) The practitioner's signature. Any verbal order signed by a practitioner's agent must be cosigned by the practitioner within 72 hours. 2. The original chart order must be maintained in the patient medical records along with the records of the administration of the medication.

Authorized Retention:

Retain for a period of two (2) calendar years from effective date.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

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Department Name: COR: Medical Division

Schedule Number: 1011301

Title: Pharmacy: Prescription Log

RDA#: 1991669

Description:

Last Reviewed on: 01/21/1992

This record series contains the computerized system which meets the requirements contained in NAC 639.910 through 639.938 to store and retrieve information concerning prescriptions.

Authorized Retention:

Retain the bound book or separate file and the attested computer print-out for a period of five (5) calendar years from the date of the last refill entered therein for a prescription.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Pharmacy: Suppliers' Credit Memos of Controlled Substances and

RDA#: 1991672

Description:

Last Reviewed on: 01/21/1992

This record series contains suppliers' credit memos for controlled substances and dangerous drugs [NAC 639.487(3)].

Authorized Retention:

Retain for a period of two (2) calendar years from effective date.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Pharmacy: Suppliers' Invoices of Controlled Substances and Dangerous

RDA#: 1991671

Description:

Last Reviewed on: 01/21/1992

This record series contains suppliers' invoices of controlled substances and dangerous drugs, with the actual date the controlled substance or dangerous drug was received clearly recorded on the invoice (NAC 639.487(2)).

Authorized Retention:

Retain for a period of two (2) calendar years from the effect date.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Pharmacy: Theft or Loss of Controlled Substances

RDA#: 1991673

Description:

Last Reviewed on: 01/21/1992

This record series contains copies of the report of theft or significant loss of controlled substances submitted to the Drug Enforcement Administration [pursuant to 21 CFR Sec. 1301.76 (b) and NAC 639.487(5)].

Authorized Retention:

Retain for a period of two (2) calendar years from effective date.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: COR: Offender Management

Schedule Number: 1010301

Title: Departmental Count Sheet

RDA#: 1991496

Description:

Last Reviewed on: 09/09/1999

This record series consists of departmental forms which track all 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)

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Inmate Central File (C-File)

RDA#: 1992717

Description:

Last Reviewed on: 09/09/1999

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.

Authorized Retention:

Retain these records for a period of twenty-five (25) calendar years from the date of release from the system.

Authorized Disposition:

After discharge merge the C-file with the I-file, discarding duplicated and valueless material. Transfer these records to the State Archives after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: COR: Offender Management

Schedule Number: 1010301

Title: Inmate Identification Number Assignment Log

RDA#: 1991499

Description:

Last Reviewed on: 09/09/1999

This record series documents the assignment of inmate identification number by the Department statistician. This log (aka Pink Book) contains the inmate name, social security number, date of birth, sex, arrest date, and codes for race county of commitment, commitment status, offense, sentence and date received by intake unit.

Authorized Retention:

Retain these records for a period of ten (10) calendar years.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied. Microfilming is recommended and after verification of the original copies may be destroyed pursuant to NRS 239.051.

Title: Inmate Information Statistical Reports

RDA#: 1991497

Description:

Last Reviewed on: 09/09/1999

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.

Authorized Retention:

Retain for a period of three (3) calendar years from the sate of the report.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Title: Inmate Institutional File (I-File)

RDA#: 1992718

Description:

Last Reviewed on: 09/09/1999

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 purpose of the Central file is to record and maintain matters concerning the inmate's legal status. All other record responsibilities are delegated to the institutions and are processed using the Institutional file (I-file). 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.

Authorized Retention:

Retain these records for a period of twenty-five (25) calendar years from the date of release from the system.

Authorized Disposition:

After discharge merge the C-file with the I-file, discarding duplicated and valueless material. Transfer these records to the State Archives after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: COR: Offender Management

Schedule Number: 1010301

Title: Inmate Inventory/Transfer Sheet File

RDA#: 1991501

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Inmate Legal Data Card

RDA#: 1999080

Description:

Last Reviewed on: 09/09/1999

This record series was used as a quick reference guide to vital information about inmates. The file consists of cards (appx. 4X6) including: DOC-504, Form 14-NSP-5-57-500, Form 14-NSP-8-65-5M and DOC 1598 (5/83) Inmate Legal Data (all white cards varying in size from 4-5/16X5-5/8 to 4X6). The information on the cards includes; Name, DOC#, Crime, Sentence, County, Judge, Sentence date, plea, date received, case # counts, parole date, expiration date, pardon date, date of birth, SSN and a remarks field.

Authorized Retention:

Retain this record series for a period of twenty-five (25) calendar years from the date of release from the system.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Inmate Personal Data Card

RDA#: 1999079

Description:

Last Reviewed on: 09/09/1999

This record series was used as a quick reference guide to vital information about inmates. The file consists of cards (appx. 5X8) including: DOC-C-540 Inmate Personnel Data Card (the card is printed as Personnel where it should have been Personal) which is an orange card, DOC-1623 (5/83) Inmate Personnel Card (white or pink cards) and NSP-C-150 (Nevada State Penitentiary) Inmate Personnel Data Card (white and tan cards). Information contained on all these cards includes: name, back number, aliases, details on the crime (charge, sentence date, etc.), date of birth, SSN, residence, details on relatives (name, address, relationship, etc.), citizenship, details on physical characteristics (height, weight, scars, etc.), educational background, and other personal details.

