

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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	

*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/36/	O	ORIGINAL RECORDS							
/PDX/36/	O001.	AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157) FORM: TEMP 157 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O002.	AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O003.	ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O004.	ALTERCATION REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O005.	APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMENT AND 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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**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/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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
<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>								
		C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88						
/PDX/36/	O006.	ARREST LOG BOOK RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O007.	ARRESTEE LOG BOOK - VICE RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O008.	ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76) FORM: LAPD 15.76 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	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/36/	O010.	BANK ROBBERY ARREST INDEX CARDS RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/36/	O011.	BANK ROBBERY CASE PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOS ... ) RECORD TYPES:	CL+5	CL+30		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media Office	Total	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.*

- 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-TELETYPES
- V-TRAFFIC ACCIDENT REPORTS-LAPD 4.1
- W-VEHICLE INVESTIGATION-LAPD 3.7
- X-WITNESSES FORM-LAPD 3.11.7
- Y-WITNESS INFORMATION

/PDX/36/	0012.	BAR BOOK RECORD TYPES:	CL+3	CL+10	N	N	N
----------	-------	---------------------------	------	-------	---	---	---

/PDX/36/	0013.	B-WAGON DETOXIFICATION LOG RECORD TYPES:	TO+2	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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/36/	O014.	BOOKING RECOMMENDATION (LAPD 12.31) FORM: LAPD 12.31 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O015.	CHANGE OF WATCH DATA RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O016.	CHECK SIGN OUT ROSTER (0036) FORM: 0036 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O017.	CHRONIC OFFENDER FILE RECORD TYPES:	CL+3	CL+4		N	N	N	
/PDX/36/	O018.	CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES:	TO+2	TO+2		N	N	N	
/PDX/36/	O019.	CLOSED CIRCUIT TV TEST (HELICOPTER) RECORD TYPES:	TO+2	TO+10		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O020.	COMPLAINT APPLICATION (LAPD 5.15) FORM: LAPD 5.15 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O021.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/36/	O022.	CORRESPONDENCE INDEX LOG RECORD TYPES:	TO+4	TO+5		N	N	N	
/PDX/36/	O023.	CROSSING GUARD FILES RECORD TYPES:	TE+2	TE+10		N	N	N	
/PDX/36/	O024.	COURT BOOK RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/36/	O025.	CRIME/ARREST INDEX FILE	CL+3	CL+4		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media Office	Total	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.*

RECORD TYPES:

/PDX/36/	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/36/	O027.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/36/	O028.	DAILY INVESTIGATOR'S LOG (LAPD 12.10) FORM: LAPD 12.10 RECORD TYPES:	TO+2	TO+10				N	N	N
/PDX/36/	O029.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/36/	O030.	DAILY WORK SHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		-- Media Office Total 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/36/	O031.	DETECTIVE OPERATIONS MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/36/	O032.	DETECTIVE RECAP REPORT RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O033.	DETECTIVE SUPERVISORS GUIDE RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/36/	O034.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O035.	DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O036.	DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O037.	DETENTION TANK LOG (LAPD 6.19) FORM: LAPD 6.19 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O038.	DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O039.	DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAPD 12.24) (REC SERIES IN VARIED MEDIA, IE., PHOTOGRAPHS ...) 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-PHOTOGRAPHS 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/36/	O040.	EMPLOYEES TIME KEEPING (FEDERAL FUNDING) RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O041.	ENROUTE DETENTION BOOK RECORD TYPES:	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



**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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/36/	O042.	EQUIPMENT INVENTORY REPORT RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O043.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65) FORM: LAPD 15.65 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O044.	ESCAPE REPORT (LAPD 6.6) FORM: LAPD 6.6 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O045.	EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8) FORM: LAPD 10.8 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/36/	O046.	EXPENSE SECRET SERVICE FUND INDEX (OFFICER INVOL'D SHOOTING) RECORD TYPES:	TO+5	TO+10		N	N	N	

O047.

