# Departmental Records Disposition Schedule

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

**SPECIAL OPERATIONS BUREAU**  
**LOS ANGELES POLICE DEPARTMENT**

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
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<tr>
<td>/PDX/48/</td>
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<td>/PDX/48/</td>
<td>O</td>
<td>ORIGINAL RECORD SERIES</td>
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<tr>
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<td>O001.</td>
<td>ACTIVITY REPORTS - INCOMING</td>
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<td>APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER HOURS</td>
<td>(LAPD 1.45)</td>
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<td>(0036)</td>
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<td>COMMANDING OFFICER'S OVERTIME RECORD</td>
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# Departmental Records Disposition Schedule

## Original Records

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

**Records of:**  
**SPECIAL OPERATIONS BUREAU**  
**LOS ANGELES POLICE DEPARTMENT**

**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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<thead>
<tr>
<th>Sched. No.</th>
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<th>V</th>
<th>H</th>
<th>C</th>
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<td>RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47)</td>
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<td>SUMMARY FOLDER (EMPLOYEE) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEES NEW DIVISION)</td>
<td>RECORD TYPES: Confidential A-COMPLAINT HISTORY-LAPD 1.6.2 B-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6</td>
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### Records of: SPECIAL OPERATIONS BUREAU

**LOS ANGELES POLICE DEPARTMENT**

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**City of Los Angeles**
**City Clerk/Records Management Division**

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### Certifying Authority

**Date:** August 28, 2018

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<td>0023.</td>
<td>ARRESTEE BOOKED AT LAC-USC MEDICAL CENTER (REC SERIES HAS VARIED MEDIA FORMAT, I.E., PHOTOS &amp; PRINTS)</td>
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<td>BAIL DEVIATION TELETYPES</td>
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<td>BOOKING AND DISPO REPORT (LAPD 6.01)</td>
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**Original Records**

**Records of:**  
**SPECIAL OPERATIONS BUREAU**  
**LOS ANGELES POLICE DEPARTMENT**

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**Certified per Section 12.3 of Los Angeles Administrative Code**

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

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

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<th>Description / Sub Categories / Remarks</th>
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### Retention Codes:

- AU=AUDIT
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- CO=CLOSURE
- CA=CANCELLED
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- 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
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- OP=OPTICAL DISK
- VT=VIDEO TAPE
- PC=PUNCH CARDS

### Record Type:

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CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE
### Scheduling Schedule of:
**SPECIAL OPERATIONS BUREAU**
**LOS ANGELES POLICE DEPARTMENT**

<table>
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<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
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**Certified per Section 12.3 of Los Angeles Administrative Code**

**Retention (YEARS)**: TO+2 TO+5

**Media Code**: N N N

**Record Type**: 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.**

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- /PDX/48/ O071. ENROUTE DETENTION BOOK
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- /PDX/48/ O077. FIELD COMMAND POST HANDBOOK AND ASSOCIATED PLANS
- /PDX/48/ O078. FIELD COMMAND POST CALL OUT LIST
- /PDX/48/ O079. EQUIPMENT INVENTORY REPORT
- /PDX/48/ O080. FLEET GAS RECEIPT FILE
- /PDX/48/ O081. GRANTS FILES
- /PDX/48/ O082. GRIEVANCE FILE
- /PDX/48/ O083. GUN DESTRUCTION FILE
- /PDX/48/ O084. HAZARDOUS MATERIAL RESEARCH PAPERS
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**Retention Codes:**
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- PE = Permanent
- SU = Superseded
- 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
### ORIGINAL RECORDS

**SPECIAL OPERATIONS BUREAU**

**LOS ANGELES POLICE DEPARTMENT**

**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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- /PDX/48/ 0089. LOCKER LOG
- /PDX/48/ 0090. LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA)
- /PDX/48/ 0091. MILITARY ARRESTS LOG
- /PDX/48/ 0092. MISDEMEANOR CALENDAR COURT WORKSHEET
- /PDX/48/ 0093. MOBILE CANTEEN FUND RECORDS
- /PDX/48/ 0094. MOBILIZATION ROSTER
- /PDX/48/ 0095. MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53)
- /PDX/48/ 0096. MOTOR SCHOOL LIST
- /PDX/48/ 0097. MUNICIPAL COURT INFORMATION CARD (TEMP 41)
- /PDX/48/ 0098. NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78)
- /PDX/48/ 0099. NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23)
- /PDX/48/ 0100. OFFICER INVOLVED SHOOTING FILES
# City of Los Angeles
## Departmental Records Disposition Schedule
### Original Records