Authorized Retention:

Retain this record series for a period of twenty-five (25) calendar years from the date of release from the system.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: COR: Offender Management

Schedule Number: 1010301

Title: Meritorious Service Credits Referral

RDA#: 1991494

Description:

Last Reviewed on: 09/09/1999

This record series contains the reports, e.g., Meritorious Service Credits Referral, to the Correctional Case Records Manager, containing notification of educational achievement, vocational achievement, or a meritorious act of achievement by an inmate for fire suppression, acts of heroism, and other charitable or exceptional acts deemed meritorious by the Director, which is used for the purpose of awarding Meritorious Good Time (MGT) sentence credits [DOC Administrative Regulation 562 IV(A)(4) & V (A)(1)(c)].

Authorized Retention:

After verification of data entry retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Nevada Correctional Information System Data Base

RDA#: 1991495

Description:

Last Reviewed on: 09/09/1999

This record series consists of an electronic data base (began August 1986) and computer listings of data compiled on classification and management of inmates pursuant to NRS Chapter 209 and DOC Administrative Regulation 500 Series. The data base contains files regarding: (1) demographics, (2) classification status, (3) parole information, (4) holds and detainers, (5) contract inmates, (6) sentence management data, (7) credit history, (8) transportation needs, (9) medical management data, and (10) employee information.

Authorized Retention:

Retain the computer printout until superseded.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied. Security copies must be retained in accordance with NRS 239.051(3).

Title: New Commitment Property and Money Inventory File

RDA#: 1991500

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: COR: Offender Management

Schedule Number: 1010301

Title: Work Good Time Credit Report

RDA#: 1991493

Description:

Last Reviewed on: 09/09/1999

This record series contains the monthly reports from DOC institutions and facilities to Correctional Case Records Manager (CCRM) detailing the Work Good Time (WGT) credits earned for participation in work, education, or training programs (NRS 209.433(3);209.443(3); 209.446; 209.449; and DOP A.R. 562 & 563).

Authorized Retention:

Retain the records until verification of data entry.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied. Retain in-put form until verification of data entry is completed, and destroy in a secure and protective manner

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Operations

Schedule Number: 1011401

Title: Certificates and Records of Marriage

RDA#: 1991532

Description:

Last Reviewed on: 01/21/1992

This records series contains the original certificate and records of marriage performed by the Senior Chaplain of the Department which may be received as presumptive evidence of the fact of the marriage (pursuant to NRS 122.032(2) and 122.062).

Authorized Retention:

Retain for a period of five (5) calendar years from effective date.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied. Should the incumbent DOC Senior Chaplain vacate the position, upon departure transfer legal and physical custody of the documents to the State Archives (See NAC 239.750).

Title: Daily Folder

RDA#: 1991539

Description:

Last Reviewed on: 01/21/1992

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.).

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: COR: Operations

Schedule Number: 1011401

Title: Daily Movement Sheet

RDA#: 1991538

Description:

Last Reviewed on: 01/21/1992

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).

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Inmate Grievance File

RDA#: 1991541

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Inmate Grievance Log

RDA#: 1991542

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: COR: Operations

Schedule Number: 1011401

Title: Institutional Management Documentation

RDA#: 1991540

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Title: Prison Mediator Abuse of Inmate Grievance Procedure Files

RDA#: 1991534

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Prison Mediator Program Files

RDA#: 1991533

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Operations

Schedule Number: 1011401

Title: Prison Mediator Program Monitoring & Evaluation Files

RDA#: 1991535

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Title: Work Order Request

RDA#: 1991537

Description:

Last Reviewed on: 01/21/1992

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.

Authorized Retention:

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

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: COR: Personnel

Schedule Number: 1011500

Title: Employee Health Records

RDA#: 1991485

Description:

Last Reviewed on: 01/21/1992

This record series consists of employee health records pursuant to NRS 617.455, 617.457 and DOC Administrative Regulation 314 and 341. Each file may contain: results of the required medical history and physical examinations, including required medical history and physical examinations, including SMA12 (Chem. Panel), CBC (Complete Blood Count), UA (Urinalysis), Chest X-ray, EKG, screening spirometry, and similar material.

Authorized Retention:

Retain for a period of five (5) calendar years after their receipt or production.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722) after the retention period has been satisfied.

Title: Polygraph Examinations - Investigative

RDA#: 1991486

Description:

Last Reviewed on: 01/21/1992

This record series documents the polygraph examination and associated questions, reports, evaluations, notes and charts, and correspondence when utilized as an investigative tool in accordance with DOC Administrative Regulation 152 pursuant to NRS 209.131 and 648.010-290 inclusive.

Authorized Retention:

Retain for a period of three (3) calendar years after their production.

Authorized Disposition:

Destroy these confidential records in a secure manner (See NAC 239.722), such as by shredding, after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

***The Committee to Approve Records Retention And Disposition
Schedules for Official State Records***

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Department Name: COR: Prison Industries

Schedule Number: 1011901

Title: Prison Industry Enhancement Report

RDA#: 1991503

Description:

Last Reviewed on: 08/12/1991

This record series contains reports submitted to the Office of Justice Programs for the Prison Industry Enhancement Program pursuant to 18 U.S.C. 1761 Sec. 819. Included are the Private Sector/Prison Industry Enhancement Certification Program Quarterly Performance Report : (1) Program Status Report, and (2) Statistical Report, and related correspondence.

Authorized Retention:

Retain for a period of three (3) fiscal years from the fiscal year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

The Committee to Approve Schedules for the Retention and Disposition of Official State Records

NRS 239.073 et seq.

Scott Anderson, Chairman

Retention Guidelines

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "disposition holds" may occur that will require a stop to the regular destruction or dumping of records.

Disposition Holds include:

Audits.

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

Investigations.

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

Litigation.

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention Schedule or one of the General Records Retention and Disposition Schedules. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

Disposition Guidelines

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.