Page 1

Date:

August 28, 2018

Records of:

PDX/04	1/		CERTIFIED PER SECTION	12.3 OF LOS ANO	GELES AL	OMIN	ISTR.	ATIVE .
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retentio Office	on (YEARS) Total				Type C L
/PDX/04/	otherwise s order or re	s shall be retained for a minimum of two years, including records not included in the Sc specified by law or a longer period is otherwise required by law, or unless, consistent wit solution of the City Council. ORIGINAL RECORDS					d by	
/FDX/04/	0	ORIGINAL RECORDS						
/PDX/04/	O001.	ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O002.	ALTERCATION REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O003.	ARREST DISPOSITION LOG BOOK (5.10'S) RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O004.	ARREST LOG BOOK RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/04/	O005.	ARRESTEE LOG BOOK - VICE RECORD TYPES:	CL+2	CL+4		N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EX TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PIRATION PE=PERMANENT S	SU=SUPERCED	ED TE=T	ERM	INAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMEN MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMEN						PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Page 2
Date:

August 28, 2018

PDX/04			CERTIFIED PER SECTION 12	2.3 OF LOS ANGI	ELES ADM	IINIST	RATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	ı (YEARS) M Total		Recor / H	
	otherwise	s shall be retained for a minimum of two years, including records not included in the So specified by law or a longer period is otherwise required by law, or unless, consistent w esolution of the City Council.				hed b	y
/PDX/04/	O006.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15 RECORD TYPES:	TO+2	TO+5	Ν	l N	N
PDX/04/	O007.	BAR BOOK RECORD TYPES:	CL+3	CL+10	N	l N	N
/PDX/04/	O008.	B-WAGON DETOXIFICATION LOG RECORD TYPES:	TO+2	TO+2	Ν	l N	N
/PDX/04/	O009.	BOOKING RECOMMENDATION (LAPD 12.31) FORM: LAPD 12.31 RECORD TYPES:	TO+2	TO+5	Ν	l N	N
/PDX/04/	O010.	CHANGE OF WATCH DATA RECORD TYPES:	TO+2	TO+5	Ν	l N	N
/PDX/04/	O011.	CHECK SIGN OUT ROSTER (0036) FORM: 0036 RECORD TYPES:	TO+2	TO+5	Ν	l N	N
RETEN	ITION CODE	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=E. TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	XPIRATION PE=PERMANENT SI	U=SUPERCEDE) TE=TE	RMINA	TION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMEN MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMEN					APE
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 3

August 28, 2018

Date:

PDX/04	1/	CERTIFIED I	PER SECTION 12	2.3 OF LOS ANGE	LES ADN	MINIS	TRATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) M Total C			rd Type I C
	otherwise :	s shall be retained for a minimum of two years, including records not included in the Schedule items list specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a desolution of the City Council.				shed	by .
PDX/04/	O012.	CHRONIC OFFENDER FILE RECORD TYPES:	CL+2	CL+4	1	N N	I N
PDX/04/	O013.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10	1	N N	I N
PDX/04/	O014.	COURT BOOK RECORD TYPES:	CL+2	CL+4	1	N N	I N
PDX/04/	O015.	CRIMES AGAINST PERSON CONTROL BOOK RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-FOLLOW-UP INVESTIGATION-LAPD 3.14 C-INVESTIGATOR'S CASE PROGRESS LOG-LAPD 1.44 D-PRELIM. INVESTIGATION REPORT-LAPD 3.1	TO+2	TO+5	1	N 1	I N
PDX/04/	O016.	E-PROPERTY REPORT-LAPD 10.1 DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+10	1	N N	I N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=F TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PERMANENT S	U=SUPERCEDEI) TE=TE	RMIN	ATION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTROI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL					TAPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule

Page 4
Date:

August 28, 2018

Original Records

DX/04	Sched.		CERTIFIED PER SECTION 12.3				•
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C
	otherwise s	s shall be retained for a minimum of two years, including records not included in the specified by law or a longer period is otherwise required by law, or unless, consistent esolution of the City Council.				≀d by	
DX/04/	O017.	DAILY CRIME AND ARREST SUMMARY (LAPD 15.6) FORM: LAPD 15.6 RECORD TYPES:	TO+1	TO+5	N	N	N
OX/04/	O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O019.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O020.	DAILY WORK SHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O021.	DEPLOYMENT TELETYPE FORMAT (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O022.	DETECTIVE RECAP REPORT RECORD TYPES:	TO+2	TO+5	N	N	N
RETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	EXPIRATION PE=PERMANENT SU	=SUPERCEDED TE=	TERM	/INAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUM MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUM					νPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Page 5 Date:

August 28, 2018

ecords PDX/04	•	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA CERTIFIED PE	R SECTION 12.3	3 OF LOS ANGELES A	DMI N	VISTR	ATIV I
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code		ecord H	
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Schedule items listed by law or a longer period is otherwise required by law, or unless, consistent with state law, a diffeolution of the City Council.				ed by	
/PDX/04/	O023.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O024.	DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O025.	DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O026.	DETENTION TANK LOG (LAPD 6.19) FORM: LAPD 6.19 RECORD TYPES:	CL+2	CL+4	N	N	N
/PDX/04/	O027.	DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES:	CL+2	CL+4	N	N	N
/PDX/04/	O028.	DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAPD 12.24) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS) FORM: LAPD 12.24 RECORD TYPES:	CL+3	CL+10	N	N	N
RETEN	ITION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RMANENT SU:	=SUPERCEDED TE=	TERN	MINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL D					.PE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Page 6

Date: August 28, 2018

ecords P <u>DX/0</u> 4	•	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA	CERTIFIED PER SECTION 12	.3 OF LOS ANGELES A	DMI N	NISTR	ATIVI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedupecified by law or a longer period is otherwise required by law, or unless, consistent with suspection of the City Council. A-ARREST REPORT-LAPD 5.2 B-ENTRY REQUEST - NATL. CRIME INFORMATION CENTER WANTEDLAPD 8.3 C-FOLLOW-UP INVESTIGATION-LAPD 3.14 D-NOTES E-PHOTOGRAPHS F-PRELIMINARY INVESTIGATION-LAPD 3.1 G-PROPERTY REPORT-LAPD 10.1 H-RAP SHEET I-TELETYPES J-CRIMINAL OFFENDER RECORD INFORMATION				ed by	_
/PDX/04/	O029.	ENROUTE DETENTION BOOK RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O030.	EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8) FORM: LAPD 10.8 RECORD TYPES:	TO+3	TO+5	N	N	N
/PDX/04/	O031.	FIELD RELEASE (ARREST COURT IN AM'S) FILE RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O032.	FIELD SUPPORT ANALYSIS REPORT RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O033.	GRIEVANCE FILE	TO+2	TO+5	N	N	Υ
RETEN	NTION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ATION PE=PERMANENT SU	J=SUPERCEDED TE=	TERM	INAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EIMC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT (PE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

No.

MEDIA CODES:

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule

Page 7

Date:

Total

August 28, 2018

Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/04/ Sched. Sched. Record Title -- Retention (YEARS) -- Media Record Type **Item** Code V H C L No. (Description / Sub Categories / Remarks) Office

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

RECORD TYPES: Confidential

TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

/PDX/04/	O034.	HOMICIDE CONTROL LOG RECORD TYPES:	CL+2	CL+10	N	N	N
/PDX/04/	O035.	HOMICIDE FILE RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/04/	O036.	INFORMANT FILE RECORD TYPES:	CL+2	CL+11	N	N	N
/PDX/04/	O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT IE., PHOTOGRAPHS) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-D.A. REJECT-DA 155H C-FOLLOW-UP INVESTIGATION-LAPD 3.14 D-HIT AND RUN SUPPLEMENT-LAPD 4.3 E-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 F-LOS ANGELES CONSOLIDATED BOOKING FORM-LAPD 5.1 G-PHOTOGRAPHS H-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 I-PROPERTY REPORT-LAPD 10.1 J-RAP SHEET	TO+2	TO+22	N	N	_

AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

City of Los Angeles Departmental Records Disposition Schedule

isposition Schedule

Page 8

Date:

