

**U. Access and Control**

1. All case files must remain accessible to other investigators in the absence of the O.I.C. of the investigation. Access to Officers' case files during absences shall be provided by the Supervisor of the bureau/unit.
2. Certain case files shall have restricted access, e.g. homicide and investigations of a confidential nature. Permission shall be obtained from the O.I.C. of the investigation or the Detective Sergeant of the bureau/unit to access such case files.

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**V. Retention of Case Files and Records**

1. The files for suspended cases which only consist of the hard copy of the Occurrence shall **not** be retained after such cases are suspended. These are not required because a permanent record is retained electronically.
2. Case files which are suspended (unsolved) and consist of more than the hard copy Occurrence (e.g. statements, documents, etc.) shall be maintained for the following offences:
  - (a) murders and attempts;
  - (b) extortion;
  - (c) robbery;
  - (d) sexual assaults;
  - (e) arson;
  - (f) kidnapping/abduction/forcible confinement;
  - (g) serious assaults and woundings;
  - (h) major break and enters and thefts;
  - (i) missing persons; or,
  - (j) any other case file involving repeat offences or other offences that are a significant concern to the community.
3. Case files with closed Occurrences shall be retained until the case is concluded in Court and the thirty (30) day appeal period has passed. After the appeal period, disposal shall be done by the O.I.C. of the investigation, in accordance with the Records Retention and By-Law Schedule.
4. The retention of case files shall be in accordance with P.R.P. Records Retention By-Law and Schedule.

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