

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
560**

**CENTRAL AND INSTITUTIONAL RECORD FILES**

**Supersedes:** AR 560 (06/17/12); and AR 560 (Temporary, 02/26/14)  
**Effective Date:** 03/18/14

**AUTHORITY:** NRS 209.351

**RESPONSIBILITY:**

The Offender Management Administrator (OMA) is responsible for the management of Central Files (C-Files).

The Institutional Associate Wardens are responsible for the management of Institutional Files (I-Files).

The Correctional Case Records Manager (CCRM) is the legal custodian of records maintained centrally by the NDOC and will maintain the confidentiality of the Criminal History Records Information (CHRI). The Offender Management Administrator will assign a backup as appropriate.

The Wardens or Facility Managers are responsible for being the legal custodians of institutional inmate records. Supervision of the records process may be delegated to the Associate Wardens and daily operational authority may be delegated to records office staff.

**560.01 PURPOSE OF FILES**

1. The Department maintains two (2) inmate records files.
  - A. The C-File is to record and maintain matters concerning the inmate's legal status including commitment information, release computation, detainers, classification, management information system, and statistics and planning.
  - B. The I-File contains copies of documents located in the C-File with regard to the inmate's legal status, as well as information and documents derived from institutional activities to include disciplinary, work, progress reports, education and program achievements, Parole Board actions and inmate correspondence.

2. Institutions should use the I-File to respond to requests for inmate information.
3. All requests for inmate information, other than questions related to holds, detainees and victim information, which will be referred to the Offender Management Division (OMD), should be handled at the lowest level where the information exists, adhering to the requirements of the Department's Administrative Regulation (A.R.) 569,120 and 122.
4. All requests for inmate records will be referred to Offender Management Division, specifically to the Correctional Case Records Manager (CCRM). The CCRM/designee will submit requests for inmate records to the appropriate institution/facility. With the exception of records/documentation requested on behalf of the Attorney General's (AG) office, all records will be sent to CCRM for review and redaction as appropriate. Records requested on behalf of the AG's office may be sent directly to the AG's office.
5. Daily operational management of the case records files may be delegated by the CCRM.

#### **560.02 FILE DEVELOPMENT**

1. The Department's intake units initially develop C-Files and I-Files.
2. The original Judgment(s) of Conviction (JOC), Orders Revoking Parole/Probation, Violation Reports and Pre-Sentence Investigations (PSI) shall be placed in the C-File. If only one certified copy of the JOC or Order Revoking Probation is received, copies will be placed in C and I-files with the original certified copy being sent to Central Records for auditing purposes. Upon completion of the audit process Central Records staff will import the certified copy into NOTIS and have the certified copy placed in the C-file.
3. Copies of all documents and personal identification cards are to be placed in the I-File at the time of its initial development.
4. One (1) copy of the most recent inmate photo is to be placed in the C-file and three (3) copies should be placed in the I-file for future transport needs. Any additional photos which may be required can be obtained from NOTIS as necessary.
5. Staff is to place any above listed documents received after the files have been completed, to include the Booking Report, in the I-File and send the original to OMD for inclusion into the C-File.
6. Intake Units are required to complete four fingerprint cards at the time of intake processing, if electronic fingerprinting is not available.
  - A. One (1) is to be placed in the C-File.
  - B. One (1) is to be placed in the I-File.

C. Two (2) are to be sent to the Nevada Criminal History Repository.

7. If the Intake Units have the availability of electronic fingerprinting through the Life Scan process, the institution will develop procedures to ensure:

A. Two (2) sets are retained, one for the C-File and one for the I-File.

B. Two (2) sets are sent to the Nevada Criminal History Repository.

### **560.03 FILE MAINTENANCE**

1. The OMD will store and maintain the C-File in order to facilitate the monitoring of legal status changes, detainers, classification and for the use in management and statistical analysis.

2. Each institution will store and maintain a complete set of inmate record files to facilitate timely access by staff to file information.

A. Access to that information should be on a need to know basis.

B. The information in the files cannot be purged because these are permanent records, with the exception of duplicate documents.

3. Institutions and facilities and the OMD are accountable for controlling access to all inmate records.

A. A designated institutional employee will maintain a record log on all files retrieved from storage and taken outside the institution. This record control log will contain at least the following:

(1) Name of the person taking the file.

(2) Agency or organization where the person works.

(3) Date the file was taken.

(4) Date the file was returned.

B. Check-out cards should be used when files are removed from storage for daily or long term use. Institutional/facility procedures will also comply with this process.

4. Only members of the Attorney General's Staff or Governor's Office are allowed to remove files from the institution. The Director, Deputy Directors or the OMA must directly approve all other persons.

5. All records removed from the central storage area but used within the institution or facility should be returned each day to the record storage area at the close of conventional business hours. Inmate files are not to be retained in caseworker or clerical work areas after close of the business day.

6. Inmates will not have access to any C-Files or I-Files under any circumstances unless access is permitted according to AR 568. In addition:

A. Inmates will not be allowed access to record storage areas or the clerical work areas without direct and constant staff supervision.

B. Inmate files, which have been removed from the record storage area, will not be left unattended where inmates would have access to them.

C. Inmates will not be allowed to file any institutional records.

#### **560.04 RECORDS TRANSFER**

1. All institutional records, including I-File, property file, visiting file, education file, and medical files will be updated and transferred simultaneously when the inmate is moved between Department of Corrections institutions or facilities.

A. In emergency circumstances, where the files are not transported with the inmates, Files will be transported within seventy-two (72) hours after the inmate has been moved.

2. When an inmate is released or permanently transferred to another jurisdiction, the I-File, property file, education file and visiting file will be sent to OMD for storage no later than thirty (30) days after the date of release.

3. Inactive files will be combined and initially maintained in a centralized location within the OMD. If the need arises, the Director may authorize off-site storage of inactive files. Contracts for off-site storage of inmate files will include a confidentiality agreement and a security certification requirement.

4. In order to fill requests for records and copies of documents, discharged file records, along with visiting and property files, will remain in this centralized location for approximately one (1) year before being sent to State Records for long term storage according to the records retention and disposition schedule.

5. File records of those inmates on parole will remain in the OMD location until discharged or reactivated pursuant to parole violation. Once discharged, file transfer will follow the schedule noted in 560.04.4.

**560.05 ELECTRONIC FILES**

1. The OMA is authorized to develop a system for the digital electronic storage of documents. Each institution contributes to, has access to, and uses an organized system of information storage, retrieval and review.
2. The Nevada Offender Tracking and Information System (NOTIS) and the Nevada Criminal Information System (NCIS) are part of an overall research and decision making capacity relating to both inmate and operational needs.
3. This system may be used for storage of any documents or correspondence authorized for retention in the C-File.
4. This system may be used in addition to the C-File.

**APPLICABILITY**

1. This regulation applies to all staff using institutional or central files.
2. This regulation requires an audit.

**REFERENCES**

- ACA Standard 4-4092
- ACA Standard 4-4093
- ACA Standard 4-4097

  
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Director

  
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Date