

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/VALLEY TRAFFIC

/PDX/26/

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 | | | |
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| | | | | | | | | | |
|----------|-------|---|------|-------|--|---|---|---|--|
| /PDX/26/ | O | ORIGINAL RECORDS | | | | | | | |
| /PDX/26/ | O001. | ALTERCATION REPORTS RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O002. | CHECK SIGN OUT ROSTER (0036) FORM: 0036 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O003. | CIVILIAN TRAFFIC OFFICER TESTS RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O004. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+2 | AR+10 | | N | N | N | |
| /PDX/26/ | O005. | COURT NOTICE (LAPD 15.57) FORM: LAPD 15.57 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |

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| /PDX/26/ | O006. | DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O007. | DAILY WORK SHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O008. | DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES: | AR+2 | AR+4 | | N | N | N | | |
| /PDX/26/ | O009. | DISTRIBUTION TRANSMITTAL (LAPD 4.44) FORM: LAPD 4.44 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O010. | DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES: | TO+2 | TO+10 | | N | N | N | | |
| /PDX/26/ | O011. | DRUG EVALUATION FILE RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |

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|----------|-------|--|------|------|--|--|--|---|---|---|
| /PDX/26/ | O012. | DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES: | TO+2 | TO+5 | | | | N | N | N |
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| /PDX/26/ | O013. | INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGES (LAPD 15.15) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS...) FORM: LAPD 15.15 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 K-SUBPOENA L-TELETYPES M-TRAFFIC ACCIDENT REPORT-LAPD 4.1 N-TRAFFIC ACCIDENT REPORT (SUPPLEMENT)-LAPD 4.5 O-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 P-TRAFFIC ACCIDENT - STATUS REPORT-LAPD 4.16 Q-VEHICLE INVESTIGATION-LAPD 3.7 | TO+2 | TO+5 | | | | N | N | N |
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| /PDX/26/ | O014. | LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA 2) FORM: CAL OSHA 2 RECORD TYPES: | TO+3 | TO+10 | | | | N | N | N |
|----------|-------|---|------|-------|--|--|--|---|---|---|

O015.

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| /PDX/26/ | | MOBILIZATION ROSTER RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | 0016. | NOTICE OF STORED/ABANDONED VEHICLE (LAPD 15.35) FORM: LAPD 15.35 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | 0017. | OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES: | CL+2 | CL+4 | | N | N | N |
| /PDX/26/ | 0018. | 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 PUBLICATION RECEIPT-LAPD 1.42 C-EMPLOYEE EVALUATION REPORT-PDAS 28 CC-TRAINING SCHEDULES D-EMPLOYEE RECORD FORM-LAPD 1.38 E-EMPLOYEE REPORT-LAPD 15.7 F-EMPLOYEE TRANSFER DATA-LAPD 1.34 G-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 H-INCIDENT REPORT-LAPD 1.27 I-INDIVIDUAL UNIFORM AND EQUIPMENT ISSUE RECORD-LAPD 1.41.1 J-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 K-KEY RECEIPT-LAPD 11.14 L-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30 M-NOTICE OF COMMENDATION-GEN 79 | TE | TE | | N | N | Y |

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- 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/PERSONNEL CHANGE DOCUMENT-41
- T-PERFORMANCE EVALUATION REPORT-LAPD 1.78
- U-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47
- V-PERMIT TO REGULARLY HOME-GARAGE A DEPARTMENT VEHICLE-LAPD 1.46
- W-PERSONNEL AND FLEET SAFETY BOARD REPORT-LAPD 1.13
- X-PHYSICAL FITNESS EVALUATION-LAPD 1.31
- Y-PROBATIONARY POLICE OFFICER EVALUATION REPORT-LAPD 1.78.1
- Z-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36

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| /PDX/26/ | O019. | PERSONNEL ROSTER - DIVISIONAL RECORD TYPES: | TO+2 | TO+10 | N | N | N |
| /PDX/26/ | O020. | PHYSICAL FITNESS QUESTIONNAIRE RECORD TYPES: | TO+2 | TO+5 | N | N | N |
| /PDX/26/ | O021. | PROJECT FOLDERS RECORD TYPES: | CL+2 | CL+4 | N | N | N |
| /PDX/26/ | O022. | RESERVE OFFICER FILES (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential | TE | TE | N | N | Y |

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| /PDX/26/ | O023. | ROLL CALL TRAINING FILES RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O024. | SERGEANT'S DAILY REPORT (LAPD 15.48) FORM: LAPD 15.48 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O025. | SIGN OUT SHEET (LAPD 15.42) FORM: LAPD 15.42 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O026. | SPEED ZONE SURVEYS (DT 270) FORM: DT 270 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O027. | STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) FORM: LAPD 15.80 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O028. | STATISTICAL REPORTS RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |

