

Nevada Outdoor School

Background Check Dissemination and Destruction Policy

Background Check Dissemination:

The Criminal History Record Information (CHRI) obtained by Nevada Outdoor School (NOS) will be used solely for the purpose requested and will not be disseminated outside the receiving departments, related Authorized Recipients, or other authorized entities.

Verbal and written communication regarding the Criminal History Record Information (CHRI) will only occur between personnel authorized to possess the information and carry out the specific purpose for which the information was requested.

NOS may disseminate fingerprint-based CHRI to the subject of record (i.e. the applicant) for the subject to challenge their criminal history records.

If disseminated to subject, NOS will stamp the word “copy” in red on each page of the provided records and a secondary dissemination log will be maintained.

NOS Dissemination log will contain:

- Date information was provided to subject of record
- The subject of record’s name
- Description of the information disseminated (State Background Check or National Background Check)
- To whom the record was disseminated (CHRI will only be disseminated to the subject of record. NOS will NOT disseminate CHRI to spouses, other household or family members, or attorneys, even at the applicant’s request).
- How the record was disseminated (verbally, in person, or in writing). NOS will indicate whether information was hand delivered directly to the subject or through the mail.

Criminal History Record Information (CHRI) received from fingerprints are not public record and will not be released to the public.

NOS will not either confirm or deny the existence or nonexistence of an individual’s criminal history to the public, any unauthorized individuals or Authorized Recipient.

Authorized Recipients outside the state of Nevada will not be designated as Authorized Recipients of fingerprint-based CHRI. NOS will not forward fingerprint-based CHRI to another state.

Background Check Destruction:

When no longer needed, NOS will destroy CHRI by shredding in house or by contracting with a professional shredding company. NOS personnel authorized to access/handle CHRI will either personally shred or oversee the shredding/destruction of CHRI.