

Unit Order Six - Documentation Retention

Reference:

Manual of Policy and Procedures, Section 5-07/290.15, Administrative Documentation/Materials

General Accepted Government Auditing Standards Section 8.13, Fieldwork Standards for Performance Audits, Planning, Application Guidance, General

Purpose of order:

The purpose of this order is to establish procedures for the Audit and Accountability Bureau (AAB) regarding record retention.

Retention:

The following table indicates the requirements for record and documentation retention. All electronic files will be retained indefinitely.

Audit and Special Project documentation will be held for a minimum retention of three years. Shooting Analysis documentation will be held indefinitely.

The unit commander has the discretion to extend the retention of documentation indefinitely.

**** All document retention periods have been extended to indefinite due to CA-DOJ department investigation effective 02/01/2021***