

## **Documentation**

- **Audit Documentation**
  - **Archiving and Retention**
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- **Audit Documentation**

**The project manager will ensure the following:**

- **A binder is created to retain all work papers and original documents.**
  - **All team members shall store all work papers in the binder.**
  - **A Table of Contents is included to ensure organization.**
  - **Create and electronic file for storing audit documentation (electronic audit work papers.)**
  - **All documents containing original signatures and notes will be scanned for storage.**
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- **Archiving and Retention**

**All audit reports including original signatures are maintained in the AAB office. The project manager submits the completed audit binder and the electronic shared folder to the Team Lieutenant for review. Once this review is complete, the Team Lieutenant signs the binder review checklist and submits the documentation to the HCO for archiving.**

**All completed binders are stored in a secured file cabinet at AAB. The location of the file folders is documented and maintained within the shared files, entitled the AAB File Catalog folder entitled Master Archive Catalog.**

**Operations will update and maintain the Master Archive Catalog. The retention time of documents are processed as directed by the Department's Manual of Policy and Procedures Section 5-07/290.15, Administrative Documentation/Materials. The minimum retention requirement for audit documentation and special project documentation is**

**3 years. Shooting analysis documentation is kept indefinitely. The Unit Commander has the discretion to extend the retention of all audit documents.**

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