

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

**Records of: SPECIAL OPERATIONS BUREAU**  
**/PDX/48/ 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/48/	O	ORIGINAL RECORD SERIES								
/PDX/48/	O001.	ACTIVITY REPORTS - INCOMING RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O002.	APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER HOURS (LAPD 1.45) FORM: LAPD 1.45 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/48/	O003.	CHECK SIGN OUT ROSTER (0036) FORM: 0036 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N		
/PDX/48/	O005.	COMMANDING OFFICER'S OVERTIME RECORD RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O006.	DIVISION CALL-UP DEPLOYMENT REPORT RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O007.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/48/	O008.	PERSONNEL FOLDERS - DIVISIONAL (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 15.7 F-EMPLOYEE TRANSFER DATA-LAPD 1.34 G-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 H-INCIDENT REPORTS-LAPD 1.27 I-INDIVIDUAL UNIFORM & 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-GEN 79	TE	TE		N	N	Y		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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

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		N-NOTICE TO CORRECT DEFICIENCIES-GEN 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-GEN 41 T-PERFORMANCE EVALUATION REPORT-LAPD 1.47 U-PERMIT TO REGULARLY HOME-GARAGE A DEPARTMENT VEHICLE-LAPD 1.46 V-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.78 W-PERSONNEL AND FLEET SAFETY BOARD-LAPD 1.13 X-PHYSICAL FITNESS EVALUATION-LAPD 1.31 Y-PROBATIONARY POLICE OFFICER EVALUATION REPORT-LAPD 1.78.1 Z-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36								
/PDX/48/	O009.	PROJECT FOLDERS RECORD TYPES:	TO+4	TO+5		N	N	N		
/PDX/48/	O010.	QUARTERLY EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O011.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O012.	SUMMARY FOLDER (EMPLOYEE) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEES 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	TE	TE		N	N	Y		
/PDX/48/	O013.	TIME BOOK (LAPD 1.26) FORM: LAPD 1.26 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/48/	O014.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O015.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O016.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES:	TO+/03	TO+5		N	N	N		
/PDX/48/	O017.	ACTIVITY REPORTS	TO+2	TO+5		N	N	N		

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		RECORD TYPES:								
/PDX/48/	O018.	ADJUSTED TIME REPORTS	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O019.	AIRCRAFT ACCIDENT LOG	TO+1	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O020.	AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157)	TO+2	TO+5		N	N	N		
		FORM: TEMP 157 RECORD TYPES:								
/PDX/48/	O021.	AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52)	TO+2	TO+5		N	N	N		
		FORM: LAPD 15.52 RECORD TYPES:								
/PDX/48/	O022.	APPLICANT FOLDERS	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
		A-NOTES								
		B-SWORN/CIVILIAN ADVANCEMENT & OPPORTUNITIES NOTICE								
		C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88								
/PDX/48/	O023.	ARRESTEE BOOKED AT LAC-USC MEDICAL CENTER (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS & PRINTS )	TO+1	TO+5		N	N	N		
		RECORD TYPES:								
		A-NOTIFICATIONS								
		B-PHOTOS								
		C-PRINTS								
/PDX/48/	O024.	ARREST LOG BOOK	CL+2	CL+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O025.	ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76)	TO+2	TO+5		N	N	N		
		FORM: LAPD 15.76 RECORD TYPES:								
/PDX/48/	O026.	BAIL DEVIATION TELETYPES	TO+1	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O027.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15)	TO+2	TO+5		N	N	N		
		FORM: LAPD 6.15 RECORD TYPES:								
/PDX/48/	O028.	BOMB THREAT LOG	TO+1	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O029.	BOOKING AND DISPO REPORT (LAPD 6.01)	TO+2	TO+5		N	N	N		
		FORM: LAPD 6.01 RECORD TYPES:								