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| /PDX/26/ | O029. | SUBPOENA FILES RECORD TYPES: A-CONSOLIDATED SUBPOENA LIST B-COURT LIST C-DECLARATION OF CONTINUANCE - GENERAL-LAPD 15.51.1 D-DECLARATION OF CONTINUANCE - VACATION-LAPD 15.51 E-OFFICER SUBPOENA RECORD-LAPD 15.29 F-SUBPOENA G-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 | CL+2 | CL+4 | | | | N | N | N |
| /PDX/26/ | O030. | 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-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6 C-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 D-OFFICER COMMENT CARD | TE | TE | | | | N | N | Y |
| /PDX/26/ | O031. | SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS RECORD TYPES: | TO+2 | TO+10 | | | | N | N | N |
| /PDX/26/ | O032. | TASER LOG RECORD TYPES: | TO+2 | TO+5 | | | | N | N | N |
| /PDX/26/ | O033. | TIME BOOK (LAPD 15.30) | CL+2 | CL+4 | | | | N | N | N |

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FORM: LAPD 15.30 RECORD TYPES:

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|----------|-------|--|------|------|--|---|---|---|
| /PDX/26/ | O034. | TIME IN AND OUT SHEET (LAPD 12.4) FORM: LAPD 12.4 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O035. | TRAFFIC ACCIDENT REPORT BOOK RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O036. | TRAFFIC ACCIDENT REPORT FILE RECORD TYPES: A-HIT AND RUN SUPPLEMENT-LAPD 4.3 B-TRAFFIC ACCIDENT INFORMATION FORM-LAPD 4.37 C-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 D-TRAFFIC ACCIDENT REPORT (SUPPLEMENT)-LAPD 4.5 E-TRAFFIC ACCIDENT STATUS REPORT-LAPD 4.16 F-TRAFFIC ACCIDENT REPORT-LAPD 4.1 | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O037. | F-TRAFFIC ACCIDENT REPORT-LAPD 4.1 TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.56) FORM: LAPD 15.56 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |

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| /PDX/26/ | O038. | TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O039. | TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O040. | VACATION SCHEDULES (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES: | TO+2 | TO+10 | | N | N | N |
| /PDX/26/ | O041. | VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O042. | VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O043. | NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23) FORM: LAPD 15.23 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |

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|----------|-------|--|------|------|--|---|---|---|
| /PDX/26/ | O044. | WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143) FORM: TEMP 143 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
|----------|-------|--|------|------|--|---|---|---|

| | | | | | | | | |
|----------|-------|--|--------|------|--|---|---|---|
| /PDX/26/ | O045. | ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES: | TO+/03 | TO+5 | | N | N | N |
|----------|-------|--|--------|------|--|---|---|---|

| | | | | | | | | |
|----------|-------|-----------------------------------|------|------|--|---|---|---|
| /PDX/26/ | O046. | ACTIVITY REPORTS RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
|----------|-------|-----------------------------------|------|------|--|---|---|---|

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|----------|-------|--|------|------|--|---|---|---|
| /PDX/26/ | O047. | ADJUSTED TIME REPORTS RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
|----------|-------|--|------|------|--|---|---|---|

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|----------|-------|--|------|------|--|---|---|---|
| /PDX/26/ | O048. | AIRCRAFT ACCIDENT LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N |
|----------|-------|--|------|------|--|---|---|---|

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|----------|-------|--|------|------|--|---|---|---|
| /PDX/26/ | O049. | AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157) FORM: TEMP 157 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
|----------|-------|--|------|------|--|---|---|---|

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|----------|-------|--|------|------|--|---|---|---|
| /PDX/26/ | O050. | AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O051. | ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O052. | ALIEN ARREST LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N |
| /PDX/26/ | O053. | AMBUSH LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N |
| /PDX/26/ | O054. | APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMENT & OPPORTUNITIES NOTICE C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88 | TO+2 | TO+5 | | N | N | N |

O055.

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| | | | | | | | | |
|----------|-------|---|------|-------|--|---|---|---|
| /PDX/26/ | | APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER HOURS (LAPD 1.45) FORM: LAPD 1.45 RECORD TYPES: | TO+2 | TO+10 | | N | N | N |
| /PDX/26/ | O056. | ARRESTEE BOOKED AT LAC-USC MEDICAL CENTER (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS & PRINTS) RECORD TYPES: A-NOTIFICATIONS B-PHOTOS C-PRINTS | TO+1 | TO+5 | | N | N | N |
| /PDX/26/ | O057. | ARREST LOG BOOK RECORD TYPES: | CL+2 | CL+4 | | N | N | N |
| /PDX/26/ | O058. | ARRESTEE LOG BOOK - VICE RECORD TYPES: | CL+2 | CL+4 | | N | N | N |
| /PDX/26/ | O059. | ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76) FORM: LAPD 15.76 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O060. | BAIL DEVIATION TELETYPES RECORD TYPES: | TO+1 | TO+5 | | N | N | N |

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| /PDX/26/ | O061. | BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O062. | BANK ROBBERY ARREST INDEX CARDS RECORD TYPES: | TO+10 | TO+10 | | N | N | N | | |
| /PDX/26/ | O063. | BAR BOOK RECORD TYPES: | CL+3 | CL+10 | | N | N | N | | |
| /PDX/26/ | O064. | B-WAGON DETOXIFICATION LOG RECORD TYPES: | TO+2 | TO+2 | | N | N | N | | |
| /PDX/26/ | O065. | BLOOD RUN LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N | | |
| /PDX/26/ | O066. | BOMB THREAT LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N | | |

