City Cler	k/Records Mana	agement Division	City of Los Angeles Departmental Records Disposition Schedule Original Records		Page Date		st 28, 2	2018
lecords	of:	LOS ANGELES POLICE	DEPARTMENT/BURGLARY-AUTO THEFT DIVISI	ON				
P <u>DX/30</u>	5/		CERTIF	TIED PER SECTION 12	.3 OF LOS ANG	ELES ADM	NIST	RATIVE CO
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categorie	es / Remark s)	Retention Office	(YEARS) M Total			l Type CL
/PDX/36/	otherwise s		of two years, including records not included in the Schedule iter d is otherwise required by law, or unless, consistent with state law				hed by	y
/PDX/36/	O001.	AIR SUPPORT DIVISION WA	ATCH COMMANDER'S DAILY REPORT (TEMP 157) PES:	TO+2	TO+5	Ν	N	N
PDX/36/	O002.	AIR SUPPORT DIVISION DA FORM: LAPD 15.52 RECORD T		TO+2	TO+5	Ν	N	N
PDX/36/	O003.	ALCOHOLIC BEVERAGE CO RECORD TYPES:	ONTROL PROBLEM LOCATIONS	TO+2	TO+5	Ν	N	N
PDX/36/	O004.	ALTERCATION REPORTS RECORD TYPES:		TO+2	TO+5	Ν	N	N
'PDX/36/	O005.	APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMEN	NT AND OPPORTUNITIES NOTICE	TO+2	TO+5	Ν	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW TO=THE DATE OF THE RECORD,	CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION i.e. the "TO DATE"	PE=PERMANENT SU	J=SUPERCEDE	D TE=TER	MINA	TION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT	BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELEC M PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OP1					APE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CON	FIDENTIAL L=LEGAL					

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

P <u>DX/36</u> Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C I
	otherwise	s shall be retained for a minimum of two years, including records not included in the Sch specified by law or a longer period is otherwise required by law, or unless, consistent with esolution of the City Council. C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88				ed by	_
DX/36/	O006.	ARREST LOG BOOK RECORD TYPES:	CL+2	CL+4	Ν	Ν	N
DX/36/	O007.	ARRESTEE LOG BOOK - VICE RECORD TYPES:	CL+2	CL+4	Ν	Ν	N
PDX/36/	O008.	ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76) FORM: LAPD 15.76 RECORD TYPES:	TO+2	TO+5	Ν	Ν	Ν
PDX/36/	O009.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15 RECORD TYPES:	TO+2	TO+5	N	Ν	Ν
PDX/36/	O010.	BANK ROBBERY ARREST INDEX CARDS RECORD TYPES:	TO+10	TO+10	Ν	Ν	N
PDX/36/	O011.	BANK ROBBERY CASE PACKAGES (REC SERIES IN VARIED MEDIA, IE., PHOTOS) RECORD TYPES:	CL+5	CL+30	N	Ν	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXF TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PIRATION PE=PERMANENT SU	=SUPERCEDED TE=	TERN	/INAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMEN					.PE

/PDX/36/

/PDX/36/

City of Los Angeles

Departmental Records Disposition Schedule

Date: August 28, 2018

Original Records

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

/PDX/36	1		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.

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 O012. BAR BOOK CL+3 CL+10 N N N **RECORD TYPES: B-WAGON DETOXIFICATION LOG** TO+2 TO+2 O013. Ν N N

AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION RETENTION CODES: 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

RECORD TYPES:

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Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

<u>DX/30</u> Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total			ord T _. H C	-
	otherwise	ls shall be retained for a minimum of two years, including records not included in the Sc specified by law or a longer period is otherwise required by law, or unless, consistent wi esolution of the City Council.				shed	by	
DX/36/	O014.	BOOKING RECOMMENDATION (LAPD 12.31) FORM: LAPD 12.31 RECORD TYPES:	TO+2	TO+5	l	NI	NN	I
DX/36/	O015.	CHANGE OF WATCH DATA RECORD TYPES:	TO+2	TO+5	l	NI	NN	1
DX/36/	O016.	CHECK SIGN OUT ROSTER (0036) FORM: 0036 RECORD TYPES:	TO+2	TO+5	l	NI	NN	1
DX/36/	O017.	CHRONIC OFFENDER FILE RECORD TYPES:	CL+3	CL+4	l	NI	NN	1
PDX/36/	O018.	CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES:	TO+2	TO+2	l	NI	NN	1
PDX/36/	O019.	CLOSED CIRCUIT TV TEST (HELICOPTER) RECORD TYPES:	TO+2	TO+10	I	NI	NN	1
RETEN	ITION CODE	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EX TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PIRATION PE=PERMANENT SU	SUPERCED	ED TE=TE	RMIN	IATIC	N
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMEN MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMEN					TAPE	Ξ

City Cler	DX/36/ Ched. Sched. Item No. All records : otherwise sp order or rest otherwise sp DX/36/ O020. DX/36/ O021. DX/36/ O022. DX/36/ O023. DX/36/ O024. DX/36/ O025.	agement Division	Departm	City of Los Angeles ental Records Disposition Sche Original Records	edule			age 5 Date: Au	igust :	28, 20)18
Records	of:	LOS ANGELES POLICE	DEPARTMENT/I	BURGLARY-AUTO THEFT D	IVISION						
/P <u>DX/3</u>				(CERTIFIED PER SEC	TION 12.3	OF LOS AN	NGELES AI	DMIN	ISTRA	TIVE CODE
Sched. No.	Item	Record Title (Description / Sub Categori	es / Remark s)			tention (Office	(YEARS) - Total	Media Code			Type CL
	otherwise			ing records not included in the Sched ad by law, or unless, consistent with st						d by	
/PDX/36/	O020.	COMPLAINT APPLICATION FORM: LAPD 5.15 RECORD TY	· · · · · · · · · · · · · · · · · · ·		TC)+2	TO+5		N	N	N
/PDX/36/	O021.	CORRESPONDENCE AND S RECORD TYPES:	SUBJECT FILES		AF	2+2	AR+10		N	N	N
/PDX/36/	O022.	CORRESPONDENCE INDEX RECORD TYPES:	K LOG		тс)+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 FILI	Ē		CL	+3	CL+4		N	N	N
RETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW TO=THE DATE OF THE RECORD,		MPLETION CA=CANCELLED EX=EXPIRA	ATION PE=PERMAN	ENT SU=	SUPERCE	DED TE=T	ERM	INATI	ON
MEDIA	CODES:			IPUTER PRINT OUT DO=DOCUMENT EL							ЪЕ
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CON	FIDENTIAL L=LEGAL								

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

PDX/36	5/		CERTIFIED PER SECTION 12.	3 OF LOS ANGELI	ES ADM	INIST	RATI	VE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Med Total Cod		Record H		
	otherwise	Is shall be retained for a minimum of two years, including records not included in the specified by law or a longer period is otherwise required by law, or unless, consistent esolution of the City Council. RECORD TYPES:				hed b <u>.</u>	v	
/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	TO+2	TO+5	Ν	Ν	N	
'PDX/36/	O027.	E-PROPERTY REPORT-LAPD 10.1 DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5	Ν	N	N	
/PDX/36/	O028.	DAILY INVESTIGATOR'S LOG (LAPD 12.10) FORM: LAPD 12.10 RECORD TYPES:	TO+2	TO+10	Ν	N	N	
'PDX/36/	O029.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES:	TO+2	TO+5	N	Ν	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

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

<u>DX/36</u>	5/	CERTIFIE	ED PER SECTION 12.	3 OF LOS ANGELES	ADMI	VISTI	ATIVI
ched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type Cl
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, solution of the City Council.				ed by	'
PDX/36/	O031.	DETECTIVE OPERATIONS MANUAL RECORD TYPES:	AR+2	AR+4	Ν	N	Ν
DX/36/	O032.	DETECTIVE RECAP REPORT RECORD TYPES:	TO+2	TO+5	N	N	N
DX/36/	O033.	DETECTIVE SUPERVISORS GUIDE RECORD TYPES:	AR+2	AR+4	N	N	N
)X/36/	O034.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/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
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	E=PERMANENT SU	=SUPERCEDED TE	=TERN	AINA	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTF MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTIC					٩PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

