

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMUNICATIONS DIVISION

/PDX/56/ *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/56/	O	ORIGINAL RECORDS							
/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: A-ADDRESS AND PHONE NUMBER RECORD-LAPD 01.20 B-COMMENDATIONS-LAPD 15.02 C-COMMENDATION REPORT-LAPD 01.180 D-COMPLAINT HISTORY-LAPD 01.06.2 E-DUTY CERTIFICATE-PDAS 43 F-EMPLOYEE EVALUATION REPORT-PDAS 28 G-EMPLOYEE RECORD FORM-LAPD 01.38 H-EMPLOYEE REPORT-LAPD 15.07 I-EMPLOYEE TRANSFER DATA-LAPD 01.34 J-INCIDENT RECORD-LAPD 0.127 K-MEDICAL OFFICE MEMO TO DIVISION COMMANDING OFFICER-LAPD 01.30.1 L-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 M-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 N-PERFORMANCE EVALUATION REPORT-LAPD 0.178 O-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6	CL+2	CL+10		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMUNICATIONS DIVISION

/PDX/56/ *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			
---------------	-----------------------	--	-------------------------	--	--	---------------	------------------------	--	--	--

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/	O004.	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 RADIO AND TELEPHONE MESSAGE LOGS RECORD TYPES:	TO+/05	TO+5		N	N	N
/PDX/56/	O005.	SUPERVISORS' DAILY LOGS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/56/	O006.	TAPE RECORDINGS OF TELEPHONE AND RADIO COMMUNICATIONS RECORD TYPES:	TO+1/03	TO+1/03		N	N	N
/PDX/56/	O007.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/56/	O008.	COMPLETED SUBPOENA DUCES TECUM'S TICKET TAPE SEARCH RECORD TYPES:	TO+2	TO+5		N	N	N

O009.

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMUNICATIONS DIVISION

/PDX/56/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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

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/		9-1-1 AUTOMATIC NUMBER IDENTIFIER (ANI PRINTOUT) RECORD TYPES:	TO+2	TO+2		N	N	N	
/PDX/56/	O010.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/56/	O011.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/56/	O012.	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	

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