

	PARADISE VALLEY POLICE GENERAL ORDER Retention of Applicant and Personnel Records	Order Number
		32.5 Date 11-15-19

32.5 Retention of Applicant and Personnel Records

- A. All applicant files and records, including background files and files on disqualified candidates, are considered confidential to the extent permitted by law. Any medical records included in these files shall be separated and sent to Human Resources for retention pursuant to Town policy and the requirements of federal law; the Department file should note that the medical records have been transmitted to Town HR (for purposes of audits which may be performed by AZPOST). Applicant files and records may only be accessed by authorized personnel and shall be maintained in accordance with established records retention and destruction schedules and procedures.
1. Pursuant to [A.R.S. §38-1108](#), the pre-employment polygraph, including the data and the report, for an *officer* hired by the *Department shall* be destroyed no later than ninety days after the third year anniversary of the person's date of employment.
- B. All personnel files and records maintained by the agency (separate from Town personnel records) are considered confidential to the extent permitted by law. Any medical records included in these files shall be separated and sent to Human Resources for retention pursuant to Town policy and the requirements of federal law; the Department file should note that the medical records have been transmitted to Town HR. Personnel files and records may only be accessed by authorized personnel and shall be maintained in accordance with established records retention and destruction schedules and procedures.