		Departmental Records Disposition Schedule		Date: A	ugust	28, 2	018
ecords	of:	Original Records LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION					
PDX/36	5/	CERTIFIED P	ER SECTION 12.	.3 OF LOS ANGELES A	DMIN	VISTR	ATIVE C
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type CL
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule items list specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a di esolution of the City Council.				ed by	
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	Ν	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	
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	Ν
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ERMANENT SU	=SUPERCEDED TE=	TERN	INAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRON MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL					.PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City Clerk/Records Management Division

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		Departmental Records Disposition Schedule Original Records		Dat	te: August	: 28, 2	018
ecords P <u>DX/30</u>	v	LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION Certified pe	R SECTION 12	.3 OF LOS ANC	GELES ADMI	NISTR	ATIVE (
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total			Type CL
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items liste pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a dij solution of the City Council.				ed by	_
PDX/36/	O042.	EQUIPMENT INVENTORY REPORT RECORD TYPES:	TO+2	TO+5	Ν	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	Ν
PDX/36/	O045.	EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8) FORM: LAPD 10.8 RECORD TYPES:	TO+3	TO+5	Ν	N	Ν
PDX/36/	O046.	EXPENSE SECRET SERVICE FUND INDEX (OFFICER INVOL'D SHOOTING) RECORD TYPES:	TO+5	TO+10	Ν	N	Ν
	O047.						
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RMANENT SU	J=SUPERCEDI	ED TE=TERN	ЛІПАТ	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL D					.PE
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City Clerk/Records Management Division

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Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

Sched.	Sched. Item	Record Title		(YEARS) Media			Type
No.	No.	(Description / Sub Categories / Remarks)	Office	Total Code	V	H	<i>C</i>
	otherwise	Is shall be retained for a minimum of two years, including records not included in the Schedule it specified by law or a longer period is otherwise required by law, or unless, consistent with state la resolution of the City Council.				ed by	
/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	Ν	Ν	Ν
PDX/36/	O048.	FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR+2	AR+4	N	Ν	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

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

City Cler	 Sched. Item (Description / Sub Categorie No. All records shall be retained for a minimum otherwise specified by law or a longer period order or resolution of the City Council. RECORD TYPES: O052. FLEET GAS RECEIPT FILE RECORD TYPES: O053. GRANTS FILES RECORD TYPES: O054. GRIEVANCE FILE RECORD TYPES: O055. HAZARDOUS MATERIAL RE RECORD TYPES: O055. HAZARDOUS MATERIAL RE RECORD TYPES: O056. HIJACK CASE PACKAGES (REC SERIES IN VARIED MEDIA, IE A-ANALYZED EVIDENCE REPORT- B-ARREST REPORT-LAPD 5.2 C-CORRESPONDENCE 	gement Division	City of Los Angeles Departmental Records Disposition Schedule Original Records		Page 11 Date:	August 2	8, 2018
Records	5	LOS ANGELES POLICE DE	EPARTMENT/BURGLARY-AUTO THEFT DIVISI				
/P <u>DX/30</u> Sched. No.	Sched. Item	Record Title (Description / Sub Categories /		FIED PER SECTION 12. Retention Office	(YEARS) Medi Total Code	a Rec	ord Type H C L
	otherwise s	pecified by law or a longer period is olution of the City Council.	f two years, including records not included in the Schedule iter s otherwise required by law, or unless, consistent with state law				' by
/PDX/36/	O052.			TO+2	TO+5	Ν	N N
/PDX/36/	O053.			CL+2	CL+4	Ν	N N
/PDX/36/	O054.			TO+2	TO+5	Ν	N N
/PDX/36/	O055.	HAZARDOUS MATERIAL RES RECORD TYPES:	EARCH PAPERS	AR+2	AR+4	Ν	N N
/PDX/36/	O056.	(REC SERIES IN VARIED MEDIA, IE., A-ANALYZED EVIDENCE REPORT-LA B-ARREST REPORT-LAPD 5.2	PD 12.20	CL+5	CL+20	N	N N
RETEN	ITION CODES:	AU=AUDIT AR=ANNUAL REVIEW CI TO=THE DATE OF THE RECORD, i.e.	L=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION . the "TO DATE"	PE=PERMANENT SU	SUPERCEDED T	E=TERMI	NATION
	CODES: RD TYPE:		K=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELEC PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OP DENTIAL L=LEGAL				

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

<u>DX/36</u> Sched.	Sched.	Record Title	Retention	(YEARS) N	Aedia	Reco	ord T	vne
No.	Item No.	(Description / Sub Categories / Remarks)	Office			V I		
	otherwise	Is shall be retained for a minimum of two years, including records not include specified by law or a longer period is otherwise required by law, or unless, con esolution 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				ished	by	-
DX/36/	O057.	N-SEARCH WARRANTS HOMICIDE AUDIT DAILY WORKBOOK RECORD TYPES:	TO+5	TO+10		N	N	1
DX/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	CL+2	CL+62		Ν	1 N	1
X/36/	O059.	I-FOLLOW-UP INVESTIGATION-LAPD 3.14 J-FIREARMS/EXPLOSIVE REPORT-TEMP 253 HOMICIDE CONTROL LOG RECORD TYPES:	CL+2	CL+10		N	N	1

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"

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P <u>DX/3(</u> Sched. No.	5/ Sched. Item No.	Record Title (Description / Sub Categories / Remarks)		(YEARS) N	Iedia .		– d Typ
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedu Specified by law or a longer period is otherwise required by law, or unless, consistent with states solution of the City Council.				hed b	y
/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	1	1 N	Ν
/PDX/36/	O061.	HOMICIDE MANUAL RECORD TYPES:	AR+2	AR+10	١	I N	Ν
/PDX/36/	O062.	INFORMANT FILE RECORD TYPES:	CL+2	CL+10	٦	N N	Ν
/PDX/36/	O063.	INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES:	TO+10	TO+20	٦	N N	N

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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 Clerk/Records Management Division

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Date: August 28, 2018

Departmental Records Disposition Schedule Original Records

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

P <u>DX/36</u>	5/		CERTIFIED PER SECTION 12.3 OF LOS ANGELES	ADMI	NIST	ATT	VE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention (YEARS) Media Office Total Code		ecora H		
	otherwise	's shall be retained for a minimum of two years, including records not included in the specified by law or a longer period is otherwise required by law, or unless, consistent esolution of the City Council.			ed by	,	
/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	Ν	Ν	Ν	
/PDX/36/	O066.	N-TRAFFIC ACCIDENT REPORT (SUPPLEMENT)-LAPD 4.5 INVESTIGATOR'S CASE PROGRESS LOG (LAPD 1.44) FORM: LAPD 1.44 RECORD TYPES:	CL+2 CL+4	N	Ν	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	

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

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Туре С
	otherwise	s shall be retained for a minimum of two years, including records not included in the Schedu specified by law or a longer period is otherwise required by law, or unless, consistent with st esolution of the City Council.				ed by	
PDX/36/	O068.	JUVENILE COURT AFFIDAVIT (LAPD 9.4) FORM: LAPD 9.4 RECORD TYPES:	TO+2	TO+5	Ν	Ν	Ν
PDX/36/	O069.	JUVENILE PROCEDURES MANUAL RECORD TYPES:	AR+2	AR+4	Ν	N	N
PDX/36/	O070.	LIBRARY CARD FILE RECORD TYPES:	CL+2	CL+4	Ν	N	N
PDX/36/	O071.	LINE UP BOOK (ROBBERY SPECIALS) RECORD TYPES:	TO+3	TO+28	Ν	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	Ν	Ν	Ν