August 28, 2018

Original Records

/PDX/04	4/	CERTIFIE	D PER SECTION 1	2.3 OF LOS ANGELES A	DMIN	VIST	RATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retentio Office	n (YEARS) Media Total Code			Type C I
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items specified by law or a longer period is otherwise required by law, or unless, consistent with state law, solution of the City Council. K-SUBPOENA L-TELETYPES M-TRAFFIC ACCIDENT REPORT-LAPD 4.1 N-TRAFFIC ACCIDENT REPORT (SUPPLEMENT)-LAPD 4.5 O-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 P-TRAFFIC ACCIDENT-STATUS REPORT-LAPD 4.16				ed by	,
/PDX/04/	O038.	Q-VEHICLE INVESTIGATION-LAPD 3.7 INVESTIGATOR'S CASE PROGRESS LOG (LAPD 1.44) FORM: LAPD 1.44 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O039.	INVESTIGATOR'S REQUIRED FOLLOW-UP REPORT (LAPD 12.21) FORM: LAPD 12.21 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O040.	JAIL INSPECTION RECORD (LAPD 6.17) FORM: LAPD 6.17 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O041.	JAIL TRANSFER RECORD (LAPD 6.11) FORM: LAPD 6.11 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O042.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA) FORM: CAL OSHA RECORD TYPES:	TO+3	TO+10	N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	E=PERMANENT S	SU=SUPERCEDED TE=	:TERM	IINA	ΓΙΟΝ
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTE MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTIC	RONIC FILE FM=F CAL DISK VT=VID	FILM MD=MAG DISK M EO TAPE PC=PUNCH	IT=MA CARD	AG TA	APE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 9
Date:

August 28, 2018

PDX/04	1/	CERT	TIFIED PER SECTION 12	.3 OF LOS A	NGELES AI	OMIN	VISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total	Media Code			Type C L
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule in pecified by law or a longer period is otherwise required by law, or unless, consistent with state be colution of the City Council.					ed by	_
PDX/04/	O043.	MOBILIZATION ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O044.	MONIKER FILE RECORD TYPES:	CL+2	CL+10		N	N	N
PDX/04/	O045.	MONTHLY BINGO INVESTIGATION RECAP RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O046.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O047.	MUG BOOK (LAPC 15.50) FORM: LAPC 15.50 RECORD TYPES:	CL+10	CL+10		N	N	N
PDX/04/	O048.	MURDER BOOK - SOLVED RECORD TYPES:	CL+2	CL+32		N	N	N
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	N PE=PERMANENT SU	J=SUPERCE	DED TE=T	ERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELEMC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=O						PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 10

Date: August 28, 2018

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Sched. Item	Record Title					
No.	(Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C 1
otherwise s					ed by	
	E-FOLLOW-UP INVESTIGATION-LAPD 3.14 F-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 G-PRESS RELEASE-LAPD 3.11.5 H-PROPERTY REPORT-LAPD 10.1 I-WITNESSES - LIST-LAPD 3.11.7 J-VEHICLE INVESTIGATION-LAPD 3.7					
O049.	OFFICER LOG BOOKS RECORD TYPES:	TO+2	TO+5	N	N	N
O050.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4	N	N	N
O051.	OVERTIME RECAP RECORD TYPES:	TO+2	TO+5	N	N	N
O052.	PENDING VICE 15.88 FILE RECORD TYPES:	CL+2	CL+4	N	N	N
O053.	PERSONNEL COMPLAINT LOG	TO+2	TO+10	N	N	N
ION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	EXPIRATION PE=PERMANENT SU	=SUPERCEDED TE=	TERN	ΓΑΝΙΝ	ION
	00000.00000000000000000000000000000000	otherwise specified by law or a longer period is otherwise required by law, or unless, consistent of order or resolution of the City Council. AARREST REPORT-LAPD 5.2 B-CHRONOLOGICAL RECORD-LAPD 3.11.6 C-CRIME SCENE LOG-LAPD 3.11.4 D-DEATH REPORT-LAPD 3.11 E-FOLLOW-UP INVESTIGATION-LAPD 3.14 F-PRELIMINARY INVESTIGATION-LAPD 3.14 F-PRELIMINARY INVESTIGATION-LAPD 3.15 H-PROPERTY REPORT-LAPD 10.1 I-WITNESSES - LIST-LAPD 3.11.7 J-VEHICLE INVESTIGATION-LAPD 3.7 O049. OFFICER LOG BOOKS RECORD TYPES: O050. OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES: O051. OVERTIME RECAP RECORD TYPES: O052. PENDING VICE 15.88 FILE RECORD TYPES: O053. PERSONNEL COMPLAINT LOG ION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=E TO=THE DATE OF THE RECORD, i.e. the "TO DATE" ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUME	otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period order or resolution of the City Council. AARREST REPORT-LAPD 5.2 B-CHRONOLOGICAL RECORD-LAPD 3.11.6 C-CRIME SCENE LOG-LAPD 3.11.4 D-DEATH REPORT-LAPD 3.11 E-FOLLOW-UP INVESTIGATION-LAPD 3.14 F-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 G-PRESS RELEASE-LAPD 3.11.5 H-PROPERTY REPORT-LAPD 10.1 I-WITNESSES - LIST-LAPD 3.11.7 J-VEHICLE INVESTIGATION-LAPD 3.7 O049. OFFICER LOG BOOKS RECORD TYPES: O050. OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) CL+2 FORM: LAPD 15.30 RECORD TYPES: O051. OVERTIME RECAP RECORD TYPES: O052. PENDING VICE 15.88 FILE CL+2 RECORD TYPES: O053. PERSONNEL COMPLAINT LOG TO+2 ION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU TO=THE DATE OF THE RECORD, i.e. the "TO DATE" ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILE ODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FM=FILE ODES: AT=AUDIO TAPE	otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is estate order or resolution of the City Council. AARREST REPORT-LAPD 5.2 B-CHRONOLOGICAL RECORD-LAPD 3.11.6 C-CRIME SCENE LOG-LAPD 3.11.4 D-DEATH REPORT-LAPD 5.2 I FOLLOW-IP INVESTIGATION REPORT-LAPD 3.14 F-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 G-PRESS RELEASE-LAPD 3.17 I-WINESSES - LIST-LAPD 3.11 I-WINESSES - LIST-LAPD 3.11 I-WINESSES - LIST-LAPD 3.11 I-WINESSES - LIST-LAPD 3.17 I-WINESSES - LIST-LAPD 3.1	otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is establish order or resolution of the City Council. AARREST REPORT-LAPD 3.11.6 C-CRIME SCENE LOG-LAPD 3.11.6 C-CRIME SCENE LOG-LAPD 3.11.4 DECRETE LOG-LAPD 3.11.5 DECRETE LOG-LAPD 3.11.5 DECRETE LOG-LAPD 3.11.7 DECRET	otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council. AARREST REPORT LAPD 3.2 ARREST REPORT LAPD 3.11.6 CORINE SCENIE LOG LAPD 3.11.6 DEBATH REPORT LAPD 3.11 E-FOLLOW-UP INVESTIGATION LAPD 3.14 F-PRELIMINARY INVESTIGATION REPORT-LAPD 3.11 G-PRESS RELEASE-LAPD 3.11.5 H-PROPERTY REPORT LAPD 1.0.1 LWITNESSES - LIST-LAPD 3.11.7 J-VEHICLE INVESTIGATION LAPD 3.7 JOVEN CORRESS - LIST-LAPD 3.11.7 J-VEHICLE INVESTIGATION LAPD 3.7 DO49. OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) CL+2 CL+4 N N FORM: LAPD 15.30 RECORD TYPES: DO50. OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) CL+2 CL+4 N N CD51. OVERTIME RECAP RECORD TYPES: DO51. OVERTIME RECAP RECORD TYPES: DO52. PENDING VICE 15.88 FILE CL+2 CL+4 N N CD53. PERSONNEL COMPLAINT LOG TO+2 TO+10 N N ION CODES: AU-AUDIT ARE-ANNUAL REVIEW CL-CLOSED CO-COMPLETION CA-CANCELLED EX-EXPIRATION PE-PERMANENT SU-SUPERCEDED TE-TERMINAT TO-THE DATE OF THE RECORD, i.e. the "TO DATE" OD65. A 11-AUDIO TAPE BP-BILLERNINT BK-BOOKS CP-COMPUTER PRINT OUT DO-DOCUMENT EL-ELECTRONIC FILE FM-FILM MD-MAG DISK MT-MAG TA

City of Los Angeles Departmental Records Disposition Schedule

Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

/PDX/04/ CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. Sched. Item No. No.

