

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

**Records of: LOS ANGELES POLICE DEPARTMENT/AUDIT**

**/PDX/19/**

*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/19/	O	ORIGINAL RECORD SERIES							
/PDX/19/	O001.	ACTIVITY REPORT - AUDIT DIVISION Previoualy PDX/95 item O007	TO+2	TO+10	DO				
/PDX/19/	O002.	AUDITS - BY AUDIT DIVISION RECORD TYPES: Confidential A-REPORTS B-CORRESPONDENCE  Previoualy PDX/95 item O011	SU	SU+25	DO				Y
/PDX/19/	O003.	BOARD OF INQUIRY RECORDS RECORD TYPES: Confidential A-CORRESPONDENCE B-REPORTS C-TAPES  Previoualy PDX/95 item O012	TO+5	TO+10	DO				Y
/PDX/19/	O004.	CORRESPONDENCE AND SUBJECT FILES Previoualy PDX/95 item O018	AR	AR+10	DO				
/PDX/19/	O005.	GENERAL FILE CORRESPONDENCE RECORD TYPES: Confidential Previoualy PDX/95 item O021	CL	CL+10	DO				Y
/PDX/19/	O006.	PROJECT FILES RECORD TYPES: Confidential A-REPORTS B-PUBLICATIONS C-CORRESPONDENCE D-WORKING PAPERS  Previoualy PDX/95 item O031	CL+2	CL+4	DO				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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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