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

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

<u>DX/36/</u>	Sched.				_		
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Medi Total Code			Туре С
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule item specified by law or a longer period is otherwise required by law, or unless, consistent with state law, solution of the City Council. F-PHOTOS				ed by	
DX/36/	O073.	LOCKER LOG RECORD TYPES:	CL+2	CL+4	Ν	Ν	Ν
'DX/36/	O074.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA) FORM: CAL OSHA RECORD TYPES:	TO+3	TO+10	N	N	N
'DX/36/	O075.	MASTER BANK ROBBERY INDEX RECORD TYPES:	TO+7	TO+17	N	N	N
'DX/36/	O076.	MISDEMEANOR WARRANT PACKAGES RECORD TYPES: A-HANDWRITING EXEMPLAR-LAPD 5.7 B-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48	CL+1	CL+21	N	N	N
DX/36/	O077.	C-WORTHLESS DOCUMENT D-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6 MOBILE CANTEEN FUND RECORDS RECORD TYPES:	TO+2	TO+5	Ν	N	N
'DX/36/	O078.	MOBILIZATION ROSTER RECORD TYPES:	TO+2	TO+5	N	N	N
RETENT	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION P TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	E=PERMANENT SU	J=SUPERCEDED TE	E=TERI	MINAT	ION
MEDIA (CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTI					٩E
RECORI	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

cords of: DX/36/	LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION certified pe	R SECTION 12.	3 OF LOS ANG	GELES AD	<i>MINI</i>	STRATIV)
Cched. Sched. No. Item No. No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total			ord Type H C
otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items liste pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a dig solution of the City Council.					by
DX/36/ 0079.	MODUS OPERANDI BOOK - ROBBERY SPECIALS RECORD TYPES:	TO+3	TO+23		N	N N
DX/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
DX/36/ O081.	MONIKER FILE RECORD TYPES:	CL+2	CL+10		N	N N
DX/36/ O082.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LADP 15.53) FORM: LADP 15.53 RECORD TYPES:	TO+2	TO+5		N	N N
DX/36/ O083.	MOTOR SCHOOL LIST RECORD TYPES:	TO+2	TO+5		N	N N
DX/36/ O084 .	MUG BOOK (LAPD 15.50)	CL+10	CL+10		N	N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City Clerk/Records Management Division

Departmental Records Disposition Schedule

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P <u>DX/30</u> Sched.	Sched. Item	Record Title	Retention					
No.	No.	(Description / Sub Categories / Remarks)	Office	Total	Code	V	H	<i>C</i> 1
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Schedule items li pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a c colution of the City Council. FORM: LAPD 15.50 RECORD TYPES:					ed by	
/PDX/36/	O085.	MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES:	CL+20	CL+20		N	Ν	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	CL+10	CL+20		Ν	Ν	N
/PDX/36/	O087.	J-WITNESSES - LIST-LAPD 3.11.7 NARCOTIC CONTAGION CONTACT REPORT (LAPD 12.17) FORM: LAPD 12.17 RECORD TYPES:	TO+3	TO+5		Ν	Ν	N
/PDX/36/	O088.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+3	TO+5		N	Ν	N
RETEN	ITION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=F TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PERMANENT SU	J=SUPERCE	DED TE=1	ΓERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRO MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL						PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Departmental Records Disposition Schedule

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Original Records

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			
6	otherwise :	s shall be retained for a minimum of two years, including records not included in the Schedule item specified by law or a longer period is otherwise required by law, or unless, consistent with state law, esolution of the City Council.				ed by	
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	Ν
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	Ν	Ν	Ν

MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

Departmental Records Disposition Schedule

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Original Records

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

P <u>DX/36</u>		CERTIFIED	PER SECTION 12.	3 OF LOS AN	GELES A	DMIN	VISTR	ATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total	- Media Code			Тура С
	otherwise	ls shall be retained for a minimum of two years, including records not included in the Schedule items li. specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a c esolution of the City Council.					ed by	
(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 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		Ν	Ν	Ν
PDX/36/	O094.	OFFICER LOG BOOKS RECORD TYPES:	TO+2	TO+5		Ν	Ν	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		Ν	Ν	Ν
DX/36/	O096.	OFFICER'S INDIVIDUAL OVERTIME RECORD (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential	TE	TE		Ν	Ν	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"

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	otherwise	's shall be retained for a minimum of two years, including records not included in the Schedule items la specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a sesolution of the City Council.				ed by	
PDX/36/	O097.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4	Ν	Ν	Ν
PDX/36/	O098.	PARADE PERMIT INVESTIGATION FOLDERS RECORD TYPES:	TO+2	TO+5	N	Ν	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 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	Ν	Ν	Y
PDX/36/	O101.	PERSONNEL ROSTER	TO+2	TO+5	Ν	Ν	Ν

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Records /P <u>DX/36</u>		-	rtmental Records Disposition Schedule Original Records T/BURGLARY-AUTO THEFT DIVISION CERTIFIED PE	R SECTION 12.		-	3, 2018 T TRATIV	E CODE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)		Retention Office	(YEARS) - Total		rd Type IC	
	otherwise		luding records not included in the Schedule items liste uired by law, or unless, consistent with state law, a di <u>f</u>				by	
/PDX/36/	O102.	POLICE BULLETIN REQUEST/CANCELLAT FORM: LAPD 15.32 RECORD TYPES:	ION (LAPD 15.32)	TO+2	TO+5	NN	N N	
/PDX/36/	O103.	POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES:		TO+2	TO+5	NN	N N	
/PDX/36/	O104.	PROJECT CARD FILE RECORD TYPES:		CL+2	CL+4	NN	I N	
/PDX/36/	O105.	PROJECT FOLDERS RECORD TYPES:		TO+2	TO+5	NN	N N	
/PDX/36/	O106.	PROGRESS INTERVIEW RECORD TYPES:		TO+2	TO+5	NN	N N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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P <u>DX/30</u> Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retentior Office	n (YEARS) Media Total Code			Тур С
	otherwise	Is shall be retained for a minimum of two years, including records not included in the So specified by law or a longer period is otherwise required by law, or unless, consistent we resolution of the City Council.				ed by	
PDX/36/	O107.	PROPERTY RELEASE AUTHORIZATION (LAPD 6.8) FORM: LAPD 6.8 RECORD TYPES:	TO+3	TO+5	Ν	Ν	Ν
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	Ν	Ν	Ν
RETEN	TION CODE	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EX TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	XPIRATION PE=PERMANENT SI	J=SUPERCEDED TE=	TERN	/INAT	ÎON
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMEN MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUME					νPE

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Date: August 28, 2018

Departmental Records Disposition Schedule Original Records

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

P <u>DX/30</u>	5/		CERTIFIED PER SECTION 12.3 OF LOS ANGEL	ES ADMINISTRATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention (YEARS) Me Office Total Co	
	otherwise	Is shall be retained for a minimum of two years, including records not included in the specified by law or a longer period is otherwise required by law, or unless, consistent esolution 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/	0112.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2 TO+5	ΝΝΝ
PDX/36/	O113.	RECEIPT FOR PROPERTY TAKEN INTO CUSTODY (LAPD 10.10) FORM: LAPD 10.10 RECORD TYPES:	TO+3 TO+5	ΝΝΝ
PDX/36/	O114.	RECEIPT FOR VALUABLES (LAC 55) FORM: LAC 55 RECORD TYPES:	TO+2 TO+5	ΝΝΝ
PDX/36/	O115.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2 TO+5	ΝΝΝ
PDX/36/	O116.	RECORD OF ARRESTS (LAPD 12.12) FORM: LAPD 12.12 RECORD TYPES:	CL+2 CL+4	ΝΝΝ

