

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



**Department of Health and Human
Services: Division of Child and
Family Services**

October 1, 2011

This version supersedes all previous versions



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

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Nevada State Library and Archives

Records Management Program

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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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Case Record: Adoption Records

RDA#: 1994067

Description:

Last Reviewed on: 01/17/2003

This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. Adoption records also include separate case files on birth parents, adopted children and adoptive parents. These files may contain: case recording narratives, medical and social history summaries, adoptive home study, confidential reports to the court, relinquishments, copies of court records (Termination of Parental Rights petitions and orders, etc.), child's birth certificate, notice of proposed adoptive placement, law enforcement reports, FBI fingerprint cards and copies, reference information and adoption application.

Authorized Retention:

Retain this record series for a period of fifty (50) calendar years from the close of the file.

Authorized Disposition:

Transfer these records to the State Archives. Microfilming may occur anytime after the close of the case in accordance with NRS 239.051. Original personal documents -- such as birth certificates, social security cards, school records, etc. should be released to the adoptive parents upon the close of the case. After verification of the microfilm, 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.

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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Case Record: Neglected, Abused or Delinquent Child -- Child Fatality RDA#: 2005138

Description: Last Reviewed on: 01/11/2006

This record series documents cases where a child died. These files contain documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, psychological & psychiatric and developmental reports, copies of school records, copies of health care provider records, copies of mental health records and offensive specific reports. The files may contain a copy of the death certificate and associated documents.

Authorized Retention:

Retain records for a period of fifty (50) calendar years from the close of the case or last action in the file.

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: Case Record: Neglected, Abused or Delinquent Child--in cases where the RDA#: 2002026

Description: Last Reviewed on: 01/17/2003

This record series documents and administers case files which have determined that a waiver of a full investigation is required (NRS 432B.320); the child is not in need of protection (NRS 432B.370); the child needs protection but is not in immediate danger (NRS 432B.340); or the child has been placed voluntarily by a parent or guardian (NRSB.360). These files contain current and continuous documentation in providing services, excluding protective custody, for neglected, abused or delinquent children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, 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.

Authorized Retention:

Retain records for a period of three (3) calendar years from the close of the case.

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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Case Record: Neglected, Abused or Delinquent Child--in cases where the RDA#: 2002027
Description: Last Reviewed on: 01/17/2003

This record series documents and administers case files where the child has been placed in protective custody (NRS 432B.390). These files contain current and continuous documentation in providing services, including protective custody, for neglected, abused or delinquent children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), 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.

Authorized Retention:

Retain records for a period of six (6) calendar years from the close of the case.

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: Case Record: Neglected, Abused or Delinquent Child--sexual abuse cases RDA#: 2002028
Description: Last Reviewed on: 01/17/2003

This record series documents and administers case files which have been referred to a district attorney for criminal prosecution (NRS 432B.380) or documents sexual abuse (NRS 11.215). These files contain current and continuous documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), 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.

Authorized Retention:

Retain records for a period of fifty (50) calendar years from the close of the case.

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). It is recommended that this record series be microfilmed within six years from the close of the case.

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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Case Record: Rite of Passage Facility

RDA#: 2006061

Description:

Last Reviewed on: 06/14/2006

These records include Child Protective Service investigations of the Rite of Passage facility in Shurz, Nevada. Rite of Passage is a detention-type facility for youths that have engaged in criminal activity. Division of Child and Family Services investigations are conducted pursuant to abuse allegations in accordance to NRS 432B.220 (2)(a), NAC 432B.140 to 432B.170 and 45 CFR 1340.14 (e). The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, conclusion of investigation and related correspondence.

Authorized Retention:

Retain these records for a period of sixteen (16) calendar years from the closure of the case.

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: Central Registry Records

RDA#: 2010035

Description:

Last Reviewed on: 09/08/2010

These records are the Statewide Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child (See NRS 432.0999 to 432.130). The records may contain, but are not limited to, information on:

- * Reports of abuse or neglect (See NRS chapter 432B)
- * Statistical data
- * Substantiated release of information records, with associated documentation (Note: retain other requests per General Schedule RDA 2009047 "Records Request Files: Granted")
- * Related information

Authorized Retention:

Retain these records for at least three (3) but no more than ten (10) years after the subject child reaches the age of eighteen (18).

Authorized Disposition:

Destroy these confidential records (See NRS 432B.280 (1)) in a secure manner that will prevent reconstruction of the information (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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Certificates and Warrants

RDA#: 2008029

Description:

Last Reviewed on: 09/10/2008

These records document the eligibility certificates and warrants used for the payment of benefits (See NRS 432A.070 (1)(d), 432A.080 and 432A.090). The record may include but is not limited to:

- * Eligibility certificates and/or warrants
- * Disbursement reports (including copies of accounting records)
- * Related correspondence
- * Similar documentation

Authorized Retention:

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

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: Certificates and Warrants: Audit Files

RDA#: 2008030

Description:

Last Reviewed on: 09/10/2008

These records document the in-house audit completed of voided and/or cancelled eligibility certificates and warrants used for the payment of benefits (See NRS 432A.070 (1)(d), 432A.080 and 432A.090).

