

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OFFICE OF SPECIAL OPERATIONS
/PDX/57/ LOS ANGELES POLICE DEPARTMENT

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	
<p><i>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.</i></p>										
/PDX/57/	O	Original Records								
/PDX/57/	O001.	Adjusted Time Reports	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O002.	Applicant Folders a) Notes b) Transfer Applicant Data Sheet (LAPD Form 15.88)	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O003.	Approval for taking City-Owned Vehicle home after hours (LAPD Form 1.45)	TO+2	TO+10	DO	N	N	N		
/PDX/57/	O004.	CAL-OSHA Injury Log	TO+1	TO+5	DO	N	N	N		
/PDX/57/	O005.	Correspondence and Subject Files	TO+2	TO+10	DO	N	N	N		
/PDX/57/	O006.	Court Notice Form 15.57	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O007.	Daily Sign Out Sheet (LAPD Form 15.19)	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O008.	Daily Work Sheet (LAPD Form 15.26)	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O009.	Orders, Notices, Training Bulletings	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O010.	Overtime Reports (LAPD Form 2.24)	TO+3	TO+5	DO	N	N	N		
/PDX/57/	O011.	Personnel Folders - Divisional Transfer to Personnel on Separation	TE	TE	DO	N	N	N		
/PDX/57/	O012.	Statistical Reports	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O013.	Subpoena Files	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O014.	Travel Log	TO+2	TO+5	DO	N	N	N		
/PDX/57/	O015.	Vacation Schedule	TO+2	TO+10	DO	N	N	N		
/PDX/57/	O016.	Chief's 24 Hour Occurrence Log	TO+2	TO+10	DO	N	N	N		
/PDX/57/	O017.	Employee Comment Sheet (LAPD Form 1.77)	TO+2	TO+5	DO	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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