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

City of Los Angeles Departmental Records Disposition Schedule Page 25

Date: August 28, 2018

Original Records

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

DX/36	/	CERTIFIED	PER SECTION	12.3 OF LOS AN	GELES AD	MIN	ISTR	ATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retenti Office	ion (YEARS) - e Total			cord H	
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Schedule items la pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a colution of the City Council.					d by	
DX/36/	O117.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10		N	N	N
DX/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
DX/36/	O119.	RECORDING TAPE INVENTORY (LAPD 12.40) FORM: LAPD 12.40 RECORD TYPES:	TO+2	TO+10		N	N	N
DX/36/	O120.	REGISTRY OF DR NUMBERS (LAPD 8.34) FORM: LAPD 8.34 RECORD TYPES:	CL+2	CL+4		N	N	N
DX/36/	0121.	RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6. FORM: LAPD 6.15. RECORD TYPES:	.15.) TO+2	TO+5		N	N	N
DX/36/	0122.	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
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE= TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PERMANENT	SU=SUPERCE	DED TE=T	ERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRO MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICA						PE
RECOR	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total		Reca V I		
	otherwise	s shall be retained for a minimum of two years, including records not include specified by law or a longer period is otherwise required by law, or unless, co esolution 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				ished	by	•
DX/36/	O123.	SECRET SERVICE FUND LOG BOOK RECORD TYPES:	CL+2	CL+4	I	NI	I N	I
PDX/36/	O124.	SAFETY SURVEY CHECKLIST FILE RECORD TYPES:	CL+2	CL+4	I	NI	I N	I
PDX/36/	O125.	SEARCH WARRANTS RECORD TYPES:	TO+10	TO+10	I	NI	I N	I
DX/36/	O126.	SECRET SERVICE REPORTS AND CHIT ERRORS RECORD TYPES:	TO+2	TO+5	ļ	NI	I N	I

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

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Date: August 28, 2018

Departmental Records Disposition Schedule Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION **CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE** /PDX/36/ Sched. Sched. **Record Title** -- Retention (YEARS) -- Media Record Type Item (Description / Sub Categories / Remarks) No. **Office** Total Code V H C LNo. 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/ 0127. SEXUALLY EXPLOITED/ABUSED CHILD UNIT INVESTIGATORS CASE ... CL+5 CL+30 Ν Ν N (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 TO+2 TO+5 /PDX/36/ 0128. SERGEANT'S DAILY REPORT (LAPD 15.48) N N Ν FORM: LAPD 15.48 RECORD TYPES: SIGN OUT SHEET (LAPD 15.42) TO+2 TO+5 0129. Ν N N /PDX/36/ FORM: LAPD 15.42 RECORD TYPES: TO+5 /PDX/36/ O130. STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) TO+2 Ν N N FORM: LAPD 15.80 RECORD TYPES:

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

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

DX/36		CERTIFIED	PER SECTION 12	2.3 OF LOS ANGELES	ADMI	NISTI	ATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Media Total Code			Туре С
	otherwise	's shall be retained for a minimum of two years, including records not included in the Schedule items li specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a d esolution of the City Council.				ed by	
DX/36/	O131.	STATION FUND FILE RECORD TYPES:	TO+2	TO+5	Ν	Ν	Ν
DX/36/	0132.	STATISTICAL REPORTS RECORD TYPES:	TO+2	TO+5	N	N	N
DX/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	Ν	N	N
DX/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	TE	TE	N	N	Y
DX/36/	O135.	D-OFFICER COMMENT CARD TABULATION FORM (LAPD 4.20) FORM: LAPD 4.20 RECORD TYPES:	TO+3	TO+5	Ν	Ν	Ν

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

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

nea. No. Al	therwise sp	Record Title (Description / Sub Categories / Remarks)	Retention Office		Media	Re	cord	Type
ot	therwise sp		0,5,000	Total	Code			C L
	rder or res	shall be retained for a minimum of two years, including records not included in the Schedule ite pecified by law or a longer period is otherwise required by law, or unless, consistent with state law polution of the City Council.					ed by	
K/36/ O)136.	TACTICAL MANUAL INVENTORY LIST RECORD TYPES:	TO+3	TO+5		N	Ν	N
K/36/ O	0137.	TACTICAL MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
K/36/ O)138.	TACTICAL MANUAL RESEARCH PAPERS RECORD TYPES:	TO+3	TO+5		N	N	N
K/36/ O)139.	TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTINGS RECORD TYPES:	TO+5	TO+30		N	N	N
K/36/ O	0140.	TASER LOG RECORD TYPES:	TO+2	TO+5		N	N	N
x/36/ O	0141.	TELEPHONE TOLL CALL LOG (LAPD 7.22) FORM: LAPD 7.22 RECORD TYPES:	TO+2	TO+5		N	N	N
RETENTIC	ON CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PE=PERMANENT SU	J=SUPERCE	DED TE=1	ΓERM	IINAT	ION
/IEDIA CO	DDES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELEC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OP						PE

City Cler	rk/Records Mana	gement Division	City of Los Angeles Departmental Records Disposition Schedule Original Records		Pa _j Da	ge 30 te: Aug	gust 28,	2018
Records	5	LOS ANGELES POLICE DEP	ARTMENT/BURGLARY-AUTO THEFT DIVISION	ER SECTION 12	3 OF LOS AN	GELES AD	MINIST	RATIVE CO
P <u>DX/3</u> Sched. No.	0/ Sched. Item No.	Record Title (Description / Sub Categories / R		Retention Office		Media	Recor	d Type CL
	otherwise sp		yo years, including records not included in the Schedule items list therwise required by law, or unless, consistent with state law, a di				shed b	у
/PDX/36/	0142.	TELEPHONIC REPORT LOG RECORD TYPES:		TO+2	TO+5	I	N N	N
/PDX/36/	O143.	TELETYPES RECORD TYPES:		TO+2	TO+5	I	N N	N
/PDX/36/	0144.	TIE BAR FILES RECORD TYPES:		TO+2	TO+5	I	N N	N
/PDX/36/	O145.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES		CL+2	CL+4	I	N N	Ν
/PDX/36/	O146.	TIME IN AND OUT SHEET (LAF FORM: LAPD 12.4 RECORD TYPES:	PD 12.4)	TO+2	TO+5	I	N N	Ν
/PDX/36/	O147.	TRAFFIC ACCIDENT REPORT B	ООК	TO+2	TO+5	I	N N	N
RETER	NTION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=0 TO=THE DATE OF THE RECORD, i.e. th	CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PE e "TO DATE"	ERMANENT SU	SUPERCED	ED TE=TE	RMINA	TION
MEDIA	A CODES:		BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRON =PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL					APE
RECO	RD TYPE	V=VITAL H=HISTORICAL C=CONFIDE						

City Clerl	ity Clerk/Records Management Division		City of Los Angeles Departmental Records Disposition Schedule Original Records			Page 31 Date: A	August	: 28, 2	.018
Records	of:	LOS ANGELES POLICE DE	PARTMENT/BURGLARY-AUTO THEFT DIVISION						
/PDX/36	5/		CERTIFIED F	PER SECTION 12	.3 OF LOS A	NGELES A	ADMI	VISTR	ATIVE CO
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories /	Remarks)	Retention Office	(YEARS) Total	Media Code			Type CL
	otherwise		two years, including records not included in the Schedule items lis otherwise required by law, or unless, consistent with state law, a d					ed by	_
/PDX/36/	O148.	TRAFFIC OFFICER CLASSES I RECORD TYPES:	ILE	TO+2	TO+5		Ν	N	N
/PDX/36/	O149.	TRAFFIC COURT FILES RECORD TYPES:		TO+2	TO+5		Ν	N	N
/PDX/36/	O150.	TRAFFIC DEAD BODY BOOK RECORD TYPES:		TO+3	TO+5		Ν	N	N
/PDX/36/	O151.	TRAFFIC MANUAL RECORD TYPES:		AR+2	AR+4		Ν	N	N
/PDX/36/	0152.	TRAFFIC SAFETY PRESENTA RECORD TYPES:	TIONS	TO+2	TO+5		N	N	Ν

