

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

/PDX/07/	O	ORIGINAL RECORDS							
/PDX/07/	O001.	ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O002.	ALTERCATION REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O003.	ARREST DISPOSITION LOG BOOK (5.10'S) RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O004.	ARREST LOG BOOK RECORD TYPES:	CL+2	CL+10		N	N	N	
/PDX/07/	O005.	ARRESTEE LOG BOOK - VICE RECORD TYPES:	CL+2	CL+10		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/PDX/07/	O006.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O007.	BAR BOOK RECORD TYPES:	CL+3	CL+10		N	N	N	
/PDX/07/	O008.	B-WAGON DETOXIFICATION LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/PDX/07/	O009.	BOOKING RECOMMENDATION (LAPD 12.31) FORM: LAPD 12.31 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O010.	CHANGE OF WATCH DATA RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O011.	CHECK SIGN OUT ROSTER (0036) FORM: 0036 RECORD TYPES:	TO+2	TO+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type 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.

/PDX/07/	O012.	CHRONIC OFFENDER FILE RECORD TYPES:	CL+3	CL+10	N	N	N		
/PDX/07/	O013.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10	N	N	N		
/PDX/07/	O014.	COURT BOOK RECORD TYPES:	CL+2	CL+10	N	N	N		
/PDX/07/	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 E-PROPERTY REPORT-LAPD 10.1	TO+2	TO+10	N	N	N		
/PDX/07/	O016.	DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+10	N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/	O017.	DAILY CRIME AND ARREST SUMMARY (LAPD 15.6) FORM: LAPD 15.6 RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O019.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O020.	DAILY WORK SHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O021.	DEPLOYMENT TELETYPE FORMAT (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O022.	DETECTIVE RECAP REPORT RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type 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.

/PDX/07/	O023.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/07/	O024.	DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/07/	O025.	DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/07/	O026.	DETENTION TANK LOG (LAPD 6.19) FORM: LAPD 6.19 RECORD TYPES:	CL+2	CL+10				N	N	N	
/PDX/07/	O027.	DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES:	CL+2	CL+10				N	N	N	
/PDX/07/	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	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>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.</i></p> <p>A-ARREST REPORT-LAPD 5.2 B-ENTRY REQUEST - NAT'L. CRIME INFORMATION CENTER WANTED ...-LAPD 8.3 C-FOLLOW-UP INVESTIGATION REPORT-LAPD 3.14 D-NOTES E-PHOTOGRAPHS F-PRELIMINARY INVESTIGATION-LAPD 3.01 G-PROPERTY REPORT-LAPD 10.01 H-RAP SHEET I-TELETYPES J-CRIMINAL OFFENDER RECORD INFORMATION</p>										
/PDX/07/	O029.	ENROUTE DETENTION BOOK RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O030.	EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8) FORM: LAPD 10.8 RECORD TYPES:	TO+5	TO+10		N	N	N		
/PDX/07/	O031.	FIELD RELEASE (ARREST COURT IN AM'S) FILE RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O032.	FIELD SUPPORT ANALYSIS REPORT RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O033.	GRIEVANCE FILE	TO+2	TO+10		N	N	Y		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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

RECORD TYPES: Confidential

/PDX/07/	O034.	HOMICIDE CONTROL LOG RECORD TYPES:	CL+2	CL+10		N	N	N	
/PDX/07/	O035.	HOMICIDE FILE RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O036.	INFORMANT FILE RECORD TYPES:	CL+2	CL+10		N	N	N	
/PDX/07/	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	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Code			Record Type		
			Office	Total	Code	V	H	C	L		
<p><i>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.</i></p>											
/PDX/07/	O038.	K-SUBPOENA L-TELETYPES M-TRAFFIC ACCIDENT REPORT-LAPD 4.1 N-TRAFFIC ACCIDENT REPORT (SUPPLEMENT)-LAPD 4.5 INVESTIGATOR'S CASE PROGRESS LOG (LAPD 1.44) FORM: LAPD 1.44 RECORD TYPES:	TO+2	TO+10		N	N	N			
/PDX/07/	O039.	INVESTIGATOR'S REQUIRED FOLLOW-UP REPORT (LAPD 12.21) FORM: LAPD 12.21 RECORD TYPES:	TO+2	TO+10		N	N	N			
/PDX/07/	O040.	JAIL INSPECTION RECORD (LAPD 6.17) FORM: LAPD 6.17 RECORD TYPES:	TO+2	TO+10		N	N	N			
/PDX/07/	O041.	JAIL TRANSFER RECORD (LAPD 6.11) FORM: LAPD 6.11 RECORD TYPES:	TO+2	TO+10		N	N	N			
/PDX/07/	O042.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA) FORM: CAL OSHA RECORD TYPES:	TO+3	TO+10		N	N	N			