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| | | | Office | Total | Code | V | H | C | L |
| /PDX/26/ | O067. | BOOKING AND DISPO REPORT (LAPD 6.01) FORM: LAPD 6.01 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O068. | BOOKING RECOMMENDATION (LAPD 12.31) FORM: LAPD 12.31 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O069. | BUDGET & CRIME PREVENTION QUARTERLY REPORTS RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O070. | CAL-OSHA INJURY LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N | |
| /PDX/26/ | O071. | CASE DISPOSITION SUMMARIES RECORD TYPES: | CL+2 | CL+4 | | N | N | N | |
| /PDX/26/ | O072. | CHANGE OF WATCH DATA | TO+2 | TO+5 | | N | N | N | |

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RECORD TYPES:

| | | | | | | | |
|----------|-------|--|------|-------|---|---|---|
| /PDX/26/ | O073. | CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES: | TO+2 | TO+10 | N | N | N |
| /PDX/26/ | O074. | CHRONIC OFFENDER FILE RECORD TYPES: | CL+3 | CL+4 | N | N | N |
| /PDX/26/ | O075. | CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES: | TO+2 | TO+2 | N | N | N |
| /PDX/26/ | O076. | CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES: | TO+2 | TO+5 | N | N | N |
| /PDX/26/ | O077. | CLOSED CIRCUIT TV TEST (HELICOPTER) RECORD TYPES: | TO+2 | TO+10 | N | N | N |

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| /PDX/26/ | O078. | COMFAC LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N |
| /PDX/26/ | O079. | COMMANDING OFFICER'S OVERTIME RECORD RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O080. | COMPLAINT APPLICATION (LAPD 5.15) FORM: LAPD 5.15 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O081. | CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40) FORM: LAPD 15.40 RECORD TYPES: | EX+2 | | | N | N | N |
| /PDX/26/ | O082. | CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES: | TO+4 | TO+5 | | N | N | N |
| /PDX/26/ | O083. | COURT ON CALL LIAISON/COURT CLERK WORKSHEET RECORD TYPES: | CL+2 | CL+4 | | N | N | N |

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| | | | | | | | | | |
|----------|-------|---|------|-------|--|---|---|---|--|
| /PDX/26/ | O084. | CROSSING GUARD FILES RECORD TYPES: | TE+2 | TE+10 | | N | N | N | |
| /PDX/26/ | O085. | CRIME/ARREST INDEX FILE RECORD TYPES: | CL+3 | CL+4 | | N | N | N | |
| /PDX/26/ | O086. | DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES: | TO+2 | TO+10 | | N | N | N | |
| /PDX/26/ | O087. | DAILY CRIME AND ARREST SUMMARY (LAPD 15.6) FORM: LAPD 15.6 RECORD TYPES: | TO+1 | TO+5 | | N | N | N | |
| /PDX/26/ | O088. | DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O089. | DEADLY WEAPON INJURY LOG RECORD TYPES: | TO+1 | TO+10 | | N | N | N | |

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| | | | | | | | | | |
|----------|-------|---|------|-------|--|---|---|---|--|
| /PDX/26/ | O090. | DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES: | TO+1 | TO+10 | | N | N | N | |
| /PDX/26/ | O091. | DETECTIVE OPERATIONS MANUAL RECORD TYPES: | AR+2 | AR+4 | | N | N | N | |
| /PDX/26/ | O092. | DETECTIVE RECAP REPORT RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O093. | DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O094. | DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |

O095.

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|----------|-------|--|------|------|--|--|--|---|---|---|
| /PDX/26/ | | DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES: | TO+2 | TO+5 | | | | N | N | N |
| /PDX/26/ | O096. | DETENTION TANK LOG (LAPD 6.19) FORM: LAPD 6.19 RECORD TYPES: | CL+2 | CL+4 | | | | N | N | N |
| /PDX/26/ | O097. | DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES: | CL+2 | CL+4 | | | | N | N | N |
| /PDX/26/ | O098. | DISTRICT ATTORNEY LIAISON FILING FORM RECORD TYPES: | TO+4 | TO+5 | | | | N | N | N |
| /PDX/26/ | O099. | DISTRICT ATTORNEY WARRANT RECEIPT LOG RECORD TYPES: | TO+3 | TO+5 | | | | N | N | N |
| /PDX/26/ | O100. | DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES: | CL+2 | CL+4 | | | | N | N | N |

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|----------|-------|---|------|------|--|---|---|---|
| /PDX/26/ | O101. | DIVISION JAIL BOOKING ROSTER (LAPD 6.13) FORM: LAPD 6.13 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
|----------|-------|---|------|------|--|---|---|---|

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|----------|-------|---|------|--|--|---|---|---|
| /PDX/26/ | O102. | DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES: | EX+2 | | | N | N | N |
|----------|-------|---|------|--|--|---|---|---|

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|----------|-------|--|------|-------|--|---|---|---|
| /PDX/26/ | O103. | DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAPD 12.24) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS ...) FORM: LAPD 12.24 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION (RAP SHEET) C-ENTRY REQUEST-NATIONAL CRIME INFO CENTER WANTED PERSON FILE-LAPD 8.3 E-NOTES F-PHOTOGRAPHS G-PRELIMINARY INVESTIGATION-LAPD 3.1 H-PROPERTY REPORT-LAPD 10.1 I-TELETYPES F-PHOTOGRAPHS | CL+3 | CL+10 | | N | N | N |
|----------|-------|--|------|-------|--|---|---|---|

