Page 1

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Original Records

P <u>DX/43</u>	Sched.		ED PER SECTION 12					
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total	- Media Code		cord H	
/PDX/43/	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items specified by law or a longer period is otherwise required by law, or unless, consistent with state law, solution of the City Council. ORIGINAL RECORDS					ed by	_
PDX/43/	O001.	AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157) FORM: TEMP 157 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O002.	AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O003.	ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O004.	ALTERCATION REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O005.	APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMENT AND OPPORTUNITIES NOTICE	TO+2	TO+5		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"	E=PERMANENT SU	=SUPERCEI	DED TE=1	ΓERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTIC						PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

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Original Records

/PDX/43	3/	CERTIFI	ED PER SECTION 12	2.3 OF LOS ANGE	LES AL	OMIN	ISTI	ATIVE (
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	ı (YEARS) M Total C				Type C L
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule item pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, solution of the City Council. C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88					d by	_
/PDX/43/	O006.	ARREST LOG BOOK RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/43/	O007.	ARRESTEE LOG BOOK - VICE RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/43/	O008.	ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76) FORM: LAPD 15.76 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/43/	O009.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/43/	O010.	BANK ROBBERY ARREST INDEX CARDS RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/43/	O011.	BANK ROBBERY CASE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS) RECORD TYPES:	CL+5	CL+30		N	N	N
RETEN	NTION 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 SI	J=SUPERCEDED	TE=T	ERM	INA	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						νPE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

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

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TO+2

August 28, 2018

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Records of:

LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/43/ 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.

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 FINGERPRINT 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 **BAR BOOK**

/PDX/43/

O012.

RECORD TYPES:

/PDX/43/

B-WAGON DETOXIFICATION LOG O013.

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

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

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Records of: LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/43/ 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. O014. TO+2 TO+5 /PDX/43/ BOOKING RECOMMENDATION (LAPD 12.31) N N FORM: LAPD 12.31 RECORD TYPES: /PDX/43/ O015. CHANGE OF WATCH DATA TO+2 TO+5 N N RECORD TYPES: TO+2 TO+5 /PDX/43/ O016. CHECK SIGN OUT ROSTER (0036)N N FORM: 0036 RECORD TYPES: /PDX/43/ O017. CHRONIC OFFENDER FILE CL+3 CL+4 N N RECORD TYPES: CITATION CANCELLATION REQUEST (LAPD 4.45) TO+2 TO+2 /PDX/43/ O018. N N FORM: LAPD 4.45 RECORD TYPES: /PDX/43/ CLOSED CIRCUIT TV TEST (HELICOPTER) TO+2 TO+10 O019. 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 RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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City of Los Angeles Departmental Records Disposition Schedule Original Records

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PDX/43	8/		CERTIFIED PER SECTION	12.3 OF LOS A	NGELES AL	<i>MIN</i>	ISTRA	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retent Offic	ion (YEARS) e Total			cord : H	21
	otherwise s	shall be retained for a minimum of two years, including records not included in the Sched pecified by law or a longer period is otherwise required by law, or unless, consistent with solution of the City Council.					d by	_
PDX/43/	O020.	COMPLAINT APPLICATION (LAPD 5.15) FORM: LAPD 5.15 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O021.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N
PDX/43/	O022.	CORRESPONDENCE INDEX LOG RECORD TYPES:	TO+4	TO+5		N	N	N
PDX/43/	O023.	CROSSING GUARD FILES RECORD TYPES:	TE+2	TE+10		N	N	N
PDX/43/	O024.	COURT BOOK RECORD TYPES:	CL+2	CL+4		N	N	N
PDX/43/	O025.	CRIME/ARREST INDEX FILE	CL+3	CL+4		N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIR TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ATION PE=PERMANENT	SU=SUPERCE	DED TE=T	ERM	IINATI	ON
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT E MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT						Έ
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Original Records

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LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION Records of:

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/43/

Sched.	Sched.	Record Title	Retention (YEARS) Media	Record Type
No.	Item No.	(Description / Sub Categories / Remarks)	Office Total Code	V H C L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

RECORD TYPES:

/PDX/43/	O026.	CRIMES AGAINST PERSON CONTROL BOOK RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-FOLLOW-UP INVESTIGATION-LAPD 3.14 C-INVESTIGATOR'S CASE PROGRESS LOG-LAPD 1.44 D-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 E-PROPERTY REPORT-LAPD 10.1	TO+2	TO+5	N	N	N
/PDX/43/	O027.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O028.	DAILY INVESTIGATOR'S LOG (LAPD 12.10) FORM: LAPD 12.10 RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/43/	O029.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O030.	DAILY WORK SHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	TO+2	TO+5	N	N	N

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

TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE

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

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

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Original Records

PDX/43	3/	CERTIFIE	D PER SECTION 12.	3 OF LOS ANGELES	ADMI	NIST	RATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Typ
	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/43/	O031.	DETECTIVE OPERATIONS MANUAL RECORD TYPES:	AR+2	AR+4	N	N	N
PDX/43/	O032.	DETECTIVE RECAP REPORT RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O033.	DETECTIVE SUPERVISORS GUIDE RECORD TYPES:	AR+2	AR+4	N	N	N
DX/43/	O034.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/43/	O035.	DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	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	=TERI	MINA	TION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTE MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTIC					4PE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

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Original Records

/PDX/43	3/	CERTIFIEL	PER SECTION	12.3 OF LOS ANGELES	ADMI	VISTR	ATIVE (
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retentio Office	on (YEARS) Media e Total Code			Type C L
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule items of specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a solution of the City Council.				ed by	_
/PDX/43/	O037.	DETENTION TANK LOG (LAPD 6.19) FORM: LAPD 6.19 RECORD TYPES:	CL+2	CL+4	N	N	N
/PDX/43/	O038.	DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES:	CL+2	CL+4	N	N	N
/PDX/43/	O039.	DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAPD 12.24) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS) FORM: LAPD 12.24 RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-ENTRY REQUEST - NATL. CRIME INFORMATION 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	CL+3	CL+10	N	N	N
/PDX/43/	O040.	J-CRIMINAL OFFENDER RECORD INFORMATION EMPLOYEES TIME KEEPING (FEDERAL FUNDING) RECORD TYPES:	CL+2	CL+4	N	N	N
/PDX/43/	O041.	ENROUTE DETENTION BOOK RECORD TYPES:	TO+2	TO+5	N	N	N
RETEN	NTION CODES	S: 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=SUPERCEDED TE	=TERI	MINA	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICA					.PE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

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PDX/43	/	CERTIF	FIED PER SECTION 1	2.3 OF LOS A	NGELES AD	MIN	ISTR	ATIVI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) - Total				Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule item pecified by law or a longer period is otherwise required by law, or unless, consistent with state law solution of the City Council.					d by	
PDX/43/	O042.	EQUIPMENT INVENTORY REPORT RECORD TYPES:	TO+2	TO+5		N	N	N
DX/43/	O043.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65) FORM: LAPD 15.65 RECORD TYPES:	TO+2	TO+5		N	N	N
DX/43/	O044.	ESCAPE REPORT (LAPD 6.6) FORM: LAPD 6.6 RECORD TYPES:	TO+2	TO+5		N	N	N
DX/43/	O045.	EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8) FORM: LAPD 10.8 RECORD TYPES:	TO+3	TO+5		N	N	N
DX/43/	O046.	EXPENSE SECRET SERVICE FUND INDEX (OFFICER INVOL'D SHOOTING) RECORD TYPES:	TO+5	TO+10		N	N	N
	O047.							
RETEN	TION 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 S	U=SUPERCE	DED TE=T	ERM	IINAT	ION
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RECOR	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

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August 28, 2018

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Original Records

P <u>DX/43</u>		CE	ERTIFIED PER SECTION	1 12.3 OF LOS A	NGELES A	DMIN	VISTR	ATIVI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retent Offic	ion (YEARS) ee Total	Media Code		cord H	
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Schedul pecified by law or a longer period is otherwise required by law, or unless, consistent with stated colution of the City Council.					ed by	
PDX/43/	oraci or res	FELONY WARRANT PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS) 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 O-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 P-PICTURES Q-SUSPECT WANTED NOTICE-LAPD 8.50 R-WARRANT	TO+7	TO+27		N	N	N
PDX/43/	O048.	FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR+2	AR+4		N	N	N
PDX/43/	O049.	FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS RECORD TYPES:	TO+2	TO+10		N	N	N
PDX/43/	O050.	FIELD COMMAND POST CALL OUT LIST RECORD TYPES:	TO+2	TO+5		N	N	N
RETEN	TION CODES:	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=SUPERCI	EDED TE=	ΓERN	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 OP						PE
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

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City of Los Angeles Departmental Records Disposition Schedule Original Records

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PDX/43	<u> </u>	CERTIL	FIED PER SECTION 12.	3 OF LOS ANGELES	ADMI	NISTE	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C L
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule ite specified by law or a longer period is otherwise required by law, or unless, consistent with state la solution of the City Council.				ed by	
PDX/43/	O051.	FIELD SUPPORT ANALYSIS REPORT RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O052.	FLEET GAS RECEIPT FILE RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O053.	GRANTS FILES RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/43/	O054.	GRIEVANCE FILE RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O055.	HAZARDOUS MATERIAL RESEARCH PAPERS RECORD TYPES:	AR+2	AR+4	N	N	N
PDX/43/	O056.	HIJACK CASE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS) RECORD TYPES:	CL+5	CL+20	N	N	N
RETEN	ITION CODES	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"	PE=PERMANENT SU	=SUPERCEDED TE	=TERI	VINAT	TON
MEDIA	CODES:	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					νPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule

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Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/43/

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.

