No. All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless as otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of reorder or resolution of the City Council.   PDX560 O ORIGINAL RECORDS   PDX560 O ORIGINAL RECORDS   PDX560 O ORIGINAL RECORDS   PDX560 O ORIGINAL RECORDS   PDX560 O001. ACTIVITY REPORTS RECORD TYPES:   PDX560 O002. ADMINISTRATIVE PROJECT FILES RECORD TYPES: Confidential   PDX560 O003. CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Confidential   PDX560 O004. DIVISIONAL PERSONNEL FOLDERS   RECORD TYPES: Confidential TE TE   PDX560 O004. DIVISION OR EMPLOYEE'S NEW DIVISION ). RECORD TYPES: Confidential   PDX560 O004. DIVISIONAL PERSONNEL FOLDERS   (TRANSPER TO PRESONNEL FOLDERS TE TE   (TE TERPSONNEL FOLDERS B) DE-MPLOYEE EVALUATION REPORT-PAS 28   DE-MPLOYEE EVALUATION REPORT-PAS 28 DE-MPLOYEE EVALUATION REPORT-PAP 133   HPERFORMANCE EVALUATION REPORT-PAP 133 HPERFORMANCE EVALUATION REPORT 14PD 130   <	City Clerk/Records Manage		gement Division	City of Los Angeles	Page 1						
PDX/S0 CERTIFIED PER SECTION 12.10 F.J.   Sched, No. Record Title (Description / Sub Categories / Remarks) Retention (YE/ Office Tr   All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless as otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of re- order or resolution of the City Council.   PEX600 O ORIGINAL RECORDS   PEX600 O ORIGINAL RECORDS   PEX600 O ORIGINAL RECORDS   PEX600 O ORIGINAL RECORDS   PEX600 OO02. ADMINISTRATIVE PROJECT FILES RECORD TYPES: TO+3   PEX600 O003. CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Confidential COMMENDATION LETTERS AR+1 AR   PEX600 O004. DIVISIONAL PERSONNEL FOLDERS RECORD TYPES: Confidential ACOMMENDATION LETTERS B-OUTY CERTIFICATE-PDAS 28 D-EMPLOYEE REPORT-LAPD 1507 E-KEY RECEPT-LAPD 1507 E-KEY RECEPT-LAPD 1507 E-KEY RECEPT-LAPD 1507 E-KEY RECEPT-LAPD 1507 E-KEY RECEPT-LAPD 150 F-KEY RECEPT-LAP			Departmen	-		Da	ate: Aug	ıst 28	, 2018		
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otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of recorder or resolution of the City Council.   PDX500 O ORIGINAL RECORDS   PDX500 O ORIGINAL RECORDS   PDX500 O ORIGINAL RECORDS   PDX500 O ORIGINAL RECORDS   PDX500 O001. ACTIVITY REPORTS RECORD TYPES: TO+3 TO   PDX500 O002. ADMINISTRATIVE PROJECT FILES RECORD TYPES: TO+3 TO   PDX500 O003. CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Confidential AR+1 AR   PDX500 O004. DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION ) RECORD TYPES: Confidential ACCOMMENDATION LETTERS B-DUTY CERTIFICATE-PDAS 430 C-EMPLOYEE REPORT-LAPD 13.07 TE TE TE   VENEDUTY CERTIFICATE-PDAS 430 D-EMPLOYEE EVALUATION REPORT-LAPD 13.01 APERFORMANCE EVALUATION REPORT-LAPD 13.01 APERFORMANCE EVALUATION REPORT-LAPD 13.01 APERFORMANCE EVALUATION REPORT-LAPD 13.01   VENEDUTY DESIDE EMPLOYMENT-LAPD 13.06 K-PERFORMANCE EVALUATION REPORT-LAPD 1.60 APERFORMANCE EVALUATION REPORT-LAPD 1.60   RETENTION CODES: AU-AUDIT ARE-ANNUAL REVIEW CL-CLOSED CO-COMPLETION CA-CANCELLED EX-EXPIRATION PE-PERMANENT SU-SUP		Item				(YEARS) - Total			rd Type CL		
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TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	/PDX/50/	O004.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NE A-COMMENDATION LETTERS B-DUTY CERTIFICATE-PDAS 430 C-EMPLOYEE EVALUATION REPORT-PDAS 28 D-EMPLOYEE REPORT-LAPD 15.07 E-KEY RECEIPT-LAPD 11.14 F-NOTICE OF COMMENDATION-GEN. 79 G-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 H-PERFORMANCE EVALUATION REPORT-LAPD 1.33 I-PERFORMANCE EVALUATION REPORT-LAPD 1.78 J-PHYSICAL FITNESS EVALUATION-LAPD 1.31 K-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47 L-PERSONNEL AND WORK HISTORY SUMMARY-LAPD 1.06	W DIVISION) RECORD TYPES: Confidential	TE	TE	1	I N	ΙΥ		
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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAP RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL	MEDIA CODES:		MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGA						TAPE		

City of Los Angeles Departmental Records Disposition Schedule Page 2

Date: August 28, 2018

## **Original Records**

Records of: /P <u>DX/50/</u>		LOS ANGELES POLICE DEPARTMENT/RISK MANAGEMENT					
		CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRAT					
Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	Retention Office	(YEARS) Ma Total Co			d Type Cl
	otherwise	ds shall be retained for a minimum of two years, including records not included in the Schedule items liste e specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a dif resolution of the City Council.				hed b	y
PDX/50/	O005.	N-SICK OR INJURY REPORT-LAPD 1.30.1 OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4	Ν	I N	Ν
PDX/50/	O006.	OVERTIME REPORTS (LAPD 02.24) FORM: LAPD 02.24 RECORD TYPES:	TO+3	TO+5	Ν	N	N
PDX/50/	O007.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10	Ν	N	Y
'PDX/50/	O008.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10	Ν	N	Y
PDX/50/	O009.	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	Ν	N	Ν

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