Record Title

(Description / Sub Categories / Remarks)

-- Retention (YEARS) -- Media Record Type
Office Total Code V H C L

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All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

RECORD TYPES:

/PDX/04/ O054. PERSONNEL FOLDERS - DIVISIONAL

(TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential

À-CHANGE OF STATUS-GEN 43

AA-TEST RECORDS

B-DUTY CERTIFICATE-PDAS 430

BB-TRAINING PUBLICATION RECEIPT-LAPD 1.42

C-EMPLOYEE EVALUATION REPORT-PDAS 28

CC-TRAINING SCHEDULES

D-EMPLOYEE RECORD FORM-LAPD 1.38

E-EMPLOYEE REPORT-LAPD 15.7

F-EMPLOYEE TRANSFER DATA-LAPD 1.34

G-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166

H-INCIDENT REPORT-LAPD 1.27

I-INDIVIDUAL UNIFORM AND EQUIPMENT ISSUE RECORD-LAPD 1.41.1

J-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2

K-KEY RECEIPT-LAPD 11.14

L-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30

M-NOTICE OF COMMENDATION-GEN 79

N-NOTICE TO CORRECT DEFICIENCIES-GEN 78

O-NOTIFICATION OF COMPLETION OF TRAINING

P-OFFICE MEMORANDUM-140

Q-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 R-OPERATOR SECURITY STATEMENT-LAPD 1.58 S-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 T-PERFORMANCE EVALUATION REPORT-LAPD 1.78

U-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47

V-PERMIT TO REGULARLY HOME-GARAGE A DEPARTMENT VEHICLE-LAPD 1.46

W-PERSONNEL AND FLEET SAFETY BOARD REPORT-LAPD 1.13

X-PHYSICAL FITNESS EVALUATION-LAPD 1.31

Y-EVALUATION REPORT-LAPD 1.78.1

Z-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36

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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION

TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE

MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Page 11

Date: August 28, 2018

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Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 12
Date:

August 28, 2018

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ched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) I Total			eord i H	
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule iten specified by law or a longer period is otherwise required by law, or unless, consistent with state law solution of the City Council.					d by	
X/04/		PERSONNEL ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N
DX/04/	O056.	PHYSICAL FITNESS QUESTIONNAIRE RECORD TYPES:	TO+2	TO+5		N	N	N
X/04/	O057.	POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES:	TO+2	TO+5		N	N	N
X/04/	O058.	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES:	TO+2	TO+5		N	N	N
X/04/	O059.	PROGRESS INTERVIEW RECORD TYPES:	TO+2	TO+5		N	N	N
0X/04/	O060.	PROJECT FOLDERS RECORD TYPES:	AR+2	AR+4		N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION F TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PE=PERMANENT SU	J=SUPERCEDE	ED TE=TE	ERMI	INATI	ON
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ECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Page 13
Date:

August 28, 2018

OX/04	/		CERTIFIED PER SECTION 12.3	OF LOS ANGELES AI	DMIN	ISTR	ATIVE C
ched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention (Office	YEARS) Media Total Code			Type C L
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Sche pecified by law or a longer period is otherwise required by law, or unless, consistent with olution of the City Council.				ed by	
X/04/	O061.	PROPERTY DISPOSITION REQUEST (LAPD 10.6) FORM: LAPD 10.6 RECORD TYPES:	TO+2	TO+5	N	N	N
X/04/	O062.	PROPERTY RELEASE AUTHORIZATION (LAPD 6.8) FORM: LAPD 6.8 RECORD TYPES:	TO+3	TO+5	N	N	N
)X/04/	O063.	PROSTITUTION NOTEBOOK RECORD TYPES:	CL+2	CL+4	N	N	N
)X/04/	O064.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+5	N	N	N
X/04/	O065.	RECEIPT FOR PROPERTY TAKEN INTO CUSTODY (LAPD 10.10) FORM: LAPD 10.10 RECORD TYPES:	TO+2	TO+5	N	N	N
X/04/	O066.	RECEIPT FOR VALUABLES (LAC 55) FORM: LAC 55 RECORD TYPES:	TO+2	TO+5	N	N	N
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPITO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RATION PE=PERMANENT SU=	SUPERCEDED TE=1	ΓERM	IINAT	ION
MEDIA (CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT					PE
RECOR	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Page 14
Date:

August 28, 2018

PDX/04	!/	CERTIFIED PE	R SECTION 12	2.3 OF LOS AN	GELES AD	MINI	STRA	TIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total			ord I H (
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Schedule items liste pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a dif solution of the City Council.					l by	_
/PDX/04/	O067.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47) FORM: LAPD 16.47 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O068.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10		N	N	N
PDX/04/	O069.	RECORD OF MARK IV GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10		N	N	N
PDX/04/	O070.	RECORDING TAPE INVENTORY (LAPD 12.40) FORM: LAPD 12.40 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/04/	O071.	REGISTRY OF DR NUMBERS (LAPD 8.34) FORM: LAPD 8.34 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/04/	O072.	RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15	.) TO+2	TO+5		N	N	N
RETEN	TION CODES:	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RMANENT SU	J=SUPERCEI	DED TE=T	ERMI	NATI	NC
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL D						Έ
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 15 Date:

August 28, 2018

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

U	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA CERTIFIED.	PER SECTION 12.	3 OF LOS ANGELES A	DMI N	VISTR	ATIV
Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			
otherwise s _l	pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a c				ed by	
O073.	SECRET SERVICE FUND LOG BOOK RECORD TYPES:	CL+2	CL+4	N	N	N
O074.	SECRET SERVICE REPORTS AND CHIT ERRORS RECORD TYPES:	TO+2	TO+5	N	N	N
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48) FORM: LAPD 15.48 RECORD TYPES:	TO+2	TO+5	N	N	N
O076.	SIGN OUT SHEET (LAPD 15.42) FORM: LAPD 15.42 RECORD TYPES:	TO+2	TO+5	N	N	N
O077.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) FORM: LAPD 15.80 RECORD TYPES:	TO+2	TO+5	N	N	N
400	Sched. Item No. All records otherwise spreader or res	Sched. Item	Sched. Hem Record Title (Description / Sub Categories / Remarks) No. Will records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unler therwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period order or resolution of the City Council. FORM: LAPD 6.15. RECORD TYPES: DO73. SECRET SERVICE FUND LOG BOOK CL+2 RECORD TYPES: TO+2 DO74. SECRET SERVICE REPORTS AND CHIT ERRORS TO+2 RECORD TYPES: DO75. SERGEANT'S DAILY REPORT (LAPD 15.48) TO+2 FORM: LAPD 15.48 RECORD TYPES: DO76. SIGN OUT SHEET (LAPD 15.42) TO+2 FORM: LAPD 15.42 RECORD TYPES:	Sched. 1	Sched. Record Title (Description / Sub Categories / Remarks) No. Patention (YEARS) Media Record Title (Description / Sub Categories / Remarks) No. Patention (YEARS) Media Record Title (Description / Sub Categories / Remarks) No. Patention (YEARS) Media Record Sub Categories / Remarks) No. Patention (YEARS) Media Record Sub Categories / Remarks) No. Patention (YEARS) Media Record Sub Categories / Remarks) No. Patention (YEARS) Media Record Sub Categories / Remarks) No. Patention (YEARS) Media Record Sub Categories / Record Su	Sched. Record Title (Description / Sub Categories / Remarks) No. Office Total Code V H Alt records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is therwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council. FORM: LAPD 6.15. RECORD TYPES: DO73. SECRET SERVICE FUND LOG BOOK CL+2 CL+4 N N N RECORD TYPES: DO74. SECRET SERVICE REPORTS AND CHIT ERRORS TO+2 TO+5 N N RECORD TYPES: DO75. SERGEANT'S DAILY REPORT (LAPD 15.48) TO+2 TO+5 N N FORM: LAPD 15.48 RECORD TYPES:

City of Los Angeles Departmental Records Disposition Schedule

Page 16

August 28, 2018

Date:

Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/04/ Sched. Sched. Record Title -- Retention (YEARS) -- Media Record Type Item No. (Description / Sub Categories / Remarks) Office **Total** Code V H C LNo. All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council. /PDX/04/ O078. STATISTICAL REPORTS TO+2 TO+5 N N RECORD TYPES: /PDX/04/ O079. SUBPOENA FILES CL+2 CL+4 N N RECORD TYPES: A-CONSOLIDATED SUBPOENA LIST **B-COURT LIST** C-DECLARATION OF CONTINUANCE - GENERAL-LAPD 15.51.1 D-DECLARATION OF CONTINUANCE - VACATION-LAPD 15.51 E-OFFICER SUBPOENA RECORD-LAPD 15.29 F-SUBPOENA G-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 F-SUBPOENA SUMMARY FOLDER (EMPLOYEE) TE TF /PDX/04/ O080. N Y (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-COMPLAINT HISTORY-LAPD 1.6.2 **B-OFFICER EMPLOYEE INVENTORY-LAPD 1.26** C-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6 D-OFFICER COMMENT CARD TO+2 TO+5 N N /PDX/04/ O081. TASER LOG Ν RECORD TYPES: /PDX/04/ O082. TELEPHONIC REPORT LOG TO+2 TO+5 Ν N RECORD TYPES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION RETENTION CODES: TO=THE DATE OF THE RECORD, i.e. the "TO DATE" MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Page 17

Date: August 28, 2018

/PDX/04	4/	CERTIFI	ED PER SECTION 12	2.3 OF LOS ANGI	ELES AI	DMIN	ISTR	ATIVE (
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) M Total				Type C L
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule item pecified by law or a longer period is otherwise required by law, or unless, consistent with state law solution of the City Council.					d by	
/PDX/04/	O083.	TELETYPES RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O084.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/04/	O085.	TIME IN AND OUT SHEET (LAPD 12.4) FORM: LAPD 12.4 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O086.	TRAFFIC ACCIDENT REPORT BOOK RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/04/	O087.	TRAFFIC ACCIDENT REPORT FILE (EMPLOYEES INVOLVED) (LAPD 4.5) FORM: LAPD 4.5 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O088.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	TO+2	TO+5		N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION F TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PE=PERMANENT S	U=SUPERCEDE	D TE=1	ΓERM	INAT	ION
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RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Page 18
Date:

August 28, 2018

PDX/04	1/		CERTIFIED PER SECTION 12	3.3 OF LOS ANGEL	ES ADM	INISTI	<u> ATIVI</u>
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Me Total Co			l Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schopecified by law or a longer period is otherwise required by law, or unless, consistent with solution of the City Council.				ned by	,
PDX/04/	O089.	TRANSFER OF AUTOMOTIVE EQUIPMENT RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/04/	O090.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/04/	O091.	VICE ARRESTEE LOG BOOK RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O092.	VICE ARRESTS/INFORMATION SUMMARY (LAPD 15.54) FORM: LAPD 15.54 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O093.	VICE CLEARANCE FILE RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O094.	VICE COMPLAINT LOG BOOK	TO+2	TO+5	N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXP TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	IRATION PE=PERMANENT SU	J=SUPERCEDED	TE=TER	MINA	ΓΙΟΝ
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT					₹ÞE
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule

Page 19
Date:

August 28, 2018

Original Records

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<u>DX/04</u> Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)		on (YEARS) M	edia I	Record H	- 1 Тур
	otherwise :	s shall be retained for a minimum of two years, including records not included in the Schedule is specified by law or a longer period is otherwise required by law, or unless, consistent with state explution of the City Council. RECORD TYPES:				hed by	,
DX/04/	O095.	VICE INDEX CARDS (STREET) RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O096.	VICE/INFORMATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O097.	VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10	N	N	N
DX/04/	O098.	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O099.	WORK CONTROL FOLDERS (THERE ARE SUBTITLES A - CE; NOT ALL ARE LISTED HERE) RECORD TYPES: A-BICYCLE INVESTIGATION-LAPD 3.12 B-DEATH INVESTIGATION-LAPD 3.11 C-DETECTIVE'S ACTIVITIES SUMMARY-LAPD 1.62 D-DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT-LAPD 1.62.1	CL+2	CL+4	N	N	N
RETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	N PE=PERMANENT	SU=SUPERCEDED	TE=TEF	RMINA	TION
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RECOR	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 20

Date: August 28, 2018

Records P <u>DX/04</u>	3	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK ARE	CERTIFIED PER SECTION 12.3	B OF LOS ANGELES A	<i>DMIN</i>	ISTR	ATIV i
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C
		shall be retained for a minimum of two years, including records not included i					
		pecified by law or a longer period is otherwise required by law, or unless, consi	stent with state law, a different period	of retention is estab	olishe	ed by	
	order or re	E-DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED-LAPD 1.62.2 F-FOLLOW-UP INVESTIGATION-LAPD 3.14 G-INJURY INVESTIGATION-LAPD 3.15 H-INVESTIGATOR'S CASE PROGRESS LOG-LAPD 1.44 I-INVESTIGATOR'S REQUIRED FOLLOW-UP RECORD-LAPD 12.21 J-MISSING PERSON INVESTIGATION-LAPD 3.16 K-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1					
		L-PROPERTY REPORT-LAPD 10.1 M-VEHICLE INVESTIGATION-LAPD 3.7 N-VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT-LAPD 3.4					
		O-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6					
/PDX/04/	O100.	AREA VICE UNIT ROSTER RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O101.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES:	TO+/03	TO+5	N	N	N
/PDX/04/	O102.	ACTIVITY REPORTS RECORD TYPES:	AR+2	AR+4	N	N	N
/PDX/04/	O103.	ADJUSTED TIME REPORTS RECORD TYPES:	TO+2	TO+5	N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	D EX=EXPIRATION PE=PERMANENT SU:	-SUPERCEDED TE=	TERM	IINAT	ION
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Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Date:

Page 21

e: August 28, 2018

OX/04	Sched.							
ched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	on (YEARS) e Total			cord H	
	otherwise :	s shall be retained for a minimum of two years, including records not included in the Schedule items specified by law or a longer period is otherwise required by law, or unless, consistent with state law, esolution of the City Council.					d by	_
X/04/	O104.	AIRCRAFT ACCIDENT LOG RECORD TYPES:	TO+1	TO+5		N	N	N
0X/04/	O105.	AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157) FORM: TEMP 157 RECORD TYPES:	TO+2	TO+5		N	N	N
)X/04/	O106.	AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N
X/04/	O108.	ALIEN ARREST LOG (ITEM #107 NOT AVAILABLE IN C.A.R.M.A.) RECORD TYPES:	TO+1	TO+5		N	N	N
X/04/	O109.	AMBUSH LOG RECORD TYPES:	TO+1	TO+5		N	N	N
)X/04/	O110.	APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMENT & OPPORTUNITIES NOTICE	TO+2	TO+5		N	N	N
ETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	=PERMANENT	SU=SUPERCED	ED TE=T	ERM	INAT	ON
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RECORD TYPE:

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 22

Date: August 28, 2018

Records PDX/04	•	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA CERTIFIED	PER SECTION 12.	3 OF LOS ANGELES A	DMI I	NISTRATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code		cord Typ H C
	otherwise	Is shall be retained for a minimum of two years, including records not included in the Schedule items lost specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a sesolution of the City Council. C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88				ed by
/PDX/04/	O111.	APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER HOURS (LAPD 1.45) FORM: LAPD 1.45 RECORD TYPES:	TO+2	TO+10	N	N N
/PDX/04/	O112.	ARRESTEE BOOKED AT LAC-USC MEDICAL CENTER (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS & PRINTS) RECORD TYPES: A-NOTIFICATIONS B-PHOTOS C-PRINTS	TO+1	TO+5	N	N N
/PDX/04/	O113.	ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76) FORM: LAPD 15.76 RECORD TYPES:	TO+2	TO+5	N	N N
/PDX/04/	O114.	BAIL DEVIATION TELETYPES RECORD TYPES:	TO+1	TO+5	N	N N
/PDX/04/	O115.	BANK ROBBERY ARREST INDEX CARDS RECORD TYPES:	TO+10	TO+10	N	N N
/PDX/04/	O116.	BLOOD RUN LOG RECORD TYPES:	TO+1	TO+5	N	N N
	ITION CODE	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE= TO=THE DATE OF THE RECORD, i.e. the "TO DATE" AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRO MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICA	ONIC FILE FM=FII	_M MD=MAG DISK M	T=MA	AG TAPE

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 23

Date: August 28, 2018

Records of: LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

PDX/04	1/		CERTIFIED PER SECTION 12	2.3 OF LOS ANGELES	S ADMI	NISTI	RATIVI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	t (YEARS) Medi Total Code			l Туре С
	otherwise	ls shall be retained for a minimum of two years, including records not included in specified by law or a longer period is otherwise required by law, or unless, consistences of the City Council.				ed by	,
PDX/04/	O117.	BOMB THREAT LOG RECORD TYPES:	TO+1	TO+5	N	N	N
PDX/04/	O118.	BOOKING AND DISPO REPORT (LAPD 6.01) FORM: LAPD 6.01 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O119.	BUDGET & CRIME PREVENTION QUARTERLY REPORTS RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O120.	CAL-OSHA INJURY LOG RECORD TYPES:	TO+1	TO+5	N	N	N
PDX/04/	O121.	CASE DISPOSITION SUMMARIES RECORD TYPES:	CL+2	CL+4	N	N	N
DETEN	O122.	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED	EV-EVDIDATION DE-DEDMANENT SI	I-SUDEDCEDED T		NINIA.	TION
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City of Los Angeles Departmental Records Disposition Schedule

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Page 24

August 28, 2018

Original Records

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total				Type C l
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Schedul pecified by law or a longer period is otherwise required by law, or unless, consistent with sta- olution of the City Council.					d by	
PDX/04/		CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/04/	O123.	CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES:	TO+2	TO+2		N	N	N
PDX/04/	O124.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O125.	CLOSED CIRCUIT TV TEST (HELICOPTER) RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/04/	O126.	COMFAC LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/04/	O127.	COMMANDING OFFICER'S OVERTIME RECORD RECORD TYPES:	TO+2	TO+5		N	N	N
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATIO=THE DATE OF THE RECORD, i.e. the "TO DATE"	TION PE=PERMANENT SU	J=SUPERCE	DED TE=T	ERM	INAT	ION
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Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 25

