3-04/020.45 - Retention of Investigative Records and Documents

All records, correspondence, documents, or other materials relating to an administrative investigation, not otherwise entered electronically into the Performance Recording and Monitoring System, shall be forwarded to Internal Affairs Bureau for filing. No administrative investigation copies shall be retained at the unit level.

NOTE: This procedure shall also be followed when discipline, including a written reprimand, is to be imposed for preventable traffic accidents. However, adherence to the above procedure does not exempt the unit from compliance with the distribution requirements outlined in volume 3, chapter 9.

NOTE: Previously, Internal Affairs Bureau investigative files were purged after five (5) years. All investigative files maintained at Internal Affairs Bureau shall now be retained indefinitely.