**Records Storage**

**Purpose**

The purpose of this policy is to provide for the safe storage of recordsin a manner that allows both timely retrieval and protection of the documents.  All files and photos are electronically saved and backed up by MDI Log.

**Policy**

**A) Active Files**

The Kootenai County Coroner’s Office will store active files in the office’s MDI Log software program and in file cabinets in the office where they are easily accessible to staff members.

**B)  Inactive Files**

Inactive files will be tagged, boxed, and stored in a safe location and in the software program. The location will be maintained in such a manner as to prevent damage from insects, water, and other possible hazards. All closed files will be kept for a minimum of 7 years. All autopsy reports and Forensic Inspection reports and photos are backed up on the Coroners main drive or moved to a storage device for retention for 10 years.

**C)** **Scene Photo’s/Morgue Photos**

Photos are to be taken of all scenes that Investigations responds to. Photos are also to be taken in the morgue at all autopsies, inspections and examinations.  Photos are then uploaded in the MDI Log case file where they are stored and readily accessible at any time. Every five years, cases are uploaded and saved to an external hard drive and placed (stored) in a secure location.