A-ANALYZED EVIDENCE REPORT-LAPD 12.20

B-ARREST REPORT-LAPD 5.2

C-CORRESPONDENCE

D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 F-LATENT FINGERPRINT REPORT-LAPD 5.16

G-MEDICAL REPORTS

H-PHOTO DISPLAY FOLDER-LAPD 15.50.2 I-PHOTOS/SKETCHES/SURVEYS/COMPOSITES J-PRELIMINARY INVESTIGATION-LAPD 3.1

K-PROPERTY REPORT-LAPD 10.1

L-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 M-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34

N-SEARCH WARRANTS O-SUSPECT INFORMATION

P-TELETYPES

Q-TRAFFIC REPORTS-LAPD 4.1/4.11 R-VEHICLE INVESTIGATION-LAPD 3.7 S-VICTIM COMPANY RECORDS T-VICTIM INFORMATION

U-WITNESSES FORM-3.11.7

/PDX/43/ O057. HOMICIDE AUDIT DAILY WORKBOOK

RECORD TYPES:

/PDX/43/ O058. HOMICIDE CASE PACKAGES

(REC SERIES HAS VARIED MEDIA FORMAT, 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

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**

Page 13 Date:

CL+2

CL+5

CL+10

CL+65

August 28, 2018

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Records of: LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/43/

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.

DD-WITNESSES FORM-LAPD 3.11.7 E-CORONER'S RECORDS AND PHOTOS F-CRIME SCENE LOG-LAPD 3.11.4 **G-DEATH INVESTIGATION-LAPD 3.11** H-FIRE DEPARTMENT EMERGENCY AID REPORT-LAPD 660 I-FOLLOW-UP INVESTIGATION-LAPD 3.14 J-FIREARMS/EXPLOSIVE REPORT-TEMP 253 K-HOMICIDE EVIDENCE NOTIFICATION LOG-LAPD 3.11.3

L-HOMICIDE NOTIFICATION LIST-LAPD 3.11.2

M-INVESTIGATORS FINAL REPORT-LAPD 5.10 N-INVESTIGATORS NOTES

O-LATENT FINGERPRINT REPORT-LAPD 5.16

P-LOS ANGELES CONSOLIDATED BOOKING FORM-LAPD 5.1

Q-NEWSPAPER CLIPPINGS

R-PHOTO DISPLAY FOLDER-LAPD 15.50.2

S-PHOTOS

T-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1

U-PRESS RELEASE FORMAT-LAPD 3.11.5

V-PROGRESS REPORT

W-PROPERTY RECEIPT-LAPD 10.3 X-PROPERTY REPORT-LAPD 10.1 Y-SEARCH WARRANTS

Z-SUSPECT INFORMATION

/PDX/43/ O059. HOMICIDE CONTROL LOG

RECORD TYPES:

/PDX/43/ O060. HOMICIDE/MAJOR CRIME CASE PACKAGES

(REC SERIES HAS VARIED MEDIA FORMAT, 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

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

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Records of:

RECORD TYPE:

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

P <u>DX/43</u>	Sched.	n Imil		(WELDO) 15 I			
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Med Total Cod			d Typ C
/PDX/43/	otherwise	s shall be retained for a minimum of two years, including records not included specified by law or a longer period is otherwise required by law, or unless, con esolution of the City Council. 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 K-HOMICIDE EVIDENCE NOTIFICATION LOG-LAPD 3.11.3 L-HOMICIDE NOTIFICATION LIST-LAPD 3.11.2 M-INVESTIGATORS FINAL REPORT-LAPD 5.10 N-INVESTIGATORS NOTES O-LATENT FINGERPRINT REPORT-LAPD 5.16 P-LOS ANGELES CONSOLIDATED BOOKING FORM-LAPD 5.1 Q-NEWSPAPER CLIPPINGS R-PHOTO DISPLAY FOLDER-LAPD 15.50.2 S-PHOTOS T-PRELIMINARY INVESTIGATION REPORT-LAPD 3.7 U-PRESS RELEASE FORMAT-LAPD 3.11.5 V-PROGRESS REPORT W-PROPERTY RECEIPT-LAPD 10.3 X-PROPERTY REPORT-LAPD 10.1 Y-SEARCH WARRANTS Z-SUSPECT INFORMATION HOMICIDE MANUAL RECORD TYPES:					N
/PDX/43/	O062.	INFORMANT FILE RECORD TYPES:	CL+2	CL+10	N	N	N
RETEN	TION CODE	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLI TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ED EX=EXPIRATION PE=PERMANENT SU	J=SUPERCEDED T	E=TER	MINA	ATI

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

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PDX/43	3/		CERTIFIED PER SECTION 12	3 OF LOS ANGELES A	DMIN	VISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C I
	otherwise s	s 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 wit solution of the City Council.				ed by	
/PDX/43/	O063.	INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES:	TO+10	TO+20	N	N	N
/PDX/43/	O064.	INVESTIGATIVE HYPNOSIS REPORT (TEMP 80) FORM: TEMP 80 RECORD TYPES:	TO+20	TO+20	N	N	N
/PDX/43/	O065.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT 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 O-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 P-TRAFFIC ACCIDENT - STATUS REPORT-LAPD 4.16 Q-VEHICLE INVESTIGATION-LAPD 3.7 INVESTIGATOR'S CASE PROGRESS LOG (LAPD 1.44)	CL+1	CL+4	N N	N N	
IF DX(43)	O000.	FORM: LAPD 1.44 RECORD TYPES:	GL+2	CL+4	IN	IN	IN
RETEN	ITION CODES	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	=SUPERCEDED TE=	TERN	TANIN	ION
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					NPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule Original Records

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	ı (YEARS) - Total			cord i	
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule is specified by law or a longer period is otherwise required by law, or unless, consistent with state is solution of the City Council.					d by	
/PDX/43/	O067.	INVESTIGATOR'S REQUIRED FOLLOW-UP REPORT (LAPD 12.21) FORM: LAPD 12.21 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/43/	O068.	JUVENILE COURT AFFIDAVIT (LAPD 9.4) FORM: LAPD 9.4 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/43/	O069.	JUVENILE PROCEDURES MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
/PDX/43/	O070.	LIBRARY CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/43/	O071.	LINE UP BOOK (ROBBERY SPECIALS) RECORD TYPES:	TO+3	TO+28		N	N	N
/PDX/43/	O072.	LINE UP PACKAGE	TO+3	TO+28		N	N	N
RETEN	TION 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	J=SUPERCE	DED TE=T	ERM	INATI	ON
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELMC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=C						Έ
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

RECORD TYPE:

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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PDX/43		CERTIFII	ED LER SECTION 12	.3 OF LOS ANGELES	ADMI	111011	- -
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Medi Total Code		ecora H	
	otherwise sp	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. (REC SERIES HAS VARIED MEDIA FORMAT, 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				ed by	,
/PDX/43/	O073.	F-PHOTOS LOCKER LOG RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/43/	O074.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA) FORM: CAL OSHA RECORD TYPES:	TO+3	TO+10	N	N	N
PDX/43/	O075.	MASTER BANK ROBBERY INDEX RECORD TYPES:	TO+7	TO+17	N	N	N
PDX/43/	O076.	MISDEMEANOR WARRANT PACKAGES RECORD TYPES: A-HANDWRITING EXEMPLAR-LAPD 5.7 B-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48 C-WORTHLESS DOCUMENT D-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6	CL+1	CL+21	N	N	N
		AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PI 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=ELECT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTIC					λPE
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retent Offic	tion (YEARS) ce Total		Recor V H	
	otherwise s	shall be retained for a minimum of two years, including records not included in the Sched pecified by law or a longer period is otherwise required by law, or unless, consistent with s solution of the City Council.				shed l	by
PDX/43/	O077.	MOBILE CANTEEN FUND RECORDS RECORD TYPES:	TO+2	TO+5	1	N N	N
PDX/43/	O078.	MOBILIZATION ROSTER RECORD TYPES:	TO+2	TO+5	1	N N	N
PDX/43/	O079.	MODUS OPERANDI BOOK - ROBBERY SPECIALS RECORD TYPES:	TO+3	TO+23	1	N N	N
PDX/43/	O080.	MODUS OPERANDI FILES (RAPE SECTION) RECORD TYPES: A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 B-MEDICAL REPORTS	TO+3	TO+23	1	N N	N
PDX/43/	O081.	MONIKER FILE RECORD TYPES:	CL+2	CL+10	1	N N	N
PDX/43/	O082.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+5	1	N N	N
RETEN	TION CODES	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIR TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RATION PE=PERMANENT	SU=SUPERCED	ED TE=TE	RMIN	ATION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT E MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT					TAPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Original Records

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Date:

Records of: LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

/PDX/43/ CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE 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. MOTOR SCHOOL LIST TO+2 TO+5 /PDX/43/ O083. N N **RECORD TYPES:** /PDX/43/ O084. MUG BOOK (LAPD 15.50) CL+10 CL+10 N N FORM: LAPD 15.50 RECORD TYPES: CL+20 CL+20 /PDX/43/ O085. MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) N N FORM: LAPD 3.6.2 RECORD TYPES: MURDER BOOK - SOLVED /PDX/43/ O086. CI + 10CL+20 N N (NORMAL RETENTION PERIOD IS MURDER BK IS 2 YRS OFFICE AND 30 YRS CENTER) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 **B-CHRONOLOGICAL REPORT-LAPD 3.11.6** C-CRIME SCENE LOG-LAPD 3.11.4 D-DEATH REPORT-LAPD 3.11 E-FOLLOW-UP INVESTIGATION-LAPD 3.14 F-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 G-PRESS RELEASE-LAPD 3.11.5 H-PROPERTY REPORT-LAPD 10.1 I-VEHICLE INVESTIGATION-LAPD 3.7 J-WITNESSES - LIST-LAPD 3.11.7 O087. NARCOTIC CONTAGION CONTACT REPORT (LAPD 12.17) TO+3 TO+5 /PDX/43/ N N FORM: LAPD 12.17 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 RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles Departmental Records Disposition Schedule Original Records

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P <u>DX/43</u>			RTIFIED PER SECTION 12.	S OT LOS III (GI		1111101	_
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) M Total		Recor V H	
	otherwise	s shall be retained for a minimum of two years, including records not included in the Schedule specified by law or a longer period is otherwise required by law, or unless, consistent with state esolution of the City Council.				shed b	у
OX/43/	O088.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+3	TO+5	1	N N	N
OX/43/	O089.	NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5	1	N N	N
OX/43/	O090.	NARCOTICS ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+2	TO+5	1	N N	N
OX/43/	O091.	NARCOTICS BUY NOTE (LAPD 12.53) FORM: LAPD 12.53 RECORD TYPES:	TO+3	TO+5	1	N N	N
DX/43/	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	CL+5	CL+30	1	N N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATI TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ION PE=PERMANENT SU	=SUPERCEDE	D TE=TE	RMINA	ATION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=E MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=					APE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

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Departmental Records Disposition Schedule

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Original Records

LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

/PDX/43/ CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No. Sched. Item No. No. Record Title -- 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.

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

O-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10

/PDX/43/ O093. OFFICER INVOLVED SHOOTING FILES

(REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS ...) RECORD TYPES:

A-ANALYZED EVIDENCE REPORT-LAPD 12.20

AA-TRAFFIC CITATION COPIES
B-CORONER'S REPORTS
BB-VICTIM INFORMATION
C-CORRESPONDENCE
CC-WITNESS INFORMATION
D-CRIME SCENE LOG-LAPD 3.11.4
DD-WITNESSES FORM-LAPD 3.11.7
E-DAILY DEPLOYMENT-TEMP 108

F-DAILY FIELD ACTIVITIES REPORT-LAPD 15.52

G-DEATH INVESTIGATION-LAPD 3.11 H-EMERGENCY MESSAGE LOG-LAPD 7.15 I-TELETYPES

J-FIREARMS/EXPLOSIVE ANALYZED-TEMP 253 K-FOLLOW-UP INVESTIGATION-LAPD 3.14

K-FOLLOW-UP INVESTIGATION-LAPD 3.14 L-INVESTIGATOR'S FINAL REPORT-LAPD 5.10

M-INVESTIGATOR'S NOTES

N-LATENT FINGERPRINT REPORT-LAPD 5.16

O-LOS ANGELES FIRE DEPARTMENT EMERGENCY AID REPORT-LAFD F660

P-OUTSIDE AGENCIES DOCUMENTS Q-PHOTOS/SKETCHES/DIAGRAMS

R-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1

S-PRESS RELEASE/NEWSPAPER CLIPPINGS

T-PROGRESS REPORT

U-PROPERTY REPORT-LAPD 10.1

V-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10

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/43	B /	CERTIFIED	PER SECTION 12	2.3 OF LOS ANGELES	ADMI	NISTR	ATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	ı (YEARS) Media Total Code		ecord H	
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items lipecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a consolution of the City Council. W-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 X-SEARCH WARRANTS				ed by	
/PDX/43/	O094.	Y-SUSPECT INFORMATION OFFICER LOG BOOKS RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O095.	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES RECORD TYPES: A-ACCIDENT HISTORY-LAPD 4.12 B-EMPLOYEE REPORT-LAPD 15.7 C-INTERDEPARTMENTAL CORRESPONDENCE-LAPD 15.2 D-PERSONNEL AND FLEET SAFETY REPORT-LAPD 1.13 E-TRAFFIC ACCIDENT REPORT-LAPD 4.1	TE	TE+10	N	N	N
PDX/43/	O096.	OFFICERS INDIVIDUAL OVERTIME RECORD (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential	TE	TE	N	N	Y
PDX/43/	O097.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/43/	O098.	PARADE PERMIT INVESTIGATION FOLDERS RECORD TYPES:	TO+2	TO+5	N	N	N
	O099.						
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"	PERMANENT SI	J=SUPERCEDED TE	=TERI	MINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTROMC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICA					PΕ
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

/PDX/43/

City of Los Angeles Departmental Records Disposition Schedule

Original Records

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August 28, 2018

Date:

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Records of: LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

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. /PDX/43/ PERSONNEL COMPLAINT LOG TO+2 TO+10 N N N**RECORD TYPES:** TE TF /PDX/43/ O100. PERSONNEL FOLDERS - DIVISIONAL N Y (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-CHANGE OF STATUS-GEN 43 AA-TEST RECORDS **B-DUTY CERTIFICATE-PDAS 430 BB-TRAINING PUBLICATION RECEIPT-LAPD 1.42** C-EMPLOYEE EVALUATION REPORT-PDAS 28 CC-TRAINING SCHEDULES D-EMPLOYEE RECORD FORM-LAPD 1.38 E-EMPLOYEE REPORT-LAPD 5.7 F-EMPLOYEE TRANSFER DATA-LAPD 1.34 G-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 H-INCIDENT REPORT-LAPD 1.27 I-INDIVIDUAL UNIFORM AND EQUIPMENT ISSUE RECORD-LAPD 1.41.1 J-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 K-KEY RECEIPT-LAPD 11.14 L-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30 M-NOTICE OF COMMENDATION-FG 79 N-NOTICE TO CORRECT DEFICIENCIES-FG 78 O-NOTIFICATION OF COMPLETION OF TRAINING P-OFFICE OF THE MAYOR, OFFICE MEMORANDUM-140 Q-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 R-OPERATOR SECURITY STATEMENT-LAPD 1.58 S-PAYROLL/PERSONNEL CHANGE DOCUMENT-FG 41 T-PERFORMANCE EVALUATION REPORT-LAPD 1.78 U-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47 V-PERMIT TO REGULARLY HOME-GARAGE A DEPARTMENT VEHICLE-LAPD 1.46 W-PERSONNEL AND FLEET SAFETY BOARD REPORT-LAPD 1.13

