# Departmental Records Disposition Schedule

## Original Records

**Records of:** LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Description / Sub Categories / Remarks</th>
<th>Office</th>
<th>Total</th>
<th>Code</th>
<th>V</th>
<th>H</th>
<th>C</th>
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<tbody>
<tr>
<td>/PDX/21/</td>
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<td>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.</td>
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</table>

**Certified per Section 12.3 of Los Angeles Administrative Code**

**Retention Codes:**
- AU = Audit
- AR = Annual Review
- CL = Closed
- CO = Completion
- CA = Cancelled
- EX = Expiration
- PE = Permanent
- SU = Superseded
- TE = Termination

**Media Codes:**
- AT = Audio Tape
- BP = Blueprint
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- CP = Computer Print Out
- DO = Document
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- NG = Negative
- OD = Oversized Document
- OP = Optical Disk
- VT = Video Tape
- PC = Punch Cards

**Record Type:**
- V = Vital
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Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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<th>-- Retention (YEARS) --</th>
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<td>DAILY FIELD ACTIVITIES REPORT</td>
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- C-FOLLOW-UP INVESTIGATION-LAPD 3.14
- D-NOTES
- E-PROPERTY REPORT-LAPD 10.1
- F-PHOTOGRAPHS
- G-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1
- H-RAP SHEET
- I-SUBPOENA
- J-TELETYPES

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- MF=MICROFILM
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- OP=OPTICAL DISK
- VT=VIDEO TAPE
- PC=PUNCH CARDS

Record Type:
- V=VITAL
- H=HISTORICAL
- C=CONFIDENTIAL
- L=LEGAL
## Departmental Records Disposition Schedule

### Original Records

**Records of:**  

LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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<tbody>
<tr>
<td>O011</td>
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<td>DAILY WORK SHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:</td>
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<td>O013</td>
<td>/PDX/21/O013</td>
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<td>O014</td>
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| O015       | /PDX/21/O015    | MURDER BOOK - SOLVED RECORD TYPES:  
A-DEATH REPORT-LAPD 3.11 
B-CRIME SCENE LOG-LAPD 3.11.4 
C-FOLLOW-UP INVESTIGATION-LAPD 3.14 
D-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 
E-WITNESSES LOG-LAPD 3.11.7 | CL+2 CL+32 | N N N | |

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### Departmental Records Disposition Schedule

**Original Records**

**Records of:** LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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**/PDX/21/**

OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)

**RECORD TYPES:**

- CL+2
- CL+4
- N N N

**/PDX/21/**

PERSONNEL COMPLAINT LOG

**RECORD TYPES:**

- TO+2
- TO+10
- N N N

**/PDX/21/**

PERSONNEL Folders - Divisional

(TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION)

**RECORD TYPES:** Confidential

- A-CHANGE OF STATUS-GEN 43
- AA-TEST RECORDS
- B-DUTY CERTIFICATE-PDAS 430
- BB-TRAINING PUBLIC RECORD-LAPD 1.42
- C-EMPLOYEE EVALUATION REPORT-PDAS 28
- CC-TRAINING SCHEDULES
- D-EMPLOYEE RECORD FORM-LAPD 1.38
- E-EMPLOYEE'S REPORT-LAPD 15.7
- F-EMPLOYEE TRANSFER DATA-LAPD 1.34
- G-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166
- H-INCIDENT REPORT-LAPD 1.27
- i-INDIVIDUAL UNIFORM AND EQUIPMENT ISSUE RECORD-LAPD 1.41.1
- J-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2
- K-KEY RECEIPT-LAPD 11.14
- L-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30
- M-NOTICE OF COMMENDATION-GEN 79
- N-NOTICE TO CORRECT DEFICIENCIES-GEN 78
- O-NOTIFICATION OF COMPLETION OF TRAINING
- P-OFFICE OF THE MAYOR, OFFICE MEMORANDUM-140
- Q-OFFICER EMPLOYEE INVENTORY-LAPD 1.26
- R-OPERATOR SECURITY STATEMENT-LAPD 1.58
- S-PAYROLL/PERSRONNEL CHANGE DOCUMENT-41