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/PDX/48/	O030.	BOOKING RECOMMENDATION (LAPD 12.31) FORM: LAPD 12.31 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O031.	BUDGET & PREVENTION QUARTERLY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O032.	CAL-OSHA INJURY LOG RECORD TYPES:	TO+1	TO+5		N	N	N		
/PDX/48/	O033.	CASE DISPOSITION SUMMARIES RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/48/	O034.	CHANGE OF WATCH DATA RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O035.	CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/48/	O036.	CHRONIC OFFENDER FILE RECORD TYPES:	CL+3	CL+4		N	N	N		
/PDX/48/	O037.	CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES:	TO+2	TO+2		N	N	N		
/PDX/48/	O038.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O039.	CLOSED CIRCUIT TV TEST (HELICOPTER) RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/48/	O040.	TELECODE LOG RECORD TYPES:	TO+1	TO+5		N	N	N		
/PDX/48/	O041.	COMPLAINT APPLICATION (LAPD 5.15) FORM: LAPD 5.15 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O042.	CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40) FORM: LAPD 15.40 RECORD TYPES:	EX+2			N	N	N		
/PDX/48/	O043.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES:	TO+4	TO+5		N	N	N		
/PDX/48/	O044.	COURT ON CALL LIAISON/COURT CLERK WORKSHEET RECORD TYPES:	CL+2	CL+4		N	N	N		

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/PDX/48/	O045.	COURT NOTICE (LAPD 15.57) FORM: LAPD 15.57 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O046.	CRIME/ARREST INDEX FILE RECORD TYPES:	CL+3	CL+4		N	N	N		
/PDX/48/	O047.	DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/48/	O048.	DAILY CRIME ARREST SUMMARY (LAPD 15.6) FORM: LAPD 15.6 RECORD TYPES:	TO+1	TO+5		N	N	N		
/PDX/48/	O049.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O050.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O051.	DAILY WORKSHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O052.	DEADLY WEAPON INJURY LOG RECORD TYPES:	TO+1	TO+10		N	N	N		
/PDX/48/	O053.	DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES:	TO+1	TO+10		N	N	N		
/PDX/48/	O054.	DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90 RECORD TYPES:	AR+2	AR+4		N	N	N		
/PDX/48/	O055.	DETECTIVE RECAP REPORT RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O056.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O057.	DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O058.	DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/48/	O059.	DISTRIBUTION TRANSMITTAL (LAPD 4.44) FORM: LAPD 4.44 RECORD TYPES:	TO+2	TO+5		N	N	N		

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/PDX/48/	O060.	DISTRICT ATTORNEY LIAISON FILING FORM RECORD TYPES:	TO+4	TO+5		N	N	N
/PDX/48/	O061.	DISTRICT ATTORNEY WARRANT RECEIPT LOG RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/48/	O062.	DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/48/	O063.	DIVISION JAIL BOOKING ROSTER (LADP 6.13) FORM: LADP 6.13 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/48/	O064.	DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES:	EX+2			N	N	N
/PDX/48/	O065.	DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/48/	O066.	DRUG EVALUATION FILE RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/48/	O067.	DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/48/	O068.	DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAPD 12.24) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS ... ) FORM: LAPD 12.24 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION C-ENTRY REQUEST-NATIONAL CRIME INFO CENTER WANTED PERSON FILE-LAPD 8.3 E-NOTES F-PHOTOGRAPHS G-PRELIMINARY INVESTIGATION-LAPD 3.1 H-PROPERTY REPORT-LAPD 10.1 I-TELETYPES F-PHOTOGRAPHS	CL+3	CL+10		N	N	N
/PDX/48/	O069.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/48/	O070.	EMPLOYEES TIMEKEEPING (FEDERAL FUNDING)	CL+2	CL+4		N	N	N

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		RECORD TYPES:								
/PDX/48/	O071.	ENROUTE DETENTION BOOK	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O072.	EQUIPMENT INVENTORY REPORT	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O073.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65)	TO+2	TO+5		N	N	N		
		FORM: LAPD 15.65 RECORD TYPES:								
/PDX/48/	O074.	EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8)	TO+3	TO+5		N	N	N		
		FORM: LAPD 10.8 RECORD TYPES:								
/PDX/48/	O075.	EXPENDITURE OF SECRET SERVICE FUND INDEX	TO+3	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O076.	FIELD COMMAND POST CADRE MASTER FILE	AR+2	AR+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O077.	FIELD COMMAND POST HANDBOOK AND ASSOCIATED PLANS	TO+3	TO+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O078.	FIELD COMMAND POST CALL OUT LIST	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O079.	EQUIPMENT INVENTORY REPORT	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O080.	FLEET GAS RECEIPT FILE	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O081.	GRANTS FILES	CL+2	CL+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O082.	GRIEVANCE FILE	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O083.	GUN DESTRUCTION FILE	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O084.	HAZARDOUS MATERIAL RESEARCH PAPERS	AR+2	AR+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O085.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK	TO+3	TO+5		N	N	N		