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"

Y-PROBATIONARY POLICE OFFICER EVALUATION REPORT-LAPD 1.78.1

X-PHYSICAL FITNESS EVALUATION-LAPD 1.31

Z-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36

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 Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

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DX/43, Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Medi Total Code			Type C I
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedupecified by law or a longer period is otherwise required by law, or unless, consistent with stasolution of the City Council. ZZ-TEST RECORDS				ed by	
DX/43/	O101.	PERSONNEL ROSTER RECORD TYPES:	TO+2	TO+5	N	N	N
DX/43/	O102.	POLICE BULLETIN REQUEST/CANCELLATION (LAPD 15.32) FORM: LAPD 15.32 RECORD TYPES:	TO+2	TO+5	N	N	N
)X/43/	O103.	POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES:	TO+2	TO+5	N	N	N
DX/43/	O104.	PROJECT CARD FILE RECORD TYPES:	CL+2	CL+4	N	N	N
OX/43/	O105.	PROJECT FOLDERS RECORD TYPES:	TO+2	TO+5	N	N	N
DX/43/	O106.	PROGRESS INTERVIEW RECORD TYPES:	TO+2	TO+5	N	N	N
RETEN	TION 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 S	U=SUPERCEDED T	E=TERI	MINAT	ION
√EDIA (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 O					APE
RECOR	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule Original Records

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/PDX/43	3/		CERTIFIED PER SECTION 12	.3 OF LOS ANGELES A	DMI	VISTI	ATIVE (
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C L
	otherwise	s shall be retained for a minimum of two years, including records not included in the Sched 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/43/	O107.	PROPERTY RELEASE AUTHORIZATION (LAPD 6.8) FORM: LAPD 6.8 RECORD TYPES:	TO+3	TO+5	N	N	N
/PDX/43/	O108.	PROPERTY DISPOSITION REQUEST (LAPD 10.6) FORM: LAPD 10.6 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O109.	RADIOLOGICAL INSPECTION SCHEDULE RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O110.	RADIOLOGICAL MONITORS LIST RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O111.	RAPE/DOMESTIC VIOLENCE CASE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, 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	CL+5	CL+35	N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIR. TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ATION PE=PERMANENT SU	J=SUPERCEDED TE=	TER	/INA	ÎON
	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT E MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT (V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL	L=ELECTRONIC FILE FM=FII OP=OPTICAL DISK VT=VIDE	LM MD=MAG DISK M O TAPE PC=PUNCH	IT=M/ CARI	AG TA	νPE
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City of Los Angeles Departmental Records Disposition Schedule

Page 26 Date:

August 28, 2018

CODE

Original Records

PDX/43	3 /		CERTIFIED PER SECTION 1	2.3 OF LOS AN	GELES AI	DMIN	ISTI	RATI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retentio Office	n (YEARS) Total	Media Code	Re. V		
	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					d by	
	order or re	solution of the City Council. G-INVESTIGATOR'S CASE ENVELOPE-LAPD 15.15						
		H-FOLLOW-UP INVESTIGATION-LAPD 3.14						
		I-INVESTIGATORS FINAL REPORT-LAPD 5.10 J-LATENT FINGERPRINT REPORT-LAPD 5.16						
		K-MEDICAL REPORTS						
		L-NEWSPAPER CLIPPINGS						
		M-PHOTO DISPLAY FOLDER-LAPD 15.50.2 N-PHOTOS/SKETCHES						
		O-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1						
		P-PRESS RELEASE FORMAT-LAPD 3.11.5 Q-PROPERTY REPORT-LAPD 10.1						
		R-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10						
		S-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 T-INVESTIGATORS NOTES						
		U-SEARCH WARRANTS						
		V-SUSPECT INFORMATION W-TELETYPES						
		X-VEHICLE INVESTIGATION-LAPD 3.7						
		Y-VICE/INFORMATION CARD-LAPD 15.36 Z-VICTIM/WITNESS INFORMATION						
/PDX/43/	O112.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53)	TO+2	TO+5		N	N	Ν
	0112.	FORM: LAPD 15.53 RECORD TYPES:	10.2	10.0		•	.,	.,
/PDX/43/	O113.	RECEIPT FOR PROPERTY TAKEN INTO CUSTODY (LAPD 10.10)	TO+3	TO+5		N	N	N
		FORM: LAPD 10.10 RECORD TYPES:						
IDDVIAGI	0444	DESCRIPT FOR VALUARIES (1.40.55)	TO . 0	TO : 5				
/PDX/43/	O114.	RECEIPT FOR VALUABLES (LAC 55) FORM: LAC 55 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=PERMANENT S	U=SUPERCED	DED TE=1	ΓERM	IINA [.]	ΓΙΟΝ
		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=DOCUM MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUM						ΑPE
RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

City of Los Angeles Departmental Records Disposition Schedule Original Records

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DX/43	8/	CERTIFIED F	PER SECTION 12.	3 OF LOS ANGELI	ES ADM	INIST	<u>RATIVE</u>
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Med Total Cod			l Type C 1
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule items liss specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a dissolution of the City Council.				hed by	,
PDX/43/	O115.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47) FORM: LAPD 16.47 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O116.	RECORD OF ARRESTS (LAPD 12.12) FORM: LAPD 12.12 RECORD TYPES:	CL+2	CL+4	N	N	N
PDX/43/	O117.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10	N	N	N
PDX/43/	O118.	RECORD OF MARK IV GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10	N	N	N
PDX/43/	O119.	RECORDING TAPE INVENTORY (LAPD 12.40) FORM: LAPD 12.40 RECORD TYPES:	TO+2	TO+10	N	N	N
PDX/43/	O120.	REGISTRY OF DR NUMBERS (LAPD 8.34) FORM: LAPD 8.34 RECORD TYPES:	CL+2	CL+4	N	N	N
RETEN	O118. O119. O120.	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=P TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ERMANENT SU	=SUPERCEDED	TE=TEF	RMINA	ΓΙΟΝ
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					4PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule Original Records