**RECORD TYPE:**

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- H=HISTORICAL
- C=CONFIDENTIAL
- L=LEGAL

**RECORD TYPE:**

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

**MEDIA CODES:**

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**RECORD TYPE:**

- TO=THE DATE OF THE RECORD, i.e. the "TO DATE"
# Departmental Records Disposition Schedule

## Original Records

### Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

**/PDX/21/**

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**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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- T-PERFORMANCE EVALUATION REPORT-LAPD 1.78
- U-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47
- V-PERMIT TO REGULARLY HOME-GARAGE A DEPARTMENT VEHICLE-LAPD 1.46
- W-PERSONNEL AND FLEET SAFETY BOARD REPORT-LAPD 1.13
- X-PHYSICAL FITNESS EVALUATION-LAPD 1.31
- Y-PROBATIONARY POLICE OFFICER EVALUATION REPORT-LAPD 1.78.1
- Z-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36

**/PDX/21/**

| O019. | PROJECT FOLDERS | RECORD TYPES: | CL+2 | CL+4 | N N N |

| O020. | PURSUIT REPORT | RECORD TYPES: | TO+2 | TO+5 | N N N |

| O021. | QUARTERLY EQUIPMENT REPORT (LAPD 15.61) | FORM: LAPD 15.61 RECORD TYPES: | TO+2 | TO+5 | N N N |

| O022. | SECRET SERVICE REPORTS AND CHIT ERRORS | RECORD TYPES: | TO+2 | TO+5 | N N N |

| O023. | SERGEANT'S DAILY REPORT (LAPD 15.48) | FORM: LAPD 15.48 RECORD TYPES: | TO+2 | TO+5 | N N N |

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<td>SPECIAL INVESTIGATOR’S ASSIGNMENT/CONTROL LOG (LAPD 15.60)</td>
<td>(LAPD 15.60)</td>
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<td>O028.</td>
<td>SUMMARY FOLDER (EMPLOYEE)</td>
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**B-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6**

**C-OFFICER EMPLOYEE INVENTORY-LAPD 1.26**

**D-OFFICER COMMENT CARD**

**O029. TIME BOOK (LAPD 15.30)**

- Form: LAPD 15.30
- Record Types:
  - CL+2
  - CL+4
  - N N N

**O030. VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69)**

- Form: LAPD 15.69
- Record Types:
  - TO+2
  - TO+5
  - N N N

**O031. VICE FILES**

- Record Types:
  - A-PENDING VICE 15.88 FILE
  - B-VICE ARRESTS/INFORMATION SUMMARY-LAPD 15.54.2
  - C-VICE CLEARANCE FILE
  - D-AREA VICE ARREST SUMMARY-LAPD 15.56
  - E-VICE UNIT APPLICATION FILE-LAPD 15.88
  - F-VICE ARRESTEE LOG BOOK
  - G-VICE COMPLAINT LOG BOOK
  - H-VICE INDEX CARDS
  - I-VICE/INFORMATION CARDS-LAPD 15.36
  - J-VICE UNIT ROSTER

**O032. WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10)**

- Form: LAPD 15.10
- Record Types:
  - TO+2
  - TO+5
  - N N N

**O033. ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49)**

- Form: LAPD 4.49
- Record Types:
  - TO+/03
  - TO+5
  - N N N

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- **MT**=MAG TAPE
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- **MF**=Microfilm
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Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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/ PDX/21/  O035. ADJUSTED TIME REPORTS
RECORD TYPES:

/ PDX/21/  O036. AIRCRAFT ACCIDENT LOG
RECORD TYPES:

/ PDX/21/  O037. AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157)
FORM: TEMP 157 RECORD TYPES:

/ PDX/21/  O038. AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52)
FORM: LAPD 15.52 RECORD TYPES:

/ PDX/21/  O039. ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS
RECORD TYPES:

/ PDX/21/  O040.

