

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/ADMINISTRATIVE SERVICES BUREAU

/PDX/51/ *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

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.

/PDX/51/	O	ORIGINAL RECORDS							
/PDX/51/	O001.	ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/51/	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/51/	O003.	BUDGET (RECORD SERIES TO BE DELETED PER REVISION #1; RECORDS FILED IN FISCAL SUPPORT BUREAU) RECORD TYPES: A-CAPITAL PROJECTS OR ALTERATION & IMPROVEMENT BUDGET REQ'T B-CORRESPONDENCE C-DIVISIONAL BUDGET REQUEST SUMMARY-LAPD 01.91.5 D-EXPENSE BUDGET REQUEST-LAPD 01.91.1 E-PACKAGE REQUEST-LAPD 01.91.2 F-PERSONNEL BUDGET REQUEST-LAPD 01.91.3	TO+2	TO+2		N	N	N	
/PDX/51/	O004.	F-PERSONNEL BUDGET REQUEST-LAPD 01.91.3 CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+10		N	N	N	
/PDX/51/	O005.	DIVISIONAL PERSONNEL PACKAGES	TE	TE		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/ADMINISTRATIVE SERVICES BUREAU

/PDX/51/ **CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	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.

(TRANSFER TO EMPLOYEE'S NEW DIVISION TO PERSONNEL DIVISION) RECORD TYPES:
 A-COMMENDATIONS-LAPD 15.02.1
 B-COMPLAINT HISTORY-LAPD 01.06.2
 C-DUTY CERTIFICATE-PDAS 43
 D-EMPLOYEE EVALUATION REPORT-PDAS 28
 E-EMPLOYEE'S REPORTS-LAPD 15.07
 F-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166
 G-OFFICER EMPLOYEE INVENTORY-LAPD 10.26
 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41
 I-PERFORMANCE EVALUATION-LAPD 01.78
 J-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 01.47
 K-PERSONAL AND WORK HISTORY SUMMARY-LAPD 01.06
 L-PHYSICAL FITNESS EVALUATION-LAPD 01.31
 M-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36
 N-SICK OR INJURY REPORTS-LAPD 01.30
 O-UNIFORM/EQUIPMENT ISSUANCE-LAPD 1.41

/PDX/51/	O006.	PROJECT LOGS RECORD TYPES:	CL+1	CL+10				N	N	N
/PDX/51/	O007.	TIMEKEEPING RECORDS RECORD TYPES: A-DIVISIONAL TIME BOOK-LAPD 15.30 B-OFFICIAL TIME BOOK-LAPD 15.30.1	TO+2	TO+5				N	N	N
/PDX/51/	O008.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10				N	N	Y
/PDX/51/	O009.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10				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"

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/ADMINISTRATIVE SERVICES BUREAU

/PDX/51/ *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

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.

/PDX/51/	O010.	EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:	TO+2	TO+5		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