

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

**Records of: LOS ANGELES POLICE DEPARTMENT/USE OF FORCE REVIEW DIVISION**

**/PDX/40/**

*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/40/	O	Original Record Series							
/PDX/40/	O001.	ACTIVITY REPORT - USE OF FORCE REVIEW DIV.	TO+2	PE	DO	N	N	N	
/PDX/40/	O002.	AUDITS	TO+2	PE	DO	N	N	N	
/PDX/40/	O003.	CORRESPONDENCE - INTER	TO+2	TO+25	DO	N	N	N	
/PDX/40/	O004.	CORRESPONDENCE - INTRA	TO+2	TO+10	DO	N	N	N	
/PDX/40/	O005.	GENERAL FILE CORRESPONDENCE	TO+2	TO+10	DO	N	N	Y	
/PDX/40/	O006.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	TO+2	CL+5	DO	N	N	Y	
/PDX/40/	O007.	PERSONNEL FOLDERS - DIVISIONAL (LAPD 15.01) A. DUTY CERTIFICATE - PDAS 430 B. EMPLOYEE REPORT - LAPD 15.07.01 C. PERMIT FOR OUTSIDE EMPLOYMENT - LAPD 1.47 D. MISCELLANEOUS PERSONNEL REPORTS	TO+2	TE	DO	N	N	Y	
/PDX/40/	O008.	PROJECT FILES	TO+2	PE	DO	N	N	Y	
/PDX/40/	O009.	SWORN/CIVILIAN PERSONNEL ROSTER	TO+2	TO+4	DO	N	N	N	
/PDX/40/	O010.	PERSONNEL COMPLAINT ENVELOPE (1.28)	TO+2	TO+10	DO	N	N	N	
/PDX/40/	O011.	EMPLOYEE COMMENT SHEET (1.77)	TO+2	TO+5	DO	N	N	N	
/PDX/40/	O012.	USE OF FORCE CASE PACKAGES - NON-CATEGORICAL A. BOX # B. MISCELLANEOUS	TO+2	PE	DO	N	N	Y	
/PDX/40/	O013.	USE OF FORCE CASE PACKAGES - CATEGORICAL A. HS - HEADSTRIKE B. K9 - DOG C. OIS - OFFICE INVOLVED SHOOTING D. LERI - LAW ENFORCEMENT RELATED INJURY E. ICD - IN CUSTODY DEATH	TO+4	PE	DO	N	N	Y	
/PDX/40/	O014.	COMMANDING OFFICER A. DIRECTIVE MATERIALS B. TTRC C. MISC	TO+5	PE	DO	N	N	Y	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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

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

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

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/PDX/40/	O015.	MATERIALS FROM OUTSIDE AGENCIES	TO+10	PE		DO	N	N	Y	
/PDX/40/	O016.	CATEGORICAL - BOARD/PEER MEMBERS	TO+5	PE		DO	N	N	Y	
/PDX/40/	O017.	CORRESPONDENCE - CATEGORICAL	TO+5	PE		DO	N	N	Y	
/PDX/40/	O018.	24 HOUR LOGS	TO+2	TO+10		DO	N	N	Y	
/PDX/40/	O019.	CORRESPONDENCE - NON CATEGORICAL	TO+2	TO+10		DO	N	N	Y	
/PDX/40/	O020.	CORRESPONDENCE - TACTICAL REVIEW SECTION	TO+2	PE		DO	N	N	Y	
/PDX/40/	O021.	TAC OPS NEWSLETTER MATERIAL/WEBSITE	TO+2	TO+25		DO	N	N	Y	
/PDX/40/	O022.	CORRESPONDENCE AND SUBJECT FILES - BUREAU	TO+2	TO+10		DO	N	N	Y	
/PDX/40/	O023.	CATEGORICAL CASES ON DISKETTE	TO+10	PE		DO	N	N	Y	

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