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"

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL
## Los Angeles Police Department/Operations-South Bureau

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

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
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<th>Media Code</th>
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### Record Types:

- **/PDX/21/ ALIEN ARREST LOG**
  - RECORD TYPES:
    - TO+1 TO+5 N N N

- **/PDX/21/ AMBUSH LOG**
  - RECORD TYPES:
    - TO+1 TO+5 N N N

- **/PDX/21/ APPLICANT FOLDERS**
  - RECORD TYPES:
    - TO+2 TO+5 N N N

- **/PDX/21/ APPROVAL FOR TAKING CITY OWNED VEHICLES HOME AFTER HOURS (LAPD 1.45)**
  - FORM: LAPD 1.45
  - RECORD TYPES:
    - TO+2 TO+10 N N N

- **/PDX/21/ ARRESTEE BOOKED AT LAC-USC MEDICAL CENTER**
  - (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS & PRINTS)
  - RECORD TYPES:
    - TO+1 TO+5 N N N

- **/PDX/21/ ARRESTEE LOG BOOK - VICE**
  - RECORD TYPES:
    - CL+2 CL+4 N N N

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### Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

**Certified Per Section 12.3 of Los Angeles Administrative Code**

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<td></td>
<td>0047.</td>
<td>ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76)</td>
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<td>/PDX/21/</td>
<td>0049.</td>
<td>BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15)</td>
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<td>/PDX/21/</td>
<td>0050.</td>
<td>BANK ROBBERY ARREST INDEX CARDS</td>
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<td>/PDX/21/</td>
<td>0051.</td>
<td>BAR BOOK</td>
<td>CL+3</td>
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<td>/PDX/21/</td>
<td>0052.</td>
<td>B-WAGON DETOXIFICATION LOG</td>
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**Original Records**

#### Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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<td>PDX/21/0053</td>
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<td>BLOOD RUN LOG</td>
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<td>PDX/21/0054</td>
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<td>BOOKING AND DISPO REPORT (LAPD 6.01)</td>
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<td>PDX/21/0056</td>
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<td>BOOKING RECOMMENDATION (LAPD 12.31)</td>
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<td>PDX/21/0057</td>
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<td>BUDGET &amp; CRIME PREVENTION QUARTERLY REPORTS</td>
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<td>PDX/21/0058</td>
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<td>CAL-OSHA INJURY LOG</td>
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**City of Los Angeles**

**Departmental Records Disposition Schedule**

**Original Records**

Records of: **LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU**

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<td>PDX/21/</td>
<td>O059.</td>
<td>CASE DISPOSITION SUMMARIES</td>
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<td>PDX/21/</td>
<td>O060.</td>
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<td>PDX/21/</td>
<td>O061.</td>
<td>CHIEF'S 24 HOUR OCCURRENCE LOG</td>
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<td>PDX/21/</td>
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<td>PDX/21/</td>
<td>O063.</td>
<td>CITATION CANCELLATION REQUEST (LAPD 4.45)</td>
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ose 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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Records of: **LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU**

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<td>/PDX/21/</td>
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<td>CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK</td>
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<td>/PDX/21/</td>
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<td>CLOSED CIRCUIT TV TEST (HELICOPTER)</td>
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<td>/PDX/21/</td>
<td>O066.</td>
<td>COMFAC LOG</td>
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<td>/PDX/21/</td>
<td>O067.</td>
<td>COMMANDING OFFICER'S OVERTIME RECORD</td>
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<td>/PDX/21/</td>
<td>O068.</td>
<td>COMPLAINT APPLICATION (LAPD 5.15)</td>
<td>TO+2 TO+5</td>
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<td>/PDX/21/</td>
<td>O069.</td>
<td>CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40)</td>
<td>EX+2</td>
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**Records of:** LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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- **/PDX/21/ O070.** CORRESPONDENCE CONTROL RECORD (LAPD 1.9)
  - FORM: LAPD 1.9  RECORD TYPES:
  - TO+3 TO+5 N N N

