

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/ROBBERY - HOMICIDE
/PDX/35/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

| Sched. No. | Sched. Item No. | Record Title (Description / Sub Categories / Remarks) | -- Retention (YEARS) -- Office | Media Code | Record Type V H C L |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /PDX/35/ | D | DUPLICATE RECORD SERIES | | | |
| /PDX/35/ | D001. | ACTIVITY REPORTS (OPERATIONS HEADQUARTERS BUREAU) RECORD TYPES: | TO+4 | | N N N |
| /PDX/35/ | D002. | ADAM REPORTS (AUTOMATED INFORMATION DIVISION) RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D003. | ADDRESS AND PHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION) FORM: LAPD 1.20 RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D004. | ADMINISTRATION OF INTERNAL DISCIPLINE REPORT (INTERNAL AFFAIRS DIVISION) RECORD TYPES: | TO+1 | | N N N |
| /PDX/35/ | D005. | ALPHA ROSTERS/CITY WIDE (PERSONNEL DEPARTMENT) RECORD TYPES: | SU | | N N N |
| /PDX/35/ | D006. | APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER BUS HOURS (LAPD 1.45) (OPERATIONS HEADQUARTERS BUREAU) FORM: LAPD 1.45 RECORD TYPES: | TO+1 | | N N N |

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| /PDX/35/ | D007. | ARREST REPORTS (LAPD 5.2) (RECORDS AND IDENTIFICATION DIVISION) FORM: LAPD 5.2 RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D008. | AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE... (LAPD 12.41) (OPERATIONS HEADQUARTERS BUREAU) FORM: LAPD 12.41 RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D009. | BILINGUAL POSITION FILE (PERSONNEL AND TRAINING BUREAU) RECORD TYPES: | SU | | N N N |
| /PDX/35/ | D010. | BUDGET RECORDS (CAO, FISCAL OPERATIONS, FISCAL SUPPORT, GEN SERVICES...) RECORD TYPES: A-ALTERATION AND IMPROVEMENT REQUEST-CAO 42 B-BUDGET PRINTOUTS C-BUDGET REQUEST/REDUCTION PACKAGE-CAO 696B D-BUDGET TITLE LIST/BUDGET REQUEST SUMMARY-LAPD 1.91.5 E-CAPITAL PROJECT OR ALTERATION & IMPROVEMENT BUDGET REQUEST-LAPD 1.91.4 F-CITY PURCHASING REQUISITION-GS/71A G-CORRESPONDENCE H-EQUIPMENT BUDGET REQUEST-LAPD 1.91 I-EXPENSE BUDGET REQUEST-LAPD 1.91.1 J-PACKAGE RANKING-CAO 696C K-PACKAGE REQUEST - EXPENSE & EQUIPMENT SUPPORT ITEMS-LAPD 1.91.2 L-PERSONNEL BUDGET REQUEST-LAPD 1.91.3 M-REQUISITION-LAPD 15.11 N-STORES REQUISITION-GS/S 70 | TO+3 | | N N N |
| /PDX/35/ | D011. | CASH OVERTIME USAGE REPORT (LAPD 15.2) | TO+2 | | N N N |

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| (OFFICE OF OPERATIONS) FORM: LAPD 15.2 RECORD TYPES: | | | | | |
| /PDX/35/ | D012. | CIVIL SUBPOENA MONTHLY REPORT (LAPD 15.2) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.2 RECORD TYPES: | TO+2 | N | N N |
| /PDX/35/ | D013. | COMFAC MONTHLY PRINTOUT (DEPARTMENT OF PUBLIC UTILITIES AND TRANSPORTATION) RECORD TYPES: | TO+0/05 | N | N N |
| /PDX/35/ | D014. | COMMANDING OFFICER'S CONFLICT OF INTEREST FILE (POLICE COMMISSION) RECORD TYPES: | TO+1 | N | N N |
| /PDX/35/ | D015. | COMMANDING OFFICER'S OVERTIME RECORD (OPERATIONS HEADQUARTERS BUREAU) RECORD TYPES: | TO+2 | N | N N |
| /PDX/35/ | D016. | CRIME AND ARREST COMPUTER PRINTOUT (AUTOMATED INFORMATION DIVISION) RECORD TYPES: | TO+2 | N | N N |
| /PDX/35/ | D017. | CRIME, ARREST AND VEHICLE INDEX CARDS (RECORDS AND IDENTIFICATION DIVISION) RECORD TYPES: | TO+1 | N | N N |