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**City of Los Angeles**  
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**Records of: SPECIAL OPERATIONS BUREAU**  
**/PDX/48/ LOS ANGELES POLICE DEPARTMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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		RECORD TYPES:								
/PDX/48/	O086.	INCOMING COLLECT CALLS LOG	TO+1	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O087.	INQUIRY/DISSEMINATION LOG	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O088.	LIBRARY CARD FILE	CL+2	CL+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O089.	LOCKER LOG	CL+2	CL+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O090.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA)	TO+3	TO+10		N	N	N		
		FORM: CAL OSHA RECORD TYPES:								
/PDX/48/	O091.	MILITARY ARRESTS LOG	TO+1	TO+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O092.	MISDEMEANOR CALENDAR COURT WORKSHEET	CL+2	CL+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O093.	MOBILE CANTEEN FUND RECORDS	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O094.	MOBILIZATION ROSTER	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O095.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53)	TO+2	TO+5		N	N	N		
		FORM: LAPD 15.53 RECORD TYPES:								
/PDX/48/	O096.	MOTOR SCHOOL LIST	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O097.	MUNICIPAL COURT INFORMATION CARD (TEMP 41)	CL+2	CL+4		N	N	N		
		FORM: TEMP 41 RECORD TYPES:								
/PDX/48/	O098.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78)	TO+3	TO+5		N	N	N		
		FORM: LAPD 15.78 RECORD TYPES:								
/PDX/48/	O099.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23)	TO+2	TO+5		N	N	N		
		FORM: LAPD 15.23 RECORD TYPES:								
/PDX/48/	O100.	OFFICER INVOLVED SHOOTING FILES	CL+5	CL+30		N	N	N		

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(REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS, SKETCHES ...) 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-WITNESS LIST-LAPD 3.11.7
- E-DAILY DEPLOYMENT-TEMP 108
- F-DAILY FIELD ACTIVITIES REPORT-LAPD 15.52
- G-DEATH REPORT-LAPD 3.11
- H-EMERGENCY MESSAGE TICKET-LAPD 7.15
- I-TELETYPES
- J-FIREARMS/EXPLOSIVE ANALYZED EVIDENCE-TEMP 253
- 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/DIAGRAM
- 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
- W-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34
- X-SEARCH WARRANTS
- Y-SUSPECT INFORMATION

/PDX/48/	O101.	OFFICER LOG BOOKS RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/48/	O102.	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES RECORD TYPES: A-ACCIDENT HISTORY-LAPD 4.12 B-EMPLOYEE'S REPORT-LAPD 15.7	TE	TE+10	N	N	N

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		C-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 D-PERSONNEL AND FLEET SAFETY REPORT-LAPD 1.13 E-TRAFFIC AND ACCIDENT REPORT						
/PDX/48/	O103.	OFFICER'S INDIVIDUAL OVERTIME REPORT RECORD TYPES:	TE	TE+4		N	N	N
/PDX/48/	O104.	ORDERS, NOTICES, TRAINING BULLETINS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/48/	O105.	OUTSIDE AGENCY CONDUCTING INVESTIGATION ARREST OR ... RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/48/	O106.	OVERTIME RECAP RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/48/	O107.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/48/	O108.	PAGER SERVICE NUMBER LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/48/	O109.	PAGER TEST LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/48/	O110.	PARADE PERMIT INVESTIGATION FOLDERS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/48/	O111.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50) FORM: LAPD 4.50 RECORD TYPES:	TO+/03	TO+5		N	N	N
/PDX/48/	O112.	PERSONAL SERVICE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.) FORM: LAPD 4.50. RECORD TYPES:	CL+/03	CL+4		N	N	N
/PDX/48/	O113.	PERSONNEL COMPLAINT LOG RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/48/	O114.	PERSONNEL ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/48/	O115.	POLICE BULLETIN REQUEST/CANCELLATION (LAPD 15.32) FORM: LAPD 15.32 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/48/	O116.	POLICE SERVICE LOG (LAPD 15.27)	TO+2	TO+5		N	N	N