- **/PDX/21/ O071.** COURT ON CALL LIAISON/COURT CLERK WORKSHEET
  - RECORD TYPES:
  - CL+2 CL+4 N N N

- **/PDX/21/ O072.** COURT NOTICE (LAPD 15.57)
  - FORM: LAPD 15.57  RECORD TYPES:
  - TO+2 TO+5 N N N

- **/PDX/21/ O073.** CROSSING GUARD FILES
  - RECORD TYPES:
  - TE+2 TE+10 N N N

- **/PDX/21/ O074.** CRIME/ARREST INDEX FILE
  - RECORD TYPES:
  - CL+2 CL+4 N N N

- **/PDX/21/ O075.** DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47)
  - FORM: LAPD 15.47  RECORD TYPES:
  - TO+2 TO+10 N N N

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<td>/PDX/21/</td>
<td>O076.</td>
<td>DAILY CRIME AND ARREST SUMMARY (LAPD 15.6)</td>
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<td>/PDX/21/</td>
<td>O077.</td>
<td>DEADLY WEAPON INJURY LOG</td>
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<td>/PDX/21/</td>
<td>O078.</td>
<td>DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE</td>
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<td>/PDX/21/</td>
<td>O079.</td>
<td>DEPLOYMENT GUIDE (LAPD 1.90)</td>
<td>AR+2 AR+4</td>
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<td>/PDX/21/</td>
<td>O080.</td>
<td>DETECTIVE OPERATIONS MANUAL</td>
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## Departmental Records Disposition Schedule

### City of Los Angeles

**Departmental Records Disposition Schedule**

**Original Records**

**Records of:**

**LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU**

**Date:** August 28, 2018

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- **/PDX/21/ DETECTIVE RECAP REPORT**
  - RECORD TYPES:
    - TO+2
    - TO+5
    - N N N

- **/PDX/21/ O082. DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62)**
  - FORM: LAPD 1.62
  - RECORD TYPES:
    - TO+2
    - TO+5
    - N N N

- **/PDX/21/ O083. DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.)**
  - FORM: LAPD 1.62.
  - RECORD TYPES:
    - TO+2
    - TO+5
    - N N N

- **/PDX/21/ O084. DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED (LAPD 1.62.)**
  - FORM: LAPD 1.62.
  - RECORD TYPES:
    - TO+2
    - TO+5
    - N N N

- **/PDX/21/ O085. DETENTION TANK LOG (LAPD 6.19)**
  - FORM: LAPD 6.19
  - RECORD TYPES:
    - CL+2
    - CL+4
    - N N N

- **/PDX/21/ O086. DHD COURT DISPOSITION TELETYPE FORM**
  - RECORD TYPES:
    - CL+2
    - CL+4
    - N N N

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- MC=MICROFICHE
- MF=MICROFILM
- PH=PHOTO
- NG=NEGATIVE
- OD=OVERSIZED DOCUMENT
- OP=OPTICAL DISK
- VT=VIDEO TAPE
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<td>/PDX/21/</td>
<td>O088</td>
<td>DISTRICT ATTORNEY LIAISON FILING FORM</td>
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<td>DISTRICT ATTORNEY WARRANT RECEIPT LOG</td>
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<td>O090</td>
<td>DIVISION BAIL LOG (LAPD 6.16)</td>
<td>FORM: LAPD 6.16 RECORD TYPES:</td>
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<td>DIVISION JAIL BOOKING ROSTER (LAPD 6.13)</td>
<td>FORM: LAPD 6.13 RECORD TYPES:</td>
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<td>/PDX/21/</td>
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<td>DOMESTIC VIOLENCE RESTRAINING ORDERS</td>
<td>RECORD TYPES:</td>
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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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<td>/PDX/21/</td>
<td>O093.</td>
<td>DRIVING UNDER THE INFLUENCE DRUG EVALUATION</td>
<td>RECORD TYPES:</td>
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<td>O094.</td>
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<td>/PDX/21/</td>
<td>O097.</td>
<td>EMERGENCY TRAVEL LOG BOOK</td>
<td>RECORD TYPES:</td>
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## Original Records

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**RECORD TYPES:**

- /PDX/21/ O098. EMPLOYEES TIMEKEEPING (FEDERAL FUNDING)  
  RECORD TYPES: CL+2 CL+4 N N N

- /PDX/21/ O099. ENROUTE DETENTION BOOK  
  RECORD TYPES: TO+2 TO+5 N N N

- /PDX/21/ O100. EQUIPMENT INVENTORY REPORT  
  RECORD TYPES: TO+2 TO+5 N N N

- /PDX/21/ O101. EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65)  
  FORM: LAPD 15.65 RECORD TYPES: TO+2 TO+5 N N N