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"

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Date: August 28, 2018

Departmental Records Disposition Schedule Original Records

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

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Med Total Cod			l Туро С
	otherwise	s shall be retained for a minimum of two years, including records not included in the specified by law or a longer period is otherwise required by law, or unless, consistent esolution of the City Council.				ed by	,
PDX/36/	O153.	TRAFFIC STUDIES & SURVEYS RECORD TYPES:	TO+2	TO+5	Ν	Ν	Ν
PDX/36/	O154.	UNUSUAL OCCURRENCE AFTER ACTION REPORTS RECORD TYPES:	TO+10	PE	N	N	Ν
PDX/36/	O155.	UNUSUAL OCCURRENCE TIME CARDS (14) FORM: 14 RECORD TYPES:	TO+10	TO+10	Ν	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	Ν
PDX/36/	O158.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	CL+2	CL+4	N	N	Ν
RETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	EXPIRATION PE=PERMANENT SU	=SUPERCEDED 1	E=TER	MINA	ΓΙΟΝ

MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

Record Title					STRATIVE
(Description / Sub Categories / Remarks)	Retention (Office				ord Type HCl
					by
VICTIM LOG (RAPES) RECORD TYPES:	TO+5	TO+10		N	N N
VISITING DIGNITARY EXPENDITURES RECORD TYPES:	TO+3	TO+5		N	N N
VICE/INFORMATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES:	TO+2	TO+5		N	N N
VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10		N	N N
WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5		N	N N
TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	TO+2	TO+5		NI	N N
	ecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a diffeolution of the City Council. VICTIM LOG (RAPES) RECORD TYPES: VISITING DIGNITARY EXPENDITURES RECORD TYPES: VICE/INFORMATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES: VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES: WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES: TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	ecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of olution of the City Council. VICTIM LOG (RAPES) RECORD TYPES: VISITING DIGNITARY EXPENDITURES TO+3 RECORD TYPES: VICE/INFORMATION CARDS (LAPD 15.36) TO+2 VISITOR ROSTER (LAPD 6.61) TO+2 VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES: VARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES: TO+2 TANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	vecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention olution of the City Council. T0+5 T0+5 T0+10 VICTIM LOG (RAPES) T0+5 T0+5 T0+10 VISITING DIGNITARY EXPENDITURES T0+3 T0+5 VICE/INFORMATION CARDS (LAPD 15.36) T0+2 T0+5 VICE/INFORMATION CARDS (LAPD 15.36) T0+2 T0+5 VISITOR ROSTER (LAPD 6.61) T0+2 T0+10 FORM: LAPD 6.61 T0+2 T0+10 WARRANT ABSTRACT LOG (LAPD 8.12) T0+2 T0+5 VINSITOR ROSTER APPLICANT DATA SHEET (LAPD 15.88) T0+2 T0+2 TOHD 15.88 RECORD TYPES: T0+2 T0+5	vecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is estable olution of the City Council. VICTIM LOG (RAPES) T0+5 RECORD TYPES: T0+3 VISITING DIGNITARY EXPENDITURES T0+3 VICE/INFORMATION CARDS (LAPD 15.36) T0+2 FORM: LAPD 15.36 RECORD TYPES: VISITOR ROSTER (LAPD 6.61) T0+2 FORM: LAPD 6.61 RECORD TYPES: WARRANT ABSTRACT LOG (LAPD 8.12) T0+2 FORM: LAPD 15.38 T0+2 TO+5 T0+5	VICTIM LOG (RAPES) RECORD TYPES:TO+5TO+10NVISITING DIGNITARY EXPENDITURES RECORD TYPES:TO+3TO+5NVICE/INFORMATION CARDS FORM: LAPD 15.36TO+2TO+5NVICE/INFORMATION CARDS FORM: LAPD 15.36TO+2TO+5NVISITOR ROSTER FORM: LAPD 6.61 FORM: LAPD 6.61 RECORD TYPES:TO+2TO+10NVISITOR ROSTER FORM: LAPD 6.61 RECORD TYPES:TO+2TO+10NVARRANT ABSTRACT LOG FORM: LAPD 8.12 RECORD TYPES:TO+2TO+5NTRANSFER APPLICANT DATA SHEET (LAPD 15.88)TO+2TO+5N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City Clerk/Records Management Division

/PDX/36/

City of Los Angeles

Departmental Records Disposition Schedule

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CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Date: August 28, 2018

Original Records

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

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Med Total Cod	lia I le V		
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedu pecified by law or a longer period is otherwise required by law, or unless, consistent with sta solution of the City Council.				hed by	1
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-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	Ν	Ν	Ν
PDX/36/	O166.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES:	TO+/03	TO+5	N	Ν	Ν
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
RETEN	ITION CODES	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRA TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	TION PE=PERMANENT SU	=SUPERCEDED	TE=TEF	RMINA	ΓΙΟΝ
MEDIA	CODES:	AT=AUDIO TAPE_BP=BLUEPRINT_BK=BOOKS_CP=COMPUTER PRINT OUT_DO=DOCUMENT_EL	ELECTRONIC FILE FM=FI	M MD=MAG DIS	K MT=N	IAG T	\PE

MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

City Cleri	k/Records Man	agement Division	Departmental Records Disposition Schedule Original Records				Page 35 Date: August 28, 201				
Records	of:	LOS ANGELES POLICE DEPA	ARTMENT/BURGLARY-AUTO THEFT DIVISION								
/P <u>DX/36</u>	5/ Sched.		CERTIFIED PL	ER SECTION 12.							
Sched. No.	Item No.	Record Title (Description / Sub Categories / Re	marks)	Retention Office	(YEARS) Total	Media Code			Type CL		
	otherwise s		o years, including records not included in the Schedule items list herwise required by law, or unless, consistent with state law, a di					d by			
/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/	0171.	AMBUSH LOG RECORD TYPES:		TO+1	TO+5		N	N	N		
/PDX/36/	0172.	APPROVAL FOR TAKING CITY O FORM: LAPD 1.45 RECORD TYPES:	WNED VEHICLE HOME AFTER HOURS (LAPD 1.45)	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		
RETEN	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=C TO=THE DATE OF THE RECORD, i.e. the	LOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PE	ERMANENT SU	=SUPERCE	EDED TE=T	ERM	INAT	ION		
	CODES: RD TYPE:	AT=AUDIO TAPE BP=BLUEPRINT BK=E	OOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRON PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL						PE		

City Cler	ty Clerk/Records Management Division		City of Los Angeles Departmental Records Disposition Schedule		Page 36 Date:	August	28, 20)18			
ecords P <u>DX/3</u> (v	LOS ANGELES POLICE DEPA	Original Records RTMENT/BURGLARY-AUTO THEFT DIVISIO CERTIFI		T PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVI						
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Ren	parks)	Retention Office	(YEARS) Media Total Code			Type CL			
	otherwise		years, including records not included in the Schedule iten rwise required by law, or unless, consistent with state law				ed by	-			
DX/36/	O175.	BOMB THREAT LOG RECORD TYPES:		TO+1	TO+5	Ν	N	N			
DX/36/	O176.	BOOKING AND DISPO REPORT FORM: LAPD 6.01 RECORD TYPES:	(LAPD 6.01)	TO+2	TO+5	Ν	N	N			
DX/36/	0177.	BUDGET & CRIME PREVENTION (RECORD TYPES:	QUARTERLY REPORTS	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	Ν	N	N			
RETEN	TION CODE	S: AU=AUDIT AR=ANNUAL REVIEW CL=CL TO=THE DATE OF THE RECORD, i.e. the '	DSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION I	PE=PERMANENT SU	=SUPERCEDED TE	=TERN	IINAT	ION			
	CODES					AT 144	о т л				

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

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Departmental Records Disposition Schedule Original Records

