

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CIVIL RIGHTS INTEGRITY DIVISION
/PDX/49/ 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
/PDX/49/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO		N	N	N
/PDX/49/	O001.	ACTIVITY REPORT - CONSENT DECREE TASK FORCE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE	DO			Y	
/PDX/49/	O002.	AUDITS - BY INSPECTION & CONTROL OF DEPARTMENT OPERATIONS RECORD TYPES: Confidential A-REPORTS B-CORRESPONDENCE	AR+2	AR+5	DO				Y
/PDX/49/	O003.	CDTF FUND LEDGERS (INCLUDES CHECK BOOKS AND DEPOSIT BOOKS)	CL+2	CL+10	DO				
/PDX/49/	O004.	CHARTS	TO+5	TO+5	DO				
/PDX/49/	O005.	COMPUTER DISK	TO	TO+10	CD				
/PDX/49/	O006.	CORRESPONDENCE (INTER AND INTRA)	TO+2	TO+10	DO				
/PDX/49/	O007.	CORRESPONDENCE AND SUBJECT FILES	AR	AR+10	DO				
/PDX/49/	O008.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+1	PE	DO			Y	
/PDX/49/	O009.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES: Confidential	CL+2	CL+5	DO				Y
/PDX/49/	O010.	PROJECT FILES RECORD TYPES: Confidential A-REPORTS B-PUBLICATIONS C-CORRESPONDENCE D-WORKING PAPERS	CL+2	CL+5	DO				Y
/PDX/49/	O011.	SWORN/CIVILIAN PERSONNEL ROSTER RECORD TYPES: Confidential	SU+2	SU+5	DO				Y
/PDX/49/	O012.	TRAINING FILMS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE	FM			Y	
/PDX/49/	O013.	FIELD DATA REPORTS	TO+2	TO+5	DO		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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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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.

Form 70-15.43.01

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