

## **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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