

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: SPECIAL ASSISTANT FOR CONSTITUTIONAL POLICIES
/PDX/47/ LOS ANGELES POLICE DEPARTMENT

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/PDX/47/	O	Original Record Series								
/PDX/47/	O001.	Correspondence (Inter & Intra)	AR+2	AR+10	DO	Y	N	N	N	
/PDX/47/	O002.	Timekeeping	AR+2	AR+5	DO	Y	N	N	N	
/PDX/47/	O003.	Project Files	AR+2	AR+5	DO	Y	N	N	N	
/PDX/47/	O004.	Reference Materials (Inside Dept. Studies, Evaluations, Etc.)	AR+2	AR+5	DO	Y	N	N	N	
/PDX/47/	O005.	Subject Files	AR+2	AR+5	DO	Y	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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