

INVESTIGATION REPORT ON FILE

An investigation involving **[Name of Employee]** was completed on **[date]**. All documentation from this investigation, including the outcome letter, is on file with **[the business manager]** in the district's employee investigations file. This documentation will be retained for the duration of employment plus six years.

This notice is for document tracking purposes only. It is not intended to imply that the employee committed wrongdoing. A review of the investigation outcome report is necessary to ascertain the outcome of the investigation.

NOTE: We recommend using this form when administration decides not to place the investigation outcome letter in an employee's personnel file.

End of McClusky School District #19 Exhibit KACB-E4