

<b>SUBJECT:                      REPORTS AND RECORDS</b>
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**REPORTS AND RECORDS**

- A. Reports and records measure the quality and quantity of work done by the North Carolina State Bureau of Investigation, providing a necessary mechanism for holding the Bureau accountable for its activities and serving as the agency's institutional memory.
- B. SBI investigative reports demonstrate the variety, diversity, and complexity of work done by the Bureau, without which management would have no means other than counting cases to evaluate the SBI's work. In addition to supporting investigative and prosecutorial activities, case reports contribute to the Bureau's internal planning and evaluation processes.
- C. All individuals working for the SBI must be prepared to give a written account of how they use their time.
- D. Field agents must report all of their investigative activities in a timely manner. To utilize their time most effectively, agents are encouraged to record notes in a manner that will not require extensive preparation for dictation.
- E. Reports are written for a variety of audiences and must not only be clear enough to explain a case to a prosecutor, but also allow other investigators, Bureau administrators, and court officials to understand what has happened during the course of an investigation.
- F. Bureau managers regularly review reports to evaluate and maintain their high quality and to ensure that individuals are accountable for their time and that all investigations are conducted in a manner consistent with standards set by the Director.