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		FORM: LAPD 15.27 RECORD TYPES:								
/PDX/48/	O117.	POST OFFICE FILES	TO+1	TO+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O118.	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31)	TO+2	TO+5		N	N	N		
		FORM: LAPD 6.31 RECORD TYPES:								
/PDX/48/	O119.	PROBATION OFFICERS BOOK	TO+2	TO+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O120.	PROBLEM PARK NOTEBOOK	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O121.	PROGRESS INTERVIEW	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O122.	PROJECT CARD FILE	CL+2	CL+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O123.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	TO+2	TO+5		N	N	N		
		FORM: LAPD 10.6 RECORD TYPES:								
/PDX/48/	O124.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.)	TO+1	TO+5		N	N	N		
		FORM: LAPD 10.6 RECORD TYPES:								
/PDX/48/	O125.	PROPERTY RELEASE AUTHORIZATION (LAPD 6.8)	TO+3	TO+5		N	N	N		
		FORM: LAPD 6.8 RECORD TYPES:								
/PDX/48/	O126.	PURSUIT LOG	TO+1	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O127.	RECEIPT FOR VALUABLES (LAC 55)	TO+2	TO+5		N	N	N		
		FORM: LAC 55 RECORD TYPES:								
/PDX/48/	O128.	RECEIPT FOR VALUABLES (LAC 55)	TO+2	TO+5		N	N	N		
		FORM: LAC 55 RECORD TYPES:								
/PDX/48/	O129.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.)	TO+2	TO+10		N	N	N		
		FORM: LAPD 5.20. RECORD TYPES:								
/PDX/48/	O130.	RECORD OF MARK IV GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.)	TO+2	TO+10		N	N	N		
		FORM: LAPD 5.20. RECORD TYPES:								
/PDX/48/	O131.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15)	CL+2	CL+4		N	N	N		

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/PDX/48/	O132.	FORM: LAPD 4.15 RECORD TYPES: RECORDING TAPE INVENTORY (LAPD 12.40)	TO+2	TO+10		N	N	N		
/PDX/48/	O133.	FORM: LAPD 12.40 RECORD TYPES: REGISTRY OF DR NUMBERS (LAPD 8.34)	CL+2	CL+4		N	N	N		
/PDX/48/	O134.	FORM: LAPD 8.34 RECORD TYPES: RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.)	TO+2	TO+5		N	N	N		
/PDX/48/	O135.	FORM: LAPD 6.15. RECORD TYPES: REQUEST FOR MENTAL EXAMINATION (LAPD 5.4)	TO+2	TO+5		N	N	N		
/PDX/48/	O136.	FORM: LAPD 5.4 RECORD TYPES: REQUEST FOR SERVICE (LAPD 15.13)	CL+/03	CL+4		N	N	N		
/PDX/48/	O137.	FORM: LAPD 15.13 RECORD TYPES: ROLL CALL TRAINING FILES	TO+2	TO+5		N	N	N		
/PDX/48/	O138.	RECORD TYPES: SAFETY SURVEY CHECKLIST FILE	CL+2	CL+4		N	N	N		
/PDX/48/	O139.	RECORD TYPES: SEARCH WARRANTS	TO+10	TO+10		N	N	N		
/PDX/48/	O140.	RECORD TYPES: SECRET SERVICE FUND LOG BOOK	CL+2	CL+4		N	N	N		
/PDX/48/	O141.	FORM: LAPD 15.37 RECORD TYPES: SECRET SERVICE REPORTS (LAPD 15.37)	TO+2	TO+5		N	N	N		
/PDX/48/	O142.	FORM: LAPD 15.61 RECORD TYPES: SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61)	TO+2	TO+5		N	N	N		
/PDX/48/	O143.	FORM: LAPD 15.48 RECORD TYPES: SERGEANT'S DAILY REPORT (LAPD 15.48)	TO+2	TO+5		N	N	N		
/PDX/48/	O144.	RECORD TYPES: SHOTS FIRED LOG	TO+1	TO+5		N	N	N		
/PDX/48/	O145.	FORM: LAPD 15.42 RECORD TYPES: SIGN OUT SHEET (LAPD 15.42)	TO+2	TO+5		N	N	N		
/PDX/48/	O146.	RECORD TYPES: SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60)	TO+2	TO+5		N	N	N		