O043.

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/		MOBILIZATION ROSTER RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O044.	MONIKER FILE RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O045.	MONTHLY BINGO INVESTIGATION RECAP RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O046.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O047.	MUG BOOK PAGE (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES:	CL+10	CL+10		N	N	N
/PDX/07/	O048.	MURDER BOOK - SOLVED RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-CHRONOLOGICAL RECORD-LAPD 3.11.6 C-CRIME SCENE LOG-LAPD 3.11.4	CL+2	CL+32		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media			Record Type		
			Office	Total	Code	V	H	C	L	
<p><i>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.</i></p> <p>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</p>										
/PDX/07/	O049.	OFFICER LOG BOOKS RECORD TYPES:	TO+2	TO+10			N	N	N	
/PDX/07/	O050.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+10			N	N	N	
/PDX/07/	O051.	OVERTIME RECAP RECORD TYPES:	TO+2	TO+10			N	N	N	
/PDX/07/	O052.	PENDING VICE 15.88 FILE RECORD TYPES:	CL+2	CL+10			N	N	N	
/PDX/07/	O053.	PERSONNEL COMPLAINT LOG RECORD TYPES:	TO+2	TO+10			N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type 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.

/PDX/07/	O054.	PERSONNEL FOLDERS - DIVISIONAL (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEES'S NEW DIVISION) RECORD TYPES: Confidential A-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 5.7 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 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 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	TE	TE	N	N	Y
/PDX/07/	O055.	PERSONNEL ROSTER RECORD TYPES:	TO+2	TO+10	N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/PDX/07/	O056.	PHYSICAL FITNESS QUESTIONNAIRE RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O057.	POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O058.	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O059.	PROGRESS INTERVIEW RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O060.	PROJECT FOLDERS RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/07/	O061.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	TO+2	TO+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Code	Record Type 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.

FORM: LAPD 10.6 RECORD TYPES:

/PDX/07/	O062.	PROPERTY RELEASE AUTHORIZATION (LAPD 6.8) FORM: LAPD 6.8 RECORD TYPES:	TO+3	TO+10		N	N	N
/PDX/07/	O063.	PROSTITUTION NOTEBOOK RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O064.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O065.	RECEIPT FOR PROPERTY TAKEN INTO CUSTODY (LAPD 10.10) FORM: LAPD 10.10 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O066.	RECEIPT FOR VALUABLES (LAC 55) FORM: LAC 55 RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<i>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.</i>								
/PDX/07/	O067.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47) FORM: LAPD 16.47 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O068.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	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/07/	O070.	RECORDING TAPE INVENTORY (LAPD 12.40) FORM: LAPD 12.40 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O071.	REGISTRY OF DR NUMBERS (LAPD 8.34) FORM: LAPD 8.34 RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O072.	RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.) FORM: LAPD 6.15. RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>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.</i></p>										
/PDX/07/	O073.	SECRET SERVICE FUND LOG BOOK RECORD TYPES:	CL+2	CL+10		N	N	N		
/PDX/07/	O074.	SECRET SERVICE REPORTS AND CHIT ERRORS RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O075.	SERGEANT'S DAILY REPORT (LAPD 15.48) FORM: LAPD 15.48 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O076.	SIGN OUT SHEET (LAPD 15.42) FORM: LAPD 15.42 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O077.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) FORM: LAPD 15.80 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O078.	STATISTICAL REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type 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.