Date: August 28, 2018

DX/04	1/	CI	ERTIFIED PER SECTION 12	.3 OF LOS ANGELES A	ADMI I	VIST	<i>ATT</i>
ched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			
	otherwise .	s shall be retained for a minimum of two years, including records not included in the Schedul specified by law or a longer period is otherwise required by law, or unless, consistent with state esolution of the City Council.				ed by	,
X/04/	O128.	COMPLAINT APPLICATION (LAPD 5.15) FORM: LAPD 5.15 RECORD TYPES:	TO+2	TO+5	N	N	N
X/04/	O129.	CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40) FORM: LAPD 15.40 RECORD TYPES:	EX+2		N	N	N
X/04/	O130.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES:	TO+3	TO+5	N	N	N
X/04/	O131.	COURT ON-CALL LIAISON/COURT CLERK WORKSHEET RECORD TYPES:	CL+2	CL+10	N	N	N
X/04/	O132.	COURT NOTICE (LAPD 15.57) FORM: LAPD 15.57 RECORD TYPES:	TO+2	TO+5	N	N	N
X/04/	O133.	CROSSING GUARD FILES RECORD TYPES:	TE+2	TE+10	N	N	N
ETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRAT TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	TION PE=PERMANENT SU	J=SUPERCEDED TE=	TER	MINA	TION
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Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 26
Date:

August 28, 2018

PDX/04	1/		CERTIFIED PER SECTION 12	2.3 OF LOS ANGELES A	ADMI1	VISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Media Total Code			Type C L
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Sch specified by law or a longer period is otherwise required by law, or unless, consistent with solution of the City Council.				ed by	
PDX/04/	O134.	CRIME/ARREST INDEX FILE RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/04/	O135.	DEADLY WEAPON INJURY LOG RECORD TYPES:	TO+1	TO+10	N	N	N
PDX/04/	O136.	DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES:	TO+1	TO+10	N	N	N
PDX/04/	O137.	DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES:	AR+2	AR+4	N	N	N
PDX/04/	O138.	DETECTIVE OPERATIONS MANUAL RECORD TYPES:	AR+2	AR+4	N	N	N
PDX/04/	O139.	DHD COURT DISPOSITION TELETYPE FORM	CL+2	CL+4	N	N	N
RETEN	ITION CODES	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXF TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PIRATION PE=PERMANENT SI	J=SUPERCEDED TE=	TERN	TANIN	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT					νPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 27

Date: August 28, 2018

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Records of: /P <u>DX/04/</u>		CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINIS							
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C		
	otherwise .	s shall be retained for a minimum of two years, including records not included in the So specified by law or a longer period is otherwise required by law, or unless, consistent w esolution of the City Council. RECORD TYPES:				ed by	_		
/PDX/04/	O140.	DISTRIBUTION TRANSMITTAL (LAPD 4.44) FORM: LAPD 4.44 RECORD TYPES:	TO+2	TO+5	N	N	N		
/PDX/04/	O141.	DISTRICT ATTORNEY LIAISON FILING FORM RECORD TYPES:	TO+3	TO+5	N	N	N		
/PDX/04/	O142.	DISTRICT ATTORNEY WARRANT RECEIPT LOG RECORD TYPES:	TO+3	TO+5	N	N	N		
/PDX/04/	O143.	DIVISION JAIL BOOKING ROSTER (LAPD 6.13) FORM: LAPD 6.13 RECORD TYPES:	TO+2	TO+5	N	N	N		
/PDX/04/	O144.	DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES:	EX+2		N	N	N		

Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 28
Date:

August 28, 2018

X/04			CERTIFIED PER SECTION	N 12.3 OF LOS ANO	GELES AD	MIN	STRA	TIVE
ched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retent Offic	ion (YEARS) ce Total			ord T H (
	otherwise s	shall be retained for a minimum of two years, including records not included in the School pecified by law or a longer period is otherwise required by law, or unless, consistent with solution of the City Council.					d by	_
X/04/	O145.	DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES:	TO+2	TO+10		N	N I	٧
X/04/	O146.	DRUG EVALUATION FILE RECORD TYPES:	TO+2	TO+5		N	N I	N
X/04/	O147.	DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES:	TO+2	TO+5		N	N I	N
X/04/	O148.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	TO+5		N	N I	N
X/04/	O149.	EMPLOYEES TIMEKEEPING (FEDERAL FUNDING) RECORD TYPES:	CL+2	CL+4		N	N I	٧
X/04/	O150.	EQUIPMENT INVENTORY REPORT RECORD TYPES:	TO+2	TO+5		N	N I	N
RETEN	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIR TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RATION PE=PERMANENT	SU=SUPERCED	ED TE=TI	ERMI	NATIO	_ NC
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ECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 29

Date:

August 28, 2018

LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA Records of:

PDX/04	4/	CERTIFIED P	PER SECTION 12	2.3 OF LOS A	NGELES AI	DMIN	ISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	ı (YEARS) - Total	Media Code			Type C L
	otherwise :	s shall be retained for a minimum of two years, including records not included in the Schedule items lis specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a dissolution of the City Council.					d by	
PDX/04/	O151.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65) FORM: LAPD 15.65 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O152.	ESCAPE REPORT (LAPD 6.6) FORM: LAPD 6.6 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O153.	EXPENDITURE OF SECRET SERVICE FUND INDEX RECORD TYPES:	TO+3	TO+5		N	N	N
DX/04/	O154.	FELONY CASE PACKAGES (SUBTITLES A-O ARE NOW INDIVIDUAL REC SERIES EXCEPT MURDER BK UNSOLVED) RECORD TYPES: A-ABUSED CHILD B-BANK ROBBERY C-CRIME AGAINST PERSON D-CRIME AGAINST PROPERTY E-DOMESTIC VIOLENCE F-FELONY WARRANT - BUNCO FORGERY G-HIJACK H-MURDER BOOK - SOLVED I-MURDER BOOK - UNSOLVED J-DETECTIVES CASE ENVELOPE K-NARCOTICS L-RAPE M-ROBBERY	CL+2	CL+62		N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=P TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ERMANENT SI	J=SUPERCE	DED TE=T	TERM	IINAT	ION
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City of Los Angeles Departmental Records Disposition Schedule

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Page 30

Date: August 28, 2018

Original Records

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ched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			- l Тур С
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule is pecified by law or a longer period is otherwise required by law, or unless, consistent with state is solution of the City Council.				ed by	,
X/04/	O155.	N-SEXUALLY EXPLOITED CHILD O-WORK/CONTROL FOLDERS (INCLUDING SUBSECTIONS A-CE) FELONY WARRANT PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PICTURES) RECORD TYPES: A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.01 B-DUE DILIGENCE INVESTIGATION CHECK LIST-LAPD 12.24 C-FOLLOW-UP REPORT-LAPD 3.14	AR	AR+10	N	N	N
		D-PICTURES E-PROPERTY REPORT-LAPD 10.01 F-SUSPECT WANTED NOTICE-LAPD 8.50 G-TELETYPES H-WARRANT I-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48 F-SUSPECT WANTED NOTICE-LAPD 8.50					
)X/04/	O156.	FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR+2	AR+4	N	N	N
0X/04/	O157.	FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS RECORD TYPES:	TO+3	TO+10	N	N	N
X/04/	O158.	FIELD COMMAND POST CALL-OUT LIST RECORD TYPES:	TO+2	TO+5	N	N	N
X/04/	O159.	FIELD SUPPORT ANALYSIS REPORT RECORD TYPES:	TO+2	TO+5	N	N	N
RETEN	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATIO TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ON PE=PERMANENT SU	J=SUPERCEDED TE:	=TERI	MINA	TION
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RECOR	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule

Page 31
Date:

August 28, 2018

Original Records

Records of:

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total				Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule iter pecified by law or a longer period is otherwise required by law, or unless, consistent with state law solution of the City Council.					d by	_
/PDX/04/	O160.	FLEET GAS RECEIPT FILE RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O161.	GRANTS FILES RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/04/	O162.	GUN DESTRUCTION FILE RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O163.	HAZARDOUS MATERIAL RESEARCH PAPERS RECORD TYPES:	AR+2	AR+4		N	N	N
/PDX/04/	O164.	HOMICIDE AUDIT DAILY WORKBOOK RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/04/	O165.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK	TO+3	TO+5		N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PE=PERMANENT SU	J=SUPERCEI	DED TE=T	ERM	INAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELEC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OP						PE
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Record Title

Sched.

Item

No.

RECORD TYPE:

Sched.

No.

