1991539  Daily Folder
Description: 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.).
Minimum Retention: Retain for a period of three (3) calendar years from the date the file was created.
Disposition: Destroy

1991538  Daily Movement Sheet
Description: 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).
Minimum Retention: Retain for a period of three (3) calendar years from effective date.
Disposition: Destroy

1991541  Inmate Grievance File
Description: 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.
Minimum Retention: Retain for a period of three (3) calendar years following the final disposition of the grievance.
Disposition: Destroy Securely

1991542  Inmate Grievance Log
Description: 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.
Minimum Retention: Retain for a period of three (3) calendar years following the final disposition of the grievance.
Disposition: Destroy Securely

1991540  Institutional Management Documentation
Description: 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.
Minimum Retention: Retain for a period of three (3) calendar years from effective date.
Disposition: Destroy Securely
State of Nevada    DOC: Operations

Version Date: 11/08/2017

1991534  Prison Mediator Abuse of Inmate Grievance Procedure Files

Description: 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.

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

Disposition: Destroy Securely

1991533  Prison Mediator Program Files

Description: 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.

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

Disposition: Destroy Securely

1991535  Prison Mediator Program Monitoring & Evaluation Files

Description: 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.

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

Disposition: Destroy Securely

1991537  Work Order Request

Description: 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.

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

Disposition: Destroy