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/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** **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

*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/36/		FELONY WARRANT PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOGRAPHS ... ) 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	AR	AR+10		N	N	N	
/PDX/36/	O048.	FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/36/	O049.	FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS RECORD TYPES:	TO+3	TO+10		N	N	N	
/PDX/36/	O050.	FIELD COMMAND POST CALL OUT LIST RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O051.	FIELD SUPPORT ANALYSIS REPORT	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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	

*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.*

RECORD TYPES:

/PDX/36/	O052.	FLEET GAS RECEIPT FILE RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O053.	GRANTS FILES RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/36/	O054.	GRIEVANCE FILE RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O055.	HAZARDOUS MATERIAL RESEARCH PAPERS RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/36/	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	CL+5	CL+20		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media Office	Total	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.*

- 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
- 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

/PDX/36/	O057.	HOMICIDE AUDIT DAILY WORKBOOK RECORD TYPES:	TO+5	TO+10		N	N	N
----------	-------	--	------	-------	--	---	---	---

/PDX/36/	O058.	HOMICIDE CASE PACKAGES (REC SERIES IS 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/36/	O059.	HOMICIDE CONTROL LOG RECORD TYPES:	CL+2	CL+10		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media Office	Total	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/36/	O060.	HOMICIDE/MAJOR CRIME 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 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	CL+5	CL+65				N	N	N
/PDX/36/	O061.	HOMICIDE MANUAL RECORD TYPES:	AR+2	AR+10				N	N	N
/PDX/36/	O062.	INFORMANT FILE RECORD TYPES:	CL+2	CL+10				N	N	N
/PDX/36/	O063.	INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES:	TO+10	TO+20				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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** **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

*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/36/	O064.	INVESTIGATIVE HYPNOSIS REPORT (TEMP 80) FORM: TEMP 80 RECORD TYPES:	TO+20	TO+20		N	N	N
----------	-------	--	-------	-------	--	---	---	---

/PDX/36/	O065.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOGRAPHS ... ) 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	CL+1	CL+4		N	N	N
----------	-------	---	------	------	--	---	---	---

/PDX/36/	O066.	INVESTIGATOR'S CASE PROGRESS LOG (LAPD 1.44) FORM: LAPD 1.44 RECORD TYPES:	CL+2	CL+4		N	N	N
----------	-------	---	------	------	--	---	---	---

/PDX/36/	O067.	INVESTIGATOR'S REQUIRED FOLLOW-UP REPORT (LAPD 12.21) FORM: LAPD 12.21 RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O068.	JUVENILE COURT AFFIDAVIT (LAPD 9.4) FORM: LAPD 9.4 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O069.	JUVENILE PROCEDURES MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
/PDX/36/	O070.	LIBRARY CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O071.	LINE UP BOOK (ROBBERY SPECIALS) RECORD TYPES:	TO+3	TO+28		N	N	N
/PDX/36/	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

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/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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
<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>								
/PDX/36/	O073.	F-PHOTOS LOCKER LOG RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O074.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA) FORM: CAL OSHA RECORD TYPES:	TO+3	TO+10		N	N	N
/PDX/36/	O075.	MASTER BANK ROBBERY INDEX RECORD TYPES:	TO+7	TO+17		N	N	N
/PDX/36/	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
/PDX/36/	O077.	MOBILE CANTEEN FUND RECORDS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O078.	MOBILIZATION ROSTER RECORD TYPES:	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



**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		-- Media Office	-- Total	-- 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/36/	O079.	MODUS OPERANDI BOOK - ROBBERY SPECIALS RECORD TYPES:	TO+3	TO+23				N	N	N
/PDX/36/	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/36/	O081.	MONIKER FILE RECORD TYPES:	CL+2	CL+10				N	N	N
/PDX/36/	O082.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LADP 15.53) FORM: LADP 15.53 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/36/	O083.	MOTOR SCHOOL LIST RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/36/	O084.	MUG BOOK (LAPD 15.50)	CL+10	CL+10				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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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			
			Office	Total						

*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.*

FORM: LAPD 15.50 RECORD TYPES:

/PDX/36/	O085.	MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES:	CL+20	CL+20	N	N	N
----------	-------	---	-------	-------	---	---	---

/PDX/36/	O086.	MURDER BOOK - SOLVED (NORMAL RETENTION PERIOD FOR MURDER BK-SOLVED IS 2 YRS IN THE OFFICE AND 30 YEARS CENTER) 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/36/	O087.	NARCOTIC CONTAGION CONTACT REPORT (LAPD 12.17) FORM: LAPD 12.17 RECORD TYPES:	TO+3	TO+5	N	N	N
----------	-------	--	------	------	---	---	---

/PDX/36/	O088.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+3	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		-- Media Office	-- Total	-- 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/36/	O089.	NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/36/	O090.	NARCOTICS ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+2	TO+10				N	N	N
/PDX/36/	O091.	NARCOTICS BUY NOTE (LAPD 12.53) FORM: LAPD 12.53 RECORD TYPES:	TO+3	TO+5				N	N	N
/PDX/36/	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 FROM 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