/PDX/07/	O079.	SUBPOENA FILES RECORD TYPES: A-CONSOLIDATED SUBPOENA LIST B-COURT LIST C-DECLARATION FOR CONTINUANCE - GENERAL-LAPD 15.51.1 D-DECLARATION FOR CONTINUANCE - VACATION-LAPD 15.51 E-OFFICER SUBPOENA RECORD-LAPD 15.29 F-SUBPOENA G-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33	CL+2	CL+10		N	N	N
/PDX/07/	O080.	F-SUBPOENA SUMMARY FOLDER (EMPLOYEE) (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	TE	TE		N	N	Y
/PDX/07/	O081.	TASER LOG RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O082.	TELEPHONIC REPORT LOG RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O083.	TELETYPES	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type 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.

RECORD TYPES:

/PDX/07/	O084.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+10	N	N	N
/PDX/07/	O085.	TIME IN AND OUT SHEET (LAPD 12.4) FORM: LAPD 12.4 RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/07/	O086.	TRAFFIC ACCIDENT REPORT BOOK RECORD TYPES:	CL+2	CL+10	N	N	N
/PDX/07/	O087.	TRAFFIC ACCIDENT REPORT FILE (EMPLOYEES INVOLVED) (LAPD 4.5) FORM: LAPD 4.5 RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/07/	O088.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	TO+2	TO+10	N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/	O089.	TRANSFER OF AUTOMOTIVE EQUIPMENT RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O090.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O091.	VICE ARRESTEE LOG BOOK RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O092.	VICE ARRESTS/INFORMATION SUMMARY (LAPD 15.54) FORM: LAPD 15.54 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O093.	VICE CLEARANCE FILE RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O094.	VICE COMPLAINT LOG BOOK RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type V H C L			
<p><i>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.</i></p>											
/PDX/07/	O095.	VICE INDEX CARDS (STREET) RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/07/	O096.	VICE/INFORMATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/07/	O097.	VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/07/	O098.	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/07/	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-DETECTIVES' ACTIVITIES SUMMARY-LAPD 1.62 D-DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT-LAPD 1.62.1 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	CL+2	CL+10				N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>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.</i></p> <p>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</p>										
/PDX/07/	O100.	AREA VICE UNIT ROSTER RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O101.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES:	TO+/03	TO+10		N	N	N		
/PDX/07/	O102.	ACTIVITY REPORTS RECORD TYPES:	AR+2	AR+10		N	N	N		
/PDX/07/	O103.	ADJUSTED TIME REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O104.	AIRCRAFT ACCIDENT LOG RECORD TYPES:	TO+1	TO+10		N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/PDX/07/	O105.	AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157) FORM: TEMP 157 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O106.	AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O107.	ALIEN ARREST LOG RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O108.	AMBUSH LOG RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O109.	APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMENT & OPPORTUNITIES NOTICE C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88	TO+2	TO+10		N	N	N	
/PDX/07/	O110.	APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER HOURS (LAPD 1.45)	TO+2	TO+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Code	Record Type 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.

FORM: LAPD 1.45 RECORD TYPES:

/PDX/07/	O111.	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+10	N	N	N
/PDX/07/	O112.	ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76) FORM: LAPD 15.76 RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/07/	O113.	BAIL DEVIATION TELETYPES RECORD TYPES:	TO+1	TO+10	N	N	N
/PDX/07/	O114.	BANK ROBBERY ARREST INDEX CARDS RECORD TYPES:	TO+10	TO+10	N	N	N
/PDX/07/	O115.	BLOOD RUN LOG RECORD TYPES:	TO+1	TO+10	N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/	O116.	BOMB THREAT LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O117.	BOOKING AND DISPO REPORT (LAPD 6.01) FORM: LAPD 6.01 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O118.	BUDGET & CRIME PREVENTION QUARTERLY REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O119.	CAL-OSHA INJURY LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O120.	CASE DISPOSITION SUMMARIES RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O121.	CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>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.</i></p>										
/PDX/07/	O122.	CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES:	TO+2	TO+2		N	N	N		
/PDX/07/	O123.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O124.	CLOSED CIRCUIT TV TEXT (HELICOPTER) RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O125.	COMFAC LOG RECORD TYPES:	TO+1	TO+10		N	N	N		
/PDX/07/	O126.	COMMANDING OFFICER'S OVERTIME RECORD RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O127.	COMPLAINT APPLICATION (LAPD 5.15) FORM: LAPD 5.15 RECORD TYPES:	TO+2	TO+10		N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Code	Record Type 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.