- /PDX/21/ O102. ESCAPE REPORT (LAPD 6.6)  
  FORM: LAPD 6.6 RECORD TYPES: TO+2 TO+5 N N N

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<td>EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8)</td>
<td>FORM: LAPD 10.8</td>
<td>TO+3 TO+5</td>
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<td>/PDX/21/</td>
<td>O104.</td>
<td>EXPENDITURE OF SECRET SERVICE FUND INDEX</td>
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<td>/PDX/21/</td>
<td>O105.</td>
<td>FELONY CASE PACKAGES (SUBTITLES A-O ARE NOW INDIVIDUAL REC SERIES EXCEPT MURDER BK UNSOLVED)</td>
<td>RECORD TYPES:</td>
<td>CL+2 CL+62</td>
<td>N N N</td>
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<td>/PDX/21/</td>
<td>O106.</td>
<td>FELONY WARRANT PACKAGES (REC SERIES HAS VARIOUS MEDIA FORMAT, IE., PICTURES ...)</td>
<td>RECORD TYPES:</td>
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**Certified per Section 12.3 of Los Angeles Administrative Code**

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- SU = Superseded
- TE = Termination
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- 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
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<td>FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS</td>
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<td>FIELD SUPPORT ANALYSIS REPORT</td>
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<td>FLEET GAS RECEIPT FILE</td>
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- F-SUSPECT WANTED NOTICE-LAPD 8.50
- G-TELETYPES
- I-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48
- F-SUSPECT WANTED NOTICE-LAPD 8.50

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<td>/PDX/21/</td>
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<td>INVESTIGATIVE HYPNOSIS QUESTIONNAIRES</td>
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<td>JAIL INSPECTION RECORD (LAPD 6.17)</td>
<td>RECORD TYPES:</td>
<td>TO+2</td>
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<td>N</td>
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL
# Departmental Records Disposition Schedule

**Original Records**

**Records of:** LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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<td>/PDX/21/</td>
<td>O124.</td>
<td>JAIL TRANSFER REPORT (LAPD 6.11)</td>
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<td>O125.</td>
<td>JUVENILE ARREST PACKAGE</td>
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<td>/PDX/21/</td>
<td>O126.</td>
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<td>/PDX/21/</td>
<td>O127.</td>
<td>JUVENILE DETENTION LOG</td>
<td>TO+1 TO+5</td>
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<td>/PDX/21/</td>
<td>O128.</td>
<td>JUVENILE DETENTION TELETYPES</td>
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<th>Sched. No.</th>
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<th>Record Title</th>
<th>Description / Sub Categories / Remarks</th>
<th>— Retention (YEARS) —</th>
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**RECORD TYPES:**

- JUVENILE PROCEDURES MANUAL
- K-CAR DEATH LOG BOOK
- LIBRARY CARD FILE
- LINE UP BOOK (ROBBERY SPECIALS)
- LINE UP PACKAGES

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### Departmental Records Disposition Schedule

**Original Records**

**Records of:**

**LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU**

**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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<td>/PDX/21/</td>
<td>O135.</td>
<td>LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA)</td>
<td>FORM: CAL OSHA</td>
<td>TO+3 TO+10</td>
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<td>/PDX/21/</td>
<td>O136.</td>
<td>MASTER BANK ROBBERY INDEX</td>
<td>RECORD TYPES:</td>
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<td>/PDX/21/</td>
<td>O138.</td>
<td>MISDEMEANOR CALENDAR COURT WORKSHEET</td>
<td>RECORD TYPES:</td>
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City of Los Angeles
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<td>O139</td>
<td>MISDEMEANOR WARRANT PACKAGES</td>
<td>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</td>
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<td>MOBILE CANTEEN FUND RECORDS</td>
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<td>O142</td>
<td>MODUS OPERANDI BOOK - ROBBERY SPECIALS</td>
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<td>/PDX/21/</td>
<td>O143</td>
<td>MODUS OPERANDI FILES (RAPE SECTION)</td>
<td>RECORD TYPES: A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 B-MEDICAL REPORTS</td>
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<td>MONIKER FILE</td>
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/PDX/21/ O139. 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