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

P <u>DX/30</u> Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total				Type C
	otherwise	ls shall be retained for a minimum of two years, including records not included in the Schedu specified by law or a longer period is otherwise required by law, or unless, consistent with sta esolution of the City Council.					d by	
DX/36/	O180.	CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES:	TO+2	TO+10		N	Ν	Ν
PDX/36/	O181.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+2	TO+5		N	N	Ν
PDX/36/	O182.	COMFAC LOG RECORD TYPES:	TO+1	TO+5		N	N	Ν
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
RETEN	ITION CODE	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	TION PE=PERMANENT SU	SUPERCE	DED TE=T	ERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL= MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OF						PE

Departmental Records Disposition Schedule

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Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION **CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE** /PDX/36/ Sched. Sched. **Record** Title -- Retention (YEARS) -- Media Record Type Item No. (Description / Sub Categories / Remarks) **Office** Total Code V H C LNo. 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. O186. COURT ON CALL LIAISON/COURT CLERK WORKSHEET CL+2CL+4 N N /PDX/36/ Ν **RECORD TYPES:** /PDX/36/ 0187. COURT NOTICE (LAPD 15.57) TO+2 TO+5 N N Ν FORM: LAPD 15.57 RECORD TYPES: DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) TO+2 TO+10 N N /PDX/36/ O188. Ν FORM: LAPD 15.47 RECORD TYPES: DAILY CRIME AND ARREST SUMMARY (LAPD 15.6) TO+1 TO+5 /PDX/36/ 0189. Ν N N FORM: LAPD 15.6 RECORD TYPES: O190. DEADLY WEAPON INJURY LOG TO+1 TO+10 N N /PDX/36/ Ν **RECORD TYPES:** /PDX/36/ 0191. DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE TO+1 TO+10 Ν N N **RECORD TYPES:** AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION **RETENTION CODES:** 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

City Cler	k/Records Mana	agement Division		ity of Los Angeles			Page 39			
			(Records Disposition So Original Records			Date: A	ugust	28, 20)18
Records	9	LOS ANGELES POLICE I	DEPARTMENT/BURG	GLARY-AUTO THEFT						
/P <u>DX/30</u>	5/ Sched.				CERTIFIED PER SECTI					
Sched. No.	Item No.	Record Title (Description / Sub Categorie	rs / Remarks)			ntion (YEAR) fice Total				Type CL
	otherwise s	shall be retained for a minimum pecified by law or a longer period solution of the City Council.							ed by	
/PDX/36/	O192.	DEPLOYMENT GUIDE (LA FORM: LAPD 1.90 RECORD TY			AR+	2 AR+4		N	N	N
/PDX/36/	O193.	DHD COURT DISPOSITION RECORD TYPES:	TELETYPE FORM		CL+	2 CL+4		N	N	N
/PDX/36/	O194.	DISTRIBUTION TRANSMITT FORM: LAPD 4.44 RECORD TY			TO+	2 TO+5		N	N	N
/PDX/36/	O195.	DISTRICT ATTORNEY LIAIS RECORD TYPES:	ON FILING FORM		TO+	4 TO+5		N	N	N
/PDX/36/	O196.	DISTRICT ATTORNEY WAR RECORD TYPES:	RANT RECEIPT LOG		TO+	3 TO+5		N	N	N
	O197.									
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW TO=THE DATE OF THE RECORD,		ION CA=CANCELLED EX=EX	PIRATION PE=PERMANE	NT SU=SUPER	CEDED TE=	TERM	IINAT	ON
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT MC=MICROFICHE MF=MICROFILI	BK=BOOKS CP=COMPUTER							PE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CON	FIDENTIAL L=LEGAL							

Departmental Records Disposition Schedule

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Original Records

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

Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			
therwise s	pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a			blish	-	
198.	DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES:	EX+2		N	N	N
199.	DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES:	TO+2	TO+10	N	N	N
200.	DRUG EVALUATION FILE RECORD TYPES:	TO+2	TO+5	N	N	N
201.	DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES:	TO+2	TO+5	N	N	N
202.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	TO+5	N	N	N
	<i>Item</i> <i>No.</i> <i>Il records</i> <i>herwise s</i> <i>der or re</i> 198. 199. 200.	 Item No. (Description / Sub Categories / Remarks) It records shall be retained for a minimum of two years, including records not included in the Schedule items In herwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, and der or resolution of the City Council. DIVISION JAIL BOOKING ROSTER (LAPD 6.13) FORM: LAPD 6.13 RECORD TYPES: 198. DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES: 199. DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES: 200. DRUG EVALUATION FILE RECORD TYPES: 201. DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES: 202. EMERGENCY TRAVEL LOG BOOK 	Item No. (Description / Sub Categories / Remarks)	Item No.	Item No.	Item No. According on the City Concerns of the

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

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

PDX/30	5/	CERTIFIED I	PER SECTION 12	.3 OF LOS Al	NGELES A	DMI	VISTI	ATIV	/E (
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total	Media Code			тур С	
	otherwise	ls shall be retained for a minimum of two years, including records not included in the Schedule items lis specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a d esolution of the City Council.					ed by		
'PDX/36/	O203.	EXPENDITURE OF SECRET SERVICE FUND INDEX RECORD TYPES:	TO+3	TO+5		Ν	N	Ν	
/PDX/36/	O204.	FELONY CASE PACKAGES (SUBTITILES 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	CL+2	CL+62		Ν	Ν	Ν	
'PDX/36/	O205.	N-SEXUALLY EXPLOITED CHILD 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

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

DX/36 Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total	Media Code			Type C I
	All record otherwise	s shall be retained for a minimum of two years, including records not included in the Schedul specified by law or a longer period is otherwise required by law, or unless, consistent with stat esolution of the City Council.					d by	_
DX/36/	O207.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+3	TO+5		N	Ν	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
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRAT TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	TION PE=PERMANENT SU	SUPERCE	DED TE=T	ERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL= MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OF						PE

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Original Records

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retent Offic	ion (YEARS) - ce Total			cord : H	
	otherwise	s shall be retained for a minimum of two years, including records not included in specified by law or a longer period is otherwise required by law, or unless, consist esolution 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					d by	
/PDX/36/	O213.	F-PHOTO DISPLAY FOLDER-LAPD 15.50 JUVENILE DETENTION LOG RECORD TYPES:	TO+1	TO+5		N	Ν	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
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	EX=EXPIRATION PE=PERMANENT	SU=SUPERCE	DED TE=T	ERM	INATI	ON
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DO MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DO						۶E
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

PDX/36/	LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION certified per	R SECTION 12.3	B OF LOS AN	GELES AL	OMINI	STRAT	TIVE
Sched. Sched. No. Item No. No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total			ord T <u>:</u> H C	
otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items listed becified by law or a longer period is otherwise required by law, or unless, consistent with state law, a diff olution of the City Council.					l by	
PDX/36/ O218.	MONTHLY BINGO INVESTIGATION RECAP RECORD TYPES:	TO+2	TO+5		N	NN	۷
PDX/36/ O219.	MUNICIPAL COURT INFORMATION CARD (TEMP 41) FORM: TEMP 41 RECORD TYPES:	CL+2	CL+4		N	NN	٧
PDX/36/ O220.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23) FORM: LAPD 15.23 RECORD TYPES:	TO+2	TO+5		N	NN	٧
PDX/36/ O221.	OFFICER'S INDIVIDUAL OVERTIME REPORT RECORD TYPES:	TE	TE+4		N	NN	۷
PDX/36/ O222.	ORDERS, NOTICES, TRAINING INVESTIGATION, ARREST OR RECORD TYPES:	TO+1	TO+10		N	NN	۷
PDX/36/ O223 .	OVERTIME RECAP	TO+2	TO+5		N	NN	٧

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City Clerk/Records Management Division