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/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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
<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/36/	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 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-TEMP 253	CL+5	CL+30		N	N	N
/PDX/36/	O094.	OFFICER LOG BOOKS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	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
/PDX/36/	O096.	OFFICER'S INDIVIDUAL OVERTIME RECORD (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION ) RECORD TYPES: Confidential	TE	TE		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O097.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/36/	O098.	PARADE PERMIT INVESTIGATION FOLDERS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/36/	O099.	PERSONNEL COMPLAINT LOG RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/36/	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/36/	O101.	PERSONNEL ROSTER	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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.*

RECORD TYPES:

/PDX/36/	O102.	POLICE BULLETIN REQUEST/CANCELLATION (LAPD 15.32) FORM: LAPD 15.32 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O103.	POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O104.	PROJECT CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O105.	PROJECT FOLDERS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O106.	PROGRESS INTERVIEW RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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
<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>								
/PDX/36/	O107.	PROPERTY RELEASE AUTHORIZATION (LAPD 6.8) FORM: LAPD 6.8 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/36/	O108.	PROPERTY DISPOSITION REQUEST (LAPD 10.6) FORM: LAPD 10.6 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O109.	RADIOLOGICAL INSPECTION SCHEDULE RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O110.	RADIOLOGICAL MONITORS LIST RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	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	CL+5	CL+35		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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.*

		J-LATENT FINGERPRINT REPORT-LAPD 5.16 K-MEDICAL REPORTS L-NEWSPAPER CLIPPINGS M-PHOTO DISPLAY FOLDER-LAPD 15.50.2 N-PHOTOS/SKETCHES							
/PDX/36/	O112.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O113.	RECEIPT FOR PROPERTY TAKEN INTO CUSTODY (LAPD 10.10) FORM: LAPD 10.10 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/36/	O114.	RECEIPT FOR VALUABLES (LAC 55) FORM: LAC 55 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O115.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O116.	RECORD OF ARRESTS (LAPD 12.12) FORM: LAPD 12.12 RECORD TYPES:	CL+2	CL+4		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



**City of Los Angeles  
Departmental Records Disposition Schedule  
Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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
<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>								
/PDX/36/	O117.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/36/	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/36/	O119.	RECORDING TAPE INVENTORY (LAPD 12.40) FORM: LAPD 12.40 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/36/	O120.	REGISTRY OF DR NUMBERS (LAPD 8.34) FORM: LAPD 8.34 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	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/36/	O122.	ROBBERY CASE PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOS ... ) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 B-CORRESPONDENCE	CL+3	CL+28		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/**

*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.*

- 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-INVESTIGATOR'S NOTES
- H-LATENT FINGERPRINT REPORT-LAPD 5.16
- I-NEWS CLIPPINGS
- 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/36/	O123.	SECRET SERVICE FUND LOG BOOK RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O124.	SAFETY SURVEY CHECKLIST FILE RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O125.	SEARCH WARRANTS RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/36/	O126.	SECRET SERVICE REPORTS AND CHIT ERRORS RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O127.	SEXUALLY EXPLOITED/ABUSED CHILD UNIT INVESTIGATORS CASE ... (REC SERIES IN VARIED MEDIA FORMAT, IE., PHOTOS ... ) RECORD TYPES: A-ARREST REPORT - JUVENILE-LAPD 5.2 B-ARRAIGNMENT INFORMATION-LAPD 5.17 C-CERTIFICATE OF RELEASE-LAPD 8.16 D-COURT ORDER FOR SEARCH WARRANT-LAPD 10.18 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	CL+5	CL+30	N	N	N
/PDX/36/	O128.	SERGEANT'S DAILY REPORT (LAPD 15.48) FORM: LAPD 15.48 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/36/	O129.	SIGN OUT SHEET (LAPD 15.42) FORM: LAPD 15.42 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/36/	O130.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) FORM: LAPD 15.80 RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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			
			Office	Total					

*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/36/	O131.	STATION FUND FILE RECORD TYPES:	TO+2	TO+5		N	N	N
----------	-------	------------------------------------	------	------	--	---	---	---

/PDX/36/	O132.	STATISTICAL REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
----------	-------	--------------------------------------	------	------	--	---	---	---

/PDX/36/	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/36/	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 D-OFFICER COMMENT CARD	TE	TE		N	N	Y
----------	-------	--	----	----	--	---	---	---

