

## **CASE FILE STORAGE/RETRIEVAL**

## **Administrative General Order 3.1**

The purpose of this Order is to set forth the Citizens' Police Review Board (CPRB) policy regarding security for case file storage and retrieval.

The Office Assistant will manage case file storage and retrieval for each original case file. The assigned Investigator will deliver the original investigative file to the Office Assistant upon the final disposition of the case with the Board. The Office Assistant will file the original investigative file in a locked and secured storage area or file cabinet. The Office Assistant and the Executive Director will maintain access to the secured storage area or file cabinet.

Please contact the Office Assistant with the assigned case number via email, to request access to an investigative file stored in the secured area or file cabinet. The Office Assistant will retrieve the requested investigative file and deliver it to the requesting Investigator. The Investigator will return the file to the Office Assistant once she/he is finished with the investigative file, who will return it to the secured storage area or file cabinet.

The Office Assistant will keep a log of when a file is originally placed in the secured storage area or file cabinet, and record each time it is removed and returned to the secured storage area or file cabinet. The record will contain the date, time, and name of the person requesting and returning the file.