# Records of: LOS ANGELES POLICE DEPARTMENT/COMMUNICATIONS DIVISION

## City of Los Angeles

Departmental Records Disposition Schedule

Original Records

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**Certified Per Section 12.3 Of Los Angeles Administrative Code**

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/56/

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Record Type</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td></td>
<td>ORIGINAL RECORDS</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### /PDX/56/ O001.

CORRESPONDENCE AND SUBJECT FILES

**Record Types:**

- AR+2
- AR+10
- N
- N
- N

### /PDX/56/ O002.

OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)

**FORM:** LAPD 15.30

**Record Types:**

- CL+2
- CL+4
- N
- N
- N

### /PDX/56/ O003.

PERSONNEL PACKAGES

(TRANSFER TO EMPLOYEE’S NEW DIVISION OR TO PERSONNEL DIVISION)

**Record Types:**

- CL+2
- CL+10
- N
- N
- N

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**Retention Codes:**

- AU = Audit
- AR = Annual Review
- CL = Closed
- CO = Completion
- CA = Cancelled
- EX = Expiration
- PE = Permanent
- SU = Superseded
- TE = Termination

**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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**Original Records**

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<tbody>
<tr>
<td>/PDX/56/</td>
<td>O004.</td>
<td>RADIO AND TELEPHONE MESSAGE LOGS</td>
<td>RECORD TYPES:</td>
<td>TO+5</td>
<td>N  N  N</td>
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<tr>
<td>/PDX/56/</td>
<td>O005.</td>
<td>SUPERVISORS' DAILY LOGS</td>
<td>RECORD TYPES:</td>
<td>TO+5</td>
<td>N  N  N</td>
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<tr>
<td>/PDX/56/</td>
<td>O006.</td>
<td>TAPE RECORDINGS OF TELEPHONE AND RADIO COMMUNICATIONS</td>
<td>RECORD TYPES:</td>
<td>TO+1/03</td>
<td>N  N  N</td>
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<tr>
<td>/PDX/56/</td>
<td>O007.</td>
<td>TIME BOOK (LAPD 15.30)</td>
<td>FORM: LAPD 15.30</td>
<td>CL+4</td>
<td>N  N  N</td>
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<tr>
<td>/PDX/56/</td>
<td>O008.</td>
<td>COMPLETED SUBPOENA DUCES TECUM'S TICKET TAPE SEARCH</td>
<td>RECORD TYPES:</td>
<td>TO+5</td>
<td>N  N  N</td>
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P- PHYSICAL FITNESS EVALUATION-LAPD 01.31
Q - PROBATIONARY CIVILIAN EVALUATION REPORT-LAPD 0.178.3
R- REQUEST FOR A LEAVE OF ABSENCE-LAPD 01.36
S- UNIFORM EQUIPMENT-LAPD 01.41

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=FITM 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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### Details

- **9-1-1 AUTOMATIC NUMBER IDENTIFIER (ANI PRINTOUT)**
  - Record Title: 9-1-1 AUTOMATIC NUMBER IDENTIFIER (ANI PRINTOUT)
  - (when employee moves to new assignment, comment files follow employee)
  - FORM: 1.81.11
  - RECORD TYPES: Confidential
  - TO+2 TO+2 N N N

- **PERSONNEL COMPLAINT ENVELOPE (1.81.11)**
  - Record Title: PERSONNEL COMPLAINT ENVELOPE (1.81.11)
  - FORM: 1.81.11
  - RECORD TYPES: Confidential
  - TO+2 TO+10 N N Y

- **INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)**
  - Record Title: INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)
  - FORM: 1.81.12
  - RECORD TYPES: Confidential
  - TO+2 TO+10 N N Y

- **EMPLOYEE COMMENT SHEET (1.77/1.77.)**
  - Record Title: EMPLOYEE COMMENT SHEET (1.77/1.77.)
  - (when employee moves to new assignment, comment files follow employee)
  - FORM: 1.77/1.77.
  - RECORD TYPES: Confidential
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