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/PDX/48/	O147.	FORM: LAPD 15.60 RECORD TYPES: SPEED ZONE SURVEYS (DT 270)	TO+2	TO+5		N	N	N
/PDX/48/	O148.	FORM: DT 270 RECORD TYPES: STAFF MEETING MINUTES	TO+2	TO+5		N	N	N
/PDX/48/	O149.	RECORD TYPES: STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80)	TO+2	TO+5		N	N	N
/PDX/48/	O150.	FORM: LAPD 15.80 RECORD TYPES: STATISTICAL REPORTS	TO+2	TO+5		N	N	N
/PDX/48/	O151.	RECORD TYPES: SUBPOENA FILES	CL+2	CL+4		N	N	N
		RECORD TYPES: A-CONSOLIDATED SUBPOENA LIST B-DECLARATION FOR CONTINUANCE - GENERAL-LAPD 15.51.1 C-DECLARATION FOR CONTINUANCE - VACATION-LAPD 15.51 D-COURT LIST E-OFFICER SUBPOENA RECORD-LAPD 15.29 F-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 G-SUBPOENA						
/PDX/48/	O152.	F-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS	CL+2	CL+4		N	N	N
/PDX/48/	O153.	RECORD TYPES: SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.)	CL+2	CL+4		N	N	N
/PDX/48/	O154.	FORM: LAPD TEMP. RECORD TYPES: SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS	TO+2	TO+10		N	N	N
/PDX/48/	O155.	RECORD TYPES: EMERGENCY OPERATIONS GUIDE	AR+2	AR+4		N	N	N
/PDX/48/	O156.	RECORD TYPES: EMERGENCY OPERATIONS GUIDE INVENTORY LIST	TO+3	TO+5		N	N	N
/PDX/48/	O157.	RECORD TYPES: EMERGENCY OPERATIONS GUIDE RESEARCH PAPERS	TO+3	TO+5		N	N	N

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		RECORD TYPES:								
/PDX/48/	O158.	TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTING FILES	TO+5	TO+30		N	N	N		
		RECORD TYPES:								
/PDX/48/	O159.	TASER LOG	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O160.	TELEPHONE TOLL CALL LOG (LAPD 7.22)	TO+2	TO+5		N	N	N		
		FORM: LAPD 7.22 RECORD TYPES:								
/PDX/48/	O161.	TELEPHONIC REPORT LOG	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O162.	TELETYPE	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O163.	TELETYPE MESSAGE NUMBER LOG (LAPD 7.23)	TO+2	TO+5		N	N	N		
		FORM: LAPD 7.23 RECORD TYPES:								
/PDX/48/	O164.	TIE BAR FILES	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O165.	TIME IN AND OUT SHEET (LAPD 12.4)	TO+2	TO+5		N	N	N		
		FORM: LAPD 12.4 RECORD TYPES:								
/PDX/48/	O166.	TRAFFIC ACCIDENT REPORT FILE	TO+2	TO+5		N	N	N		
		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								
		E-TRAFFIC ACCIDENT REPORT-LAPD 4.1								
/PDX/48/	O167.	TRAFFIC COURT FILES	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O168.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	TO+2	TO+5		N	N	N		
		FORM: LAPD 15.52 RECORD TYPES:								
/PDX/48/	O169.	TRAFFIC DEAD BODY BOOK	TO+3	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O170.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6)	TO+2	TO+5		N	N	N		