/PDX/07/	O128.	CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40) FORM: LAPD 15.40 RECORD TYPES:	EX+2			N	N	N		
/PDX/07/	O129.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES:	TO+4	TO+10		N	N	N		
/PDX/07/	O130.	COURT ON-CALL LIAISON/COURT CLERK WORKSHEET RECORD TYPES:	CL+2	CL+10		N	N	N		
/PDX/07/	O131.	COURT NOTICE (LAPD 15.57) FORM: LAPD 15.57 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O132.	CROSSING GUARD FILES RECORD TYPES:	TE+2	TE+10		N	N	N		

O133.

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/		CRIME/ARREST INDEX FILE RECORD TYPES:	CL+3	CL+10		N	N	N
/PDX/07/	O134.	DEADLY WEAPON INJURY LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O135.	DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O136.	DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES:	AR+2	AR+10		N	N	N
/PDX/07/	O137.	DETECTIVE OPERATIONS MANUAL RECORD TYPES:	AR+2	AR+10		N	N	N
/PDX/07/	O138.	DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES:	CL+2	CL+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/	O139.	DISTRIBUTION TRANSMITTAL (LAPD 4.44) FORM: LAPD 4.44 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O140.	DISTRICT ATTORNEY LIAISON FILING FORM RECORD TYPES:	TO+4	TO+10		N	N	N
/PDX/07/	O141.	DISTRICT ATTORNEY WARRANT RECEIPT LOG RECORD TYPES:	TO+4	TO+10		N	N	N
/PDX/07/	O142.	DIVISION JAIL BOOKING ROSTER (LAPD 6.13) FORM: LAPD 6.13 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O143.	DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES:	EX+2			N	N	N
/PDX/07/	O144.	DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

/PDX/07/	O145.	DRUG EVALUATION FILE RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O146.	DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O147.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O148.	EMPLOYEES TIMEKEEPING (FEDERAL FUNDING) RECORD TYPES:	CL+2	CL+10		N	N	N	
/PDX/07/	O149.	EQUIPMENT INVENTORY REPORT RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O150.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65)	TO+2	TO+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

FORM: LAPD 15.65 RECORD TYPES:

/PDX/07/	O151.	ESCAPE REPORT (LAPD 6.6) FORM: LAPD 6.6 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O152.	EXPENDITURE OF SECRET SERVICE FUND INDEX RECORD TYPES:	TO+5	TO+13		N	N	N	
/PDX/07/	O153.	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 N-SEXUALLY EXPLOITED CHILD O-WORK/CONTROL FOLDERS (INCLUDING SUBSECTIONS A-CE)	CL+2	CL+62		N	N	N	
/PDX/07/	O154.	FELONY WARRANT PACKAGES	AR	AR+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

(REC SERIES HAS VARIED MEDIA FORMAT, IE., PICTURES ...) RECORD TYPES:
 A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1
 B-DUE DILIGENCE INVESTIGATION CHECK LIST-LAPD 12.24
 C-FOLLOW-UP REPORT-LAPD 3.14
 D-PICTURES
 E-PROPERTY REPORT-LAPD 10.1
 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

/PDX/07/	O155.	FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/07/	O156.	FIELD COMMAND POST HANDBOOK & ASSOCIATION LESSON PLANS RECORD TYPES:	TO+3	TO+10		N	N	N	
/PDX/07/	O157.	FIELD COMMAND POST CALL-OUT LIST RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O158.	FLEET GAS RECEIPT FILE RECORD TYPES:	TO+2	TO+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<i>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.</i>								
/PDX/07/	O159.	GRANTS FILES RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O160.	GUN DESTRUCTION FILE RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O161.	HAZARDOUS MATERIAL RESEARCH PAPERS RECORD TYPES:	AR+2	AR+10		N	N	N
/PDX/07/	O162.	HOMICIDE AUDIT DAILY WORKBOOK RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/07/	O163.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/07/	O164.	INCOMING COLLECT CALLS LOG RECORD TYPES:	TO+1	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

