

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

**Records of: EMPLOYEE RELATIONS GROUP**  
**/PDX/39/ 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/39/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N		
/PDX/39/	O001.	ADMINISTRATIVE APPEAL (INTERNAL DISCIPLINE) RECORD TYPES: Confidential	CL+5	CL+25	DO				Y	
/PDX/39/	O002.	formerly PDX/95 O009 CORRESPONDENCE AND SUBJECT FILES	AR	AR+10	DO					
/PDX/39/	O003.	formerly PDX/95 O018 GRIEVANCES (ARBITRATION) (LAPD 15.07) (GRIEVANCES FILED FOR ARBITRATION) (REC SERIES IN VARIED MEDIA, IE., PHOTOS) FORM: LAPD 15.07 A-ARBITRATIONS B-CORRESPONDENCE C-REPORTS D-TRANSCRIPTS E-CHARTS F-GRAPHS G-PHOTOS H-INVESTIGATOR NOTES I-AUDIO TAPES	CL+2	CL+10	DO					
/PDX/39/	O004.	formerly PDX/95 O022 GRIEVANCES (DEAD) (GRIEVANCES NOT FILED FOR ARBITRATION) A-CORRESPONDENCE B-REPORTS C-INVESTIGATOR NOTES	TO+2	TO+10	DO					
/PDX/39/	O005.	formerly PDX/95 O023 LIBERTY INTEREST HEARING REPORTS RECORD TYPES: Confidential	TO+5	TO+25	DO				Y	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE  
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: EMPLOYEE RELATIONS GROUP**  
**/PDX/39/ 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	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/39/	O006.	formerly PDX/95 O025 OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES: Confidential	CL+2	CL+4	DO						Y
/PDX/39/	O007.	formerly PDX/95 O028 PROJECT FILES RECORD TYPES: Confidential A-REPORTS B-PUBLICATIONS C-CORRESPONDENCE D-WORKING PAPERS	CL+2	CL+10	DO						Y
/PDX/39/	O008.	formerly PDX/95 O031 UNFAIR EMPLOYEE RELATIONS PRACTICE A-REPORTS B-CORRESPONDENCE C-WORKSHEETS D-PUBLICATIONS E-TRANSCRIPTS F-INVESTIGATOR NOTES	TO+10	PE	DO						
/PDX/39/	O009.	formerly PDX/95 O035 ADMINISTRATIVE TRANSFERS	TO+4	TO+10	DO	N	N				Y
/PDX/39/	O010.	SETTLEMENT AGREEMENTS	CL+10	CL+15	DO	N	N				N
/PDX/39/	O011.	MEET AND CONFER FOLDERS	TO+4	TO+10	DO	N	N				N
/PDX/39/	O012.	CONTRACT NEGOTIATIONS	SU+15	SU+25	DO	N	N				N
/PDX/39/	O013.	HISTORICAL REFERENCE INFORMATION	TO+5	PE	DO	N	Y				N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE  
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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