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: SPECIAL OPERATIONS BUREAU**  
**/PDX/48/ 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>										
		FORM: LAPD 4.6 RECORD TYPES:								
/PDX/48/	O171.	TRAFFIC MANUAL	AR+2	AR+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O172.	TRAFFIC SAFETY PRESENTATIONS	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O173.	TRAFFIC STUDIES & SURVEYS	TO+2	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O174.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88)	TO+2	TO+5		N	N	N		
		FORM: LAPD 15.88 RECORD TYPES:								
/PDX/48/	O175.	TRANSFER DOCUMENTATION	TO+3	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O176.	TRANSFER OF AUTOMOTIVE EQUIPMENT	CL+2	CL+4		N	N	N		
		RECORD TYPES:								
/PDX/48/	O177.	TRAVEL LOG	TO+1	TO+5		N	N	N		
		RECORD TYPES:								
/PDX/48/	O178.	UNUSUAL OCCURRENCE AFTER ACTION REPORTS	TO+10	TO+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O179.	UNUSUAL OCCURRENCE LOG	TO+1	TO+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O180.	UNUSUAL OCCURRENCE MOBILIZATION PLAN	TO+10	TO+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O181.	UNUSUAL OCCURRENCE TIME CARDS (LAPD 14.14)	TO+10	TO+10		N	N	N		
		FORM: LAPD 14.14 RECORD TYPES:								
/PDX/48/	O182.	UNUSUAL OCCURRENCE TIME/WAGE REPORTS	TO+10	TO+10		N	N	N		
		RECORD TYPES:								
/PDX/48/	O183.	USE OF FORCE REPORT (LAPD 1.67.)	TO+2	TO+10		N	N	N		
		FORM: LAPD 1.67. RECORD TYPES:								
/PDX/48/	O184.	VACATION SCHEDULES (LAPD TEMP)	TO+2	TO+10		N	N	N		
		FORM: LAPD TEMP RECORD TYPES:								
/PDX/48/	O185.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66)	TO+2	TO+5		N	N	N		

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/PDX/48/	O186.	FORM: LAPD 15.66 RECORD TYPES: VEHICLE DAMAGE LOG (LAPD 15.67)	TO+2	TO+5		N	N	N		
/PDX/48/	O187.	FORM: LAPD 15.67 RECORD TYPES: VIDEO TAPE REQUEST LOG	TO+1	TO+5		N	N	N		
/PDX/48/	O188.	RECORD TYPES: VISITING DIGNITARY EXPENDITURES	TO+3	TO+5		N	N	N		
/PDX/48/	O189.	RECORD TYPES: VISITING OFFICER ARREST LOG	TO+1	TO+5		N	N	N		
/PDX/48/	O190.	RECORD TYPES: VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL	TO+1	TO+5		N	N	N		
/PDX/48/	O191.	FORM: LAPD 6.61 RECORD TYPES: VISITOR ROSTER (LAPD 6.61)	TO+2	TO+10		N	N	N		
/PDX/48/	O192.	FORM: LAPD 8.12 RECORD TYPES: WARRANT ABSTRACT LOG (LAPD 8.12)	TO+2	TO+5		N	N	N		
/PDX/48/	O193.	FORM: LAPD 126 RECORD TYPES: WATCH COMMANDER'S DAILY REPORT (LAPD 126)	TO+2	TO+5		N	N	N		
/PDX/48/	O194.	FORM: TEMP 143 RECORD TYPES: WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143)	TO+2	TO+5		N	N	N		
/PDX/48/	O195.	RECORD TYPES: CRIME AGAINST PERSON	CL+2	CL+4		N	N	N		
/PDX/48/	O196.	RECORD TYPES: CRIME AGAINST PROPERTY	CL+1	CL+10		N	N	N		
/PDX/48/	O197.	RECORD TYPES: EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77.	TO+2	TO+5		N	N	N		
/PDX/48/	O198.	FORM: 1.81.12 RECORD TYPES: Confidential INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)	TO+2	TO+10		N	N	Y		
/PDX/48/	O199.	FORM: 1.81.11 RECORD TYPES: Confidential PERSONNEL COMPLAINT ENVELOPE (1.81.11)	TO+2	TO+10		N	N	Y		

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