

 <p style="text-align: center;"><b>KENTUCKY PAROLE BOARD</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
References/Authority	Subject	
ACA Standards 2-1074 through 2-1079; CPP 6.6; 101 KAR, 200 KAR 1:020; KRS 196.093, 196.097, 196.099	<b>RECORDS</b>	

**I. POLICY and PROCEDURE:**

- A. The Kentucky Parole Board shall enter official Parole Board decisions into the electronic offender file accurately and timely. The Parole Board shall also inform the Offender Records Branch of any discrepancies noted during the parole process.
- B. As outlined in KRS 196.093 and KRS 439.380, information pertaining to an offender's parole or revocation hearing shall be available to the Parole Board Members and the Office of the Parole Board staff.
- C. Information contained in the hard file and electronic file shall be comprehensive and organized for ease of use.
- D. Information shall have source reference and shall be identified as confidential if appropriate.
- E. Any unverified, missing or misinformation shall be identified and corrected as soon as possible.
- F. If required, information shall be available from qualified Medical and Mental Health Professionals.
- G. The Parole Board Members shall adhere to Kentucky Department of Corrections policies CPP 6.1 and 6.6 regarding confidentiality of offender information.