

Probation Schedule # 074

Item Number	Record Title	Descriptions/Examples	Retention	Source/Comments
PRB 074-001	Adult Probation Files	These files consist of folders on each individual placed on probation in Nebraska. Folders are arranged alphabetically or numerically according to district preference and may contain the following: PRESENTENCE INVESTIGATION REPORTS, Coversheet, Probation Order, Progress Report, Termination Order, notes by the probation officer, tests and test scores, records of classes or counseling attended and correspondence.	1 Year - (paper) after scanned	4/4/2012 CONFIDENTIAL SHRED 1 YEAR AFTER SCANNING PER DEPARTMENT HEAD. SECONDARY APPROVAL BY DEPARTMENT HEAD PRIOR TO SHRED REQUIRED.
PRB 074-002	Juvenile Probation Files	Files include basic information contained in ADULT PROBATION FILES and the information is confidential or sealed Juvenile Intake Sheet is included. Records are confidential according to Sec. 84-712.05, R.R.S. 1943.	1 Year - (paper) after scanned	4/4/2012 CONFIDENTIAL SHRED 1 YEAR AFTER SCANNING PER DEPARTMENT HEAD. SECONDARY APPROVAL BY DEPARTMENT HEAD PRIOR TO SHRED REQUIRED.