The record may include but is not limited to:

- * Audit report
- * Related correspondence
- * Similar documentation

Authorized Retention:

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

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal 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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Certificates and Warrants: Voided and/or Cancelled

RDA#: 1998168

Description:

Last Reviewed on: 09/10/2008

These records are the voided and/or cancelled eligibility certificates and warrants used for the payment of benefits (See NRS 432A.070 (1)(d), 432A.080 and 432A.090) The record may include but is not limited to:

- * Voided and/or cancelled eligibility certificates and/or warrants
- * Related correspondence
- * Similar documentation

Authorized Retention:

Retain these records until after completion of a successful in-house audit.

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: Denied Adoption Files

RDA#: 2002131

Description:

Last Reviewed on: 01/17/2003

This record series documents the adoption files that were investigated and denied in accordance with NRS Chapter 127. The files may include: Adoption Application, references, law enforcement forms & history, FBI fingerprint investigation results, Nevada Criminal History Repository inquire results, Home Study evaluations and reports, initial licensing study, training records and certificates, CA/NS search results, health forms, home inspection form, approval & waivers, complaint log, case narrative, related correspondence and similar documents.

Authorized Retention:

Retain this record series for three (3) calendar years from the end of the calendar year in which the case was closed (date of denial and/or court decision to deny adoption).

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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Due Process Hearing Files

RDA#: 2009006

Description:

Last Reviewed on: 06/10/2009

These records document the hearings held for applicants, recipients and/or providers concerning adverse determinations by the Division. The record may contain but is not limited to:

- * Complaint with associated material
- * Investigation documentation
- * Hearing documentation (including notices, motions, transcripts, pleadings, findings, declarations, etc.)
- * Related correspondence

Note: files of providers may also contain:

- * Copies of financial records
- * Copies of licensing records
- * Copies of federal documents
- * Related documentation

Authorized Retention:

Retain this record series for a period of six (6) calendar years from the calendar year in which the final determination of the hearing was made.

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: Eligibility Files

RDA#: 1998166

Description:

Last Reviewed on: 02/17/1999

This record series administers, documents and controls the determination of eligibility and payment of benefits of Foster Care and Child Care programs. The files may contain: eligibility documentation and forms, budget worksheet, approval notice, application, correspondence, memos, referrals, medical/psychological material, Medicaid forms, and EPSDT information if not in a separate folder. The file may also contain Planning/SSI inventories and assessments, and other miscellaneous SSI forms, and miscellaneous legal material.

Authorized Retention:

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

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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Family Preservation Case File: Not Sexually Abused

RDA#: 2007011

Description:

Last Reviewed on: 04/11/2007

This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is no evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. Family Preservation Program Case Records also contain mental health treatment, status of offenders and delinquency documents.

Authorized Retention:

Retain for a period of three (3) calendar years from the close of the case.

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: Family Preservation Case File: Sexually Abused

RDA#: 2007012

Description:

Last Reviewed on: 04/11/2007

This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. Family Preservation Program Case Records also contain mental health treatment, status of offenders and delinquency documents.

Authorized Retention:

Retain these records for a period of fifty (50) calendar years from the close of the case.

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). It is recommended that these records be microfilmed (See NRS 239.051).

Title: Family Preservation Program Monthly Report File

RDA#: 1990250

Description:

Last Reviewed on: 11/06/1990

This record series consists of copies of manually prepared internal reports by region and clients, in detail and in summary form. These are filed by month.

Authorized Retention:

Retain only as long as useful to the agency.

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: HHS: Child & Family Services Division

Schedule Number: 5504

Title: Family Preservation Program Recipient Files

RDA#: 1990249

Description:

Last Reviewed on: 11/06/1990

These files are established when a profoundly mentally disabled person is being cared for by a relative, and that relative is receiving financial assistance on a monthly basis for the care of that person (See NRS 422A.650). The record series may include: Determination form, Treatment Plan, income documentation, treatment status, copies of miscellaneous correspondence, changes of address or income, annual redetermination of benefits.

Authorized Retention:

Retain this record series for a period of three (3) calendar years from the date that the file is closed.

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: Foster Care Licensing Files

RDA#: 1999111

Description:

Last Reviewed on: 01/12/2000

This record series administers and documents families licensed to provide care to children who are in the custody of the Division. Closed files provide a historical documentation of the performance of licensed foster parents. The files may include: application, extensive background histories, home study reports, proof of training, copies of licenses, case notes, waivers & approvals, Child Protective Services reports, Licensing complaints, home inspection forms, pet inoculation documentation, law enforcement checks, FBI fingerprint checks, child abuse and neglect system checks, requests and related correspondence.

Authorized Retention:

Retain this record series for a period of sixteen (16) calendar years from the date of the expiration, suspension or revocation of the license.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner.

Title: Systems Reports

RDA#: 1998167

Description:

Last Reviewed on: 02/17/1999

This record series documents computer and other reports used for eligibility and accounting functions. The files may contain: computer reports from the Welfare Division and Medicaid offices, NOMAD computer reports, office generated reports, state and federal accounting reports, and related correspondence.

