

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STAFF PERSONNEL**

**Retention of Investigation Records of Sexual Harassment and/or Abuse by Staff Personnel**

All notes, tapes, memoranda, alleged victim reports, investigator reports, and other related materials compiled during an investigation shall be retained by the school for a minimum of two years.

Records of reports found to be substantiated shall be placed in the accused's personnel file/permanent record. The accused shall be permitted to attach a personal statement to such a record.

Records of reports found to be unsubstantiated shall not be placed in the alleged accused's personnel file/permanent record.

Regulation Adopted: May 21, 1990

Regulation Revised: March 25, 2013

Regulation Reviewed: January 21, 2019