### Records of:
**SPECIAL OPERATIONS BUREAU**
**LOS ANGELES POLICE DEPARTMENT**

**PDX/48**

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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 3.114
- DD-WITNESS LIST-LAPD 3.117
- 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

| 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 DL=DOCUMENTATOR EL=Elecronic File FM=Film MD=MAG DISK MT=MAG TAPE MC=MICROFICHIE 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: SPECIAL OPERATIONS BUREAU
## LOS ANGELES POLICE DEPARTMENT

### Original Records

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<td>/PDX/48/</td>
<td>O107.</td>
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## Departmental Records Disposition Schedule

### Original Records

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

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>(Description/Sub Categories/Remarks)</th>
<th>--Retention (YEARS) --</th>
<th>Media Code</th>
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<th>H</th>
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City of Los Angeles  
Departmental Records Disposition Schedule  
Original Records  

Records of:  
SPECIAL OPERATIONS BUREAU  
LOS ANGELES POLICE DEPARTMENT  

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FORM: LAPD 4.15  RECORD TYPES:

/O/PDX/48/  O132.  RECORDING TAPE INVENTORY  (LAPD 12.40)  TO+2  TO+10  N N N

/O/PDX/48/  O133.  REGISTRY OF DR NUMBERS  (LAPD 8.34)  CL+2  CL+4  N N N

/O/PDX/48/  O134.  RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT  (LAPD 6.15)  TO+2  TO+5  N N N

/O/PDX/48/  O135.  REQUEST FOR MENTAL EXAMINATION  (LAPD 5.4)  TO+2  TO+5  N N N

/O/PDX/48/  O136.  REQUEST FOR SERVICE  (LAPD 15.13)  CL+03  CL+4  N N N

/O/PDX/48/  O137.  ROLL CALL TRAINING FILES  RECORD TYPES:  TO+2  TO+5  N N N

/O/PDX/48/  O138.  SAFETY SURVEY CHECKLIST FILE  RECORD TYPES:  CL+2  CL+4  N N N

/O/PDX/48/  O139.  SEARCH WARRANTS  RECORD TYPES:  TO+10  TO+10  N N N

/O/PDX/48/  O140.  SECRET SERVICE FUND LOG BOOK  RECORD TYPES:  CL+2  CL+4  N N N

/O/PDX/48/  O141.  SECRET SERVICE REPORTS  (LAPD 15.37)  TO+2  TO+5  N N N

/O/PDX/48/  O142.  SEMI-ANNUAL EQUIPMENT REPORT  (LAPD 15.61)  TO+2  TO+5  N N N

/O/PDX/48/  O143.  SERGEANT'S DAILY REPORT  (LAPD 15.48)  TO+2  TO+5  N N N

/O/PDX/48/  O144.  SHOTS FIRED LOG  RECORD TYPES:  TO+1  TO+5  N N N

/O/PDX/48/  O145.  SIGN OUT SHEET  (LAPD 15.42)  TO+2  TO+5  N N N

/O/PDX/48/  O146.  SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG  (LAPD 15.60)  TO+2  TO+5  N N N

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# Departmental Records Disposition Schedule

## Original Records

### Records of:

**SPECIAL OPERATIONS BUREAU**  
**LOS ANGELES POLICE DEPARTMENT**

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

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**/PDX/48/**

**O147.**  
**SPEED ZONE SURVEYS (DT 270)**  
FORM: LAPD 15.60  
RECORD TYPES:  
TO+2  TO+5  N N N

**/PDX/48/**

**O148.**  
**STAFF MEETING MINUTES**  
RECORD TYPES:  
TO+2  TO+5  N N N

**/PDX/48/**

**O149.**  
**STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80)**  
FORM: LAPD 15.80  
RECORD TYPES:  
TO+2  TO+5  N N N

**/PDX/48/**

**O150.**  
**STATISTICAL REPORTS**  
RECORD TYPES:  
TO+2  TO+5  N N N

**/PDX/48/**

**O151.**  
**SUBPOENA FILES**  
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  
CL+2  CL+4  N N N

**/PDX/48/**

**O152.**  
**SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS**  
RECORD TYPES:  
CL+2  CL+4  N N N

**/PDX/48/**

**O153.**  
**SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.)**  
FORM: LAPD TEMP.  
RECORD TYPES:  
CL+2  CL+4  N N N