City Cler	k/Records Mand	igement Division		Page 45 Date: A	ugust 28,	2018	
Records PDX/30	5	LOS ANGELES POLICE DEF	Original Records PARTMENT/BURGLARY-AUTO THEFT DIVISION Certifiel		3 OF LOS ANGELES A	ADMINIST.	RATIVE COI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / R	Remarks)	Retention Office	(YEARS) Media Total Code		d Type CL
	otherwise s		vo years, including records not included in the Schedule items t therwise required by law, or unless, consistent with state law, a				v
/PDX/36/	O224.	OVERTIME REPORTS (LAPD : FORM: LAPD 2.24 RECORD TYPES:	,	TO+3	TO+5	N N	N
/PDX/36/	O225.	PAGER SERVICE NUMBER LOC RECORD TYPES:	3	TO+1	TO+5	N N	Ν
/PDX/36/	O226.	PAGER TEST LOG RECORD TYPES:		TO+1	TO+5	N N	Ν
/PDX/36/	0227.	PERSONAL SERVICE CITATION FORM: LAPD 4.50 RECORD TYPES:		TO+/03	TO+9/03	N N	N
/PDX/36/	O228.	PERSONAL SERVICE CITATION FORM: LAPD 4.50. RECORD TYPES		CL+/03	CL+4	N N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL= TO=THE DATE OF THE RECORD, i.e. th	CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE= ne "TO DATE"	PERMANENT SU	=SUPERCEDED TE=	TERMINA	TION
MEDIA	CODES:		BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRON H=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICA				APE

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

Record Title (Description / Sub Categories / Remarks)	Retention Office	· · · · · · · · · · · · · · · · · · ·				
ise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, o					d by	
POST OFFICE FILES RECORD TYPES:	TO+1	TO+10		N	Ν	Ν
PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES:	TO+2	TO+5		N	N	N
PROBATION OFFICER'S BOOK RECORD TYPES:	TO+2	TO+5		N	N	N
PROBLEM PARK NOTEBOOK RECORD TYPES:	TO+2	TO+5		N	N	N
PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES:	TO+1	TO+5		N	N	N
PROSTITUTION NOTEBOOK RECORD TYPES:	CL+2	CL+4		N	N	N
vi	 Record Title (Description / Sub Categories / Remarks) cords shall be retained for a minimum of two years, including records not included in the Schedule items wise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, or or resolution of the City Council. POST OFFICE FILES RECORD TYPES: PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES: PROBATION OFFICER'S BOOK RECORD TYPES: PROBLEM PARK NOTEBOOK RECORD TYPES: PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES: PROSTITUTION NOTEBOOK 	Record Title Retention (Description / Sub Categories / Remarks) Office sords shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless exectfied by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period or resolution of the City Council. POST OFFICE FILES TO+1 RECORD TYPES: TO+1 PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) TO+2 FORM: LAPD 6.31 RECORD TYPES: PROBATION OFFICER'S BOOK TO+2 RECORD TYPES: TO+2 PROBLEM PARK NOTEBOOK TO+2 RECORD TYPES: TO+1 PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) TO+1 FORM: LAPD 10.6. RECORD TYPES: PROPERTY DISPOSITION NOTEBOOK CL+2	Record Tile	Record Tile (Description / Sub Categories / Remarks) (Description / Sub Categories / Remarks)	 Record Tule (Description / Sub Categories / Remarks) Performance of the City Council. POST OFFICE FILES RECORD TYPES: PROBATION OFFICER'S BOOK RECORD TYPES: PROBLEM PARK NOTEBOOK RECORD TYPES: PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES: PROSTITUTION NOTEBOOK CL+2 CL+4 N 	Record Tube (Description / Sub Categories / Remarks) Retention (TEARS) Media Office Retention (TEARS) Media Office Record Total Code V H cords shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is vise 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 or resolution of the City Council. N N POST OFFICE FILES RECORD TYPES: TO+1 TO+10 N N PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) TO+2 TO+5 N N PROBATION OFFICER'S BOOK RECORD TYPES: TO+2 TO+5 N N PROBLEM PARK NOTEBOOK RECORD TYPES: TO+2 TO+5 N N PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. TO+1 TO+5 N N PROSTITUTION NOTEBOOK CL+2 CL+4 N N

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

Records	of:	Original Records LOS ANGELES POLICE DEPARTMENT/BURGLARY-AUTO THEFT DIVISION						
P <u>DX/36</u>		CERTIFIED PE	R SECTION 12.	B OF LOS AN	GELES AI	DMIN	ISTRA	TIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total	- Media Code		cord I H	Type CL
	otherwise	ls shall be retained for a minimum of two years, including records not included in the Schedule items liste specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a dif esolution of the City Council.					d by	
/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
RETEN	ITION CODE	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RMANENT SU	SUPERCE	DED TE=1	FERM	INATI	ON

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City Clerk/Records Management Division

City Cler	k/Records Mana	gement Division	City of Los Angeles Departmental Records Disposition Sci Original Records	hedule	Page 48 Date: A	August	28, 2018
Record s	of:	LOS ANGELES POLICE D	EPARTMENT/BURGLARY-AUTO THEFT	DIVISION			
/P <u>DX/3(</u> Sched. No.	5/ Sched. Item No.	Record Title (Description / Sub Categories	/ Remarks)	CERTIFIED PER SECTION 12. Retention Office	3 OF LOS ANGELES (YEARS) Media Total Code	Red	cord Type
	All records otherwise s		of two years, including records not included in the Scho is otherwise required by law, or unless, consistent with				d by
/PDX/36/	O241.	SEMI-ANNUAL EQUIPMENT F FORM: LAPD 15.61 RECORD TYF		TO+2	TO+5	Ν	N N
/PDX/36/	O242.	SHOTS FIRED LOG RECORD TYPES:		TO+1	TO+5	Ν	N N
/PDX/36/	O243.	SPECIAL INVESTIGATOR'S A FORM: LAPD 15.60 RECORD TYF	ASSIGNMENT/CONTROL LOG (LAPD 15.60) PES:	TO+2	TO+5	Ν	N N
/PDX/36/	O244.	SPEED ZONE SURVEYS (D FORM: DT 270 RECORD TYPES:	JT 270)	TO+2	TO+5	Ν	N N
/PDX/36/	O245.	STAFF MEETING MINUTES RECORD TYPES:		TO+2	TO+5	Ν	N N
	O246.						
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW C TO=THE DATE OF THE RECORD, i.e	CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPI e. the "TO DATE"	IRATION PE=PERMANENT SU	SUPERCEDED TE	=IERM	IINATION
MEDIA	CODES:		BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT				
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFI	IDENTIAL L=LEGAL				