/PDX/07/	O165.	INQUIRY/DISSEMINATION LOG RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O166.	INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES:	TO+10	TO+20		N	N	N	
/PDX/07/	O167.	INVESTIGATIVE HYPNOSIS REPORT RECORD TYPES:	TO+20	TO+20		N	N	N	
/PDX/07/	O168.	JUVENILE ARREST PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION C-DISPOSITION OF ARREST/COURT ACTION-LAPD 5.9 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-JUVENILE ARREST REPORT (CONT'D)-LAPD 5.2.6 F-PHOTO DISPLAY FOLDER-LAPD 15.50 G-PRELIMINARY INVESTIGATION-LAPD 3.1 H-PROPERTY REPORT-LAPD 10.1	TO+2	TO+10		N	N	N	
/PDX/07/	O169.	F-PHOTO DISPLAY FOLDER-LAPD 15.50 JUVENILE COURT AFFIDAVIT (LAPD 9.4) FORM: LAPD 9.4 RECORD TYPES:	TO+2	TO+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

/PDX/07/	O170.	JUVENILE DETENTION LOG RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O171.	JUVENILE DETENTION TELETYPES RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O172.	JUVENILE PROCEDURES MANUAL RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/07/	O173.	K-CAR DEATH LOG BOOK RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O174.	LAPD VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O175.	LIBRARY CARD FILE	CL+2	CL+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type 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.

RECORD TYPES:

/PDX/07/	O176.	LINE-UP BOOK (ROBBERY SPECIALS) RECORD TYPES:	TO+3	TO+28	N	N	N
----------	-------	--	------	-------	---	---	---

/PDX/07/	O177.	LINE UP PACKAGE (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 CARDS F-PHOTOS G-WRITTEN OBJECTIONS BY ATTORNEYS	TO+3	TO+28	N	N	N
----------	-------	--	------	-------	---	---	---

/PDX/07/	O178.	F-PHOTOS LOCKER LOG RECORD TYPES:	CL+2	CL+10	N	N	N
----------	-------	---	------	-------	---	---	---

/PDX/07/	O179.	MASTER BANK ROBBERY INDEX RECORD TYPES:	TO+7	TO+17	N	N	N
----------	-------	--	------	-------	---	---	---

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/	O180.	MILITARY ARRESTS LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O181.	MISDEMEANOR CALENDAR COURT WORKSHEET RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O182.	MISDEMEANOR WARRANT PACKAGES RECORD TYPES: A-HANDWRITING EXEMPLAR-LAPD 5.7 B-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48 C-WORTHLESS DOCUMENT D-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6	CL+1	CL+21		N	N	N
/PDX/07/	O183.	MOBILE CANTEEN FUND RECORDS RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O184.	MODUS OPERANDI BOOK - ROBBERY SPECIALS RECORD TYPES:	TO+3	TO+23		N	N	N
/PDX/07/	O185.	MODUS OPERANDI FILES (RAPE SECTION) RECORD TYPES: A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 B-MEDICAL REPORTS	TO+3	TO+23		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>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.</i></p>										
/PDX/07/	O186.	MOTOR SCHOOL LIST RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O187.	MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES:	TO+20	TO+20		N	N	N		
/PDX/07/	O188.	MUNICIPAL COURT INFORMATION CARD (TEMP 41) FORM: TEMP 41 RECORD TYPES:	CL+2	CL+10		N	N	N		
/PDX/07/	O189.	NARCOTIC CONTAGION CONTACT REPORT (LAPD 12.17) FORM: LAPD 12.17 RECORD TYPES:	TO+5	TO+10		N	N	N		
/PDX/07/	O190.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+5	TO+10		N	N	N		
/PDX/07/	O191.	NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+10		N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Code	Record Type 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.