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| /PDX/35/ | D018. | CRIME AND MISCELLANEOUS REPORT FOLDERS (RECORDS AND IDENTIFICATION; BUNCO FORGERY DIVISIONS) RECORD TYPES: A-BICYCLE INVESTIGATION-LAPD 3.12 B-CHANGE/CANCELLATION OF DR NUMBER-LAPD 8.45 C-CRIMES AGAINST PERSON-LAPD 3.1E D-DEATH INVESTIGATION-LAPD 3.11 E-FIELD RELEASE FROM CUSTODY-LAPD 5.2.2 F-FOLLOW-UP INVESTIGATION-LAPD 3.14 G-INJURY INVESTIGATION-LAPD 3.15 H-MISSING PERSON INVESTIGATION-LAPD 3.16 I-MULTIPLE REPORT - WORTHLESS DOCUMENTS-LAPD 3.6.2 J-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 K-PROPERTY REPORT-LAPD 10.1 L-ROBBERY, PRELIMINARY INVESTIGATION OF-LAPD 3.1B M-VEHICLE INVESTIGATION-LAPD 3.7 N-VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT-LAPD 3.4 O-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6 | TO+3 | | N N N |
| /PDX/35/ | D019. | DAILY/SHIFT RECORD OF FUEL AND OIL DISPENSED (GS/PPA 243) (DEPARTMENT OF GENERAL SERVICES) FORM: GS/PPA 243 RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D020. | DEATH INVESTIGATIONS (LAPD 3.11) (RECORDS AND IDENTIFICATION DIVISION) FORM: LAPD 3.11 RECORD TYPES: | CL | | N N N |
| /PDX/35/ | D021. | DEPARTMENTAL SWORN TERMINATIONS (PERSONNEL DIVISION) RECORD TYPES: | TO+0/01 | | N N N |
| /PDX/35/ | D022. | DIVISION CALL UP/DEPLOYMENT REPORT (OPERATIONS HEADQUARTERS DIVISION) RECORD TYPES: | TO+1 | | N N N |

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| /PDX/35/ | D023. | EMPLOYEE RELATIONS WITH OUTSIDE ORGANIZATIONS REPORT (TEMP 251) (PLANNING & RESEARCH DIVISION) FORM: TEMP 251 RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D024. | EQUIPMENT RECEIPT (LAPD 11) (SUPPLY DIVISION) FORM: LAPD 11 RECORD TYPES: | TO+1 | | N N N |
| /PDX/35/ | D025. | FIELD INTERVIEW REPORT (LAPD 15.43) (AUTOMATED INFORMATION DIVISION) FORM: LAPD 15.43 RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D026. | HOMICIDE FILES (RECORDS & IDENTIFICATION; ROBBERY HOMICIDE DIVISIONS) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-DEATH INVESTIGATION-LAPD 3.11 C-FOLLOW-UP INVESTIGATION-LAPD 3.14 D-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 E-PRELIMINARY INVESTIGATION-LAPD 3.1 F-PROGRESS REPORT G-PROPERTY REPORT-LAPD 10.1 | TO+12 | | N N N |
| /PDX/35/ | D027. | F-PROGRESS REPORT INTER/INTRA DEPARTMENTAL MANUALS, PUBL'NS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |

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| /PDX/35/ | D028. | LEGISLATIVE ANALYSIS FILES (OFFICE OF THE CHIEF OF POLICE) RECORD TYPES: | TO+1 | | N | N | N | |
| /PDX/35/ | D029. | MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES: | SU | | N | N | N | |
| /PDX/35/ | D030. | MONTHLY BICYCLE LICENSE STATEMENT (LAPD 9.27) (GEOGRAPHIC AREA) FORM: LAPD 9.27 RECORD TYPES: | TO+1 | | N | N | N | |
| /PDX/35/ | D031. | MONTHLY REPORT OF SECRET SERVICE MONEY (LAPD 15.37) (FISCAL SUPPORT BUREAU) FORM: LAPD 15.37 RECORD TYPES: | TO+2 | | N | N | N | |
| /PDX/35/ | D032. | NARCOTICS REPORT (LAPD 3.19) (CONCERNED NARCOTIC BUREAU) FORM: LAPD 3.19 RECORD TYPES: | TO+3 | | N | N | N | |
| /PDX/35/ | D033. | NONLETHAL CONTROL DEVICES INCIDENT REPORT (LAPD 13.30) (TRAINING DIVISION) FORM: LAPD 13.30 RECORD TYPES: | TO+1 | | N | N | N | |
| /PDX/35/ | D034. | NOTICE TO APPEAR/RELEASE FROM CUSTODY (LAPD 5.2.2) | TO+1 | | N | N | N | |

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| (RECORDS & IDENTIFICATION DIVISION) FORM: LAPD 5.2.2 RECORD TYPES: | | | | | |
| /PDX/35/ | D035. | OFF-HR MONTHLY ACTIVITY LOG HOME-GARAGED VEHICLE PERMITTEES (LAPD 11.33 (PLANNING & RESEARCH DIVISION) FORM: LAPD 11.33 RECORD TYPES: | TO+1 | | N N N |
| /PDX/35/ | D036. | OVERTIME QUARTERLY REPORT (FISCAL OPERATIONS DIVISION) RECORD TYPES: | TO+1 | | N N N |
| /PDX/35/ | D037. | PERMIT FOR OUTSIDE EMPLOYMENT (LAPD 1.47) (PERSONNEL & TRAINING BUREAU) FORM: LAPD 1.47 RECORD TYPES: | TO+1 | | N N N |
| /PDX/35/ | D038. | PERMIT TO REGULARLY HOME-GARAGE A DEPARTMENT VEHICLE (LAPD 1.46) (PLANNING & RESEARCH DIVISION) FORM: LAPD 1.46 RECORD TYPES: | TO+1 | | N N N |
| /PDX/35/ | D039. | PERSONAL EXPENSE STATEMENT (GEN 16) (FISCAL SUPPORT BUREAU) FORM: GEN 16 RECORD TYPES: | TO+1 | | N N N |
| /PDX/35/ | D040. | POLICE COMMISSION REPORTS (POLICE COMMISSION) RECORD TYPES: | TO+2 | | N N N |

