# Departmental Records Disposition Schedule

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

**Original Records**

### Records of LOS ANGELES POLICE DEPARTMENT/EMERGENCY COMMAND CONTROL COMMUNICATIONS

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

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<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>ORIGINAL RECORDS</td>
<td></td>
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</tr>
</tbody>
</table>

**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.**

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<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/55/</td>
<td>O001.</td>
<td>CORRESPONDENCE AND SUBJECT FILES</td>
<td>AR+2 AR+10 N N N</td>
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<tr>
<td>/PDX/55/</td>
<td>O002.</td>
<td>DIVISIONAL PERSONNEL PACKAGES</td>
<td>TE TE N N Y</td>
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<td>/PDX/55/</td>
<td>O003.</td>
<td>ECCCS MASTER RADIO PLANS</td>
<td>SU+2 SU+2 N N N</td>
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</table>

**Record Types:**

- 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/PERSOONNEL 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
- J-PERFORMANCE EVALUATION REPORT-LAPD 1.78

**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

**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- SU=SUPERCEDED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=FIILM
- 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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<tr>
<th>Sched. No.</th>
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<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
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<td>/PDX/55/</td>
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<td>OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)</td>
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<td>TO+10</td>
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<td>/PDX/55/</td>
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<td>INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)</td>
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<td>/PDX/55/</td>
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<td>EMPLOYEE COMMENT SHEET (1.77/1.77.)</td>
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<td></td>
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<td>(WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:</td>
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