

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/POLICIES & PROCEDURES DIVISION

/PDX/53/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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

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/53/	O	ORIGINAL RECORDS							
/PDX/53/	O001.	ADMINISTRATIVE ORDERS (OFFICE OF THE CHIEF OF POLICE) (TRANSFER ONE COPY TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N	
/PDX/53/	O002.	ANNUAL DEPLOYMENT SCHEDULE (POLICE) RECORD TYPES:	SU+2	SU+10		N	N	N	
/PDX/53/	O003.	CORRESPONDENCE AND SUBJECT FILES (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER TO ARCHIVES BEFORE DESTRUCTION) RECORD TYPES:	AR+1	AR+10		N	N	N	
/PDX/53/	O004.	DISTRIBUTION LISTS FOR DEPT PUBLICATIONS AND DIRECTIVES RECORD TYPES:	SU	SU+4		N	N	N	
/PDX/53/	O005.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEES NEW DIVISION OF ASSIGNMENT) RECORD TYPES: Confidential	CL+10	CL+10		N	N	Y	

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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 EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
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- A-ACCIDENT HISTORY REPORT-LAPD 4.12
- AA-PROBATIONARY CIVILIAN EVALUATION REPORT-LAPD 1.78.3
- B-COMPENSATORY EQUIVALENT TIME OFF-LAPD 15.05
- BB-PROBATIONARY POLICE OFFICER EVALUATION REPORT-LAPD 1.78.1
- C-COMPLAINT HISTORY-LAPD 1.06.02
- CC-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36
- D-CORRESPONDENCE - GENERAL
- DD-RETURN TO DUTY REPORT-LAPD 1.29
- E-DIVISIONAL COMMENT SHEET
- EE-TRAINING ATTENDANCE RECORDS & CERTIFICATES
- F-DUTY CERTIFICATE-PDAS 43
- FF-TRAINING PUBLICATION RECEIPT-LAPD 1.42
- G-EMPLOYEE EVALUATION REPORT-PDAS 28
- GG-WORK EVALUATION REPORT-LAPD 1.13
- H-EMPLOYEE RECORD FORM-LAPD 1.38
- I-EMPLOYEE TRANSFER DATA-LAPD 1.34
- J-EMPLOYEE'S REPORT-LAPD 15.07
- K-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OF ILLNESS-GEN. 166
- L-EQUIPMENT RECEIPT-LAPD 1.27
- M-INCIDENT RECORD-LAPD 1.27
- N-INDIVIDUAL UNIFORM & EQUIPMENT DIV'N INSPECTION RECORD-LAPD 1.41
- O-INTRA DEPT'L CORRESPONDENCE (COMMENDATIONS & CORRESPONDENCE)-LAPD 15.02
- P-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30
- Q-NOTICE OF COMMENDATION-GEN. 79
- R-NOTICE TO CORRECT DEFICIENCIES-GEN. 78
- S-OFFICER EMPLOYEE INVENTORY-LAPD 1.26
- T-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41
- U-PERFORMANCE EVALUATION REPORT-LAPD 1.33
- V-PERFORMANCE EVALUATION REPORT-LAPD 1.78
- W-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47
- X-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.06
- Y-PERSONNEL AND FLEET SAFETY BOARD REPORT-LAPD 1.13
- Z-PHYSICAL FITNESS EVALUATION-LAPD 1.31

/PDX/53/	0006.	EMERGENCY CONTROL CENTER AFTER ACTION REPORT (POLICE DEPT) RECORD TYPES: Confidential	CL+10	CL+10	N	N	Y
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/PDX/53/	O007.	EMERGENCY CONTROL CENTER STAFF ROSTER (LAPD 14.22) FORM: LAPD 14.22 RECORD TYPES: Confidential	SU+2	SU+4		N	N	Y	
/PDX/53/	O008.	HOME-GARAGING COMMITTEE MEETING MINUTES RECORD TYPES:	CL+10	CL+10		N	N	N	
/PDX/53/	O009.	HOME-GARAGING OFF HOUR MONTHLY ACTIVITY LOG (LAPD 11.33) FORM: LAPD 11.33 RECORD TYPES: Confidential	SU+1	SU+4		N	N	Y	
/PDX/53/	O010.	LEGAL BULLETINS (POLICE DEPARTMENT) (TRANSFER ONE COPY TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N	
/PDX/53/	O011.	MEMORANDUMS (OFFICE OF THE CHIEF OF POLICE) (TRANSFER ONE COPY TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N	
/PDX/53/	O012.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	CL+3	CL+4		N	N	N	

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/PDX/53/	O013.	PERMIT TO REGULARLY HOME GARAGE A DEPARTMENT VEHICLE (LAPD 1.46) FORM: LAPD 1.46 RECORD TYPES: Confidential	SU+1	SU+4		N	N	Y	
/PDX/53/	O014.	POLICE DEPARTMENT FORMS (ALL) FORM: ALL RECORD TYPES:	SU+2	SU+4		N	N	N	
/PDX/53/	O015.	POLICE DEPARTMENT MANUAL (TRANSFER FOUR COPIES TO CITY ARCHIVES) RECORD TYPES: Vital Historical	PE	PE		Y	Y	N	
/PDX/53/	O016.	POLICE FACILITIES COMMITTEE MEETING MINUTES RECORD TYPES:	CL+10	CL+10		N	N	N	
/PDX/53/	O017.	REPORTING DISTRICT MAPS (FORMS 17.00.0 THROUGH 17.18.3) (TRANSFER ONE COPY TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N	

O018.

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/PDX/53/		RESEARCH PROJECTS RECORD TYPES: Confidential	TO+3	PE		N	N	Y	
/PDX/53/	O019.	SPECIAL ORDERS (OFFICE OF THE CHIEF OF POLICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/PDX/53/	O020.	STAFF RESEARCH CONTROL FORMS (LAPD 1.15) FORM: LAPD 1.15 RECORD TYPES:	CL+10	CL+10		N	N	N	
/PDX/53/	O021.	YEARLY CALENDAR (POLICE DEPARTMENT) RECORD TYPES:	SU+2	SU+4		N	N	N	
/PDX/53/	O022.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/53/	O023.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	

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/PDX/53/	O024.	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			
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