City of Los Angeles Departmental Records Disposition Schedule

Page 32
Date:

August 28, 2018

Original Records

Records of:	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA
/PDX/04/	

(Description / Sub Categories / Remarks)

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

-- Retention (YEARS) -- Media Record Type Office Total Code V H C L

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

	order or res	RECORD TYPES:					
/PDX/04/	O166.	INCOMING COLLECT CALLS LOG RECORD TYPES:	TO+1	TO+5	N	N	N
/PDX/04/	O167.	INQUIRY/DISSEMINATION LOG RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O168.	INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES:	TO+10	TO+20	N	N	N
/PDX/04/	O169.	INVESTIGATIVE HYPNOSIS REPORT RECORD TYPES:	TO+20	TO+20	N	N	N
/PDX/04/	O170.	JUVENILE ARREST PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS) RECORD TYPES: A-ARREST REPORT-LAPD 5.02 B-CRIMINAL OFFENDER RECORD INFORMATION C-DISPOSITION OF ARREST/COURT ACTION-LAPD 5.09 D-FOLLOW-UP INVESTIGATION-LAPD 3.14	TO+2	TO+5	N	N	N
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERITO=THE DATE OF THE RECORD, i.e. the "TO DATE"	MANENT SU:	=SUPERCEDED TE=	ΓERM	IINAT	TION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DIS					NPE

Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 33
Date:

August 28, 2018

PDX/04	1/		CERTIFIED PER SECTION 12	.3 OF LOS ANGE	LES ADM	INISTI	<u> ATIVI</u>
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) M Total C			l Type C
	otherwise .	s shall be retained for a minimum of two years, including records not included specified by law or a longer period is otherwise required by law, or unless, consolution of the City Council. E-JUVENILE ARREST REPORT-LAPD 5.02.6 F-PHOTO DISPLAY FOLDER-LAPD 15.50 G-PRELIMINARY INVESTIGATION-LAPD 3.01 H-PROPERTY REPORT-LAPD 10.01				red by	,
/PDX/04/	O171.	F-PHOTO DISPLAY FOLDER-LAPD 15.50 JUVENILE COURT AFFIDAVIT (LAPD 9.4) FORM: LAPD 9.4 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O172.	JUVENILE DETENTION LOG RECORD TYPES:	TO+1	TO+5	N	N	N
PDX/04/	O173.	JUVENILE DETENTION TELETYPES RECORD TYPES:	TO+1	TO+5	N	N	N
PDX/04/	O174.	JUVENILE PROCEDURES MANUAL RECORD TYPES:	AR+2	AR+4	N	N	N
PDX/04/	O175.	K-CAR DEATH LOG BOOK RECORD TYPES:	TO+1	TO+10	N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELL TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ED EX=EXPIRATION PE=PERMANENT SU	J=SUPERCEDED	TE=TER	MINA	ΓΙΟΝ
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED					λРЕ
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

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Date.

Page 34

Date: August 28, 2018

PDX/04	1/		CERTIFIED PER SECTION 12	.3 OF LOS ANO	GELES AL	DMIN	ISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total				Type C L
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Schedu pecified by law or a longer period is otherwise required by law, or unless, consistent with sta olution of the City Council.					d by	
/PDX/04/	O176.	LAPD VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/04/	O177.	LIBRARY CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N
PDX/04/	O178.	LINE UP BOOK (ROBBERY SPECIALS) RECORD TYPES:	TO+3	TO+28		N	N	N
PDX/04/	O179.	LINE UP PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS) RECORD TYPES: A-COURT ORDERS B-LINE UP REQUEST C-LINE UP WAIVER D-LOS ANGELES COUNTY SHERIFF'S OFFICE LINE UP FORM E-LOS ANGELES COUNTY SHERIFF'S OFFICE WITNESS CARD F-PHOTOS G-WRITTEN OBJECTIONS BY ATTORNEYS	TO+3	TO+28		N	N	N
PDX/04/	O180.	F-PHOTOS LOCKER LOG RECORD TYPES:	CL+2	CL+4		N	N	N
RETEN	ITION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ATION PE=PERMANENT SU	J=SUPERCED	ED TE=T	TERM	INAT	TON
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT O						νPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

City of Los Angeles Departmental Records Disposition Schedule

Page 35
Date:

August 28, 2018

Original Records

PDX/04	1/	CERT	TIFIED PER SECTION	12.3 OF LOS A	NGELES AL	OMIN	ISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retent Offic	ion (YEARS) e Total	Media Code			Туре С 1
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule in pecified by law or a longer period is otherwise required by law, or unless, consistent with state lesolution of the City Council.					ed by	_
PDX/04/	O181.	MASTER BANK ROBBERY INDEX RECORD TYPES:	TO+7	TO+17		N	N	N
OX/04/	O182.	MILITARY ARRESTS LOG RECORD TYPES:	TO+1	TO+10		N	N	N
DX/04/	O183.	MISDEMEANOR CALENDAR COURT WORKSHEET RECORD TYPES:	CL+2	CL+10		N	N	N
DX/04/	O184.	MISDEMEANOR WARRANT PACKAGES RECORD TYPES: A-HANDWRITING EXEMPLAR-LAPD 5.7 B-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48	CL+1	CL+21		N	N	N
DX/04/	O185.	C-WORTHLESS DOCUMENT D-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6 MOBILE CANTEEN FUND RECORDS RECORD TYPES:	TO+2	TO+5		N	N	N
DX/04/	O186.	MODUS OPERANDI BOOK - ROBBERY SPECIALS RECORD TYPES:	TO+3	TO+23		N	N	N
RETEN	ITION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	N PE=PERMANENT	SU=SUPERCE	DED TE=T	ERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=C						PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule

Page 36

Date: August 28, 2018

Original Records
LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Record Title (Description / Sub Categories / Remarks) rds shall be retained for a minimum of two years, including records not included in the Scheduse specified by law or a longer period is otherwise required by law, or unless, consistent with state resolution of the City Council.	Office ale items listed below unle		V is	H	Type C 1
se specified by law or a longer period is otherwise required by law, or unless, consistent with sta resolution of the City Council.				ad hu	
				su vy	
MODUS OPERANDI FILES (RAPE SECTION) RECORD TYPES: A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 B-MEDICAL REPORTS	TO+3	TO+23	N	N	N
MOTOR SCHOOL LIST RECORD TYPES:	TO+2	TO+5	N	N	N
MUG BOOK PAGE (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES:	TO+10	TO+10	N	N	N
MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES:	TO+20	TO+20	N	N	N
MUNICIPAL COURT INFORMATION CARD (TEMP 41) FORM: TEMP 41 RECORD TYPES:	CL+2	CL+4	N	N	N
	B-MEDICAL REPORTS MOTOR SCHOOL LIST RECORD TYPES: MUG BOOK PAGE (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES: MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES:	MOTOR SCHOOL LIST RECORD TYPES: MUG BOOK PAGE (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES: MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES: MUNICIPAL COURT INFORMATION CARD (TEMP 41) CL+2	B-MEDICAL REPORTS MOTOR SCHOOL LIST RECORD TYPES: MUG BOOK PAGE (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES: MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES: MUNICIPAL COURT INFORMATION CARD (TEMP 41) CL+2 CL+4	B-MEDICAL REPORTS MOTOR SCHOOL LIST RECORD TYPES: MUG BOOK PAGE (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES: MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES: MUNICIPAL COURT INFORMATION CARD (TEMP 41) CL+2 CL+4 N	B-MEDICAL REPORTS MOTOR SCHOOL LIST T0+5 N N RECORD TYPES: MUG BOOK PAGE (LAPD 15.50) T0+10 T0+10 N N FORM: LAPD 15.50 RECORD TYPES: MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) T0+20 T0+20 N N RECORD TYPES: MUNICIPAL COURT INFORMATION CARD (TEMP 41) CL+2 CL+4 N N

ition Schedule Date: August 28, 2018

Page 37

Original Records

DX/04	1/	CERTIF	FIED PER SECTION 12	.3 OF LOS ANGELES A	ADMI1	VIST	?ATI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			-
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule ite specified by law or a longer period is otherwise required by law, or unless, consistent with state law esolution of the City Council.				ed b <u>y</u>	,
OX/04/		NARCOTIC CONTAGION CONTACT REPORT (LAPD 12.17) FORM: LAPD 12.17 RECORD TYPES:	TO+3	TO+5	N	N	N
0X/04/	O193.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+3	TO+5	N	N	N
)X/04/	O194.	NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5	N	N	N
X/04/	O195.	NARCOTICS BUY NOTE (LAPD 12.53) FORM: LAPD 12.53 RECORD TYPES:	TO+3	TO+5	N	N	N
X/04/	O196.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23) FORM: LAPD 15.23 RECORD TYPES:	TO+2	TO+5	N	N	N
0X/04/	O197.	OFFICER INVOLVED SHOOTING FILES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS, SKETCHES) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 AA-TRAFFIC CITATION COPIES B-CORONER'S REPORTS	CL+5	CL+30	N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PE=PERMANENT SU	J=SUPERCEDED TE=	TERN	ЛINA	rion
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELEC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OP					łРЕ
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City Clerk/Records Management Division

Records of:

/PDX/04/

/PDX/04/

O198.

O199.

