

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: INFORMATION & COMMUNICATION SERVICES BUREAU
/PDX/28/ LOS ANGELES POLICE DEPARTMENT

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/28/	O									
/PDX/28/	O001.	ACTIVITY REPORTS RECORD TYPES:	TO+3	TO+5			N	N	N	
/PDX/28/	O002.	ADMINISTRATIVE PROJECT FILES RECORD TYPES:	TO+3	TO+5			N	N	N	
/PDX/28/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Confidential	AR+2	AR+10			N	N	Y	
/PDX/28/	O004.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-COMMENDATION LETTERS B-DUTY CERTIFICATE-PDAS 430 C-EMPLOYEE EVALUATION REPORT-PDAS 28 D-EMPLOYEE REPORT-LAPD 15.07 E-KEY RECEIPT-LAPD 11.14 F-NOTICE OF COMMENDATION-GEN. 79 G-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 H-PERFORMANCE EVALUATION REPORT-LAPD 1.33 I-PERFORMANCE EVALUATION REPORT-LAPD 1.78 J-PHYSICAL FITNESS EVALUATION-LAPD 1.31 K-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47 L-PERSONNEL AND WORK HISTORY SUMMARY-LAPD 1.06 M-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36 N-SICK OR INJURY REPORT-LAPD 1.30.1	TE	TE			N	N	Y	
/PDX/28/	O005.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4			N	N	N	
/PDX/28/	O006.	OVERTIME REPORTS (LAPD 02.24) FORM: LAPD 02.24 RECORD TYPES:	TO+2	TO+4			N	N	N	
/PDX/28/	O007.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10			N	N	Y	
/PDX/28/	O008.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10			N	N	Y	
/PDX/28/	O009.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	TO+2	TO+5			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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

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

(WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77.
 RECORD TYPES:

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