/PDX/21/ O140. MOBILE CANTEEN FUND RECORDS

RECORD TYPES:

/PDX/21/ O141. MOBILIZATION ROSTER

RECORD TYPES:

/PDX/21/ O142. MODUS OPERANDI BOOK - ROBBERY SPECIALS

RECORD TYPES:

/PDX/21/ O143. MODUS OPERANDI FILES (RAPE SECTION)

RECORD TYPES:
A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1
B-MEDICAL REPORTS

/PDX/21/ O144. MONIKER FILE

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### /PDX/21/ O145.
MONTHLY BINGO INVESTIGATION RECAP

### /PDX/21/ O146.
MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53)

### /PDX/21/ O147.
MOTOR SCHOOL LIST

### /PDX/21/ O148.
MUG BOOK (LAPD 15.50)

### /PDX/21/ O149.
MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2)

### /PDX/21/ O150.
MUNICIPAL COURT INFORMATION CARD (TEMP 41)

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<td>NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23)</td>
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<td>/PDX/21/</td>
<td>O156.</td>
<td>OFFICER INVOLVED SHOOTING FILES</td>
<td>(REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS, SKETCHES ...) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 AA-TRAFFIC CITATION COPIES BB-CORONER'S REPORT BB-VICTIM INFORMATION C-CORRESPONDENCE CC-WITNESS INFORMATION DD-WITNESS LIST-LAPD 3.11.7 DE-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</td>
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<td>/PDX/21/</td>
<td>O158.</td>
<td>OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES</td>
<td>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</td>
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<td>OFFICER'S INDIVIDUAL OVERTIME REPORT</td>
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**Records of:** LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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**Certified per Section 12.3 of Los Angeles Administrative Code**

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<td>ORDERS, NOTICES, TRAINING BULLETINS</td>
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<td>O161.</td>
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<td>OUTSIDE AGENCY CONDUCTING INVESTIGATION, ARREST OR ...</td>
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**Record Type:**
- V = Vital
- H = Historical
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# Departmental Records Disposition Schedule

## Original Records

**Records of:**  
LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

**/PDX/21/**

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---

- **/PDX/21/ O166.** PARADE PERMIT INVESTIGATION FOLDERS
  
  RECORD TYPES:
  
  TO+2  TO+5  N  N  N

- **/PDX/21/ O167.** PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50)
  
  FORM: LAPD 4.50  RECORD TYPES:
  
  TO+03  TO+5  N  N  N

- **/PDX/21/ O168.** PERSONAL SERVICE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.)
  
  FORM: LAPD 4.50.  RECORD TYPES:
  
  CL+03  CL+4  N  N  N

- **/PDX/21/ O169.** PERSONNEL ROSTER
  
  RECORD TYPES:
  
  TO+2  TO+5  N  N  N

- **/PDX/21/ O170.** POLICE BULLETIN REQUEST/CANCELLATION (LAPD 15.32)
  
  FORM: LAPD 15.32  RECORD TYPES:
  
  TO+2  TO+5  N  N  N

- **/PDX/21/ O171.** POLICE SERVICE LOG (LAPD 15.27)
  
  FORM: LAPD 15.27  RECORD TYPES:
  
  TO+2  TO+5  N  N  N

---

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#### Departmental Records Disposition Schedule

