

	PARADISE VALLEY POLICE GENERAL ORDER Storage, Maintenance and Destruction of <i>Department</i> Records	Order Number
		11.13
		Date
		01-12-17

11.13 Storage, Maintenance and Destruction of *Department* Records

- A. Under Arizona statute (see A.R.S. § Title 39), public records of political subdivisions of the State, including this *Town* and *Department*, are to be stored, maintained and destroyed in compliance with standards established by the Director of the *Arizona State Library, Archives and Public Records (ASLAPR)*.
- B. The *ASLAPR* adopts schedules that establish the *minimum* retention period for all public records. The *maximum* retention period and purge schedule for *Department* public records is to be established by the *Department*.
- C. The current schedules established by the *ASLAPR* may be found at <http://www.azlibrary.gov/arm/retention-schedules>. Unless the *Department* has sought and received an approved exception to the published schedule, the adopted schedules are required to be followed.
- D. If a public record does not appear on the *ASLAPR* schedules, it is not authorized to be destroyed.
- E. Whenever in this Manual the destruction of documents is referenced, that destruction shall be done no earlier than the time period established in accordance with the *ASLAPR* published schedules or approved exceptions to that schedule (except where otherwise provided by law).
- F. The *employee* in charge of the Records Section shall establish, with the approval of the *Chief*, the maximum retention schedule to be followed by the *Department* and is responsible for ensuring that *state* schedules and records destruction requirements are followed.
- G. Failure to abide by the public records statutes is a criminal offense.