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| /PDX/35/ | D041. | POLICE RESERVE STATISTICAL REPORTS (PERSONNEL DIVISION) RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D042. | POSITION DESCRIPTION (PDES 3) (PERSONNEL DEPARTMENT) FORM: PDES 3 RECORD TYPES: | SU | | N N N |
| /PDX/35/ | D043. | PROPERTY TRANSFER RECORD (10.2) (PROPERTY DIVISION) FORM: 10.2 RECORD TYPES: | TO+3 | | N N N |
| /PDX/35/ | D044. | PUBL & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES: | AR | | N N N |
| /PDX/35/ | D045. | PURSUIT FILES (CODE 3) (CONCERNED TRAFFIC DIVISION) RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D046. | QUARTERLY EQUIPMENT REPORT (KAOD 15.61) (CONCERNED BUREAU) FORM: KAOD 15.61 RECORD TYPES: | TO+0/03 | | N N N |

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| /PDX/35/ | D047. | RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60 & 6 RECORD TYPES: | SU+2 | | N | N | N | |
| /PDX/35/ | D048. | RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES: | CL | | N | N | N | |
| /PDX/35/ | D049. | ROLL CALL TRAINING FILMS (TRAINING DIVISION) RECORD TYPES: | AR | | N | N | N | |
| /PDX/35/ | D050. | SHORT ARREST REPORT FILE (DRUNK) (LAPD 5.2.1) (RECORDS & IDENTIFICATION DIVISION) FORM: LAPD 5.2.1 RECORD TYPES: | TO+1 | | N | N | N | |
| /PDX/35/ | D051. | STATISTICAL DIGEST (AUTOMATED INFORMATION DIVISION) RECORD TYPES: | TO+2 | | N | N | N | |
| /PDX/35/ | D052. | SPECIAL INVESTIGATOR'S ASSIGNMENT CONTROL LOG (LAPD 15.60) (CONCERNED BUREAU) FORM: LAPD 15.60 RECORD TYPES: | TO+2 | | N | N | N | |
| /PDX/35/ | D053. | STAFF MEETING MINUTES | TO+1 | | N | N | N | |

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| (OPERATIONS HEADQUARTERS BUREAU) RECORD TYPES: | | | | | |
| /PDX/35/ | D054. | TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION; ORIGINATOR) RECORD TYPES: A-ACCRUED OVERTIME/TIME OFF RECORD-TEMP 136 B-ADVANCE OVERTIME AUTHORITY-LAPD 2.34 C-NIGHT BONUS ASSIGNMENTS D-OVERTIME CONTROL REPORT-LAPD 2.23 E-OVERTIME HISTORY REPORT F-OVERTIME REPORT-LAPD 2.24 G-PENDING LOSS OF OVERTIME REPORT H-SICK LEAVE PRINTOUT I-TIME SHEETS-LAPD 245 J-TIME SHEET CORRECTION REPORT-LAPD 2.30 K-WEEKLY CREW TIME SHEET-5054 L-YEAR END VACATION ROSTER | TO+2 | | N N N |
| /PDX/35/ | D055. | TRAFFIC COURT FILES (TRAFFIC COURT LIAISON OFFICER) RECORD TYPES: | TO+3 | | N N N |
| /PDX/35/ | D056. | TRAINING SCHEDULES (TRAINING DIVISION) RECORD TYPES: | TO+2 | | N N N |
| /PDX/35/ | D057. | TRANSFER OF AUTOMOTIVE EQUIPMENT (MOTOR TRANSPORT DIVISION) RECORD TYPES: | CL | | N N N |
| /PDX/35/ | D058. | VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) (OPERATIONS HEADQUARTERS BUREAU) FORM: LAPD 15.69 RECORD TYPES: | TO+2 | | N N N |

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| /PDX/35/ | D060. | WEEKLY ADMINISTRATIVE REPORT (LAPD 15.87) (AUTOMATED INFORMATION DIVISION) FORM: LAPD 15.87 RECORD TYPES: | TO+1 | | N N N |
| /PDX/35/ | D088. | AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE... (LAPD 12.41) (OPERATIONS HEADQUARTERS BUREAU) FORM: LAPD 12.41 RECORD TYPES: | TO+2 | | 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