



The  
**Prisoner  
Ombudsman**  
for Northern Ireland

# **Prisoner Ombudsman**

## **Retention and Disposal Schedule for Investigation Records**

### **Web Version**

<b>Work Area</b>	<b>Record Type(s)</b>	<b>Records Action</b>	<b>Retention Period</b>	<b>Final Action</b>
Eligible Complaints	Internal Complaints forms; Investigation Reports and supporting documentation supplied by the Prison Service, Healthcare and other relevant agencies; Statements; interview notes; CCTV recordings; Audio recordings; Memory cards containing recorded interviews; Research material.	Held on file.  Closed from the date the final report is sent to the complainant.	5 years	Determined on Review by Senior Investigating Officer and PRONI.
Ineligible Complaints (Written and telephone)	Call log; Correspondence; Supporting material.	Held on file.  Closed from the date that the correspondence is issued to the complainant.	2 years	Determined on Review by Senior Investigating Officer.
Death in Custody and Post Release Investigations	Investigation Management & Strategy material; Investigation Reports and supporting material supplied by the Prison Service, Healthcare and other relevant agencies; Statements; Interview notes; CCTV recordings; Audio recordings; Memory cards containing recorded interviews; Research material.	Held on file.  Closed from the conclusion of the Coroner's Inquest.	5 years	Determined on Review by Senior Investigating Officer and PRONI