

**BOARD OF PAROLE COMMISSIONERS**  
**SEALING OF RECORDS POLICY**

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| <b>AG REVIEW BY:</b>   | <b>ORIGINATION DATE:</b><br>07/18/2019      | <b>APPROVED BY:</b><br><b>Christopher P. DeRocco,</b><br><b>Chairman</b> |
| <b>REFERENCES:</b><br><b>Chapter 179 of NRS, NRS §179.275,</b><br><b>179.295, NAC 239.935, Assembly</b><br><b>Bill No. 192</b> | <b>DATE EFFECTIVE:</b><br>Upon BOE Approval | <b>SUBJECT:</b><br><b>Sealing of Records</b>                             |
| <b>PROCESSED BY:</b><br><b>Board of Parole Commissioners</b>   | <b>REVISION DATE:</b>                       |  |

**A. PURPOSE:**

To establish Board of Parole Commissioners (Board) procedures for court ordered sealing of records.

This policy supersedes all prior Board sealing of records policies.

**B. POLICY:**

1. This policy pertains to employees of the Board. For the purpose of this policy, “Board employees” include classified and unclassified employees, and non-state employees (including but not limited to contracted case hearing representatives). For independent contractors, refer to SAM 0320.0, 6.
  - a. Sealing of records and retention of sealed records shall occur in accordance with SAM 0418 and NRS Chapter 179.
  - b. All requests for sealing of records containing a sealing order from a Nevada court of record shall be submitted to the custodian of records.
  - c. The custodian of records shall gather and seal the records in the custody of the Board which relate to matters contained in a sealing order from a Nevada Court of record.
  - d. The custodian of records shall advise the Nevada court of a record in writing of compliance with the sealing order and shall then seal the sealing order pursuant to NRS 179.275(2).
  - e. The custodian of records shall not permit inspection of the sealed records unless inspection is authorized pursuant to NRS 179.301 or a court order is submitted to the custodian of records permitting the person to inspect the sealed records pursuant to NRS 179.295(1).