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Date: August 28, 2018

Records of: LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

3 /	CERTIFIED PER	SECTION 12	.3 OF LOS Al	NGELES A	DMIN	VISTR	ATIV
Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	- Retention Office	(YEARS) - Total	Media Code			
otherwise :	specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a diffe					ed by	
O121.	RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.) FORM: LAPD 6.15. RECORD TYPES:	TO+2	TO+5		N	N	N
O122.	ROBBERY CASE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE, PHOTOS) RECORD TYPES: A-ANALYZED EVIDENCE REPORTS-LAPD 12.20 B-CORRESPONDENCE C-FIELD INTERVIEW REPORT-LAPD 15.43 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-INVESTIGATORS CASE ENVELOPE-LAPD 15.15 F-INVESTIGATORS SE FINAL REPORT-LAPD 5.10 G-INVESTIGATORS 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 O-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 P-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 Q-SEARCH WARRANTS R-SUSPECT INFORMATION S-TELETYPES T-VEHICLE INVESTIGATION-LAPD 3.7 U-VICTIM INFORMATION V-WITNESS INFORMATION	CL+3	CL+28		N	N	N
	W-WITNESSES FORM-LAPD 3.11.7 SECRET SERVICE FUND LOG BOOK	CL+2	CL+4		N	N	
	Sched. Item No. All records otherwise order or re	Sched. Item No. Record Title (Description / Sub Categories / Remarks) All records shall be retained for a minimum of two years, including records not included in the Schedule items listed otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a difference or resolution of the City Council. O121. RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.) FORM: LAPD 6.15. RECORD TYPES: O122. ROBBERY CASE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE, PHOTOS) RECORD TYPES: A-ANALYZED EVIDENCE REPORTS-LAPD 12.20 B-CORRESPONDENCE C-FIELD INTERVIEW REPORT-LAPD 15.43 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-INVESTIGATORS CASE ENVELOPE-LAPD 15.15 F-INVESTIGATORS SASE ENVELOPE-LAPD 15.16 I-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 13.15 N-PROPERTY REPORT-LAPD 13.15 N	Sched. Item 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. O121. RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.) TO+2 FORM: LAPD 6.15. RECORD TYPES: O122. ROBBERY CASE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE, PHOTOS) RECORD TYPES: AANALYZED EVIDENCE REPORTS-LAPD 12.20 B-CORRESPONDENCE C-FIELD INTERVIEW REPORT-LAPD 15.43 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-INVESTIGATORS CASE ENVELOPE-LAPD 15.16 F-INVESTIGATORS ASSE ENVELOPE-LAPD 15.16 I-NEWS CLIPPINGS J-PHOTO DISPLAY FOLDER-LAPD 15.02 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 O-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 P-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 O-SEARCH WARRANTS R-SUSPECT INFORMATION S-TELETYPES T-VEHICLE INVESTIGATION-LAPD 3.7 U-VICTIM INFORMATION	Sched. Hem (Description / Sub Categories / Remarks) All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorte otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention order or resolution of the City Council. O121. RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15. TO+2 TO+5 FORM: LAPD 6.15. RECORD TYPES: (REC SERIES HAS VARIED MEDIA FORMAT, IE, PHOTOS) RECORD TYPES: AANALYZED FYIDENDE REPORTS-LAPD 12.20 B-CORRESPONDENCE C-HELD INTERVIEW REPORT-LAPD 1.14 E-INVESTIGATORS CASE ENVELOPE-LAPD 15.15 F-INVESTIGATORS CASE ENVELOPE-LAPD 15.16 HARWS CLIPPINGS J-PHOTO DISPLAY FOLDER-LAPD 15.02 K-PHOTOSISKETCHES/COMPOSITES L-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 M-PRESS RELEASE FORMAT-LAPD 10.10 O-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 P-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 O-SEARCH WARRANTS R-SUSPECT INFORMATION S-TELETYPES T-VEHICLE INVESTIGATION-LAPD 3.7 U-VICTIM INFORMATION	Sched. Hem (Description / Sub Categories / Remarks) 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 order or resolution of the City Council. O121. RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15. TO+2 TO+5 FORM: LAPD 6.15. RECORD TYPES: (REC SERIES HAS VARIED MEDIA FORMAT, IE, PHOTOS) RECORD TYPES: AANALYZED EVIDENCE REPORTS-LAPD 12.20 B-CORRESPONDENCE C-FIELD INTERVIEW REPORT-LAPD 15.43 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 ENIVESTIGATOR'S FINAL REPORT-LAPD 5.10 GINVESTIGATOR'S FINAL REPORT-LAPD 5.16 H-LATENT FINGERPRINT REPORT-LAPD 5.16 H-REWS CLIPPINGS J-PHOTO DISPLAY FOLDER-LAPD 15.02 K-PHOTOSISKE CHASE FORMAT LAPD 3.1 M-PRESS RELEASE FORMAT LAPD 3.1 M-PRESS RELEASE FORMAT LAPD 3.1 M-PRESS RELEASE FOR FINGERPRINT COMPARISON-LAPD 12.34 O-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 P-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 O-SEARCH WARRANTS R-SUSPECT INFORMATION S-TELETTYPES T-VEHICLE INVESTIGATION-LAPD 3.7 UVICITIM INFORMATION	Sched. Hem (Description / Sub Categories / Remarks) 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 specified by law or a longer 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 order or resolution of the City Council. O121. RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.] TO+2 TO+5 N FORM: LAPD 6.15. RECORD TYPES: (REC SERIES HAS VARIED MEDIA FORMAT, IE, PHOTOS) RECORD TYPES: ANALYZED EVIDENCE REPORTS-LAPD 12.20 B-CORRESPONDENCE C-FIELD INTERVIEW REPORT-LAPD 15.43 D-FOLLOW-UP INVESTIGATION-LAPD 15.16 FINVESTIGATOR'S FINAL REPORT-LAPD 5.10 GINVESTIGATOR'S FINAL REPORT-LAPD 5.16 H-LATENT FINGERPRINT REPORT-LAPD 5.16 H-NEWS CLIPPINGS J-PHOTO DISPLAY FOLDER-LAPD 15.02 K-PHOTOS/SKETCHES/COMPOSITES L-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 M-PRESS RELEASE FORMAT-LAPD 3.10 O-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 P-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34 O-SEARCH WARRANTS R-SUSPECT INFORMATION S-TELETYPES T-VEHICLE INVESTIGATION-LAPD 3.7 U-VICTIM INFORMATION	Sched. Item No. Record Title (Description / Sub Categories / Remarks) 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. PERLEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.) TO+2 RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.) TO+5 PORM: LAPD 6.15. RECORD TYPES: CL+3 CL+28 N N N RECORDES NO PROPIETE Y SHARE PROPER SHARE

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LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION Records of:

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/43/ Sched. Sched. Record Title -- Retention (YEARS) -- Media Record Type **Item** (Description / Sub Categories / Remarks) Code V H C L No. Office Total No.

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

RECORD TYPES:

		RECORD TYPES:					
/PDX/43/	O124.	SAFETY SURVEY CHECKLIST FILE RECORD TYPES:	CL+2	CL+4	N	N	N
/PDX/43/	O125.	SEARCH WARRANTS RECORD TYPES:	TO+10	TO+10	N	N	N
/PDX/43/	O126.	SECRET SERVICE REPORTS AND CHIT ERRORS RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O127.	SEXUALLY EXPLOITED/ABUSED CHILD UNIT INVESTIGATORS CASE 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	CL+5	CL+30	N	N	
RETE	NTION CODES	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PE	RMANENT SU	J=SUPERCEDED TE	=TERI	ΛINA	TION

TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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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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Sched.	Sched. Item	Record Title	Retention	(YEARS)	Media	Re	cord	Тур
No.	No.	(Description / Sub Categories / Remarks)	Office	Total	Code	\boldsymbol{V}	H	\boldsymbol{C}
	otherwise sp	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, colution of the City Council. K-JUVENILE PETITION REQUEST WITNESS LIST-DA FORM L-PHOTO IDENTIFICATION REPORT-LAPD 15.50.4 M-PRIOR RECORD REPORT-LAPD 8.1.1					ed by	
PDX/43/	O128.	N-PROBABLE CAUSE ARREST WARRANT-TEMP 77 SERGEANT'S DAILY REPORT (LAPD 15.48) FORM: LAPD 15.48 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O129.	SIGN OUT SHEET (LAPD 15.42) FORM: LAPD 15.42 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O130.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) FORM: LAPD 15.80 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O131.	STATION FUND FILE RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O132.	STATISTICAL REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
	O133.							
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PITO=THE DATE OF THE RECORD, i.e. the "TO DATE"	E=PERMANENT SU	J=SUPERCE	DED TE=T	ERM	IINAT	ION
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RECOF	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

