



Using Records Retention Schedules: How Long Do Use of Force Reports Need to Be Kept?

Purpose: Provide use of force report retention guidance to state and local law enforcement agencies.

The *Law Enforcement Records Retention Schedule* covers the minimum retention period for use of force reports:

6 years after completion of review*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2022-008 Rev. 0	<p>Internal Review/Post-Incident Analysis (Routine)</p> <p>Records relating to formal or informal analysis of a given response event to evaluate the events that occurred, strategy and tactics employed, results, and lessons learned.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Use of force forms and their review. <p>Excludes records covered by <i>Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)</i>.</p>	<p>Retain for 6 years after completion of review</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

* Retain use of force reports that become part of a **misconduct investigation** in accordance with *Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003)*.

The *Law Enforcement Records Retention Schedule* is available from Washington State Archives' website.

**Additional advice regarding the management of public records is available from
 Washington State Archives:**

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**