

COMPULSORY RETENTION OF FILES

A file must be retained beyond the specified period if the following applies:

- A) the file has historical or research value, to wit:
 - I) involves an unusual or important case or event,
 - II) involves an investigation employing exceptional techniques or methods,
 - III) involves a case on which legal opinion has been obtained;
- B) the file contains information or advice to an outside Department or Agency;
- C) the file contains information or advice to the Minister;
- D) the file raises a policy issue;
- E) the file is relevant to a judicial proceeding;
- F) is an operational file relating to a current or ongoing internal discipline inquiry;
- G) the file contains information for which a demand has been made under the Human Rights Act.

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