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Records of: LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/43/ 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. /PDX/43/ SUBPOENA FILES CL+2 CL+4 N N N**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 G-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 F-SUBPOENA /PDX/43/ 0134. TE TE N N YSUMMARY FOLDER (EMPLOYEE) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-COMPLAINT HISTORY-LAPD 1.6.2 B-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6 C-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 **D-OFFICER COMMAND CARD** TABULATION FORM (LAPD 4.20) TO+3TO+5 /PDX/43/ O135. N N FORM: LAPD 4.20 RECORD TYPES: O136. TACTICAL MANUAL INVENTORY LIST TO+3TO+5 N N /PDX/43/ RECORD TYPES: /PDX/43/ 0137. TACTICAL MANUAL AR+2 AR+4 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 RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Medi Total Code			d Typ C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Sched pecified by law or a longer period is otherwise required by law, or unless, consistent with standard of the City Council.				ed b <u>:</u>	V
X/43/	O138.	TACTICAL MANUAL RESEARCH PAPERS RECORD TYPES:	TO+3	TO+5	N	N	N
X/43/	O139.	TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTINGS RECORD TYPES:	TO+5	TO+30	N	N	N
X/43/	O140.	TASER LOG RECORD TYPES:	TO+2	TO+5	N	N	N
X/43/	O141.	TELEPHONE TOLL CALL LOG (LAPD 7.22) FORM: LAPD 7.22 RECORD TYPES:	TO+2	TO+5	N	N	N
X/43/	O142.	TELEPHONIC REPORT LOG RECORD TYPES:	TO+2	TO+5	N	N	N
(/43/	O143.	TELETYPES RECORD TYPES:	TO+2	TO+5	N	N	N
ETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIR. TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ATION PE=PERMANENT SI	U=SUPERCEDED TE	=TERI	MINA	TION
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) N Total			d Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Sorpecified by law or a longer period is otherwise required by law, or unless, consistent we solution of the City Council.				hed b	v
PDX/43/	O144.	TIE BAR FILES RECORD TYPES:	TO+2	TO+5	Ν	l N	N
PDX/43/	O145.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4	٨	l N	N
PDX/43/	O146.	TIME IN AND OUT SHEET (LAPD 12.4) FORM: LAPD 12.4 RECORD TYPES:	TO+2	TO+5	١	l N	N
PDX/43/	O147.	TRAFFIC ACCIDENT REPORT BOOK RECORD TYPES:	TO+2	TO+5	Ν	l N	N
PDX/43/	O148.	TRAFFIC OFFICER CLASSES FILE RECORD TYPES:	TO+2	TO+5	Ν	I N	N
PDX/43/	O149.	TRAFFIC COURT FILES	TO+2	TO+5	N	l N	N
RETEN	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXTO=THE DATE OF THE RECORD, i.e. the "TO DATE"	XPIRATION PE=PERMANENT SU	=SUPERCEDE	D TE=TE	RMINA	TION
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C 1
	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 is solution of the City Council. RECORD TYPES:				ed by	_
PDX/43/	O150.	TRAFFIC DEAD BODY BOOK RECORD TYPES:	TO+3	TO+5	N	N	N
DX/43/	O151.	TRAFFIC MANUAL RECORD TYPES:	AR+2	AR+4	N	N	N
DX/43/	O152.	TRAFFIC SAFETY PRESENTATIONS RECORD TYPES:	TO+2	TO+5	N	N	N
DX/43/	O153.	TRAFFIC STUDIES & SURVEYS RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O154.	UNUSUAL OCCURRENCE AFTER ACTION REPORTS RECORD TYPES:	TO+10	PE	N	N	N
RETEN	ITION 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	J=SUPERCEDED TE=	TERN	TANIN	TON
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hed. Io.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C
	otherwise s	s 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 wi solution of the City Council.				ed by	
(/43/	O155.	UNUSUAL OCCURRENCE TIME CARDS (LAPD 14.14) FORM: LAPD 14.14 RECORD TYPES:	TO+10	TO+10	N	N	N
(J43/	O156.	UNUSUAL OCCURRENCE MOBILIZATION PLAN RECORD TYPES:	TO+10	TO+10	N	N	N
(/43/	O157.	UNUSUAL OCCURRENCE TIME/WAGE REPORTS RECORD TYPES:	TO+10	TO+10	N	N	N
(/43/	O158.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	CL+2	CL+4	N	N	N
(/43/	O159.	VICTIM LOG (RAPES) RECORD TYPES:	TO+5	TO+10	N	N	N
(/43/	O160.	VISITING DIGNITARY EXPENDITURES RECORD TYPES:	TO+3	TO+5	N	N	N
ETEN	TION CODES	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:	=SUPERCEDED TE=	TERN	TANIN	ION
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	otherwise	s 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 wite esolution of the City Council.				shed l	ру
DX/43/	O161.	VICE/INFORMATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES:	TO+2	TO+5	i	N N	N
OX/43/	O162.	VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10	I	N N	N
OX/43/	O163.	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5	I	N N	N
OX/43/	O164.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	TO+2	TO+10	I	N N	N
DX/43/	O165.	WORK CONTROL FOLDERS (THERE ARE SUBTITLES A - CE; NOT ALL ARE LISTED HERE) RECORD TYPES: A-BICYCLE INVESTIGATION-LAPD 3.12 B-DEATH INVESTIGATION-LAPD 3.11 C-DETECTIVES' ACTIVITIES SUMMARY-LAPD 1.62 D-DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT-LAPD 1.62.1 E-DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED-LAPD 1.62.2 F-FOLLOW-UP INVESTIGATION-LAPD 3.14 G-INJURY INVESTIGATION-LAPD 3.15	CL+2	CL+4	ı	N N	N
RETEN	TION CODES	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	J=SUPERCED	ED TE=TE	RMIN	OITA
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P <u>DX/43</u> Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total		Rec V	ord '	- 1
	otherwise s	shall be retained for a minimum of two years, including records not included in the Scapecified by law or a longer period is otherwise required by law, or unless, consistent with solution of the City Council. 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					l by	_
PDX/43/	O166.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES:	TO+/03	TO+5		N	N	N
PDX/43/	O167.	ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O168.	ADJUSTED TIME REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O169.	AIRCRAFT ACCIDENT LOG RECORD TYPES:	TO+1	TO+5		N	N	N
PDX/43/	O170.	ALIEN ARREST LOG RECORD TYPES:	TO+1	TO+5		N	N	N
RETEN	TION CODES	: 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	DED TE=T	ERMI	NATI	ON
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Med Total Cod			t Type C L
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedule is specified by law or a longer period is otherwise required by law, or unless, consistent with state is solution of the City Council.				ed b <u>:</u>	,
/PDX/43/	O171.	AMBUSH LOG RECORD TYPES:	TO+1	TO+5	N	N	N
/PDX/43/	O172.	ARRESTEE BOOKED AT LAC-USC MEDICAL CENTER (REC SERIES HAS VARIED MEDID FORMAT, IE., PHOTOS & PRINTS) RECORD TYPES: A-NOTIFICATIONS B-PHOTOS C-PRINTS	TO+1	TO+5	N	N	N
/PDX/43/	O173.	BAIL DEVIATION TELETYPES RECORD TYPES:	TO+1	TO+5	N	N	N
/PDX/43/	O174.	BLOOD RUN LOG RECORD TYPES:	TO+1	TO+5	N	N	N
/PDX/43/	O175.	BOMB THREAT LOG RECORD TYPES:	TO+1	TO+5	N	N	N
/PDX/43/	O176.	BOOKING AND DISPO REPORT (LAPD 6.01) FORM: LAPD 6.01 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 TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	N PE=PERMANENT S	U=SUPERCEDED 1	E=TER	MINA	TION
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PDX/43	3/	CI	ERTIFIED PER SECTION 12	.3 OF LOS ANGELES	ADMI	VISTE	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Туре С 1
	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 statisfication of the City Council.				ed by	_
PDX/43/	O177.	BUDGET & CRIME PREVENTION GUARTERLY REPORTS RECORD TYPES:	TO+2	TO+10	N	N	N
DX/43/	O178.	CAL-OSHA INJURY LOG RECORD TYPES:	TO+1	TO+5	N	N	N
DX/43/	O179.	CASE DISPOSITION SUMMARIES RECORD TYPES:	CL+2	CL+4	N	N	N
DX/43/	O180.	CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES:	TO+2	TO+10	N	N	N
PDX/43/	O181.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+2	TO+5	N	N	N
	O182.						
RETEN	ITION CODES	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	J=SUPERCEDED TE	=TERI	MINAT	TON
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Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Reten Offi	tion (YEARS) ce Total	Media Code		cord H	
	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 esolution of the City Council.					ed by	
PDX/43/		COMFAC LOG RECORD TYPES:	TO+1	TO+5		N	N	N
PDX/43/	O183.	COMMMANDING OFFFICER'S OFERTIME RECORD RECORD TYPES:	TO+2	TO+10		N	N	N
OX/43/	O184.	CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40) FORM: LAPD 15.40 RECORD TYPES:	EX+2			N	N	N
OX/43/	O186.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES:	TO+4	TO+5		N	N	N
OX/43/	O187.	COURT ON CALL LIAISON/COURT CLERK WORKSHEET RECORD TYPES:	CL+2	CL+4		N	N	N
DX/43/	O188.	COURT NOTICE (LADP 15.57) FORM: LADP 15.57 RECORD TYPES:	TO+2	TO+5		N	N	N
RETEN	ITION 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=SUPERCE	DED TE=T	ERM	IINAT	ION
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FORM: LAPD 15.47 RECORD TYPES: FORM: LAPD 15.47 RECORD TYPES: FORM: LAPD 15.47 RECORD TYPES: TO+1 TO+5 FORM: LAPD 15.6 RECORD TYPES: TO+1 TO+10 RECORD TYPES: TO+1 TO+10 TO+10	Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Typ C
PORM: LAPD 15.47 RECORD TYPES: DX439 O190. DAILY CRIME AND ARREST SUMMARY (LAPD 15.6) FORM: LAPD 15.6 RECORD TYPES: DX439 O191. DEADLY WEAPON INJURY LOG RECORD TYPES: DX439 O192. DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES: DX439 O193. DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES: DX439 O194. DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES: RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TI		otherwise sp	pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a d				ed by	
FORM: LAPD 15.6 RECORD TYPES: DX449 O191. DEADLY WEAPON INJURY LOG RECORD TYPES: DX449 O192. DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES: TO+1 TO+10 TO+10 DX449 O193. DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES: DX449 O194. DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES: RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TITO=THE DATE OF THE RECORD, i.e. the "TO DATE"	DX/43/	O189.		TO+2	TO+10	N	N	N
DX/43/ O192. DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE DX/43/ O193. DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES: DX/43/ O194. DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES: RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TI TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	DX/43/	O190.	, ,	TO+1	TO+5	N	N	N
PX/43/ O193. DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES: DX/43/ O194. DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES: RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TO TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	DX/43/	O191.		TO+1	TO+10	N	N	N
FORM: LAPD 1.90 RECORD TYPES: DX/43/ O194. DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES: RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	DX/43/	O192.		TO+1	TO+10	N	N	N
RECORD TYPES: RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TI TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	DX/43/	O193.		AR+2	AR+4	N	N	N
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	DX/43/	O194.		CL+2	CL+4	N	N	N
	RETEN	ITION CODES:		ERMANENT SU	J=SUPERCEDED TE=	TERN	IINA	TON
MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT-MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CA	MEDIA	CODES:						νPE

