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*

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE2022-008 Rev. 0</td>
<td><strong>Internal Review/Post- Incident Analysis (Routine)</strong>&lt;br&gt;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.&lt;br&gt;Includes, but is not limited to:&lt;br&gt;• Use of force forms and their review.&lt;br&gt;Excludes records covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-003).</td>
<td>Retain for 6 years after completion of review then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

* 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