Authorized Retention:

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

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: HHS: All Division Child Care Facilities and Services

Schedule Number: 550411

Title: Children's Medical Records

RDA#: 2004175

Description:

Last Reviewed on: 01/13/2010

These records document the medical services provided by Division facilities (See NRS 433B.070) to eligible children (See NRS chapter 433B). The record may contain but is not limited to:

- * Admissions documentation
- * Health care records
- * Legal documentation (including consents)
- * Demographic information (including school and personal identifying information)
- * Related correspondence

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: HHS: Interstate Compact on the Placement of Children (ICPC) Office

Schedule Number: 550402

Title: ICPC Administration Office File

RDA#: 2007006

Description:

Last Reviewed on: 03/14/2007

This record series documents the functions of the ICPC (Interstate Compact on the Placement of Children) Division Office for placing children from another state into facilities, foster homes, with relatives or non-offending parents, adoptions both Public agency and Private agency and independent/specific adoptions or guardianship in Nevada, or sending Nevada children to other states as per NRS 127.330. The files may contain: ICPC Form 100A "Interstate Compact on the Placement of Children Request," ICPC Form 100B "Report of Child Placement Status," transmittal sheets, checklist, staffing notes, related correspondence and similar documentation. Note: the official record resides with the ICPC field offices, and this RDA does not apply to the field offices.

Authorized Retention:

Retain these records for a period of six (6) months from the date the file was closed or otherwise finalized.

Authorized Disposition:

Destroy these confidential records in a secure manner so that the records cannot be reconstructed, such as by shredding, degaussing, 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: HHS: State Juvenile Correctional Facilities

Schedule Number: 550417

Title: Juvenile Correctional Facility Case Files

RDA#: 2007073

Description:

Last Reviewed on: 09/12/2007

These records document the detention and activities of individuals supervised by the Division of Child and Family Services (DCFS), Juvenile Correctional Facilities. The files may include but are not limited to:

- * Personal Identifying Information (including social security card, driver's license, birth certificate, etc.)
- * Summary report from Juvenile Court system (NRS 63.400)
- * Screening documentation (NRS 62E.513)
- * DCFS investigation and recommendation documentation (NRS 62E.520)
- * Medical (physical) report (NRS 62E.530 & 63.420)
- * Education and training documentation
- * Placement documentation (including transfers to other state, public, private and out of state facilities)
- * Related correspondence and similar documentation

Authorized Retention:

Retain these records for a period of fifty (50) calendar years from the twenty-first birthday of the individual.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). Personal documents, such as original Social Security Cards, should be returned to the juvenile upon release from the system. It is recommended that this record series be microfilmed.

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: HHS: State Juvenile Correctional Facilities

Schedule Number: 550417

Title: Juvenile Correctional Facility Medical Case Files

RDA#: 2007074

Description:

Last Reviewed on: 01/13/2010

These records document the physical, dental and mental health care of individuals supervised by the Division of Child and Family Services (DCFS), Juvenile Correctional Facilities. This does not include first aid records (See General Records Retention and Disposition Schedules). The files may include but are not limited to:

- * Copies of health care records (See NRS 629.021)
- * Related correspondence and 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).

Title: Juvenile Correctional Facility Trust Account Files

RDA#: 2007075

Description:

Last Reviewed on: 09/12/2007

These records document the trust account for money and/or valuables held in trust for individuals supervised by the Division of Child and Family Services (DCFS), Juvenile Correctional Facilities (See NRS 63340). The files may include but are not limited to:

- * Accounting records documenting the receipt, deposit and disbursement of money
- * Lists describing personal valuables received and maintained by DCFFS (including documents, physical items, etc.)
- * Related correspondence and similar documentation

Authorized Retention:

Retain these records for a period of six (6) calendar years from the release of the individual.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, 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: HHS: Youth Parole Bureau

Schedule Number: 550415

Title: Youth Parole 432B Joint Custody Case Files

RDA#: 2003140

Description:

Last Reviewed on: 10/08/2003

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.

Authorized Retention:

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

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). Personal documents, such as original Social Security Cards, should be returned to the juvenile upon release from the system.

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: HHS: Youth Parole Bureau

Schedule Number: 550415

Title: Youth Parole Case Files

RDA#: 2003139

Description:

Last Reviewed on: 10/08/2003

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).

Authorized Retention:

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

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). Personal documents, such as original Social Security Cards, should be returned to the juvenile upon release from the system.

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: HHS: Youth Parole Bureau

Schedule Number: 550415

Title: Youth Parole Case Files: Sexual Offender

RDA#: 2003142

Description:

Last Reviewed on: 10/08/2003

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).

Authorized Retention:

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

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). Personal documents, such as original Social Security Cards, should be returned to the juvenile upon release from the system.

Title: Youth Parole Case Index

RDA#: 2003141

Description:

Last Reviewed on: 10/08/2003

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.

Authorized Retention:

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

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.

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.