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Records PDX/43		LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVIS CERTIFI	OIUN ED PER SECTION	12.3 OF LOS AN	GELES ADI	MINIS	STRA1	[IVI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retenti Offic	on (YEARS) e Total			ord Ty H C	-
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule item pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, solution of the City Council.				shed	by	•
/PDX/43/	O195.	DISTRIBUTION TRANSMITTAL (LAPD 4.44) FORM: LAPD 4.44 RECORD TYPES:	TO+2	TO+5	ı	1 1	N N	1
PDX/43/	O196.	DISTRICT ATTORNEY LIAISON FILING FORM RECORD TYPES:	TO+4	TO+5	i	1 1	N N	1
PDX/43/	O197.	DISTRICT ATTORNEY WARRANT RECEIPT LOG RECORD TYPES:	TO+3	TO+5	i	1 1	N N	1
PDX/43/	O198.	DIVISION JAIL BOOKING ROSTER (LAPD 6.13) FORM: LAPD 6.13 RECORD TYPES:	TO+2	TO+5	i	1 1	N N	1
PDX/43/	O199.	DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES:	EX+2		i	1 1	N N	1
/PDX/43/	O200.	DRIVING UNDER THE INFLUENCE DRUG EVALUATION	TO+2	TO+10	ı	1 1	N N	1
RETEN	ITION 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=SUPERCED	ED TE=TE	RMIN	IATIO	N
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RECORD TYPE:

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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PDX/43	Sched.	CERTIFIED	PER SECTION 12	01 20071110		.,		7
Sched. No.	Schea. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	t (YEARS) l Total		Reco V I		
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items list epecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a desolution of the City Council. RECORD TYPES:					by	
/PDX/43/	O201.	DRUG EVALUATION FILE RECORD TYPES:	TO+2	TO+5		1 N	1 1	N
PDX/43/	O202.	DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES:	TO+2	TO+5		1 N	1 1	N
PDX/43/	O203.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	TO+5		1 N	1 1	N
PDX/43/	O204.	EXPENDITURE OF SECRET SERVICE FUND INDEX RECORD TYPES:	TO+3	TO+5		1 N	1 1	N
PDX/43/	O205.	FELONY CASE PACKAGES (SUBTITLES A-O ARE NOW INDIVIDUAL REC SERIES EXCEPT MURDER BK UNSOLVED) RECORD TYPES: A-ABUSED CHILD B-BANK ROBBERY C-CRIME AGAINST PERSON D-CRIME AGAINST PROPERTY	CL+2	CL+62		1 N	1 N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=P TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ERMANENT SU	J=SUPERCEDE	D TE=TE	ERMIN	NATIC	ON.
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PDX/43	8/		CERTIFIED PER SECTION 1.	2.3 OF LOS ANGELE	ES ADMI	NISTI	<u> ATIVI</u>
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Med Total Cod		ecora H	
	otherwise s	shall be retained for a minimum of two years, including records not include pecified by law or a longer period is otherwise required by law, or unless, co solution of the City Council. E-DOMESTIC VIOLENCE F-FELONY WARRANT - BUNCO FORGERY G-HIJACK H-MURDER BOOK - SOLVED I-MURDER BOOK - UNSOLVED J-DETECTIVES CASE ENVELOPE K-NARCOTICS L-RAPE M-ROBBERY N-SEXUALLY EXPLOITED CHILD				ed by	
/PDX/43/	O206.	GUN DESTRUCTION FILE RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O207.	HOMICIDE FILE RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/43/	O208.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+3	TO+5	N	N	N
PDX/43/	O209.	INCOMING COLLECT CALLS LOG RECORD TYPES:	TO+1	TO+5	N	N	N
/PDX/43/	O210.	INQUIRY/DISSEMINATION LOG	TO+2	TO+5	N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCEL TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ED EX=EXPIRATION PE=PERMANENT S	U=SUPERCEDED	TE=TER	MINA	ΓΙΟΝ
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LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION Records of:

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	ı (YEARS) Total			Type C
	otherwise	Is 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. RECORD TYPES:				d by	
PDX/43/	O211.	JAIL INSPECTION RECORD (LAPD 6.17) FORM: LAPD 6.17 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O212.	JAIL TRANSFER RECORD (LAPD 6.11) FORM: LAPD 6.11 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O213.	JUVENILE ARREST PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS) RECORD TYPES A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION 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	TO+2	TO+5	N	N	N
PDX/43/	O215.	F-PHOTO DISPLAY FOLDER-LAPD 15.50 JUVENILE DETENTION LOG RECORD TYPES:	TO+1	TO+5	N	N	N

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DX/43	3/		CERTIFIED PER SECTION 12	2.3 OF LOS ANGELES A	DMIN	VIST	?ATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Media Total Code			t Typ C
	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.				ed by	,
)X/43/	O216.	JUVENILE DETENTION TELETYPES RECORD TYPES:	TO+1	TO+5	N	N	N
X/43/	O217.	K-CAR DEATH LOG BOOK RECORD TYPES:	TO+1	TO+10	N	N	N
X/43/	O218.	MILITARY ARRESTS LOG RECORD TYPES:	TO+1	TO+10	N	N	N
X/43/	O219.	MISDEMEANOR CALENDAR COURT WORKSHEET RECORD TYPES:	CL+2	CL+10	N	N	N
X/43/	O220.	MONTHLY BINGO INVESTIGATION RECAP RECORD TYPES:	TO+2	TO+5	N	N	N
)X/43/	O221.	MUNICIPAL COURT INFORMATION CARD (TEMP 41) FORM: TEMP 41 RECORD TYPES:	CL+2	CL+4	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 SI	J=SUPERCEDED TE=	TERN	/INA	ΓΙΟΝ
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PDX/43	3/	CERTIFI	ED PER SECTION	12.3 OF LOS ANO	GELES ADI	MINI	ISTRA	TIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retenti Offic	on (YEARS) e Total				Type C L
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule item pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, solution of the City Council.				shea	l by	_
PDX/43/	O222.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23) FORM: LAPD 15.23 RECORD TYPES:	TO+2	TO+5	ſ	N	N	N
PDX/43/	O223.	OFFICER'S INDIVIDUAL OVERTIME REPORT RECORD TYPES:	TE	TE+4	ſ	N	N I	N
PDX/43/	O224.	ORDERS, NOTICES, TRAINING BULLETINS RECORD TYPES:	TO+2	TO+5	I	N	N I	N
PDX/43/	O225.	OUTSIDE AGENCY CONDUCTING INVESTIGATION, ARREST OR RECORD TYPES:	TO+1	TO+10	I	N	N	N
PDX/43/	O226.	OVERTIME RECAP RECORD TYPES:	TO+2	TO+5	ſ	N	N I	N
PDX/43/	O227.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5	ſ	N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION F TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PE=PERMANENT	SU=SUPERCEDI	ED TE=TE	RMI	NATIO	NC
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P <u>DX/43</u> Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total				Type C I
	otherwise :	s shall be retained for a minimum of two years, including records not included in the Schedule iter 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/43/	O228.	PAGER SERVICE NUMBER LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/43/	O229.	PAGER TEST LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/43/	O230.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50) FORM: LAPD 4.50 RECORD TYPES:	TO+/03	TO+5		N	N	N
/PDX/43/	O231.	PERSONAL SERVICE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.) FORM: LAPD 4.50. RECORD TYPES:	CL+/03	CL+4		N	N	N
/PDX/43/	O232.	POST OFFICE FILES RECORD TYPES:	TO+1	TO+10		N	N	N
	O233.							_
RETEN	ITION CODES	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"	PE=PERMANENT SU	=SUPERCE	DED TE=T	ERM	IINAT	ION
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	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule item pecified by law or a longer period is otherwise required by law, or unless, consistent with state law solution of the City Council.					d by	
PDX/43/		PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O234.	PROBATION OFFFICER'S BOOK RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O235.	PROBLEM PARK NOTEBOOK RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O238.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES:	TO+1	TO+5		N	N	N
PDX/43/	O239.	PROSTITUTUIN NOTEBOOK RECORD TYPES:	CL+2	CL+10		N	N	N
PDX/43/	O240.	PURSUIT LOG RECORD TYPES:	TO+1	TO+5		N	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION F TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PE=PERMANENT SU	J=SUPERCEDED	TE=T	ERM	INA	ON
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RECOR	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

