

## 10-003 Maintenance, Retention and Archive Procedures for Detective Bureau Files

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Los Angeles County Sheriff's Department

### FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

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### MAINTENANCE, RETENTION AND ARCHIVE PROCEDURES FOR DETECTIVE BUREAU FILES

#### PURPOSE

The purpose of this Field Operations Directive is to establish the proper protocol for maintenance and electronic archiving of station detective bureau case files and search documentation packages.

#### POLICY AND PROCEDURES

Station detective bureaus shall maintain every search documentation package and individual case files, at the unit of assignment, for a period of two years after the case has had a clearance code entered in LARCIS. Thereafter, search documentation packages and cleared case files shall be sent to Records and Identification Bureau (RIB) for electronic imaging and archiving of the paper documents and text files. Search documentation packages and case files will have the same retention value as the incident's retention assigned in Los Angeles Regional Crime Information Systems (LARCIS).

Discoverable notes shall be kept in the case files, as outlined in California Penal Code §1054.1 and Field Operations Directive 98-3. All documents sent for scanning and archiving shall be clearly labeled with the case URN. Only paper documents or text files may be sent to RIB for electronic archiving. If further retention of compact discs, DVD(s), audio or video tapes is deemed necessary by the detective bureau commander, those items shall be entered into evidence, per volume 5-04 of the Manual of Policy and Procedures.

Case files and search documentation packages shall be maintained within the station's detective bureau, or other appropriate storage area within the station as approved by the unit commander. Files shall not be stored offsite. The case file(s) and/or search documentation package(s) shall be maintained at the unit where the case originated until archived by RIB. Any exception shall be approved by the unit commander of the station where the case originated.

If a cross reference URN is needed for investigators' purposes, and the number is not a master file URN, detectives shall exclusively write the cross referenced URN within the narrative section of the report.

Supervisors shall ensure the case file does not contain any copies of other crime reports using a different URN, unless all copies have been master filed and clearly labeled as such.

RIB shall not accept individual case files or search documentation packages through the regular county mail.

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Questions or requests for additional instructions about indexing, packaging and scheduled delivery of case files to RIB shall be directed to the RIB Supervising Records System Clerk.

**CITES / REFERENCES**

Manual of Policy and Procedures (MPP) 5-09/465.60 Post Search Operations Procedures

MPP Volume 5, Chapter 4, Property and Evidence Procedures

Field Operations Directive 98-3

Penal Code §1054.1

**ATTACHMENTS**

Case File / Search Package Archival Supplemental Report Form

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