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|----------|-------|--|------|------|--|---|---|---|
| /PDX/26/ | O104. | EMERGENCY TRAVEL LOG BOOK RECORD TYPES: | TO+1 | TO+5 | | N | N | N |
|----------|-------|--|------|------|--|---|---|---|

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|----------|-------|--|------|-------|--|---|---|---|
| /PDX/26/ | O105. | EMPLOYEES TIMEKEEPING (FEDERSL FUNDING) RECORD TYPES: | CL+2 | CL+10 | | N | N | N |
|----------|-------|--|------|-------|--|---|---|---|

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CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /PDX/26/ | O106. | ENROUTE DETENTION BOOK RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O107. | EQUIPMENT INVENTORY REPORT RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O108. | EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65) FORM: LAPD 15.65 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O109. | ESCAPE REPORT (LAPD 6.6) FORM: LAPD 6.6 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O110. | EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8) FORM: LAPD 10.8 RECORD TYPES: | TO+3 | TO+5 | | N | N | N | |
| /PDX/26/ | O111. | EXPENDITURE OF SECRET SERVICE FUND INDEX | TO+3 | TO+5 | | N | N | N | |

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RECORD TYPES:

| | | | | | | | |
|----------|-------|--|------|-------|---|---|---|
| /PDX/26/ | O112. | 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/26/ | O113. | FELONY WARRANT PACKAGES (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 | AR | AR+10 | N | N | N |
| /PDX/26/ | O114. | FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES: | AR+2 | AR+4 | N | N | N |

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| /PDX/26/ | O115. | FIELD COMMAND POST CALL OUT LIST RECORD TYPES: | TO+2 | TO+5 | N | N | N | | |
| /PDX/26/ | O116. | FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS RECORD TYPES: | TO+3 | TO+10 | N | N | N | | |
| /PDX/26/ | O117. | FIELD SUPPORT ANALYSIS REPORT RECORD TYPES: | TO+2 | TO+5 | N | N | N | | |
| /PDX/26/ | O118. | FLEET GAS RECEIPT FILE RECORD TYPES: | TO+2 | TO+5 | N | N | N | | |
| /PDX/26/ | O119. | GRANTS FILES RECORD TYPES: | CL+2 | CL+4 | N | N | N | | |

O120.

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| /PDX/26/ | | GRIEVANCE FILE RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O121. | GUN DESTRUCTION FILE RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O122. | HAZARDOUS MATERIAL RESEARCH PAPERS RECORD TYPES: | AR+2 | AR+4 | | N | N | N |
| /PDX/26/ | O123. | HOMICIDE AUDIT DAILY WORKBOOK RECORD TYPES: | TO+5 | TO+10 | | N | N | N |
| /PDX/26/ | O124. | HOMICIDE CONTROL LOG RECORD TYPES: | CL+2 | CL+10 | | N | N | N |
| /PDX/26/ | O125. | HOMICIDE FILE RECORD TYPES: | TO+2 | TO+10 | | N | N | N |

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| /PDX/26/ | O126. | HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK RECORD TYPES: | TO+3 | TO+5 | | | | N | N | N | |
| /PDX/26/ | O127. | IMCOMING COLLECT CALLS LOG RECORD TYPES: | TO+1 | TO+10 | | | | N | N | N | |
| /PDX/26/ | O128. | INFORMANT FILE RECORD TYPES: | CL+2 | CL+10 | | | | N | N | N | |
| /PDX/26/ | O129. | INQUIRY/DISSEMINATION LOG RECORD TYPES: | TO+2 | TO+5 | | | | N | N | N | |
| /PDX/26/ | O130. | INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES: | TO+10 | TO+20 | | | | N | N | N | |
| /PDX/26/ | O131. | INVESTIGATIVE HYPNOSIS REPORT RECORD TYPES: | TO+20 | TO+20 | | | | N | N | N | |

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|---------------|-----------------------|--|-------------------------|--|-----------------|-------|------|------------------------|--|--|--|
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| | | | | | | | | | | |
|----------|-------|--|------|------|--|--|--|---|---|---|
| /PDX/26/ | O132. | JAIL INSPECTION RECORD (LAPD 6.17) FORM: LAPD 6.17 RECORD TYPES: | TO+2 | TO+5 | | | | N | N | N |
| /PDX/26/ | O133. | JAIL TRANSFER RECORD (LAPD 6.11) FORM: LAPD 6.11 RECORD TYPES: | TO+2 | TO+5 | | | | N | N | N |
| /PDX/26/ | O134. | JUVENILE ARREST PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION (RAP SHEET) C-DISPOSITION OF ARREST/COURT ACTION-LAPD 5.9 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-JUVENILE ARREST REPORT (CON'T)-LAPD 5.2.6 F-PHOTO DISPLAY FOLDER-LAPD 15.50 G-PRELIMINARY INVESTIGATION-LAPD 3.1 H-PROPERTY REPORT-LAPD 10.1 F-PHOTO DISPLAY FOLDER-LAPD 15.50 | TO+2 | TO+5 | | | | N | N | N |
| /PDX/26/ | O135. | JUVENILE COURT AFFIDAVIT (LAPD 9.4) FORM: LAPD 9.4 RECORD TYPES: | TO+2 | TO+5 | | | | N | N | N |
| /PDX/26/ | O136. | JUVENILE DETENTION LOG RECORD TYPES: | TO+1 | TO+5 | | | | N | N | N |

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|----------|-------|--|------|-------|--|---|---|---|--|
| /PDX/26/ | O137. | JUVENILE DETENTION TELETYPES RECORD TYPES: | TO+1 | TO+5 | | N | N | N | |
| /PDX/26/ | O138. | JUVENILE PROCEDURES MANUAL RECORD TYPES: | AR+2 | AR+4 | | N | N | N | |
| /PDX/26/ | O139. | K-CAR DEATH LOG BOOK RECORD TYPES: | TO+1 | TO+10 | | N | N | N | |
| /PDX/26/ | O140. | LIBRARY CARD FILE RECORD TYPES: | CL+2 | CL+4 | | N | N | N | |
| /PDX/26/ | O141. | LINE UP BOOK (ROBBERY SPECIALS) RECORD TYPES: | TO+3 | TO+28 | | N | N | N | |

O142.

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| | | | | | | | | |
|----------|-------|--|------|-------|--|---|---|---|
| /PDX/26/ | | 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/26/ | O143. | F-PHOTOS LOCKER LOG RECORD TYPES: | CL+2 | CL+4 | | N | N | N |
| /PDX/26/ | O144. | MASTER BANK ROBBERY INDEX RECORD TYPES: | TO+7 | TO+17 | | N | N | N |
| /PDX/26/ | O145. | MILITARY ARRESTS LOG RECORD TYPES: | TO+1 | TO+10 | | N | N | N |
| /PDX/26/ | O146. | MISDEMEANOR CALENDAR COURT WORKSHEET RECORD TYPES: | CL+2 | CL+10 | | N | N | N |

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| /PDX/26/ | O147. | 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/26/ | O148. | MOBILE CANTEEN FUND RECORDS RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O149. | MODUS OPERANDI BOOK - ROBBERY SPECIALS RECORD TYPES: | TO+3 | TO+23 | | N | N | N |
| /PDX/26/ | O150. | MODUS OPERANDI FILES (RAPE SECTION) RECORD TYPES: | TO+3 | TO+23 | | N | N | N |
| /PDX/26/ | O151. | MONIKER FILE RECORD TYPES: | CL+2 | CL+10 | | N | N | N |
| /PDX/26/ | O152. | MONTHLY BINGO INVESTIGATION RECAP RECORD TYPES: | TO+2 | TO+5 | | N | N | N |

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| | | | | | | | | | |
|----------|-------|--|-------|-------|--|---|---|---|--|
| /PDX/26/ | O153. | MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O154. | MOTOR SCHOOL LIST RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O155. | MUG BOOK (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /PDX/26/ | O156. | MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES: | TO+20 | TO+20 | | N | N | N | |
| /PDX/26/ | O157. | MUNICIPAL COURT INFORMATION CARD (TEMP 41) FORM: TEMP 41 RECORD TYPES: | CL+2 | CL+4 | | N | N | N | |
| /PDX/26/ | O158. | NARCOTIC CONTAGION CONTACT REPORT (LAPD 12.17) | TO+3 | TO+5 | | N | N | N | |

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|---------------|-----------------------|--|-------------------------|--|--|---------------|------------------------|--|--|--|
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FORM: LAPD 12.17 RECORD TYPES:

| | | | | | | | | |
|----------|-------|--|------|-------|--|---|---|---|
| /PDX/26/ | O159. | NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES: | TO+3 | TO+5 | | N | N | N |
| /PDX/26/ | O160. | NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O161. | NARCOTICS BUY NOTE (LAPD 12.53) FORM: LAPD 12.53 RECORD TYPES: | TO+3 | TO+5 | | N | N | N |
| /PDX/26/ | O162. | 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 | CL+5 | CL+30 | | N | N | N |

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- G-DEATH REPORT-LAPD 3.11
- H-EMERGENCY MESSAGE TICKET-LAPD 7.15
- I-TELETYPES
- J-FIREARMS/EXPLOSIVE ANALYZED EVIDENCE-TEMP 253
- K-FOLLOW-UP INVESTIGATION-LAPD 3.14
- L-INVESTIGATOR'S FINAL REPORT-LAPD 5.10
- M-INVESTIGATOR'S NOTES
- N-LATENT FINGERPRINT REPORT-LAPD 5.16
- O-LOS ANGELES FIRE DEPARTMENT EMERGENCY AID REPORT-LAFD F660
- P-OUTSIDE AGENCIES DOCUMENTS
- Q-PHOTOS/SKETCHES/DIAGRAMS
- R-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1
- S-PRESS RELEASES/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/26/ | O163. | OFFICER LOG BOOKS RECORD TYPES: | TO+2 | TO+5 | N | N | N |
| /PDX/26/ | O164. | 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/26/ | O165. | OFFICERS INDIVIDUAL OVERTIME REPORT RECORD TYPES: | TE | TE+10 | N | N | N |

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| | | | | | | | | |
|----------|-------|---|------|-------|---|---|---|--|
| /PDX/26/ | O166. | ORDERS, NOTICES, TRAINING BULLETINS RECORD TYPES: | TO+2 | TO+5 | N | N | N | |
| /PDX/26/ | O167. | OUTSIDE AGENCY CONDUCTING INVESTIGATION, ARREST OR ... RECORD TYPES: | TO+1 | TO+10 | N | N | N | |
| /PDX/26/ | O168. | OVERTIME RECAP RECORD TYPES: | TO+2 | TO+5 | N | N | N | |
| /PDX/26/ | O169. | OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES: | TO+3 | TO+5 | N | N | N | |
| /PDX/26/ | O170. | PAGER SERVICE NUMBER LOG RECORD TYPES: | TO+1 | TO+5 | N | N | N | |
| /PDX/26/ | O171. | PAGER TEST LOG RECORD TYPES: | TO+1 | TO+5 | N | N | N | |

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| | | | | | | | | | |
|----------|-------|---|--------|-------|--|---|---|---|--|
| /PDX/26/ | O172. | PARADE PERMIT INVESTIGATION FOLDERS RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O173. | PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50) FORM: LAPD 4.50 RECORD TYPES: | TO+/03 | TO+5 | | N | N | N | |
| /PDX/26/ | O174. | PERSONAL SERVICE CITATIONS (BOOK) CONTINUATION (LAPD 4.50.) FORM: LAPD 4.50. RECORD TYPES: | CL+/03 | CL+10 | | N | N | N | |
| /PDX/26/ | O175. | PERSONAL COMPLAINT LOG RECORD TYPES: | TO+2 | TO+10 | | N | N | N | |
| /PDX/26/ | O176. | PERSONNEL ROSTER RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |

O177.

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| /PDX/26/ | | POLICE BULLETIN REQUEST/CANCELLATION (LAPD 15.32) FORM: LAPD 15.32 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O178. | POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O179. | POST OFFICE FILES RECORD TYPES: | TO+1 | TO+10 | | N | N | N |
| /PDX/26/ | O180. | PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O181. | PROBATION OFFICER'S BOOK RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O182. | PROBLEM PARK NOTEBOOK RECORD TYPES: | TO+2 | TO+5 | | N | N | N |

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| /PDX/26/ | O183. | PROGRESS INTERVIEW RECORD TYPES: | TO+2 | TO+5 | | | N | N | N | | |
| /PDX/26/ | O184. | PROJECT CARD FILE RECORD TYPES: | CL+2 | CL+4 | | | N | N | N | | |
| /PDX/26/ | O185. | PROPERTY DISPOSITION REQUEST (LAPD 10.6) FORM: LAPD 10.6 RECORD TYPES: | TO+2 | TO+5 | | | N | N | N | | |
| /PDX/26/ | O186. | PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES: | TO+1 | TO+5 | | | N | N | N | | |
| /PDX/26/ | O187. | PROPERTY RELEASE AUTHORIZATION (LAPD 6.8) FORM: LAPD 6.8 RECORD TYPES: | TO+3 | TO+5 | | | N | N | N | | |
| /PDX/26/ | O188. | PROSTITUTION NOTEBOOK RECORD TYPES: | CL+2 | CL+4 | | | N | N | N | | |

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| | | | | | | | | | |
|----------|-------|--|------|------|--|---|---|---|--|
| /PDX/26/ | O189. | PURSUIT LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N | |
| /PDX/26/ | O190. | RADIOLOGICAL INSPECTION SCHEDULE RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O191. | RADIOLOGICAL MONITORS LIST RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O192. | RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O193. | RECEIPT FOR VALUABLES (LAC 55) FORM: LAC 55 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O194. | RECORD OF ARRESTS (LAPD 12.12) | CL+2 | CL+4 | | N | N | N | |

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FORM: LAPD 12.12 RECORD TYPES:

| | | | | | | | | |
|----------|-------|--|------|-------|--|---|---|---|
| /PDX/26/ | O195. | RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES: | TO+2 | TO+10 | | N | N | N |
| /PDX/26/ | O196. | 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/26/ | O197. | RECORD OF TRAFFIC CITATION (LAPD 4.15) FORM: LAPD 4.15 RECORD TYPES: | CL+2 | CL+4 | | N | N | N |
| /PDX/26/ | O198. | RECORDING TAPE INVENTORY (LAPD 12.40) FORM: LAPD 12.40 RECORD TYPES: | TO+2 | TO+10 | | N | N | N |
| /PDX/26/ | O199. | REGISTRY OF DR NUMBERS (LAPD 8.34) FORM: LAPD 8.34 RECORD TYPES: | CL+2 | CL+4 | | N | N | N |

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| /PDX/26/ | O200. | RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.) FORM: LAPD 6.15. RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O201. | REQUEST FOR MENTAL EXAMINATION (LAPD 5.4) FORM: LAPD 5.4 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O202. | REQUEST FOR SERVICE (LAPD 15.13) FORM: LAPD 15.13 RECORD TYPES: | CL+/03 | CL+4 | | N | N | N |
| /PDX/26/ | O203. | SAFETY SURVEY CHECKLIST FILE RECORD TYPES: | CL+2 | CL+4 | | N | N | N |
| /PDX/26/ | O204. | SEARCH WARRANTS RECORD TYPES: | TO+10 | TO+10 | | N | N | N |
| /PDX/26/ | O205. | SECRET SERVICE FUND LOG BOOK RECORD TYPES: | CL+2 | CL+4 | | N | N | N |

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|------------|-----------------|--|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /PDX/26/ | O206. | SECRET SERVICE REPORTS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O207. | SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O208. | SHOTS FIRED LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N | |
| /PDX/26/ | O209. | SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60) FORM: LAPD 15.60 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O210. | STAFF MEETING MINUTES RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O211. | SUBPOENA FILES RECORD TYPES: | CL+2 | CL+4 | | N | N | N | |

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Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/VALLEY TRAFFIC

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| | | A-CONSOLIDATED SUBPOENA B-DECLARATION FOR CONTINUANCE - GENERAL-LAPD 15.51.1 C-DECLARATION FOR CONTINUANCE - VACATION-LAPD 15.51 D-COURT LIST E-OFFICER SUBPOENA RECORD-LAPD 15.29 F-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 G-SUBPOENA | | | | | | | | |
| /PDX/26/ | O212. | F-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 SUMMARY FOLDER (EMPLOYEE) RECORD TYPES: A-COMPLAINT HISTORY-LAPD 1.6.2 B-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6 C-OFFICER COMMENT CARD | TE | TE | | N | N | N | | |
| /PDX/26/ | O213. | SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES: | CL+2 | CL+4 | | N | N | N | | |
| /PDX/26/ | O214. | SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES: | CL+2 | CL+4 | | N | N | N | | |
| /PDX/26/ | O215. | TACTICAL MANUAL RECORD TYPES: | AR+2 | AR+4 | | N | N | N | | |
| /PDX/26/ | O216. | TACTICAL MANUAL INVENTORY LIST | TO+3 | TO+5 | | N | N | N | | |

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RECORD TYPES:

| | | | | | | | | |
|----------|-------|--|------|-------|--|---|---|---|
| /PDX/26/ | O217. | TACTICAL MANUAL RESEARCH PAPERS RECORD TYPES: | TO+3 | TO+5 | | N | N | N |
| /PDX/26/ | O218. | TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTINGS RECORD TYPES: | TO+5 | TO+30 | | N | N | N |
| /PDX/26/ | O219. | TELEPHONE TOLL CALL LOG (LAPD 7.22) FORM: LAPD 7.22 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O220. | TELEPHONIC REPORT LOG RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O221. | TELETYPES RECORD TYPES: | TO+2 | TO+5 | | N | N | N |

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| /PDX/26/ | O222. | TELETYPE MESSAGE NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O223. | TIE BAR FILES RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O224. | TRAFFIC COURT FILES RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O225. | TRAFFIC DEAD BODY BOOK RECORD TYPES: | TO+3 | TO+5 | | N | N | N |
| /PDX/26/ | O226. | TRAFFIC MANUAL RECORD TYPES: | AR+2 | AR+4 | | N | N | N |
| /PDX/26/ | O227. | TRAFFIC SAFETY PRESENTATIONS RECORD TYPES: | TO+2 | TO+5 | | N | N | N |

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| | | | | | | | | | |
|----------|-------|--|-------|-------|--|---|---|---|--|
| /PDX/26/ | O228. | TRAFFIC STUDIES & SURVEYS RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/26/ | O229. | TRANSFER DOCUMENTATION RECORD TYPES: | TO+3 | TO+5 | | N | N | N | |
| /PDX/26/ | O230. | TRANSFER OF AUTOMOTIVE EQUIPMENT RECORD TYPES: | CL+2 | CL+4 | | N | N | N | |
| /PDX/26/ | O231. | TRAVEL LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N | |
| /PDX/26/ | O232. | UNUSUAL OCCURRENCE AFTER ACTION REPORTS RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /PDX/26/ | O233. | UNUSUAL OCCURRENCE LOG RECORD TYPES: | TO+1 | TO+10 | | N | N | N | |

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| | | | | | | | | | |
|----------|-------|---|-------|-------|---|---|---|--|--|
| /PDX/26/ | O234. | UNUSUAL OCCURRENCE MOBILIZATION PLAN RECORD TYPES: | TO+10 | TO+10 | N | N | N | | |
| /PDX/26/ | O235. | UNUSUAL OCCURRENCE TIME CARDS (LAPD 14.14) FORM: LAPD 14.14 RECORD TYPES: | TO+10 | TO+10 | N | N | N | | |
| /PDX/26/ | O236. | UNUSUAL OCCURRENCE TIME/WAGE REPORTS RECORD TYPES: | TO+10 | TO+10 | N | N | N | | |
| /PDX/26/ | O237. | USE OF FORCE REPORT (LAPD 1.67.) FORM: LAPD 1.67. RECORD TYPES: | TO+2 | TO+10 | N | N | N | | |
| /PDX/26/ | O238. | VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES: | TO+2 | TO+5 | N | N | N | | |

O239.

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| | | | | | | | | |
|----------|-------|--|------|-------|--|---|---|---|
| /PDX/26/ | | VICE FILES RECORD TYPES: A-VICE UNIT APPLICANT-LAPD 15.88 B-VICE ARRESTS/INFORMATION SUMMARY-LAPD 15.54.2 C-VICE ARRESTEE LOG BOOK D-VICE CLEARANCE FILE E-VICE COMPLAINT LOG BOOK F-VICE INDEX CARDS G-VICE/INFORMATION CARDS-LAPD 15.36 H-VICE UNIT ROSTER I-AREA VICE ARREST SUMMARY-LAPD 15.56 F-VICE INDEX CARDS | CL+2 | CL+4 | | N | N | N |
| /PDX/26/ | O240. | VICTIM LOG (RAPES) RECORD TYPES: | TO+5 | TO+10 | | N | N | N |
| /PDX/26/ | O241. | VIDEO TAPE REQUEST LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N |
| /PDX/26/ | O242. | VISITING DIGNITARY EXPENDITURES RECORD TYPES: | TO+3 | TO+5 | | N | N | N |
| /PDX/26/ | O243. | VISITING OFFICER ARREST LOG RECORD TYPES: | TO+1 | TO+5 | | N | N | N |

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| /PDX/26/ | O244. | VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL RECORD TYPES: | TO+1 | TO+5 | | N | N | N | | |
| /PDX/26/ | O245. | VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES: | TO+2 | TO+10 | | N | N | N | | |
| /PDX/26/ | O246. | WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O247. | WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O248. | WATCH COMMANDER'S DAILY REPORT (LAPD 126) FORM: LAPD 126 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |
| /PDX/26/ | O249. | WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143) FORM: TEMP 143 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | | |

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| /PDX/26/ | O250. | ABUSED CHILD RECORD TYPES: | CL+5 | CL+30 | | N | N | N | |
| /PDX/26/ | O251. | BANK ROBBERY RECORD TYPES: | CL+5 | CL+30 | | N | N | N | |
| /PDX/26/ | O252. | CRIME AGAINST PERSON RECORD TYPES: | CL+2 | CL+4 | | N | N | N | |
| /PDX/26/ | O253. | CRIME AGAINST PERSON RECORD TYPES: | CL+2 | CL+4 | | N | N | N | |
| /PDX/26/ | O254. | CRIME AGAINST PROPERTY RECORD TYPES: | CL+1 | CL+10 | | N | N | N | |
| /PDX/26/ | O255. | DOMESTIC VIOLENCE | CL+5 | CL+35 | | N | N | N | |

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RECORD TYPES:

| | | | | | | | | |
|----------|-------|---|------|-------|--|---|---|---|
| /PDX/26/ | O256. | HIJACK RECORD TYPES: | CL+5 | CL+20 | | N | N | N |
| /PDX/26/ | O257. | DETECTIVES CASE ENVELOPE RECORD TYPES: | CL+2 | CL+4 | | N | N | N |
| /PDX/26/ | O258. | NARCOTICS RECORD TYPES: | CL+5 | CL+30 | | N | N | N |
| /PDX/26/ | O259. | RAPE RECORD TYPES: | CL+5 | CL+35 | | N | N | N |
| /PDX/26/ | O260. | ROBBERY RECORD TYPES: | CL+3 | CL+28 | | N | N | N |

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|----------|-------|---|------|-------|--|--|--|---|---|---|
| /PDX/26/ | O261. | SEXUALLY EXPLOITED CHILD RECORD TYPES: | CL+5 | CL+30 | | | | N | N | N |
|----------|-------|---|------|-------|--|--|--|---|---|---|

| | | | | | | | | | | |
|----------|-------|--|------|-------|--|--|--|---|---|---|
| /PDX/26/ | O262. | MURDER BOOK - SOLVED RECORD TYPES: A-ARREST REPORT-5.2 B-CHRONOLOGICAL RECORD-3.11.6 C-CRIME SCENE LOG-3.11.4 D-DEATH REPORT-3.11 E-FOLLOW-UP INVESTIGATION-3.14 F-PRELIMINARY INVESTIGATION REPORT-3.1 G-PRESS RELEASE-3.11.5 H-PROPERTY REPORT-10.1 I-WITNESSES - LIST-3.11.7 J-VEHICLE INVESTIGATION-3.7 | CL+2 | CL+32 | | | | N | N | N |
|----------|-------|--|------|-------|--|--|--|---|---|---|

| | | | | | | | | | | |
|----------|-------|--|------|------|--|--|--|---|---|---|
| /PDX/26/ | O263. | WORK CONTROL FOLDERS RECORD TYPES: A-BICYCLE INVESTIGATION-3.12 B-DEATH INVESTIGATION-3.11 C-DETECTIVES' ACTIVITIES SUMMARY-1.62 D-DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT-1.62.11 E-DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED-1.62.2 F-FOLLOW-UP INVESTIGATION-3.14 G-INJURY INVESTIGATION-3.15 H-INVESTIGATOR'S CASE PROGRESS LOG-1.44 I-INVESTIGATOR'S REQUIRED FOLLOW-UP RECORD-12.21 J-MISSING PERSON INVESTIGATION-3.16 K-PRELIMINARY INVESTIGATION REPORT-3.1 L-PROPERTY REPORT-10.1 M-VEHICLE INVESTIGATION-3.7 N-VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT-3.4 O-WORTHLESS DOCUMENT INVESTIGATION-3.6 | CL+2 | CL+4 | | | | N | N | N |
|----------|-------|--|------|------|--|--|--|---|---|---|

O264.

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/VALLEY TRAFFIC

/PDX/26/

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/26/ | | EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/26/ | O265. | INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential | TO+2 | TO+10 | | N | N | Y |
| /PDX/26/ | O266. | PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential | TO+2 | TO+10 | | N | N | Y |

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