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DX/43	3 /		CERTIFIED PER SECTION 12	2.3 OF LOS ANGELES A	ADMI1	VIST	<i>ATI</i>
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Media Total Code			-
	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.				ed by	,
X/43/	O241.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15) FORM: LAPD 4.15 RECORD TYPES:	CL+2	CL+4	N	N	N
X/43/	O242.	REQUEST FOR MENTAL EXAMINATION (LAPD 5.4) FORM: LAPD 5.4 RECORD TYPES:	TO+2	TO+5	N	N	N
X/43/	O243.	REQUEST FOR SERVICE (LAPD 15.13) FORM: LAPD 15.13 RECORD TYPES:	CL+/03	CL+4	N	N	N
K/43/	O244.	ROLL CALL TRAINING FILES RECORD TYPES:	TO+2	TO+5	N	N	N
X/43/	O245.	SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES:	TO+2	TO+5	N	N	N
X/43/	O246.	SHOTS FIRED LOG RECORD TYPES:	TO+1	TO+5	N	N	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	J=SUPERCEDED TE=	=TERN	VINA	ΓΙΟΝ
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RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

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P <u>DX/43</u>		CERTI	FIED PER SECTION 12	.3 OF LOS ANGELE	S ADMI	NISTI	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Med Total Cod			Type C 1
	otherwise s	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 la solution of the City Council.				ned by	
/PDX/43/	O247.	SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60) FORM: LAPD 15.60 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O248.	SPEED ZONE SURVEYS (DT 270) FORM: DT 270 RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O249.	STAFF MEETING MINUTES RECORD TYPES:	TO+2	TO+5	N	N	N
PDX/43/	O250.	SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES:	CL+2	CL+4	N	N	N
/PDX/43/	O251.	SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES:	CL+2	CL+4	N	N	N
/PDX/43/	O252.	SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R) LOGS	TO+2	TO+10	N	N	N
RETEN	ITION 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=SUPERCEDED T	E=TER	MINA	ION
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RECORD TYPE:

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	Sched.				GELES ADMINIS		-
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Туре С 1
	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. RECORD TYPES:				ed by	,
/PDX/43/	O253.	TELETYPE MESSAGE NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O254.	TRAFFIC ACCIDENT REPORT FILE RECORD TYPES: A-HIT AND RUN SUPPLEMENT-LAPD 4.3 B-TRAFFIC ACCIDENT INFORMATION-LAPD 4.37 C-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 D-TRAFFIC ACCIDENT STATUS REPORT-LAPD 4.16	TO+2	TO+5	N	N	N
/PDX/43/	O255.	E-TRAFFIC ACCIDENT REPORT-LAPD 4.1 TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O256.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/43/	O258.	TRANSFER DOCUENTATION RECORD TYPES:	TO+3	TO+10	N	N	N

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PDX/43	3/	CERTI	FIED PER SECTION 12	2.3 OF LOS ANGELES A	DMIN	VISTR	ATIVI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	t (YEARS) Media Total Code			Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule ito pecified by law or a longer period is otherwise required by law, or unless, consistent with state la solution of the City Council.				ed by	
X/43/	O259.	TRANSFER OF AUTOMOTIVE EQUIPMENT RECORD TYPES:	CL+2	CL+4	N	N	N
)X/43/	O260.	TRAVEL LOG RECORD TYPES:	TO+1	TO+5	N	N	N
X/43/	O261.	UNUSUAL OCCURRENCE LOG RECORD TYPES:	TO+1	TO+10	N	N	N
X/43/	O262.	USE OF FORCE REPORT (LAPD 1.67.) FORM: LAPD 1.67. RECORD TYPES:	TO+2	TO+10	N	N	N
X/43/	O263.	VACATION SCHEDULES (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+2	TO+10	N	N	N
0X/43/	O264.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 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 TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	I PE=PERMANENT SU	J=SUPERCEDED TE=	TERN	INAT	ON
ИEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELE MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OF					νPE
₹ECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

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Records of: /PDX/43/		LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINIS								
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C			
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schopecified by law or a longer period is otherwise required by law, or unless, consistent with solution of the City Council.				e d b y				
/PDX/43/	O265.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES:	TO+2	TO+5	N	N	N			
/PDX/43/	O266.	VICE FILES RECORD TYPES: A-VICE UNIT APPLICANT FILE-LAPD 15.88 B-VICE ARRESTS/INFORMATION SUMMARY-LAPD 15.54.2 C-VICE ARRESTEE LPG BOOK D-VICE CLEARANCE FILE E-VICE COMPLAINT LOG BOOK F-VICE INDEX CARDS G-VICE INFORMATION CARDS-LAPD 15.36 H-VICE UNIT ROSTER I-AREA VICE ARREST SUMMARY-LAPD 15.56	CL+2	CL+4	N	N	N			
/PDX/43/	O267.	F-VICE INDEX CARDS VIDEO TAPE REQUEST LOG RECORD TYPES:	TO+1	TO+5	N	N	N			
/PDX/43/	O268.	VISITION OFFICER ARREST LOG RECORD TYPES:	TO+1	TO+10	N	N	N			
/PDX/43/	O269.	VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL RECORD TYPES:	TO+1	TO+5	N	N	N			
RETEN	NTION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXP TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	IRATION PE=PERMANENT SU	=SUPERCEDED TE=	TERN	ΛΙΝΑΤ	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 DOCUMENT					.PE			
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL								

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PDX/43	3/	CERTIFIED H	PER SECTION 12	.3 OF LOS A	NGELES AL	OMIN	ISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) - Total				Type C I
	otherwise 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 desolution of the City Council.					d by	_
PDX/43/	O271.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+5		N	N	N
DX/43/	O272.	WATCH COMMANDER'S DAILY REPORT (LAPD 126) FORM: LAPD 126 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O273.	WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143) FORM: TEMP 143 RECORD TYPES:	TO+2	TO+5		N	N	N
PDX/43/	O274.	APPROVAL FOR TAKING CITY OWNED VEHICLE HOME OFTER HOURS (LAPD 1.42) FORM: LAPD 1.42 RECORD TYPES:	TO+2	TO+10		N	N	N
PDX/43/	O275.	SECRET SERVICE REPORT (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5		N	N	N
	O276.							
RETEN	ITION CODES	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=P TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ERMANENT SU	J=SUPERCE	DED TE=T	ERM	IINAT	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						

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DX/43	/	CERTIFIED PE	R SECTION 12.	3 OF LOS ANO	GELES AD	OMIN	ISTR	ATIVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total				Type C L
	otherwise sp	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 olution of the City Council.					d by	
)X/43/		CRIME AGAINST PERSON RECORD TYPES:	CL+2	CL+4		N	N	N
)X/43/	O277.	CRIME AGAINST PROPERTY RECORD TYPES:	CL+1	CL+10		N	N	N
0X/43/	O278.	DETECTIVES CASE ENVELOPE RECORD TYPES:	CL+2	CL+4		N	N	N
0X/43/	O279.	EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:	TO+2	TO+5		N	N	N
OX/43/	O280.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Υ
0X/43/	O281.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Υ
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PEI TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RMANENT SU	=SUPERCED	ED TE=T	ERM	IINAT	ION
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RECOR	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

City Clerk/Records Management Division

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LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVISION

/PDX/43/
CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No. Sched. Item No. Record Title -- 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

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