

## 760 – Adult Parole Board File Plan

This file plan was developed to be a guide for Adult Parole Board employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Adult Parole Board. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

### **760-001 ADULT PAROLE CASE FILES:**

**Division/unit:** Adult parole

**Maintenance system:** Chronological by date, then alphabetical by inmate surname, then numerical by inmate number

**Record series content:** Records documenting the determinations of parole, parole history and parole revocation. Files may include docket for eligible parole, background history, application for medical parole, police reports, rap sheet, record of deoxyribonucleic acid collection, mug shot, diagnostic evaluation, pre-parole reports, copy of judgment and sentence, investigation reports, victim statements, violation report, copy of good time calculations, copies of certificates of achievement, investigation recommendations, copy of *parole board action and minutes form*, certificate of parole, copy of warrants, certificate of pardon, written statements of denial or revocation, correspondence, etc.

**Classification:** 1.21.2.906 NMAC, Parole and Probation Files

**File closure:** Date of final disposition of case

**Confidentiality:** Portions of this record may be confidential.

[New - 03/31/2021]

### **760-002 PAROLE BOARD ACTION HEARING MINUTES OF MEETING:**

**Division/unit:** Adult parole

**Maintenance system:** Chronological by date

**Record series content:** Records documenting parole eligibility and revocation determination hearings. Files may include schedule of inmates that are eligible for parole or revocation, *parole board action and minutes form*, copy of letter of denial, etc.

**Classification:** 1.21.2.633 NMAC, Hearings and Appeals - Historical

**File closure:** Date of hearing

**Confidentiality:** Portions of this record may be confidential.

[New - 03/31/2021]