

**OFFICE OF INVESTIGATIVE SERVICES
POLICY & PROCEDURE #365**

RECORDS RETENTION

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The Office of Investigative Services is required to maintain case files to support the investigative process from the original allegation to the final disposition. Closed investigation files will be maintained by each Regional Office for a minimum period of six months after the date of final disposition.

OIS closed files are sent to the State Records Center to insure confidentiality, control access to the records, and for safeguarding and retention in accordance with DHR Administrative Policy And Procedure Manual, Par XI.A.1. Specific instructions for packing, shipping, referencing, and destroying closed case records are addressed in the DHR Records Management Operations Manual, Operating Procedure No VI.

All closed OIS files submitted to the State Records Center will be destroyed by the Center after a three-year period. Records may be retrieved from the State Records Center during the three-year period by contacting the Center and providing the Accession Number, Location Number and Box Number.