/PDX/36/	O135.	TABULATION FORM (LAPD 4.20) FORM: LAPD 4.20 RECORD TYPES:	TO+3	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O136.	TACTICAL MANUAL INVENTORY LIST RECORD TYPES:	TO+3	TO+5	N	N	N	
/PDX/36/	O137.	TACTICAL MANUAL RECORD TYPES:	AR+2	AR+4	N	N	N	
/PDX/36/	O138.	TACTICAL MANUAL RESEARCH PAPERS RECORD TYPES:	TO+3	TO+5	N	N	N	
/PDX/36/	O139.	TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTINGS RECORD TYPES:	TO+5	TO+30	N	N	N	
/PDX/36/	O140.	TASER LOG RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/36/	O141.	TELEPHONE TOLL CALL LOG (LAPD 7.22) FORM: LAPD 7.22 RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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/36/	O142.	TELEPHONIC REPORT LOG RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O143.	TELETYPES RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O144.	TIE BAR FILES RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O145.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/36/	O146.	TIME IN AND OUT SHEET (LAPD 12.4) FORM: LAPD 12.4 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O147.	TRAFFIC ACCIDENT REPORT BOOK	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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.*

RECORD TYPES:

/PDX/36/	O148.	TRAFFIC OFFICER CLASSES FILE RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O149.	TRAFFIC COURT FILES RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O150.	TRAFFIC DEAD BODY BOOK RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/36/	O151.	TRAFFIC MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
/PDX/36/	O152.	TRAFFIC SAFETY PRESENTATIONS RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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			
			Office	Total					

*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/36/	O153.	TRAFFIC STUDIES & SURVEYS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O154.	UNUSUAL OCCURRENCE AFTER ACTION REPORTS RECORD TYPES:	TO+10	PE		N	N	N	
/PDX/36/	O155.	UNUSUAL OCCURRENCE TIME CARDS ( 14) FORM: 14 RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/36/	O156.	UNUSUAL OCCURRENCE MOBILIZATION PLAN RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/36/	O157.	UNUSUAL OCCURRENCE TIME/WAGE REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/36/	O158.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	CL+2	CL+4		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



**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O159.	VICTIM LOG (RAPES) RECORD TYPES:	TO+5	TO+10	N	N	N		
/PDX/36/	O160.	VISITING DIGNITARY EXPENDITURES RECORD TYPES:	TO+3	TO+5	N	N	N		
/PDX/36/	O161.	VICE/INFORMATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES:	TO+2	TO+5	N	N	N		
/PDX/36/	O162.	VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10	N	N	N		
/PDX/36/	O163.	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5	N	N	N		
/PDX/36/	O164.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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		
			Office	Total				

*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/36/	O165.	WORK CONTROL FOLDERS (THERE ARE SUBTITLES A - CE; NOT ALL ARE LISTED HERE ) RECORD TYPES: A-BICYCLE INVESTIGATION-LAPD 3.12 B-DEATH INVESTIGATION-LAPD 3.11 C-DETECTIVES' 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	CL+2	CL+4		N	N	N
/PDX/36/	O166.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES:	TO+/03	TO+5		N	N	N
/PDX/36/	O167.	ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O168.	ADJUSTED TIME REPORTS RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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/36/	O169.	AIRCRAFT ACCIDENT LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/36/	O170.	ALIEN ARREST LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/36/	O171.	AMBUSH LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/36/	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/36/	O173.	BAIL DEVIATION TELETYPES RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/36/	O174.	BLOOD RUN LOG	TO+1	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

**City of Los Angeles  
Departmental Records Disposition Schedule  
Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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.*

RECORD TYPES:

/PDX/36/	O175.	BOMB THREAT LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/36/	O176.	BOOKING AND DISPO REPORT (LAPD 6.01) FORM: LAPD 6.01 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O177.	BUDGET & CRIME PREVENTION QUARTERLY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O178.	CAL-OSHA INJURY LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/36/	O179.	CASE DISPOSITION SUMMARIES RECORD TYPES:	CL+2	CL+4		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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/36/	O180.	CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/36/	O181.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O182.	COMFAC LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/36/	O183.	COMMANDING OFFICER'S OVERTIME RECORD RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O184.	CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40) FORM: LAPD 15.40 RECORD TYPES:	EX+2			N	N	N	
/PDX/36/	O185.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES:	TO+4	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O186.	COURT ON CALL LIAISON/COURT CLERK WORKSHEET RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/36/	O187.	COURT NOTICE (LAPD 15.57) FORM: LAPD 15.57 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O188.	DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/36/	O189.	DAILY CRIME AND ARREST SUMMARY (LAPD 15.6) FORM: LAPD 15.6 RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/36/	O190.	DEADLY WEAPON INJURY LOG RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/36/	O191.	DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES:	TO+1	TO+10		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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/36/	O192.	DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/36/	O193.	DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/36/	O194.	DISTRIBUTION TRANSMITTAL (LAPD 4.44) FORM: LAPD 4.44 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O195.	DISTRICT ATTORNEY LIAISON FILING FORM RECORD TYPES:	TO+4	TO+5		N	N	N	
/PDX/36/	O196.	DISTRICT ATTORNEY WARRANT RECEIPT LOG RECORD TYPES:	TO+3	TO+5		N	N	N	

O197.

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/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/		DIVISION JAIL BOOKING ROSTER (LAPD 6.13) FORM: LAPD 6.13 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O198.	DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES:	EX+2			N	N	N	
/PDX/36/	O199.	DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/36/	O200.	DRUG EVALUATION FILE RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O201.	DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O202.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	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



**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		-- Media Office	-- Total	-- 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/36/	O203.	EXPENDITURE OF SECRET SERVICE FUND INDEX RECORD TYPES:	TO+3	TO+5		N	N	N
----------	-------	---	------	------	--	---	---	---

/PDX/36/	O204.	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-NARCOTICE L-RAPE M-ROBBERY N-SEXUALLY EXPLOITED CHILD	CL+2	CL+62		N	N	N
----------	-------	--	------	-------	--	---	---	---

/PDX/36/	O205.	GUN DESTRUCTION FILE RECORD TYPES:	TO+2	TO+5		N	N	N
----------	-------	---------------------------------------	------	------	--	---	---	---

/PDX/36/	O206.	HOMICIDE FILE RECORD TYPES:	TO+2	TO+10		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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
<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>								
/PDX/36/	O207.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/36/	O208.	INCOMING COLLECT CALLS LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/36/	O209.	INQUIRY/DISSEMINATION LOG RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O210.	JAIL INSPECTION RECORD (LAPD 6.17) FORM: LAPD 6.17 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O211.	JAIL TRANSFER RECORD (LAPD 6.11) FORM: LAPD 6.11 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/36/	O212.	JUVENILE ARREST PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS ) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD ENFORMATION	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media Office	Total	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.*

C-DISPOSITION OF ARREST/COURT ACTION-LAPD 5.9  
 D-FOLLOW-UP INVESTIGATION-LAPD 3.14  
 E-JUVENILE ARREST REPORT (CONT'D)-LAPD 5.2.6  
 F-PHOTO DISPLAY FOLDER-LAPD 15.50  
 G-PRELIMINARY INVESTIGATION-LAPD 3.1  
 H-PROPERTY REPORT-LAPD 10.1

/PDX/36/	O213.	F-PHOTO DISPLAY FOLDER-LAPD 15.50 JUVENILE DETENTION LOG RECORD TYPES:	TO+1	TO+5			N	N	N		
/PDX/36/	O214.	JUVENILE DETENTION TELETYPES RECORD TYPES:	TO+1	TO+5			N	N	N		
/PDX/36/	O215.	D-CAR DEATH LOG BOOK RECORD TYPES:	TO+1	TO+10			N	N	N		
/PDX/36/	O216.	MILITARY ARRESTS LOG RECORD TYPES:	TO+1	TO+10			N	N	N		
/PDX/36/	O217.	MISDEMEANOR CALENDAR COURT WORKSHEET RECORD TYPES:	CL+2	CL+10			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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** 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

*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/36/	O218.	MONTHLY BINGO INVESTIGATION RECAP RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O219.	MUNICIPAL COURT INFORMATION CARD (TEMP 41) FORM: TEMP 41 RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/36/	O220.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23) FORM: LAPD 15.23 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O221.	OFFICER'S INDIVIDUAL OVERTIME REPORT RECORD TYPES:	TE	TE+4		N	N	N	
/PDX/36/	O222.	ORDERS, NOTICES, TRAINING INVESTIGATION, ARREST OR ... RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/36/	O223.	OVERTIME RECAP	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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.*

RECORD TYPES:

/PDX/36/	O224.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/36/	O225.	PAGER SERVICE NUMBER LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/36/	O226.	PAGER TEST LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/36/	O227.	PERSONAL SERVICE CITATIONS (BOOK) (LAPD 4.50) FORM: LAPD 4.50 RECORD TYPES:	TO+/03	TO+9/03		N	N	N
/PDX/36/	O228.	PERSONAL SERVICE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.) FORM: LAPD 4.50. RECORD TYPES:	CL+/03	CL+4		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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			
			Office	Total					

*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/36/	O229.	POST OFFICE FILES RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/36/	O230.	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O231.	PROBATION OFFICER'S BOOK RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O232.	PROBLEM PARK NOTEBOOK RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O233.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/36/	O234.	PROSTITUTION NOTEBOOK RECORD TYPES:	CL+2	CL+4		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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/36/	O235.	PURSUIT LOG RECORD TYPES:	TO+1	TO+5	N	N	N	
/PDX/36/	O236.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15) FORM: LAPD 4.15 RECORD TYPES:	CL+2	CL+4	N	N	N	
/PDX/36/	O237.	REQUEST FOR MENTAL EXAMINATION (LAPD 5.4) FORM: LAPD 5.4 RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/36/	O238.	REQUEST FOR SERVICE (LAPD 15.13) FORM: LAPD 15.13 RECORD TYPES:	CL+/03	CL+4	N	N	N	
/PDX/36/	O239.	ROLL CALL TRAINING FILES RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/36/	O240.	SECRET SERVICE REPORTS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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/36/	O241.	SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O242.	SHOTS FIRED LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/36/	O243.	SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60) FORM: LAPD 15.60 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O244.	SPEED ZONE SURVEYS (DT 270) FORM: DT 270 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O245.	STAFF MEETING MINUTES RECORD TYPES:	TO+2	TO+5		N	N	N	

O246.

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/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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			
			Office	Total					

*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/36/		SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/36/	O247.	SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/36/	O248.	SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/36/	O249.	TELETYPE MESSAGE NUMBER NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O250.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/36/	O251.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES:	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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
<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>								
/PDX/36/	O252.	TRAFFIC MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
/PDX/36/	O253.	TRANSFER DOCUMENTATION RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/36/	O254.	TRANSFER OF AUTOMOTIVE EQUIPMENT RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O255.	TRAVEL LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/36/	O256.	UNUSUAL OCCURRENCE LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/36/	O257.	USE OF FORCE REPORT (LAPD 1.67.) FORM: LAPD 1.67. RECORD TYPES:	TO+2	TO+10		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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		-- Media Office	-- Total	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/36/	O258.	VACATION SCHEDULES (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+2	TO+10				N	N	N
/PDX/36/	O259.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/36/	O260.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/36/	O261.	VICE FILES RECORD TYPES: A-VICE UNIT APPLICANT FILE-LAPD 15.88 B-VICE UNIT APPLICANT FILE-LAPD 15.54.2 C-VICE UNIT APPLICANT FILE D-VICE UNIT APPLICANT FILE E-VECE COMPLAINT LOG BOOK F-VICE INDEX CARDS G-VICE INFORMATION CARDS H-VICE UNIT ROSTER I-AREA VICE ARREST SUMMARY F-VICE INDEX CARDS	CL+2	CL+4				N	N	N
/PDX/36/	O262.	VIDEO TAPE REQUEST LOG RECORD TYPES:	TO+1	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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

*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/36/	O263.	VISITING OFFICER ARREST LOG RECORD TYPES:	TO+1	TO+5		N	N	N
----------	-------	--	------	------	--	---	---	---

/PDX/36/	O264.	VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL RECORD TYPES:	TO+1	TO+5		N	N	N
----------	-------	---	------	------	--	---	---	---

/PDX/36/	O265.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+5		N	N	N
----------	-------	--	------	------	--	---	---	---

/PDX/36/	O266.	WATCH COMMANDER'S DAILY REPORT (LAPD 126) FORM: LAPD 126 RECORD TYPES:	TO+2	TO+5		N	N	N
----------	-------	---	------	------	--	---	---	---

/PDX/36/	O267.	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
----------	-------	---	------	------	--	---	---	---

O268.

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/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/** *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
<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>								
/PDX/36/		CRIME AGAINST PERSON RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O269.	CRIME AGAINST PROPERTY RECORD TYPES:	CL+1	CL+10		N	N	N
/PDX/36/	O270.	DETECTIVES CASE ENVELOPE RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/36/	O271.	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/36/	O272.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/36/	O273.	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION**

**/PDX/36/**

*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.*

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