

## **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\***