

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: RECRUIT & EMPLOYEMENT DIVISION
/PDX/38/ LOS ANGELES POLICE DEPARTMENT

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/PDX/38/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N		
/PDX/38/	O001.	APPLICANT'S IN PROCESSING RECORD TYPES: Confidential Previoualy PDX/61 item O004	TO+3	TO+5		N	N	Y		
/PDX/38/	O002.	BACKGROUND INFORMATION - ACTIVE RESERVES RECORD TYPES: Confidential Previoualy PDX/61 item O007	TO+2	TO+5		N	N	Y		
/PDX/38/	O003.	BACKGROUND PACKAGES - HIRES (MICROFILM) RECORD TYPES: Confidential A-APPLICANT IDENTIFICATION REPORT-LAPD 05.05 B-AUTHORIZATION TO RELEASE MEDICAL RECORDS C-CONFIDENTIAL FINANCIAL INQUIRY-LAPD 01.59 D-CONFIDENTIAL PERSONAL INQUIRY-LAPD 01.12 E-ETHNIC IDENTIFICATION F-FBI FINGERPRINT CARDS-FD 258 G-INITIAL INTERVIEW WORK SHEET-TEMP 200 H-INVESTIGATOR'S WORKSHEET-LAPD 01.68 I-LAPD APPLICANT EMPLOYMENT RECORD-LAPD 93 J-LAPD PERSONAL INQUIRY WAIVER-LAPD 01.12.1 K-PERSONAL HISTORY FACE SHEET-LAPD 01.03 L-POLICE APPLICANT RECORD-LAPD 01.52 M-POLICE OFFICER BACKGROUND INFORMATION-GEN. P N-QUESTIONNAIRE-LAPD 01.75 O-REPORT OF MEDICAL HISTORY-PDMSD 1 P-STATE FINGERPRINT CARDS-BID 7 Previoualy PDX/61 item O008	PE	PE		N	N	Y		
/PDX/38/	O004.	DEFERRED MEDICAL Previoualy PDX/61 item O014	TO+3	TO+5		N	N	N		
/PDX/38/	O005.	DISQUALIFIED BACKGROUND PACKAGES (SEE BACKGROUND PACKAGES FOR SUBCATEGORIES) RECORD TYPES: Confidential Previoualy PDX/61 item O016	TO+2	TO+15		N	N	Y		

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

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/PDX/38/	O006.	DIVISIONAL MANUAL RECORD TYPES: Previously PDX/67 item O004	TO+3	TO+5		N	N	N		
/PDX/38/	O007.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-DUTY CERTIFICATE-PDAS 43 B-EMPLOYEE REPORT OF OCCUPATIONAL INJURY-LAPD 1.66 C-EMPLOYEE TRANSFER DATA-LAPD 1.38 D-INCIDENT REPORT-LAPD 1.27 E-KEY RECEIPT-LAPD 11.14 F-ORIGINAL APPOINTMENT-LAPD 41.8.67 G-PAYROLL PERSONNEL CHANGE-GEN 41 H-PERFORMANCE EVALUATION-LAPD 1.78 I-PERSONNEL RATING REPORT-LAPD 1.78 J-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.06 K-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36 L-REQUEST FOR TRANSFER M-RETURN TO DUTY-LAPD 1.29 N-SICK OR INJURY REPORT-LAPD 1.30 O-WORK EVALUATION REPORT-LAPD 1.13 Previously PDX/67 item O005	TE	TE		N	N	Y		
/PDX/38/	O008.	EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. Previously PDX/61 item O048	TO+2	TO+5		N	N	N		
/PDX/38/	O009.	EMPLOYEE OPPORTUNITY & DEVELOPMENT DIVISION BOOK ... RECORD TYPES: Confidential Previously PDX/67 item O006	CL+10	CL+10		N	N	Y		
/PDX/38/	O010.	GRADUATION INFORMATION-RESERVE CLASSES RECORD TYPES: Confidential Previously PDX/61 item O021	TO+15	TO+15		N	N	Y		
/PDX/38/	O011.	MONTHLY ACTIVITY LOGS RECORD TYPES: Previously PDX/61 item O025	TO+1	TO+10		N	N	N		

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/PDX/38/	O012.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 Preioualy PDX/61 item O041	CL+2	CL+4		N	N	N		
/PDX/38/	O013.	RESERVE OFFICER FILES RECORD TYPES: Preioualy PDX/67 item O014	TE+1	TE+10		N	N	N		
/PDX/38/	O014.	RESERVE OFFICER PACKAGES (SEE BACKGROUND PACKAGE SUBCATEGORIES) RECORD TYPES: Confidential Preioualy PDX/61 item O035	TE	TE+10		N	N	Y		
/PDX/38/	O015.	RESERVES IN ACADEMY Preioualy PDX/61 item O037	CL+2	CL+4		N	N	N		
/PDX/38/	O016.	SIGN IN SHEETS (LAPD 12.04) FORM: LAPD 12.04 Preioualy PDX/61 item O038	TO+2	TO+5		N	N	N		
/PDX/38/	O017.	SPECIALIST RESERVE PACKAGES (SEE BACKGROUND PACKAGE FOR SUBCATAGORIES) RECORD TYPES: Confidential Preioualy PDX/61 item O040	TE+10	TE+10		N	N	Y		
/PDX/38/	O018.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Confidential Preioualy PDX/61 item O013	TO+3	TO+10		N	N	Y		

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