/PDX/07/	O193.	NARCOTICS BUY NOTE (LAPD 12.53) FORM: LAPD 12.53 RECORD TYPES:	TO+3	TO+10	N	N	N
/PDX/07/	O194.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23) FORM: LAPD 15.23 RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/07/	O195.	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 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	CL+5	CL+30	N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type 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.

- 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

/PDX/07/	O196.	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	TE	TE+10		N	N	N
/PDX/07/	O197.	OFFICERS INDIVIDUAL OVERTIME REPORT RECORD TYPES:	TE	TE+10		N	N	N
/PDX/07/	O198.	ORDERS, NOTICES, TRAINING BULLETINS RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O199.	OUTSIDE AGENCY CONDUCTING INVESTIGATION ARREST OR ... RECORD TYPES:	TO+1	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type V H C L			
<p><i>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.</i></p>											
/PDX/07/	O200.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+5	TO+10				N	N	N	
/PDX/07/	O201.	PAGER SERVICE NUMBER LOG RECORD TYPES:	TO+1	TO+10				N	N	N	
/PDX/07/	O202.	PAGER TEST LOG RECORD TYPES:	TO+1	TO+10				N	N	N	
/PDX/07/	O203.	PARADE PERMIT INVESTIGATION FOLDERS RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/07/	O204.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50) FORM: LAPD 4.50 RECORD TYPES:	TO+/03	TO+10				N	N	N	
/PDX/07/	O205.	PERSONAL SERVICE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.) FORM: LAPD 4.50. RECORD TYPES:	CL+/03	CL+10				N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

/PDX/07/	O206.	POLICE BULLETIN REQUEST/CANCELLATION (LAPD 15.32) FORM: LAPD 15.32 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O207.	POST OFFICE FILES RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O208.	PROBATION OFFICER'S BOOK RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O209.	PROBLEM PARK NOTEBOOK RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O210.	PROJECT CARD FILE RECORD TYPES:	CL+2	CL+10		N	N	N	
/PDX/07/	O211.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.)	TO+1	TO+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Code	Record Type 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.

FORM: LAPD 10.6. RECORD TYPES:

/PDX/07/	O212.	PURSUIT LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O213.	RADIOLOGICAL INSPECTION SCHEDULE RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O214.	RADIOLOGICAL MONITORS LIST RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O215.	RECORD OF ARRESTS (LAPD 12.12) FORM: LAPD 12.12 RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O216.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15) FORM: LAPD 4.15 RECORD TYPES:	CL+2	CL+10		N	N	N

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

**City of Los Angeles
Departmental Records Disposition Schedule
Original Records**

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<i>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.</i>								
/PDX/07/	O217.	REQUEST FOR MENTAL EXAMINATION (LAPD 5.4) FORM: LAPD 5.4 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O218.	REQUEST FOR SERVICE (LAPD 15.13) FORM: LAPD 15.13 RECORD TYPES:	CL+/03	CL+10		N	N	N
/PDX/07/	O219.	ROLL CALL TRAINING FILES RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O220.	SAFETY SURVEY CHECKLIST FILE RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/07/	O221.	SEARCH WARRANTS RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/07/	O222.	SECRET SERVICE REPORTS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/	O223.	SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O224.	SHOTS FIRED LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O225.	SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60) FORM: LAPD 15.60 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O226.	SPEED ZONE SURVEYS (DT 270) FORM: DT 270 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O227.	STAFF MEETING MINUTES RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O230.	SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES:	CL+2	CL+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type 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.

/PDX/07/	O231.	SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES:	CL+2	CL+10		N	N	N	
/PDX/07/	O232.	SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/07/	O233.	TACTICAL MANUAL RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/07/	O234.	TACTICAL MANUAL INVENTORY LIST RECORD TYPES:	TO+3	TO+10		N	N	N	
/PDX/07/	O235.	TACTICAL MANUAL RESEARCH PAPERS RECORD TYPES:	TO+3	TO+10		N	N	N	

O236.

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/		TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTINGS RECORD TYPES:	TO+5	TO+30		N	N	N
/PDX/07/	O237.	TELEPHONE TOLL CALL LOG (LAPD 7.22) FORM: LAPD 7.22 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O238.	TELETYPE MESSAGE NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O239.	TIE BAR FILES RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	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+10		N	N	N
/PDX/07/	O241.	TRAFFIC COURT FILES RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type 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.