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<td>O173.</td>
<td>PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD</td>
<td>(LAPD 6.31) RECORD TYPES: Form: LAPD 6.31</td>
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<td>Property Release Authorization (LAPD 6.8)</td>
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# City of Los Angeles
## Departmental Records Disposition Schedule
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**Records of:** LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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<td>RECORD OF ARRESTS (LAPD 12.12)</td>
<td>FORM: LAPD 12.12</td>
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<td>/PDX/21/</td>
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<td>RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.)</td>
<td>FORM: LAPD 5.20.</td>
<td>RECORD TYPES:</td>
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<td>RECORD OF MARK IV GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.)</td>
<td>FORM: LAPD 5.20.</td>
<td>RECORD TYPES:</td>
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Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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<td>RECORD OF TRAFFIC CITATION BOOKS</td>
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<td>/PDX/21/</td>
<td>O191.</td>
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<td>(LAPD 12.40)</td>
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<td>/PDX/21/</td>
<td>O192.</td>
<td>REGISTRY OF DR NUMBERS</td>
<td>(LAPD 8.34)</td>
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<td>/PDX/21/</td>
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<td>RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT</td>
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Records of:  LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**  
**Records of:**  
**LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU**

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# City of Los Angeles Departmental Records Disposition Schedule

## Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

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# Departmental Records Disposition Schedule

**City of Los Angeles**

**Departmental Records Disposition Schedule**

**Original Records**

**Records of:**

**LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU**

**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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**RECORD TYPE:**

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<td>/PDX/21/</td>
<td>O238.</td>
<td>VACATION SCHEDULES</td>
<td>(LAPD TEMP)</td>
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<td>FORM: LAPD TEMP</td>
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<td>/PDX/21/</td>
<td>O239.</td>
<td>VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET</td>
<td>(LAPD 15.66)</td>
<td>TO+2 TO+5</td>
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<td>/PDX/21/</td>
<td>O240.</td>
<td>VEHICLE DAMAGE LOG</td>
<td>(LAPD 15.67)</td>
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<td>FORM: LAPD 15.67</td>
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**Record Type:** V=VITAL  H=HISTORICAL  C=CONFIDENTIAL  L=LEGAL
### Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

**/PDX/21/**

<table>
<thead>
<tr>
<th>Sched. No.</th>
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<td>VICTIM LOG (RAPES)</td>
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<td>O242.</td>
<td>VIDEO TAPE REQUEST LOG</td>
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<td>/PDX/21/</td>
<td>O243.</td>
<td>VISITING DIGNITARY EXPENDITURES</td>
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<td>VISITING OFFICER ARREST LOG</td>
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<td>VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL</td>
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<td>/PDX/21/</td>
<td>O246.</td>
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<td>FORM: LAPD 6.61 RECORD TYPES:</td>
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<td>V H C L</td>
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<td>O248.</td>
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<td>/PDX/21/</td>
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<td>BANK ROBBERY</td>
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<td>/PDX/21/</td>
<td>O252.</td>
<td>CRIME AGAINST PERSON</td>
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Certified per Section 12.3 of Los Angeles Administrative Code
# City of Los Angeles
## Departmental Records Disposition Schedule
### Original Records

**Records of:** LOS ANGELES POLICE DEPARTMENT/OPERATIONS-SOUTH BUREAU

---

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<tr>
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<td>/PDX/21/</td>
<td>O253.</td>
<td>CRIME AGAINST PROPERTY</td>
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<td>DOMESTIC VIOLENCE</td>
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<td>/PDX/21/</td>
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<td>HIJACK</td>
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<td>/PDX/21/</td>
<td>O256.</td>
<td>DETECTIVES CASE ENVELOPE</td>
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<td>/PDX/21/</td>
<td>O257.</td>
<td>NARCOTICS</td>
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**Record Types:**

- **V** = Vital
- **H** = Historical
- **C** = Confidential
- **L** = Legal

---

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- **AU** = Audit
- **AR** = Annual Review
- **CL** = Closed
- **CO** = Completion
- **CA** = Cancelled
- **EX** = Expiration
- **PE** = Permanent
- **SU** = Superseded
- **TE** = Termination

**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

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### Original Records

**Schedule Sched. No.**

**Item No.**

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<td>O258.</td>
<td>RAPE</td>
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<td>ROBBERY</td>
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<td>/PDX/21/</td>
<td>O262.</td>
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<td>TO+2</td>
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(WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77.

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<td>O263</td>
<td>INVESTIGATIVE MATERIAL CONTROL LOG</td>
<td>(1.81.12)</td>
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