# Departmental Records Disposition Schedule

**Records of:**
CIVIL RIGHTS INTEGRITY DIVISION

**Original Records**

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

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.

<table>
<thead>
<tr>
<th>Record Title</th>
<th>Retention (YEARS)</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGINAL RECORD SERIES</td>
<td>TO+2</td>
<td>PE</td>
<td>DO</td>
</tr>
<tr>
<td>ACTIVITY REPORT - CONSENT DEGREE TASK FORCE</td>
<td>TO+2</td>
<td>PE</td>
<td>DO</td>
</tr>
<tr>
<td>AUDITS - BY INSPECTION &amp; CONTROL OF DEPARTMENT OPERATIONS</td>
<td>AR+2</td>
<td>AR+5</td>
<td>DO</td>
</tr>
<tr>
<td>CDTF FUND LEDGERS</td>
<td>CL+2</td>
<td>CL+10</td>
<td>DO</td>
</tr>
<tr>
<td>CHARTS</td>
<td>TO+5</td>
<td>TO+5</td>
<td>DO</td>
</tr>
<tr>
<td>COMPUTER DISK</td>
<td>TO</td>
<td>TO+10</td>
<td>CD</td>
</tr>
<tr>
<td>CORRESPONDENCE (INTER AND INTRA)</td>
<td>TO+2</td>
<td>TO+10</td>
<td>DO</td>
</tr>
<tr>
<td>CORRESPONDENCE AND SUBJECT FILES</td>
<td>AR</td>
<td>AR+10</td>
<td>DO</td>
</tr>
<tr>
<td>NEWSPAPER CLIPPINGS</td>
<td>TO+1</td>
<td>PE</td>
<td>DO</td>
</tr>
<tr>
<td>OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)</td>
<td>CL+2</td>
<td>CL+5</td>
<td>DO</td>
</tr>
<tr>
<td>PROJECT FILES</td>
<td>CL+2</td>
<td>CL+5</td>
<td>DO</td>
</tr>
<tr>
<td>SWORN/CIVILIAN PERSONNEL ROSTER</td>
<td>SU+2</td>
<td>SU+5</td>
<td>DO</td>
</tr>
<tr>
<td>TRAINING FILMS</td>
<td>TO+2</td>
<td>PE</td>
<td>FM</td>
</tr>
<tr>
<td>FIELD DATA REPORTS</td>
<td>TO+2</td>
<td>TO+5</td>
<td>DO</td>
</tr>
</tbody>
</table>

**Retention Codes:**
- AU=Audit
- AR=Annual Review
- CL=Closed
- CO=Completion
- CA=Cancelled
- 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- SU=Superceded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
<table>
<thead>
<tr>
<th>Sched.</th>
<th>Item</th>
<th>Record Title</th>
<th>Description / Sub Categories / Remarks</th>
<th>Office</th>
<th>Total</th>
<th>Code</th>
<th>Record Type</th>
</tr>
</thead>
</table>

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Form 70-15.43.01

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