/PDX/07/	O242.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+10	N	N	N	
/PDX/07/	O243.	TRAFFIC DEAD BODY BOOK RECORD TYPES:	TO+3	TO+10	N	N	N	
/PDX/07/	O244.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES:	TO+2	TO+10	N	N	N	
/PDX/07/	O245.	TRAFFIC MANUAL RECORD TYPES:	AR+2	AR+10	N	N	N	
/PDX/07/	O246.	TRAFFIC SAFETY PRESENTATIONS RECORD TYPES:	TO+2	TO+10	N	N	N	
/PDX/07/	O247.	TRAFFIC STUDIES & SURVEYS RECORD TYPES:	TO+2	TO+10	N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

/PDX/07/	O248.	TRANSFER DOCUMENTATION RECORD TYPES:	TO+3	TO+10		N	N	N	
/PDX/07/	O249.	TRAVEL LOG RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O250.	UNUSUAL OCCURRENCE AFTER ACTION REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/07/	O251.	UNUSUAL OCCURRENCE LOG RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/07/	O252.	UNUSUAL OCCURRENCE MOBILIZATION PLAN RECORD TYPES:	TO+10	TO+10		N	N	N	

O253.

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/		UNUSUAL OCCURRENCE TIME CARDS (LAPD 14.14) FORM: LAPD 14.14 RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/07/	O254.	UNUSUAL OCCURRENCE TIME/WAGE REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/07/	O255.	USE OF FORCE REPORT (LAPD 1.67.) FORM: LAPD 1.67. RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O256.	VACATION SCHEDULES (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O257.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/07/	O258.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES:	TO+2	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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

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/07/	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+10		N	N	N
/PDX/07/	O260.	VICTIM LOG (RAPES) RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/07/	O261.	VIDEO TAPE REQUEST LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/07/	O262.	VISITING DIGNITARY EXPENDITURES RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/07/	O263.	VISITING OFFICER ARREST LOG RECORD TYPES:	TO+1	TO+10		N	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>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.</i></p>										
/PDX/07/	O264.	VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL RECORD TYPES:	TO+1	TO+10		N	N	N		
/PDX/07/	O265.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O266.	WATCH COMMANDER'S DAILY REPORT (LAPD 126) FORM: LAPD 126 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O267.	WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143) FORM: TEMP 143 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/07/	O268.	ABUSED CHILD RECORD TYPES:	CL+5	CL+30		N	N	N		
/PDX/07/	O269.	BANK ROBBERY RECORD TYPES:	CL+5	CL+30		N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- 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.

/PDX/07/	O270.	CRIME AGAINST PERSON RECORD TYPES:	CL+5	CL+30		N	N	N	
/PDX/07/	O271.	CRIME AGAINST PROPERTY RECORD TYPES:	CL+1	CL+10		N	N	N	
/PDX/07/	O272.	DOMESTIC VIOLENCE RECORD TYPES:	CL+5	CL+35		N	N	N	
/PDX/07/	O273.	HIJACK RECORD TYPES:	CL+5	CL+20		N	N	N	
/PDX/07/	O274.	DETECTIVES CASE ENVELOPE RECORD TYPES:	CL+2	CL+10		N	N	N	

O275.

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
<p><i>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.</i></p>								
/PDX/07/		NARCOTICS RECORD TYPES:	CL+5	CL+30		N	N	N
/PDX/07/	O276.	RAPE RECORD TYPES:	CL+5	CL+35		N	N	N
/PDX/07/	O277.	ROBBERY RECORD TYPES:	CL+3	CL+28		N	N	N
/PDX/07/	O278.	SEXUALLY EXPLOITED CHILD RECORD TYPES:	CL+5	CL+30		N	N	N
/PDX/07/	O279.	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+7		N	N	N
/PDX/07/	O280.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type 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.

/PDX/07/	O281.	PERSONNEL COMPLAINT LOG (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10	N	N	Y		
----------	-------	---	------	-------	---	---	---	--	--

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