

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/EMERGENCY COMMAND CONTROL COMMUNICATIONS**

**/PDX/55/** *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/55/	O	ORIGINAL RECORDS							
/PDX/55/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/55/	O002.	DIVISIONAL PERSONNEL PACKAGES (TRANSFER TO EMPLOYEES NEW DIVISION OR TO PERSONNEL DIVISION ) RECORD TYPES: Confidential A-COMPLAINT RECORD-LAPD 1.6 B-INTRA-DEPARTMENT CORRESPONDENCE-LAPD 15.02 C-NOTES, COMMENDATIONS D-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 E-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 F-PERFORMANCE EVALUATION REPORT-LAPD 1.78 G-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36 H-RETURN TO DUTY-PDAS 43 I-SICK OR INJURY REPORT-LAPD 1.30 F-PERFORMANCE EVALUATION REPORT-LAPD 1.78	TE	TE		N	N	Y	
/PDX/55/	O003.	ECCCS MASTER RADIO PLANS (REC SERIES DESIGNATED AS HISTORICAL, PER RETEN SCHED; TRANSFER 1 COPY TO...) RECORD TYPES: A-COMPUTER AIDED DISPATCH B-GRANT FUNDING C-HUGHES STUDY D-JET PROPULSION LAB STUDY E-MOTOROLA DEMONSTRATION F-TRAINING MATERIAL G-VENDOR DOCUMENTS	SU+2	SU+2		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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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/PDX/55/	O004.	F-TRAINING MATERIAL OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/55/	O005.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/55/	O006.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/55/	O007.	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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