

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: FORCE INVESTIGATION DIVISION
/PDX/29/ 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	
<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/29/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:				DO	N	N	N	
/PDX/29/	O001.	CORRESPONDENCE AND SUBJECT FILES	AR+2	AR+10		DO	N	N	N	
/PDX/29/	O002.	EMPLOYEE TIMEKEEPING (FEDERAL FUNDING)	CL+2	CL+4		DO	N	N	N	
/PDX/29/	O003.	OFFICER INVOLVED SHOOTING FILES 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 Form LAPD 3.11.7 E-Daily Deployment Temp 108 F-Daily Field Activities Report LAPD 15.52 G-Death Investigation LAPD 3.11 H-Emergency Message Log LAPD 7.15 I-Teletypes J-Firearms/Explosive Analyzed Report Temp 253	CL+3	CL+30		DO	N	N	N	
/PDX/29/	O004.	OFFICIAL DIVISIONAL TIME BOOK LAPD 15.30	CL+2	CL+4		DO	N	N	N	
/PDX/29/	O005.	SEARCH WARRANTS	TO+5	TO+10		DO	N	N	N	
/PDX/29/	O006.	SUBPOENA FILES A-Consolidated Subpoena List B-Court List C-Declaration for Continuance-General LAPD 15.15.1 D-Declaration for Continuance-Vacation LAPD 15.51 E-Officer Subpoena Record LAPD 15.29 F-Subpoena	CL+2	CL+4		DO	N	N	N	
/PDX/29/	O007.	TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTING A-Consolidated Subpoena List B-Court List	TO+5	TO+30		DO	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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		C-Declaration for Continuance-General LAPD 15.15.1									
		D-Declaration for Continuance-Vacation LAPD 15.51									
		E-Officer Subpoena Record LAPD 15.29									
		F-Subpoena									
/PDX/29/	O008.	TIME BOOK LAPD 15.30	CL+2	CL+4	DO	N	N	N			
/PDX/29/	O009.	TIME IN AND OUT SHEET LAPD 15.4	TO+2	TO+5	DO	N	N	N			
/PDX/29/	O010.	CHIEF'S 24 HOUR OCCURRENCE	TO+2	TO+10	DO	N	N	N			
/PDX/29/	O011.	FELONY CASE PACKAGES 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	CL+2	CL+62	DO	N	N	N			
/PDX/29/	O012.	PROPERTY DISPOSITION REQUEST SUMMARY LAPD 10.06	TO+1	TO+5	DO	N	N	N			
/PDX/29/	O013.	ROLL CALL TRAINING FILES	TO+2	TO+5	DO	N	N	N			
/PDX/29/	O014.	USE OF FORCE REPORT LAPD 1.67	TO+2	TO+10	DO	N	N	N			
/PDX/29/	O015.	VEHICLE FILES A- Vehicle and Equipment Issue Assignment Sheet (LAPD 15.66) B- Home Garaging.	TO+2	TO+5	DO	N	N	N			
/PDX/29/	O016.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD	TO+2	TO+5	DO	N	N	N			

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		LAPD 15.10								
/PDX/29/	O017.	OVERTIME REPORTS	TE+2	TE+2	DO	N	N	N		
/PDX/29/	O018.	CRIME AGAINST PERSON	CL+2	CL+4	DO	N	N	N		

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