**/PDX/48/**

**O154.**  
**SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS**  
RECORD TYPES:  
TO+2  TO+10  N N N

**/PDX/48/**

**O155.**  
**EMERGENCY OPERATIONS GUIDE**  
RECORD TYPES:  
AR+2  AR+4  N N N

**/PDX/48/**

**O156.**  
**EMERGENCY OPERATIONS GUIDE INVENTORY LIST**  
RECORD TYPES:  
TO+3  TO+5  N N N

**/PDX/48/**

**O157.**  
**EMERGENCY OPERATIONS GUIDE RESEARCH PAPERS**  
RECORD TYPES:  
TO+3  TO+5  N N N

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**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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

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**Records of:** SPECIAL OPERATIONS BUREAU

**LOS ANGELES POLICE DEPARTMENT**

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- 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
# Special Operations Bureau

**Record Title:**

- Traffic Manual
- Traffic Safety Presentations
- Traffic Studies & Surveys
- Transfer Applicant Data Sheet (LAPD 15.88)
- Transfer Documentation
- Transfer of Automotive Equipment
- Travel Log
- Unusual Occurrence After Action Reports
- Unusual Occurrence Log
- Unusual Occurrence Mobilization Plan
- Unusual Occurrence Time Cards (LAPD 14.14)
- Unusual Occurrence Time/Wage Reports
- Use of Force Report (LAPD 1.67)
- Vacation Schedules (LAPD Temp)
- Vehicle and Equipment Issue Assignment Sheet (LAPD 15.66)

**Record Type:**

- Vital (V)
- Historical (H)
- Confidential (C)
- Legal (L)

**Retention (YEARS):**

- AR+2
- AR+4
- TO+2
- TO+5
- TO+3
- TO+5
- CL+2
- CL+4
- TO+1
- TO+5
- TO+10
- TO+10
- TO+10
- TO+10
- TO+2
- TO+10
- TO+2
- TO+10
- TO+2
- TO+5

**Media Code:**

- Audio Tape (AT)
- Blueprint (BP)
- Book (BK)
- Computer Printout (CP)
- Document (DO)
- Electronic File (EL)
- Film (FM)
- Mag Disk (MD)
- Mag Tape (MT)
- Microfiche (MF)
- Microfilm (MF)
- Photo (PH)
- Negative (NG)
- Oversized Document (OD)
- Optical Disk (OP)
- Video Tape (VT)
- Punch Cards (PC)

**Record Type Codes:**

- Audit (AU)
- Annual Review (AR)
- Cancelled (CA)
- Expiration (EX)
- Permanant (PE)
- Superseded (SU)
- Termination (TE)

**Dates:**

- August 28, 2018

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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.
# Departmental Records Disposition Schedule
## Original Records

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Description / Sub Categories / Remarks</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>V</th>
<th>H</th>
<th>C</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/48/</td>
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**SPECIAL OPERATIONS BUREAU**

**LOS ANGELES POLICE DEPARTMENT**

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- **/PDX/48/ O186.** VEHICLE DAMAGE LOG (LAPD 15.67)
  - Form: LAPD 15.67
  - Record Types: TO+2 TO+5 N N N

- **/PDX/48/ O194.** WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143)
  - Form: TEMP 143
  - Record Types: TO+2 TO+5 N N N

- **/PDX/48/ O195.** CRIME AGAINST PERSON
  - Form: 1.77/1.77
  - Record Types: CL+2 CL+4 N N N

- **/PDX/48/ O196.** CRIME AGAINST PROPERTY
  - Form: 1.77/1.77
  - Record Types: CL+1 CL+10 N N N

- **/PDX/48/ O197.** EMPLOYEE COMMENT SHEET (1.77/1.77.)
  - Form: 1.77/1.77
  - Record Types: TO+2 TO+5 N N N

- **/PDX/48/ O198.** INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)
  - Form: 1.81.12
  - Record Types: TO+2 TO+10 N N Y

- **/PDX/48/ O199.** PERSONNEL COMPLAINT ENVELOPE (1.81.11)
  - Form: 1.81.11
  - Record Types: TO+2 TO+10 N N Y

**Certified per Section 12.3 of Los Angeles Administrative Code**

**Retention Codes:**
- AU = Audit
- AR = Annual Review
- CL = Closed
- CO = Completion
- CA = Cancelled
- EX = Expiration
- PE = Permanent
- SU = Superceded
- TE = Termination

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