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total	Media Code		cord H	
otherwise s	specified by law or a longer period is otherwise required by law, or unless, consistent with state					d by	_
	SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES:	CL+2	CL+4		Ν	Ν	N
O247.	SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES:	CL+2	CL+4		N	N	N
O248.	SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS RECORD TYPES:	TO+2	TO+10		N	N	N
O249.	TELETYPE MESSAGE NUMBER NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES:	TO+2	TO+5		N	N	N
O250.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N
O251.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES:	TO+2	TO+5		N	N	N
ION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ON PE=PERMANENT SU	=SUPERCE	DED TE=T	ERM	IINAT	ON
	All records otherwise s order or re 0247. 0248. 0249. 0250. 0251.	No. All records shall be retained for a minimum of two years, including records not included in the Schedule otherwise specified by law, or unless, consistent with state order or resolution of the City Council. SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES: 0247. SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES: 0248. SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS RECORD TYPES: 0249. TELETYPE MESSAGE NUMBER NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES: 0250. TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES: 0251. TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES: 0252. TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES: 0251. TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES:	No. No. No. All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unle otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period order or resolution of the City Council. SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS CL+2 RECORD TYPES: CL+2 O247. SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES: O248. SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS T0+2 RECORD TYPES: T0+2 O249. TELETYPE MESSAGE NUMBER NUMBER LOG (LAPD 7.23) T0+2 FORM: LAPD 7.23 RECORD TYPES: T0+2 O250. TRAFFIC DAILLY FIELD ACTIVITIES REPORT (LAPD 15.52) T0+2 O251. TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) T0+2 FORM: LAPD 4.6 RECORD TYPES: T0+2 O251. TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) T0+2 FORM: LAPD 4.6 RECORD TYPE	No. United to the initial of the initinitial of the initinitial of the initial o	NA. United to the end of the construction of two parts, including records not included in the Schedule items listed below unless a shorter period is otherwise required by law, or unless, consistent with state law, a different period of retention is establicated or resolution of the City Council. SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS CL+2 CL+4 O247. SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) CL+2 CL+4 PORM: LAPD TEMP. RECORD TYPES: CL+2 CL+4 O247. SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) CL+2 CL+4 PORM: LAPD TEMP. RECORD TYPES: CL+2 CL+4 O248. SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS TO+2 TO+10 RECORD TYPES: TO+2 TO+10 TO+2 TO+5 O249. TELETYPE MESSAGE NUMBER NUMBER LOG (LAPD 7.23) TO+2 TO+2 TO+5 O250. TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) TO+2 TO+5 O251. TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) TO+2 TO+5 O251. TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) TO+2 TO+5 ION CODES: AU-A04 & RECORD TYPES: CO-20000000000000000000000000000000	No. Understand for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise required by law, or unless, consistent with state law, a different period of retention is established order or resolution of the City Council. SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS CL+2 CL+4 N O247. SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) CL+2 CL+4 N PORM. LAPD TEMP. RECORD TYPES. CL+2 CL+4 N O247. SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) CL+2 CL+4 N PORM. LAPD TEMP. RECORD TYPES. CL+2 CL+4 N O248. SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS TO+2 TO+10 N RECORD TYPES. TO+2 TO+10 N O249. TELETYPE MESSAGE NUMBER NUMBER LOG (LAPD 7.23) TO+2 TO+5 N FORM: LAPD 7.23 RECORD TYPES: TO+2 TO+5 N O250. TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) TO+2 TO+5 N O251. TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) TO+2 TO+5 N O251. TRAFFIC ENFORCEMENT	No. N

MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

<u>DX/36</u> Sched.	Sched.	Record Title	Rotontic	on (YEARS) Med	ia R	ecore	- ł Type
No.	Item No.	(Description / Sub Categories / Remarks)	Kelemid Office				C
	otherwise s	s shall be retained for a minimum of two years, including records not included in the specified by law or a longer period is otherwise required by law, or unless, consistent solution of the City Council.				ed by	,
DX/36/	O252.	TRAFFIC MANUAL RECORD TYPES:	AR+2	AR+4	Ν	Ν	Ν
DX/36/	O253.	TRANSFER DOCUMENTATION RECORD TYPES:	TO+3	TO+5	N	N	N
DX/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	Ν	N	Ν
PDX/36/	O256.	UNUSUAL OCCURRENCE LOG RECORD TYPES:	TO+1	TO+10	Ν	Ν	N
PDX/36/	O257.	USE OF FORCE REPORT (LAPD 1.67.) FORM: LAPD 1.67. RECORD TYPES:	TO+2	TO+10	Ν	Ν	N
RETEN	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED E TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	X=EXPIRATION PE=PERMANENT \$	SU=SUPERCEDED T	E=TER	MINA	ΓΙΟΝ
MEDIA CODES:		AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCL MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOC					٩PE
RECOR	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

ecords o	f:	LOS ANGELES POLICE DEPAR	RTMENT/BURGLARY-AUTO THEFT DIVISI	'ON					
P <u>DX/36/</u>			CERTIF	TIED PER SECTION 12.	3 OF LOS AN	GELES A	DMIN	ISTRA	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remo	arks)	Retention Office	(YEARS) - Total	- Media Code		cord H	
C	otherwise sp		ears, including records not included in the Schedule iten wise required by law, or unless, consistent with state law					d by	
PDX/36/ (O258.	VACATION SCHEDULES (LAPD T FORM: LAPD TEMP RECORD TYPES:	EMP)	TO+2	TO+10		N	Ν	N
PDX/36/ (O259.	VEHICLE AND EQUIPMENT ISSUE FORM: LAPD 15.66 RECORD TYPES:	ASSIGNMENT SHEET (LAPD 15.66)	TO+2	TO+5		N	N	N
PDX/36/ (D260.	VEHICLE RESOURCES QUARTERL FORM: LAPD 15.69 RECORD TYPES:	Y REPORT (LAPD 15.69)	TO+2	TO+5		N	N	N
	D261.	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	2	CL+2	CL+4		N	N	
PDX/36/ (D262.	VIDEO TAPE REQUEST LOG RECORD TYPES:		TO+1	TO+5		Ν	Ν	Ν

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL City of Los Angeles

City Clerk/Records Management Division			City of Los Angeles Departmental Records Disposition Schedule Original Records			Page 52 Date: August 28, 2018					
Records	s of:	LOS ANGELES POLICE D	U	RY-AUTO THEFT DIVISIO							
/P <u>DX/36/</u> Sched. Sched. No. Item				D PER SECTION 12. Retention Office	(YEARS)	Media R	lecord	rative col - l Type CL			
	otherwise s	shall be retained for a minimum of pecified by law or a longer period solution of the City Council.	f two years, including records i		listed below unle	ss a shorter	period is				
/PDX/36/	O263.	VISITING OFFICER ARREST RECORD TYPES:	LOG		TO+1	TO+5	N	Ν	Ν		
/PDX/36/	O264.	VISITOR PASSES ISSUED LO RECORD TYPES:	OG BOOK - HOSPITAL DETA	ΝL	TO+1	TO+5	N	N	Ν		
/PDX/36/	O265.	WATCH ASSIGNMENT AND FORM: LAPD 15.10 RECORD TY		APD 15.10)	TO+2	TO+5	Ν	Ν	N		
/PDX/36/	O266.	WATCH COMMANDER'S DAI FORM: LAPD 126 RECORD TYPE			TO+2	TO+5	N	Ν	N		
/PDX/36/	O267.	ARRESTEE BOOKED AT LAC (REC SERIES HAS VARIED MEDIA F A-NOTIFICATIONS B-PHOTOS C-PRINTS		RECORD TYPES:	TO+1	TO+5	N	Ν	N		
	O268.										
RETEN	NTION CODES	: AU=AUDIT AR=ANNUAL REVIEW (TO=THE DATE OF THE RECORD, i.		A=CANCELLED EX=EXPIRATION PE	E=PERMANENT SU	SUPERCED	ED TE=TER	MINA	FION		
MEDIA CODES:				T OUT DO=DOCUMENT EL=ELECT					 ΑΡΕ		
RECORD TYPE:		V=VITAL H=HISTORICAL C=CONF	DENTIAL L=LEGAL								

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

<u>DX/36</u>		CERTIFIED PE	R SECTION 12.3	3 OF LOS ANGELI	ES ADM	INIST	RATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Med Total Cod			d Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items liste pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a difj solution of the City Council.				hed b	y
DX/36/		CRIME AGAINST PERSON RECORD TYPES:	CL+2	CL+4	Ν	N	Ν
PDX/36/	O269.	CRIME AGAINST PROPERTY RECORD TYPES:	CL+1	CL+10	Ν	N	Ν
DX/36/	O270.	DETECTIVES CASE ENVELOPE RECORD TYPES:	CL+2	CL+4	Ν	N	Ν
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	Ν	Ν	Ν
PDX/36/	0272.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10	Ν	Ν	Y
PDX/36/	O273.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10	Ν	N	Y
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PEF TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RMANENT SU:	SUPERCEDED	TE=TEF	RMINA	TION
MEDIA CODES:		AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL D					APE
RECORD TYPE:		V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Departmental Records Disposition Schedule

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Date: August 28, 2018

Original Records

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

/P <u>DX/36</u>	5/		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.

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