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 38

Date:

August 28, 2018

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LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

/PDX/04/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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TE+10

TE+4

Sched. No. Sched. Item No. No. Record Title -- Retention (YEARS) -- Media Record Type Office Total Code V H C L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

BB-VICTIM INFORMATION C-CORRESPONDENCE CC-WITNESS INFORMATION D-CRIME SCENE LOG-LAPD 3.11.4 DD-WITNESS LIST-LAPD 3.11.7 E-DAILY DEPLOYMENT-TEMP 108 F-DAILY FIELD ACTIVITIES REPORT-LAPD 15.52 **G-DEATH REPORT-LAPD 3.11** H-EMERGENCY MESSAGE TICKET-LAPD 7.15 **I-TELETYPES** J-FIREARMS/EXPLOSIVE ANALYZED EVIDENCE-TEMP 253 K-FOLLOW-UP INVESTIGATION-LAPD 3.14 L-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 M-INVESTIGATOR'S NOTES N-LATENT FINGERPRINT REPORT-LAPD 5.16 O-LOS ANGELES FIRE DEPARTMENT EMERGENCY AID REPORT-LAFD F660 P-OUTSIDE AGENCIES DOCUMENTS Q-PHOTOS/SKETCHES/DIAGRAM R-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 S-PRESS RELEASE/NEWSPAPER CLIPPINGS T-PROGRESS REPORT U-PROPERTY REPORT-LAPD 10.1 V-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 W-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 X-SEARCH WARRANTS Y-SUSPECT INFORMATION OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES RECORD TYPES: A-ACCIDENT HISTORY-LAPD 4.12 **B-EMPLOYEE'S REPORT-LAPD 15.7** C-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 D-PERSONNEL AND FLEET SAFETY REPORT-LAPD 1.13 E-TRAFFIC ACCIDENT REPORT-LAPD 4.1

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES:

AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

RECORD TYPES:

OFFICER'S INDIVIDUAL OVERTIME REPORT

Page 39 Date:

August 28, 2018

Records PDX/04	•	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA CE	RTIFIED PER SECTION 12.	3 OF LOS ANGELES A	DMI I	VISTR	'ATIVI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedulo pecified by law or a longer period is otherwise required by law, or unless, consistent with state solution of the City Council.				ed by	
/PDX/04/	O200.	ORDERS, NOTICES, TRAINING BULLETINS RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O201.	OUTSIDE AGENCY CONDUCTING INVESTIGATION ARREST OR RECORD TYPES:	TO+1	TO+10	N	N	N
/PDX/04/	O202.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5	N	N	N
/PDX/04/	O203.	PAGER SERVICE NUMBER LOG RECORD TYPES:	TO+1	TO+5	N	N	N
/PDX/04/	O204.	PAGER TEST LOG RECORD TYPES:	TO+1	TO+5	N	N	N
/PDX/04/	O205.	PARADE PERMIT INVESTIGATION FOLDERS	TO+2	TO+5	N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRAT TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ION PE=PERMANENT SU	=SUPERCEDED TE=	TERN	TANIN	ĪON
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RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City Clerk/Records Management Division

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 40
Date:

August 28, 2018

Records of: LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

minimum of two years, including records not included in the Schedunger period is otherwise required by law, or unless, consistent with stauncil. CE CITATIONS (BOOKS) (LAPD 4.50) ECORD TYPES: CE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.) RECORD TYPES:	Office lule items listed below un	nless a shorter od of retention TO+5	period is is establis	shed b	C
nger period is otherwise required by law, or unless, consistent with stauncil. CE CITATIONS (BOOKS) (LAPD 4.50) ECORD TYPES: CE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.)	tate law, a different perio	od of retention TO+5	is establis	N N	•
CE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.)					N
	CL+/03	CL+4	N		
				N N	N
REQUEST/CANCELLATION (LAPD 15.32) RECORD TYPES:	TO+2	TO+5	١	N N	N
ES	TO+1	TO+10	١	N N	N
CER'S BOOK	TO+2	TO+5	١	N N	N
CI	ER'S BOOK	ER'S BOOK TO+2	ER'S BOOK TO+2 TO+5	ER'S BOOK TO+2 TO+5 N	

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 41
Date:

August 28, 2018

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ched. Vo.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retentio Office	on (YEARS) M Total C			d Type C
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Sch specified by law or a longer period is otherwise required by law, or unless, consistent with esolution of the City Council.				hed b <u>:</u>	y
(/04/	O211.	PROBLEM PARK NOTEBOOK RECORD TYPES:	TO+2	TO+5	N	N	N
(/04/	O212.	PROJECT CARD FILE RECORD TYPES:	CL+2	CL+4	N	N	N
(/04/	O213.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES:	TO+1	TO+5	N	N	N
/04/	O214.	PURSUIT LOG RECORD TYPES:	TO+1	TO+5	N	N	N
(/04 /	O215.	RADIOLOGICAL INSPECTION SCHEDULE RECORD TYPES:	TO+2	TO+5	N	N	N
(/04/	O216.	RADIOLOGICAL MONITORS LIST RECORD TYPES:	TO+2	TO+5	N	N	N
ETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXP TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PIRATION PE=PERMANENT S	SU=SUPERCEDED) TE=TEF	RMINA	TION
EDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT					APE
ECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 42

Date: August 28, 2018

PDX/04	1/		CERTIFIED PER SECTION 12	3 OF LOS ANGELES A	DMIN	VISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C L
	otherwise .	s shall be retained for a minimum of two years, including records not included in th specified by law or a longer period is otherwise required by law, or unless, consisten esolution of the City Council.				ed by	
PDX/04/	O217.	RECORD OF ARRESTS (LAPD 12.12) FORM: LAPD 12.12 RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/04/	O218.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15) FORM: LAPD 4.15 RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/04/	O219.	REQUEST FOR MENTAL EXAMINATION (LAPD 5.4) FORM: LAPD 5.4 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O220.	REQUEST FOR SERVICE (LAPD 15.13) FORM: LAPD 15.13 RECORD TYPES:	CL+/03	CL+4	N	N	N
PDX/04/	O221.	ROLL CALL TRAINING FILES RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O222.	SAFETY SURVEY CHECKLIST FILE RECORD TYPES:	CL+2	CL+4	N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	K=EXPIRATION PE=PERMANENT SU	=SUPERCEDED TE=	TERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCU					.PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 43
Date:

August 28, 2018

LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

PDX/04	Sched.	Record Title	Doto-4	(VEADS) Malia	D		Tur
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	otherwise	s shall be retained for a minimum of two years, including records not included in the Schedule it specified by law or a longer period is otherwise required by law, or unless, consistent with state lessolution of the City Council.				ed by	
/PDX/04/	O223.	SEARCH WARRANTS RECORD TYPES:	TO+10	TO+10	N	N	N
PDX/04/	O224.	SECRET SERVICE REPORTS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O225.	SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O226.	SHOTS FIRED LOG RECORD TYPES:	TO+1	TO+5	N	N	N
PDX/04/	O227.	SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60) FORM: LAPD 15.60 RECORD TYPES:	TO+2	TO+5	N	N	N
DETEN	O228.	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION	N DE-DEDMANIENT CI	I-SLIDEDCENEN TE-	-TED!	MINIAT	
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ite: August 28, 2018

Page 44

Original Records

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ched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C 1
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedu pecified by law or a longer period is otherwise required by law, or unless, consistent with sta solution of the City Council.				ed by	,
)X/04/		SPEED ZONE SURVEYS (DT 270) FORM: DT 270 RECORD TYPES:	TO+2	TO+5	N	N	N
)X/04/	O229.	STAFF MEETING MINUTES RECORD TYPES:	TO+2	TO+5	N	N	N
X/04/	O230.	SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES:	CL+2	CL+4	N	N	N
X/04/	O231.	SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES:	CL+2	CL+4	N	N	N
X/04/	O232.	SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS RECORD TYPES:	TO+2	TO+10	N	N	N
X/04/	O233.	TACTICAL MANUAL RECORD TYPES:	AR+2	AR+4	N	N	N
RETEN	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATO=THE DATE OF THE RECORD, i.e. the "TO DATE"	TION PE=PERMANENT SU	=SUPERCEDED TE	=TERI	MINA	ΓΙΟΝ
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Page 45 Date:

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

August 28, 2018

Records of:	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA
/PDX/04/	

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			l Type
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedu specified by law or a longer period is otherwise required by law, or unless, consistent with sta ssolution of the City Council.				≀d by	,
DX/04/	O234.	TACTICAL MANUAL INVENTORY LIST RECORD TYPES:	TO+3	TO+5	N	N	N
DX/04/	O235.	TACTICAL MANUAL RESEARCH PAPERS RECORD TYPES:	TO+3	TO+5	N	N	N
DX/04/	O236.	TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTINGS RECORD TYPES:	TO+5	TO+30	N	N	N
OX/04/	O237.	TELEPHONE TOLL CALL LOG (LAPD 7.22) FORM: LAPD 7.22 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O238.	TELETYPE MESSAGE NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O239.	TIE BAR FILES RECORD TYPES:	TO+2	TO+5	N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ATION PE=PERMANENT SU	=SUPERCEDED TE=	TERM	1INA	ΓΙΟΝ
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City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 46
Date:

August 28, 2018

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	otherwise s	shall be retained for a minimum of two years, including records not included in the pecified by law or a longer period is otherwise required by law, or unless, consistent solution of the City Council.				hed b	у
PDX/04/	O240.	TRAFFIC ACCIDENT REPORT FILE RECORD TYPES: A-HIT AND RUN SUPPLEMENT-LAPD 4.3 B-TRAFFIC ACCIDENT INFORMATION-LAPD 4.37 C-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 D-TRAFFIC ACCIDENT STATUS REPORT-LAPD 4.16 E-TRAFFIC ACCIDENT REPORT-LAPD 4.1	TO+2	TO+5	١	l N	N
PDX/04/	O241.	TRAFFIC COURT FILES RECORD TYPES:	TO+2	TO+5	١	l N	N
PDX/04/	O242.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5	١	l N	N
PDX/04/	O243.	TRAFFIC DEAD BODY BOOK RECORD TYPES:	TO+3	TO+5	1	l N	N
PDX/04/	O244.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES:	TO+2	TO+5	1	l N	N
	O245.						
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RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

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Page 47

August 28, 2018

Original Records

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) - Total			ord I	
	All records otherwise sp	shall be retained for a minimum of two years, including records not included in pecified by law or a longer period is otherwise required by law, or unless, consist olution of the City Council.					d by	_
PDX/04/	order or res	TRAFFIC MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
PDX/04/	O246.	TRAFFIC SAFETY PRESENTATIONS RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O247.	TRAFFIC STUDIES & SURVEYS RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/04/	O248.	TRANSFER DOCUMENTATION RECORD TYPES:	TO+3	TO+5		N	N	N
PDX/04/	O249.	TRAVEL LOG RECORD TYPES:	TO+1	TO+5		N	N	N
PDX/04/	O250.	UNUSUAL OCCURRENCE AFTER/ACTION REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	EX=EXPIRATION PE=PERMANENT S	U=SUPERCEI	DED TE=T	ERMI	INATIO	- NC
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RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Date:

Page 48

August 28, 2018

Records P <u>DX/0</u> 4	•	LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA	CERTIFIED PER SECTION 12.	3 OF LOS ANGELES A	DMIN	VISTR	ATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code		cord H	
	otherwise s	s shall be retained for a minimum of two years, including records not included in the So specified by law or a longer period is otherwise required by law, or unless, consistent wi esolution of the City Council.				ed by	
/PDX/04/	O251.	UNUSUAL OCCURRENCE LOG RECORD TYPES:	TO+1	TO+10	N	N	N
/PDX/04/	O252.	UNUSUAL OCCURRENCE MOBILIZATION PLAN RECORD TYPES:	TO+10	TO+10	N	N	N
/PDX/04/	O253.	UNUSUAL OCCURRENCE TIME CARDS (LAPD 14.14) FORM: LAPD 14.14 RECORD TYPES:	TO+10	TO+10	N	N	N
/PDX/04/	O254.	UNUSUAL OCCURRENCE TIME/WAGE REPORTS RECORD TYPES:	TO+10	TO+10	N	N	N
/PDX/04/	O255.	USE OF FORCE REPORT (LAPD 1.67.) FORM: LAPD 1.67. RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/04/	O256.	VACATION SCHEDULES (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+2	TO+10	N	N	N
RETEN	NTION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EX TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	KPIRATION PE=PERMANENT SU	=SUPERCEDED TE=	TERM	1INAT	ION
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RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Date:

Page 49

August 28, 2018

LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA Records of:

PDX/04	4/	CI	ERTIFIED PER SECTION 1	2.3 OF LOS ANGELE	S ADMI.	NISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retentio Office	n (YEARS) Med Total Cod			Type C I
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedul specified by law or a longer period is otherwise required by law, or unless, consistent with statistical solution of the City Council.				ed by	
/PDX/04/	O257.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/04/	O258.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/04/	O259.	VICE FILES RECORD TYPES: A-VICE UNIT APPLICANT FILE-LAPD 15.88 B-VICE ARRESTS/INFORMATION SUMMARY-LAPD 15.54.2 C-VICE ARRESTEE LOG BOOK D-VICE CLEARANCE FILE E-VICE COMPLAINT LOG BOOK F-VICE INDEX CARDS G-VICE/INFORMATION CARDS-LAPD 15.36 H-VICE UNIT ROSTER I-AREA VICE ARREST SUMMARY-LAPD 15.56 F-VICE INDEX CARDS	CL+2	CL+4	N	N	N
PDX/04/	O260.	VICTIM LOG (RAPES) RECORD TYPES:	TO+5	TO+10	N	N	N
PDX/04/	O261.	VIDEO TAPE REQUEST LOG RECORD TYPES:	TO+1	TO+5	N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRAT TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ΓΙΟΝ PE=PERMANENT S	U=SUPERCEDED T	E=TERI	MINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OF					·PΕ
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Page 50

Date: August 28, 2018

Original Records

P <u>DX/04</u>	Sched.		CERTIFIED PER SECTION 12			111115	_	I V L
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	t (YEARS) Total			rd Ty C	•
	otherwise :	s shall be retained for a minimum of two years, including records not included in the So specified by law or a longer period is otherwise required by law, or unless, consistent we esolution of the City Council.				hed i	by	
PDX/04/	O262.	VISITING DIGNITARY EXPENDITURES RECORD TYPES:	TO+3	TO+5	1	1 1	l N	
DX/04/	O263.	WATCH COMMANDER'S DAILY REPORT (LAPD 126) FORM: LAPD 126 RECORD TYPES:	TO+2	TO+5	1	1 1	l N	
OX/04/	O264.	VISITING OFFICER ARREST LOG RECORD TYPES:	TO+1	TO+5	1	1 1	l N	
OX/04/	O265.	VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL RECORD TYPES:	TO+1	TO+5	1	1 N	l N	
DX/04/	O266.	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5	1	1 1	l N	
	O267.							
RETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EX TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	XPIRATION PE=PERMANENT SI	J=SUPERCED	ED TE=TE	RMIN	ATIO	1
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osition Schedule Date: August 28, 2018

Page 51

Original Records

PDX/04	1/	CE	RTIFIED PER SECTION 12	2.3 OF LOS ANGELES A	DMI	VISTI	ATT
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	t (YEARS) Media Total Code		ecora H	
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule specified by law or a longer period is otherwise required by law, or unless, consistent with state solution of the City Council.				e d b y	,
OX/04/		WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O268.	WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143) FORM: TEMP 143 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/04/	O269.	ABUSED CHILD RECORD TYPES:	CL+5	CL+30	N	N	N
0X/04/	O270.	BANK ROBBERY RECORD TYPES:	CL+5	CL+30	N	N	N
)X/04/	O271.	CRIME AGAINST PERSON RECORD TYPES:	CL+2	CL+4	N	N	N
DX/04/	O272.	CRIME AGAINST PROPERTY RECORD TYPES:	CL+1	CL+10	N	N	N
RETEN	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATI TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ION PE=PERMANENT SU	J=SUPERCEDED TE=	TERN	/INA	ΓΙΟΝ
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=E MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=					ŧРЕ
RECORD TYPE:		V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule Original Records

Page 52
Date:

August 28, 2018

DX/04	Sched.	n I mid		ATT LDC: 35 5	_		
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Medi Total Code			Type C 1
	otherwise :	s shall be retained for a minimum of two years, including records not include specified by law or a longer period is otherwise required by law, or unless, co esolution of the City Council.				ed by	<u> </u>
DX/04/	O273.	DOMESTIC VIOLENCE RECORD TYPES:	CL+5	CL+35	N	N	N
DX/04/	O274.	HIJACK RECORD TYPES:	CL+5	CL+20	N	N	N
)X/04/	O275.	DETECTIVES CASE ENVELOPE RECORD TYPES:	CL+2	CL+10	N	N	N
X/04/	O276.	NARCOTICS RECORD TYPES:	CL+5	CL+30	N	N	N
OX/04/	O277.	RAPE RECORD TYPES:	CL+5	CL+35	N	N	N
DX/04/	O278.	ROBBERY RECORD TYPES:	CL+3	CL+28	N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCEL TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ED EX=EXPIRATION PE=PERMANENT S	U=SUPERCEDED TI	E=TERI	MINA	ΓΙΟΝ
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RECORD TYPE:		V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City Clerk/Records Management Division

City of Los Angeles Departmental Records Disposition Schedule

Page 53 Date:

August 28, 2018

Original Records

Records of:

LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

/PDX/04	4/	CERTIFIED PE	R SECTION 12.	3 OF LOS A	NGELES AI	OMIN	VISTR	ATIV	E CODE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total	Media Code		cord H	- 1	
	otherwise :	s shall be retained for a minimum of two years, including records not included in the Schedule items liste specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a dif esolution of the City Council.					ed by		
/PDX/04/	O279.	SEXUALLY EXPLOITED CHILD RECORD TYPES:	CL+5	CL+30		N	N	N	
/PDX/04/	O280.	EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/04/	O281.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Υ	
/PDX/04/	O282.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Υ	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE

MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL