

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMERCIAL CRIMES DIVISION

/PDX/34/ *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			
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/PDX/34/	O	ORIGINAL RECORDS							
/PDX/34/	O001.	AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157) FORM: TEMP 157 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O002.	AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O003.	ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O004.	ALTERCATION REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O005.	APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMENT & OPPORTUNITIES NOTICE	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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		C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88								
/PDX/34/	O006.	ARREST LOG BOOK RECORD TYPES:	CL+3	CL+4		N	N	N		
/PDX/34/	O007.	ARRESTEE LOG BOOK - VICE RECORD TYPES:	CL+3	CL+4		N	N	N		
/PDX/34/	O008.	ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76) FORM: LAPD 15.76 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	O009.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	O010.	BANK ROBBERY ARREST INDEX CARDS RECORD TYPES:	TO+10	TO+10		N	N	N		
/PDX/34/	O011.	BANK ROBBERY CASE PACKAGES (RECORD SERIES IN VARIED MEDIA, IE., PHOTOS...) RECORD TYPES:	CL+5	CL+30		N	N	N		

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- A-ANALYZED EVIDENCE REPORT-LAPD 12.20
- B-ARREST REPORT-LAPD 5.2
- C-BOOKING RECOMMENDATION-LAPD 12.31
- D-CORRESPONDENCE
- E-FIELD INTERVIEW REPORT-LAPD 15.43
- F-FINANCIAL INSTITUTION RECORDS
- G-FOLLOW-UP INVESTIGATION-LAPD 3.14
- H-FORENSIC INFORMATION
- I-INVESTIGATOR'S FINAL REPORT-LAPD 5.10
- J-LATENT FINGER PRINT REPORT-LAPD 5.16
- K-NEWS CLIPPINGS
- L-OFFICER INITIATED MESSAGE LOG-LAPD 7.2
- M-PHOTOS/SKETCHES/DISPLAY FOLDER
- N-PRELIMINARY INVESTIGATION-LAPD 3.1
- O-PRESS RELEASE FORMAT-LAPD 3.11.5
- P-PROPERTY REPORT-LAPD 10.1
- Q-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10
- R-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34
- S-SEARCH WARRANTS
- T-SUSPECT INFORMATION
- U-TELETYPE
- V-TRAFFIC ACCIDENT REPORTS-LAPD 4.1
- W-VEHICLE INVESTIGATION-LAPD 3.7
- X-WITNESSES FORM-LAPD 3.11.7
- Y-WITNESS INFORMATION

/PDX/34/	0012.	BAR BOOK RECORD TYPES:	CL+3	CL+10	N	N	N
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/PDX/34/	0013.	B-WAGON DETOXIFICATION LOG RECORD TYPES:	TO+2	TO+10	N	N	N
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/PDX/34/	0014.	BOOKING RECOMMENDATION (LAPD 12.31) FORM: LAPD 12.31 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	0015.	CHANGE OF WATCH DATA RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	0016.	CHECK SIGN OUT ROSTER (0036) FORM: 0036 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	0017.	CHRONIC OFFENDER FILE RECORD TYPES:	CL+3	CL+4		N	N	N		
/PDX/34/	0018.	CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	0019.	CLOSED CIRCUIT TV TEST (HELICOPTER) RECORD TYPES:	TO+2	TO+10		N	N	N		

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/PDX/34/	O020.	COMPLAINT APPLICATION (LAPD 5.15) FORM: LAPD 5.15 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/34/	O021.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10				N	N	N
/PDX/34/	O022.	CORRESPONDENCE INDEX LOG RECORD TYPES:	TO+4	TO+5				N	N	N
/PDX/34/	O023.	CROSSING GUARD FILES RECORD TYPES:	TE+2	TE+10				N	N	N
/PDX/34/	O024.	COURT BOOK RECORD TYPES:	CL+2	CL+4				N	N	N
/PDX/34/	O025.	CRIME/ARREST INDEX FILE	TO+3	TO+5				N	N	N

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RECORD TYPES:

/PDX/34/	O026.	CRIMES AGAINST PERSON CONTROL BOOK RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-FOLLOW-UP INVESTIGATION-LAPD 3.14 C-INVESTIGATOR'S CASE PROGRESS LOG-LAPD 1.44 D-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 E-PROPERTY REPORT-LAPD 10.1	TO+2	TO+5				N	N	N
/PDX/34/	O027.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/34/	O028.	DAILY INVESTIGATOR'S LOG (LAPD 12.10) FORM: LAPD 12.10 RECORD TYPES:	TO+2	TO+10				N	N	N
/PDX/34/	O029.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/34/	O030.	DAILY WORKSHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	TO+2	TO+5				N	N	N

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/PDX/34/	O031.	DETECTIVE OPERATIONS MANUAL RECORD TYPES:	AR+2	AR+4	N	N	N	
/PDX/34/	O032.	DETECTIVE RECAP REPORT RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/34/	O033.	DETECTIVE SUPERVISORS GUIDE RECORD TYPES:	AR+2	AR+4	N	N	N	
/PDX/34/	O034.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/34/	O035.	DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/34/	O036.	DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5	N	N	N	

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/PDX/34/	O037.	DETENTION TANK LOG (LAPD 6.19) FORM: LAPD 6.19 RECORD TYPES:	CL+2	CL+4				N	N	N
/PDX/34/	O038.	DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES:	CL+2	CL+4				N	N	N
/PDX/34/	O039.	DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAPD 12.24) FORM: LAPD 12.24 RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-ENTRY REQUEST - NATL CRIME INFORMATION CENTER WANTED FILE-LAPD 8.3 C-FOLLOW-UP INVESTIGATION-LAPD 3.14 D-NOTES E-PHOTOGRAPHSS F-PRELIMINARY INVESTIGATION-LAPD 3.1 G-PROPERTY REPORT-LAPD 10.1 H-RAPSHEET I-TELETYPES F-PRELIMINARY INVESTIGATION-LAPD 3.1	CL+3	CL+10				N	N	N
/PDX/34/	O040.	EMPLOYEES TIMEKEEPING (FEDERAL FUNDING) RECORD TYPES:	CL+2	CL+4				N	N	N
/PDX/34/	O041.	ENROUTE DETENTION BOOK RECORD TYPES:	TO+2	TO+5				N	N	N

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/PDX/34/	O042.	EQUIPMENT INVENTORY REPORT RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O043.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65) FORM: LAPD 15.65 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O044.	ESCAPE REPORT (LAPD 6.6) FORM: LAPD 6.6 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O045.	EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8) FORM: LAPD 10.8 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/34/	O046.	EXPENSE SECRET SERVICE FUND INDEX (OFFICER INVOL'D SHOOTING) RECORD TYPES:	TO+5	TO+10		N	N	N	

O047.

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/PDX/34/		FELONY WARRANT PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOS...) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 B-DUE DILIGENCE REPORT C-ENTRY REQUEST NCIC WANTED PERSON FILE-LAPD 8.3 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-HANDWRITING EXEMPLAR-LAPD 5.7 F-NOTES G-PHOTOGRAPHS H-PROPERTY REPORT-LAPD 10.1 I-RAP SHEET J-TELETYPES K-WARRANT ABSTRACT L-WORTHLESS DOCUMENT M-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6 N-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48	TO+7	TO+27				N	N	N
/PDX/34/	0048.	FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR+2	AR+4				N	N	N
/PDX/34/	0049.	FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS RECORD TYPES:	TO+3	TO+10				N	N	N
/PDX/34/	0050.	FIELD COMMAND POST CALL OUT LIST RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/34/	0051.	FIELD SUPPORT ANALYSIS REPORT	TO+2	TO+5				N	N	N

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/PDX/34/	O052.	FLEET GAS RECEIPT FILE RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/34/	O053.	GRIEVANCE FILE RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/34/	O055.	HAZARDOUS MATERIAL RESEARCH PAPERS RECORD TYPES:	AR+2	AR+4	N	N	N
/PDX/34/	O056.	HIJACK CASE PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOS...) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 B-ARREST REPORT-LAPD 5.2 C-CORRESPONDENCE D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 F-LATENT FINGERPRINT REPORT-LAPD 5.16 G-MEDICAL REPORTS H-PHOTO DISPLAY FOLDER-LAPD 15.50.2 I-PHOTOS/SKETCHES/SURVEYS/COMPOSITES J-PRELIMINARY INVESTIGATION-LAPD 3.1	CL+5	CL+20	N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMERCIAL CRIMES DIVISION

/PDX/34/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/PDX/34/	O057.	K-PROPERTY REPORT-LAPD 10.1 L-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 M-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 N-SEARCH WARRANTS HOMICIDE AUDIT DAILY WORKBOOK RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/34/	O058.	HOMICIDE CASE PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOS...) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 AA-TELETYPES B-ARREST REPORT-LAPD 5.2 BB-VEHICLE INVESTIGATION-LAPD 3.7 C-CHRONOLOGICAL RECORD-LAPD 3.11.6 CC-VICTIM INFORMATION D-COMPUTER RUNS DD-WITNESSES FORM-LAPD 3.11.7 E-CORONER'S RECORDS AND PHOTOS F-CRIME SCENE LOG-LAPD 3.11.4 G-DEATH INVESTIGATION-LAPD 3.11 H-FIRE DEPARTMENT EMERGENCY AID REPORT-LAPD 660 I-FOLLOW-UP INVESTIGATION-LAPD 3.14 J-FIREARMS/EXPLOSIVE REPORT-TEMP 253	CL+2	CL+62		N	N	N
/PDX/34/	O059.	HOMICIDE CONTROL LOG RECORD TYPES:	TO+5	TO+30		N	N	N
/PDX/34/	O060.	HOMICIDE/MAJOR CRIME CASE PACKAGES (REC SERIES IN VARIED MEDIA IE., PHOTOS...) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20	CL+5	CL+65		N	N	N

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- AA-TELETYPES
- B-ARREST REPORT-LAPD 5.2
- BB-VEHICLE INVESTIGATION-LAPD 3.7
- C-CHRONOLOGICAL RECORD-LAPD 3.11.6
- CC-VICTIM INFORMATION
- D-COMPUTER PRINTOUTS
- DD-WITNESSES FORM-LAPD 3.11.7
- E-CORONER'S RECORDS AND PHOTOS
- F-CRIME SCENE LOG-LAPD 3.11.4
- G-DEATH INVESTIGATION-LAPD 3.11
- H-FIRE DEPARTMENT EMERGENCY AID REPORT-LAFD 660
- I-FOLLOW-UP INVESTIGATION-LAPD 3.14
- J-FIREARMS/EXPLOSIVE REPORT-TEMP 253

/PDX/34/	O061.	HOMICIDE MANUAL RECORD TYPES:	AR+2	AR+10	N	N	N				
/PDX/34/	O062.	INFORMANT FILE RECORD TYPES:	TE+2	TE+10	N	N	N				
/PDX/34/	O063.	INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES:	TO+20	TO+20	N	N	N				
/PDX/34/	O064.	INVESTIGATIVE HYPNOSIS REPORT (TEMP 80) FORM: TEMP 80 RECORD TYPES:	TO+20	TO+20	N	N	N				

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/PDX/34/	O069.	JUVENILE PROCEDURES MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
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/PDX/34/	O070.	LIBRARY CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N
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/PDX/34/	O071.	LINE UP BOOK (ROBBERY SPECIALS) RECORD TYPES:	TO+3	TO+28		N	N	N
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/PDX/34/	O072.	LINE UP PACKAGE (REC SERIES IN VARIED MEDIA, 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
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/PDX/34/	O073.	F-PHOTOS LOCKER LOG RECORD TYPES:	CL+2	CL+4		N	N	N
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/PDX/34/	O074.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA) FORM: CAL OSHA RECORD TYPES:	TO+3	TO+10		N	N	N
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/PDX/34/	O075.	MASTER BANK ROBBERY INDEX RECORD TYPES:	TO+7	TO+17		N	N	N
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/PDX/34/	O076.	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
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/PDX/34/	O077.	MOBILE CANTEEN FUND RECORDS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O078.	MOBILIZATION ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O079.	MODUS OPERANDI BOOK - ROBBERY SPECIALS RECORD TYPES:	TO+3	TO+23		N	N	N
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/PDX/34/	O080.	MODUS OPERANDI FILES (RAPE SECTION) RECORD TYPES: A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 B-MEDICAL REPORTS	TO+3	TO+23	N	N	N		
/PDX/34/	O081.	MONIKER FILE RECORD TYPES:	TO+10	TO+10	N	N	N		
/PDX/34/	O082.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+5	N	N	N		
/PDX/34/	O083.	MOTOR SCHOOL LIST RECORD TYPES:	TO+2	TO+5	N	N	N		
/PDX/34/	O084.	MUG BOOK (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES:	CL+2	CL+10	N	N	N		

O085.

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/PDX/34/		MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES:	CL+1	CL+20		N	N	N	
/PDX/34/	O086.	MURDER BOOK - SOLVED (NORMAL RETENTION FOR MURDER BOOK IS OFFICE 2 YRS AND CENTER 30 YEARS) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-CHRONOLOGICAL REPORT-LAPD 3.11.6 C-CRIME SCENE LOG-LAPD 3.11.4 D-DEATH REPORT-LAPD 3.11 E-FOLLOW-UP INVESTIGATION-LAPD 3.14 F-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 G-PRESS RELEASE-LAPD 3.11.5 H-PROPERTY REPORT-LAPD 10.1 I-VEHICLE INVESTIGATION-LAPD 3.7 J-WITNESSES - LIST-LAPD 3.11.7	CL+10	CL+20		N	N	N	
/PDX/34/	O087.	NARCOTIC CONTAGION CONTACT REPORT (LAPD 12.17) FORM: LAPD 12.17 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O088.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/34/	O089.	NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5		N	N	N	

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/PDX/34/	O090.	NARCOTICS ARREST & SEIZURE SUMMARY (LAPD 15.78) (SEE SCHEDULE ITEM #88; RECORD SERIES WAS DUPLICATED) FORM: LAPD 15.78 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/34/	O091.	NARCOTICS BUY NOTE (LAPD 12.53) FORM: LAPD 12.53 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/34/	O092.	NARCOTICS INVESTIGATOR'S CASE ENVELOPE (LAPD 15.15) FORM: LAPD 15.15 RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 B-ARREST REPORT (JUVENILE)-LAPD 5.2 C-BOOKING RECOMMENDATION-LAPD 12.31 D-EXCESS PERSONAL PROPERTY RECEIPT-LAPD 10.8 E-FOLLOW-UP INVESTIGATION-LAPD 3.14 F-JUVENILE ARREST REPORT-LAPD 5.2.6 G-JUVENILE NOTICE TO APPEAR-LAPD 9.3 H-JUVENILE PETITION REQUEST-LAPD 5.3 I-JUVENILE PETITION REQUEST - WITNESS LIST J-L.A. CONSOLIDATED BOOKING FORM-LAPD 5.1 K-FIELD RELEASE FORM CUSTODY-LAPD 5.2.2 L-NOTICE OF REFERRAL-LAPD 9.13 M-NOTICE TO APPEAR RELEASE FROM CUSTODY REPORT-LAPD 5.2.2 N-PROPERTY REPORT-LAPD 10.1	CL+5	CL+30		N	N	N
/PDX/34/	O093.	OFFICER INVOLVED SHOOTING FILES (REC SERIES IN VARIED MEDIA, IE., PHOTOS...) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 AA-TRAFFIC CITATION COPIES B-CORONER'S REPORTS BB-VICTIM INFORMATION	CL+5	CL+30		N	N	N

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- C-CORRESPONDENCE
- CC-WITNESS INFORMATION
- D-CRIME SCENE LOG-LAPD 3.11.4
- DD-WITNESSES 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

/PDX/34/	O094.	OFFICER LOG BOOKS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O095.	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES RECORD TYPES: A-ACCIDENT HISTORY-LAPD 4.12 B-EMPLOYEE REPORT-LAPD 15.7 C-INTERDEPARTMENTAL 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
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/PDX/34/	O096.	OFFICERS INDIVIDUAL OVERTIME RECORD (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential	TE	TE		N	N	Y
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/PDX/34/	O097.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
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/PDX/34/	O098.	PARADE PERMIT INVESTIGATION FOLDERS RECORD TYPES:	TO+3	TO+5		N	N	N		
/PDX/34/	O099.	PERSONNEL COMPLAINT LOG RECORD TYPES:	TO+3	TO+10		N	N	N		
/PDX/34/	O100.	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 5.7 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	TE	TE		N	N	Y		
/PDX/34/	O101.	PERSONNEL ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	O102.	POLICE BULLETIN REQUEST/CANCELLATION (LAPD 15.32)	TO+2	TO+5		N	N	N		

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Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMERCIAL CRIMES DIVISION

/PDX/34/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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FORM: LAPD 15.32 RECORD TYPES:

/PDX/34/	O103.	POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O104.	PROJECT CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/34/	O105.	PROJECT FOLDERS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O106.	PROGRESS INTERVIEW RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O107.	PROPERTY RELEASE AUTHORIZATION (LAPD 6.8) FORM: LAPD 6.8 RECORD TYPES:	TO+3	TO+5		N	N	N

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/PDX/34/	O108.	PROPERTY DISPOSITION REQUEST (LAPD 10.6) FORM: LAPD 10.6 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	O109.	RADIOLOGICAL INSPECTION SCHEDULE RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	O110.	RADIOLOGICAL MONITORS LIST RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/34/	O111.	RAPE/DOMESTIC VIOLENCE CASE PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOS...) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 B-CORRESPONDENCE C-DUE DILIGENCE INVESTIGATION CHECK LIST-LAPD 12.24 D-FIELD INTERVIEW REPORT-LAPD 15.43 E-FIRE DEPARTMENT EMERGENCY AID REPORT-LAFD F660 F-FOLLOW-UP INVESTIGATION-LAPD 3.14 G-INVESTIGATOR'S CASE ENVELOPE-LAPD 15.15 H-FOLLOW-UP INVESTIGATION-LAPD 3.14 I-INVESTIGATORS FINAL REPORT-LAPD 5.10 J-LATENT FINGERPRINT REPORT-LAPD 5.16 K-MEDICAL REPORTS L-NEWSPAPER CLIPPINGS M-PHOTO DISPLAY FOLDER-LAPD 15.50.2 N-PHOTO/SKETCHES	CL+5	CL+35		N	N	N		
/PDX/34/	O112.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53)	TO+2	TO+5		N	N	N		

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FORM: LAPD 15.53 RECORD TYPES:

/PDX/34/	O113.	RECEIPT FOR PROPERTY TAKEN INTO CUSTODY (LAPD 10.10) FORM: LAPD 10.10 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/34/	O114.	RECEIPT FOR VALUABLES (LAC 55) FORM: LAC 55 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O115.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O116.	RECORD OF ARRESTS (LAPD 12.12) FORM: LAPD 12.12 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/34/	O117.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10		N	N	N

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/PDX/34/	O118.	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/34/	O119.	RECORDING TAPE INVENTORY (LAPD 12.40) FORM: LAPD 12.40 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/34/	O120.	REGISTRY OF DR NUMBERS (LAPD 8.34) FORM: LAPD 8.34 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/34/	O121.	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/34/	O122.	ROBBERY CASE PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOS...) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 B-CORRESPONDENCE C-FIELD INTERVIEW REPORT-LAPD 15.43 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-INVESTIGATORS CASE ENVELOPE-LAPD 15.15 F-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 G-INVESTIGATORS NOTES H-LATENT FINGERPRINT REPORT-LAPD 5.16 I-NEWS CLIPPINGS	CL+3	CL+28		N	N	N

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		J-PHOTO DISPLAY FOLDER-LAPD 15.50.2 K-PHOTOS/SKETCHES/COMPOSITES L-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 M-PRESS RELEASE FORMAT-LAPD 3.11.5 N-PROPERTY REPORT-LAPD 10.1							
/PDX/34/	O123.	SECRET SERVICE FUND LOG BOOK RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O124.	SAFETY SURVEY CHECKLIST FILE RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O125.	SEARCH WARRANTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/34/	O126.	SECRET SERVICE REPORTS AND CHIT ERRORS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O127.	SEXUALLY EXPLOITED/ABUSED CHILD UNIT INVESTIGATORS CASE ... (REC SERIES IN VARIED MEDIA, IE., PHOTOS...) RECORD TYPES: A-ARREST REPORT - JUVENILE-LAPD 5.2 B-ARRAIGNMENT INFORMATION-LAPD 5.17 C-CERTIFICATE OF RELEASE-LAPD 8.15 D-COURT ORDER FOR SEARCH WARRANT-LAPD 10.18	CL+5	CL+30		N	N	N	

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- E-DEATH REPORT-LAPD 3.11
- F-INJURY INVESTIGATION-LAPD 3.15
- G-INVESTIGATOR'S REQUIRED FOLLOW-UP RECORD-LAPD 12.21
- H-JUVENILE ARREST REPORT CONTINUATION-LAPD 5.2.6
- I-JUVENILE COURT AFFIDAVIT-LAPD 9.4
- J-JUVENILE PETITION REQUEST-LAPD 5.3
- K-JUVENILE PETITION REQUEST WITNESS LIST-DA FORM
- L-PHOTO IDENTIFICATION REPORT-LAPD 15.50.4
- M-PRIOR RECORD REPORT-LAPD 8.1.1
- N-PROBABLE CAUSE ARREST WARRANT-TEMP 77

/PDX/34/	O128.	SERGEANT'S DAILY REPORT (LAPD 15.48) FORM: LAPD 15.48 RECORD TYPES:	TO+3	TO+5			N	N	N
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/PDX/34/	O129.	SIGN OUT SHEET (LAPD 15.42) FORM: LAPD 15.42 RECORD TYPES:	TO+2	TO+5			N	N	N
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/PDX/34/	O130.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) FORM: LAPD 15.80 RECORD TYPES:	TO+2	TO+5			N	N	N
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/PDX/34/	O131.	STATION FUND FILE RECORD TYPES:	TO+2	TO+5			N	N	N
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/PDX/34/	O132.	STATISTICAL REPORTS	TO+2	TO+5			N	N	N
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RECORD TYPES:

/PDX/34/	O133.	SUBPOENA FILES RECORD TYPES: A-CONSOLIDATED SUBPOENA LIST B-COURT LIST C-DECLARATION FOR CONTINUANCE - GENERAL-LAPD 15.51.1 D-DECLARATION FOR CONTINUANCE - VACATION-LAPD 15.51 E-OFFICER SUBPOENA RECORD-LAPD 15.29 F-SUBPOENA	CL+2	CL+4		N	N	N	
/PDX/34/	O134.	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	TE	TE		N	N	Y	
/PDX/34/	O135.	TABULATION FORM (LAPD 4.20) FORM: LAPD 4.20 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/34/	O136.	TACTICAL MANUAL INVENTORY LIST RECORD TYPES:	TO+3	TO+5		N	N	N	

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/PDX/34/	O137.	TACTICAL MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/34/	O138.	TACTICAL MANUAL RESEARCH PAPERS RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/34/	O139.	TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTINGS RECORD TYPES:	TO+5	TO+30		N	N	N	
/PDX/34/	O140.	TASER LOG RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O141.	TELEPHONE TOLL CALL LOG (LAPD 7.22) FORM: LAPD 7.22 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O142.	TELEPHONIC REPORT LOG RECORD TYPES:	TO+2	TO+5		N	N	N	

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/PDX/34/	O143.	TELETYPES RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O144.	TIE BAR FILES RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O145.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O146.	TIME IN AND OUT SHEET (LAPD 12.4) FORM: LAPD 12.4 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O147.	TRAFFIC ACCIDENT REPORT BOOK RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O148.	TRAFFIC OFFICER CLASSES FILE RECORD TYPES:	TO+2	TO+5		N	N	N	

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/PDX/34/	O149.	TRAFFIC COURT FILES RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O150.	TRAFFIC DEAD BODY BOOK RECORD TYPES:	TO+3	TO+5		N	N	N
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/PDX/34/	O151.	TRAFFIC MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
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/PDX/34/	O152.	TRAFFIC SAFETY PRESENTATIONS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O153.	TRAFFIC STUDIES & SURVEYS RECORD TYPES:	TO+2	TO+5		N	N	N
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O154.

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City of Los Angeles
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Records of: LOS ANGELES POLICE DEPARTMENT/COMMERCIAL CRIMES DIVISION

/PDX/34/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/PDX/34/		UNUSUAL OCCURRENCE AFTER ACTION REPORTS (14.13) FORM: 14.13 RECORD TYPES:	TO+10	PE		N	N	N
/PDX/34/	O155.	UNUSUAL OCCURRENCE TIME CARDS (14.13) FORM: 14.13 RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/34/	O156.	UNUSUAL OCCURRENCE MOBILIZATION PLAN RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/34/	O157.	UNUSUAL OCCURRENCE TIME/WAGE REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/34/	O158.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/34/	O159.	VICTIM LOG (RAPES) RECORD TYPES:	TO+5	TO+10		N	N	N

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/PDX/34/	O160.	VISITING DIGNITARY EXPENDITURES RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/34/	O161.	VICE/INFORMATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O162.	VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/34/	O163.	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O164.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O165.	WORK CONTROL FOLDERS (NORMAL RET PERIOD IS CL 2YRS 8YRS CTR - THERE ARE SUBTITLES A - CE; NOT ALL ARE LISTED HERE) RECORD TYPES:	CL+2	CL+4		N	N	N	

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- A-BICYCLE INVESTIGATION-LAPD 3.12
- B-DEATH INVESTIGATION-LAPD 3.11
- C-DETECTIVE'S ACTIVITIES SUMMARY-LAPD 1.62
- D-DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT-LAPD 1.62.1
- E-DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED-LAPD 1.62.2
- F-FOLLOW-UP INVESTIGATION-LAPD 3.14
- G-INJURY INVESTIGATION-LAPD 3.15
- H-INVESTIGATOR'S CASE PROGRESS LOG-LAPD 1.44
- I-INVESTIGATOR'S REQUIRED FOLLOW-UP RECORD-LAPD 12.21
- J-MISSING PERSON INVESTIGATION-LAPD 3.16
- K-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1
- L-PROPERTY REPORT-LAPD 10.1
- M-VEHICLE INVESTIGATION-LAPD 3.7
- N-VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT-LAPD 3.4

/PDX/34/	O166.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES:	TO+/03	TO+5		N	N	N
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/PDX/34/	O167.	ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O168.	ADJUSTED TIME REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O169.	AIRCRAFT ACCIDENT LOG RECORD TYPES:	TO+1	TO+5		N	N	N
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/PDX/34/	O170.	ALIEN ARREST LOG RECORD TYPES:	TO+1	TO+5				N	N	N
/PDX/34/	O171.	AMBUSH LOG RECORD TYPES:	TO+1	TO+5				N	N	N
/PDX/34/	O172.	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/34/	O173.	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/34/	O174.	BAIL DEVIATION TELETYPES RECORD TYPES:	TO+1	TO+5				N	N	N
/PDX/34/	O175.	BLOOD RUN LOG	TO+1	TO+5				N	N	N

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RECORD TYPES:

/PDX/34/	O176.	BOMB THREAT LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/34/	O177.	BOOKING AND DISPO REPORT (LAPD 6.01) FORM: LAPD 6.01 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O178.	BUDGET & CRIME PREVENTION QUARTERLY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O179.	CAL-OSHA INJURY LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/34/	O180.	CASE DISPOSITION SUMMARIES RECORD TYPES:	CL+2	CL+4		N	N	N

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/PDX/34/	O181.	CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/34/	O182.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O183.	COMFAC LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/34/	O184.	COMMANDING OFFICER'S OVERTIME RECORD RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O185.	CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40) FORM: LAPD 15.40 RECORD TYPES:	EX+2			N	N	N	
/PDX/34/	O186.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES:	TO+4	TO+5		N	N	N	

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/PDX/34/	O187.	COURT ON CALL LIAISON/COURT CLERK WORKSHEET RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O188.	COURT NOTICE (LAPD 15.57) FORM: LAPD 15.57 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O189.	DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/34/	O190.	DAILY CRIME AND ARREST SUMMARY (LAPD 15.6) FORM: LAPD 15.6 RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/34/	O191.	DEADLY WEAPON INJURY LOG RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/34/	O192.	DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES:	TO+1	TO+10		N	N	N	

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/PDX/34/	O193.	DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/34/	O194.	DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O195.	DISTRIBUTION TRANSMITTAL (LAPD 4.44) FORM: LAPD 4.44 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O196.	DISTRICT ATTORNEY LIAISON FILING FORM RECORD TYPES:	TO+4	TO+5		N	N	N	
/PDX/34/	O197.	DISTRICT ATTORNEY WARRANT RECEIPT LOG RECORD TYPES:	TO+3	TO+5		N	N	N	

O198.

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/PDX/34/		DIVISION JAIL BOOKING ROSTER (LAPD 6.13) FORM: LAPD 6.13 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O199.	DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES:	EX+2			N	N	N	
/PDX/34/	O200.	DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/34/	O201.	DRUG EVALUATION FILE RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O202.	DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O203.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	TO+5		N	N	N	

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/PDX/34/	O204.	EXPENDITURE OF SECRET SERVICE FUND INDEX RECORD TYPES:	TO+3	TO+5		N	N	N
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/PDX/34/	O205.	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	TO+2	TO+65		N	N	N
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/PDX/34/	O206.	GRANTS FILES RECORD TYPES:	CL+2	CL+4		N	N	N
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/PDX/34/	O207.	GUN DESTRUCTION FILE RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O208.	HOMICIDE FILE RECORD TYPES:	TO+2	TO+10		N	N	N
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/PDX/34/	O209.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+3	TO+5		N	N	N
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/PDX/34/	O210.	INCOMING COLLECT CALLS LOG RECORD TYPES:	TO+1	TO+5		N	N	N
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/PDX/34/	O211.	INQUIRY/DISSEMINATION LOG RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O212.	JAIL INSPECTION RECORD (LAPD 6.17) FORM: LAPD 6.17 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/34/	O213.	JAIL TRANSFER RECORD (LAPD 6.11) FORM: LAPD 6.11 RECORD TYPES:	TO+2	TO+5		N	N	N
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Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMERCIAL CRIMES DIVISION

/PDX/34/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/PDX/34/	O219.	MISDEMEANOR CALENDAR COURT WORKSHEET RECORD TYPES:	CL+2	CL+10		N	N	N	
/PDX/34/	O220.	MONTHLY BINGO INVESTIGATION RECAP RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O221.	MUNICIPAL COURT INFORMATION CARD (TEMP 41) FORM: TEMP 41 RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O222.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23) FORM: LAPD 15.23 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O223.	OFFICER'S INDIVIDUAL OVERTIME REPORT RECORD TYPES:	TE	TE+4		N	N	N	
/PDX/34/	O224.	ORDERS, NOTICES, TRAINING BULLETINS	TO+2	TO+5		N	N	N	

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RECORD TYPES:

/PDX/34/	O225.	OUTSIDE AGENCY CONDUCTING INVESTIGATION, ARREST OR ... RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/34/	O226.	OVERTIME RECAP RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O227.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/34/	O228.	PAGER SERVICE NUMBER LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/34/	O229.	PAGER TEST LOG RECORD TYPES:	TO+1	TO+5		N	N	N	

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/PDX/34/	O230.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50) FORM: LAPD 4.50 RECORD TYPES:	TO+/03	TO+5		N	N	N
/PDX/34/	O231.	PERSONAL SERVICE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.) FORM: LAPD 4.50. RECORD TYPES:	CL+/03	CL+4		N	N	N
/PDX/34/	O232.	POST OFFICE FILES RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/34/	O233.	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O234.	PROBATION OFFICER'S BOOK RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O235.	PROBLEM PARK NOTEBOOK RECORD TYPES:	TO+2	TO+5		N	N	N

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/PDX/34/	O236.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/34/	O237.	PROSTITUTION NOTEBOOK RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O238.	PURSUIT LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/34/	O239.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15) FORM: LAPD 4.15 RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O240.	REQUEST FOR MENTAL EXAMINATION (LAPD 5.4) FORM: LAPD 5.4 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O241.	REQUEST FOR SERVICE (LAPD 15.13) FORM: LAPD 15.13 RECORD TYPES:	CL+/03	CL+4		N	N	N	

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/PDX/34/	O242.	ROLL CALL TRAINING FILES RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O243.	SECRET SERVICE REPORTS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O244.	SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O245.	SHOTS FIRED LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/34/	O246.	SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60) FORM: LAPD 15.60 RECORD TYPES:	TO+2	TO+5		N	N	N	

O247.

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/PDX/34/		SPEED ZONE SURVEYS (DT 270) FORM: DT 270 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O248.	STAFF MEETING MINUTES RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/34/	O249.	SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/34/	O250.	SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/34/	O251.	SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/34/	O252.	TELETYPE MESSAGE NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES:	TO+2	TO+5		N	N	N

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/PDX/34/	O253.	TRAFFIC ACCIDENT REPORT FILE RECORD TYPES: A-HIT AND RUN SUPPLEMENT-LAPD 4.3 B-TRAFFIC ACCIDENT INFORMATION-LAPD 4.37 C-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 D-TRAFFIC ACCIDENT STATUS REPORT-LAPD 4.16 E-TRAFFIC ACCIDENT REPORT-LAPD 4.1	TO+2	TO+5		N	N	N	
/PDX/34/	O254.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O255.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O256.	TRANSFER DOCUMENTATION RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/34/	O257.	TRANSFER OF AUTOMOTIVE EQUIPMENT RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/34/	O258.	TRAVEL LOG RECORD TYPES:	TO+1	TO+5		N	N	N	

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/PDX/34/	O259.	UNUSUAL OCCURRENCE LOG RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/34/	O260.	USE OF FORCE REPORT (LAPD 1.67.) FORM: LAPD 1.67. RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/34/	O261.	VACATION SCHEDULES (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/34/	O262.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/34/	O263.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES:	TO+2	TO+5		N	N	N	

O264.

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/PDX/34/		VICE FILES RECORD TYPES: A-VICE UNIT APPLICANT FILE-LAPD 15.88 B-VICE ARRESTS/INFORMATION SUMMARY-LAPD 15.54.2 C-BIVR 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/34/	O265.	VIDEO TAPE ARREST LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/34/	O266.	VISITING OFFICER ARREST LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/34/	O267.	VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/34/	O268.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+5		N	N	N

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/PDX/34/	O269.	WATCH COMMANDER'S DAILY REPORT (LAPD 126) FORM: LAPD 126 RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/34/	O270.	WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143) FORM: TEMP 143 RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/34/	O271.	CRIME AGAINST PERSON RECORD TYPES:	CL+2	CL+4	N	N	N	
/PDX/34/	O272.	CRIME AGAINST PROPERTY RECORD TYPES:	CL+1	CL+10	N	N	N	
/PDX/34/	O273.	DETECTIVES CASE ENVELOPE RECORD TYPES:	CL+2	CL+4	N	N	N	
/PDX/34/	O274.	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	

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			Office	Total	Code	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/34/	O275.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/34/	O276.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	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