

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OFFICE OF ADMINISTRATIVE SERVICES
/PDX/59/ 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
<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>								
/PDX/59/	O	ORIGINAL RECORD SERIES						
/PDX/59/	O001.	ACTIVITY REPORTS RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/59/	O002.	ADJUSTED TIME RECORD (STAFF/COMMAND) (TRANSFER TO PERSONNEL DIVISION - RECORDS UPON TERMINATION OR NEW ASSIGNMENT) RECORD TYPES:	TE	TE		N	N	N
/PDX/59/	O003.	ADMINISTRATIVE STAFF ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/59/	O004.	BEHAVIORAL SCIENCE ARTICLES (ARTICLES REGARDING: BEHAVIORAL SCIENCE SERVICES - POLICE PSYCHOLOGY, INVESTIGATION...) RECORD TYPES:	TO+15	TO+15		N	N	N
/PDX/59/	O005.	BEHAVIORAL SCIENCE PROGRAM PROFILES/REPORTS (BEHAVIORAL SCIENCE SERVICES DESCRIPTION RESEARCH STUDIES) RECORD TYPES:	TO+15	TO+15		N	N	N
/PDX/59/	O006.	COMMUNICATION FACILITY MANAGEMENT SERVICES MONTHLY REPORTS RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/59/	O007.	CONTRACTS, AGREEMENTS AND LEGAL DOCUMENTS RECORD TYPES:	CL+10	CL+10		N	N	N
/PDX/59/	O008.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+3	AR+10		N	N	N
/PDX/59/	O009.	DIVISIONAL PERSONNEL PACKAGES (TRANSFER TO PERSONNEL OR EMPLOYEE'S NEW DIV; REC SERIES HAS VARIED MEDIA FORMAT...) RECORD TYPES: Confidential A-COMMENDATORY LETTERS-LAPD 15.2 B-COMMENDATORY LETTERS-LAPD 15.7 C-OFFICER INVOLVED SHOOTING LOG BOOK D-DUTY CERTIFICATE-PDAS 43 E-EMPLOYEE EVALUATION REPORT-PDAS 28 F-USE OF FORCE REVIEW BOARD REPORTS-LAPD 1.67 G-INCIDENT RECORD-LAPD 1.27 H-LETTERS FROM PHYSICIANS I-NOTICE OF COMMENDATION-GEN. 79 J-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 K-OVERTIME RECORD-LAPD 15.5	TE	TE		N	N	Y

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/59/	O010.	NOTICES - PERSONNEL & TRAINING BUR & WEEKLY CONSOLIDATION RECORD TYPES:	TO+2	TO+10		N	N	N			
/PDX/59/	O011.	OFFICERS' PERSONAL TRAFFIC ACCIDENT (REC SERIES TO BE DELETED PER REVISION #1) RECORD TYPES: Confidential	TE	TE+4		N	N	Y			
/PDX/59/	O012.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5		N	N	N			
/PDX/59/	O013.	PAYCHECK SIGN-OUT ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N			
/PDX/59/	O014.	PERFORMANCE EVALUATION REPORTS (LAPD 1.33) (TRANSFER TO PERSONNEL DIV - RECORDS FOR DISPOSITION UPON EMPLOYEE'S TERMINATION) FORM: LAPD 1.33 RECORD TYPES:	TE	TE		N	N	N			
/PDX/59/	O015.	PERFORMANCE EVALUATION REVIEW BOARD RESULTS ... (COMMANDERS/CAPTAINS) RECORD TYPES:	TO+5	TO+10		N	N	N			
/PDX/59/	O016.	PROJECT FOLDERS (LAPD 1.15) FORM: LAPD 1.15 RECORD TYPES:	CL+3	CL+4		N	N	N			
/PDX/59/	O017.	PROJECT LOGS RECORD TYPES: Confidential	TO+3	TO+5		N	N	Y			
/PDX/59/	O018.	PSYCHOLOGISTS EVALUATION FILES RECORD TYPES: Confidential	CL+15	CL+15		N	N	Y			
/PDX/59/	O019.	REFERENCE BOOK LOANEE INDEX CARDS RECORD TYPES:	SU+2	SU+4		N	N	N			

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/PDX/59/	O020.	REQUESTS FOR OUTSIDE EMPLOYMENT (LAPD 1.47) FORM: LAPD 1.47 RECORD TYPES:	TO+4	TO+10		N	N	N		
/PDX/59/	O021.	SOURCE LOGS RECORD TYPES:	TO+3	TO+5		N	N	N		
/PDX/59/	O022.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/59/	O023.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/59/	O024.	UNIFORM COORDINATOR CORRESPONDENCE RECORD TYPES:	TO+3	TO+5		N	N	N		
/PDX/59/	O025.	UNIFORM/PERSONNEL EQUIPMENT SPECIAL MANUAL (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER 1 COPY TO...) RECORD TYPES:	SU	SU+4		N	N	N		
/PDX/59/	O026.	UPPER BODY CONTROL HOLD/MORATORIUM REPORTS/CORRESPONDENCE RECORD TYPES:	TO+10	TO+50		N	N	N		
/PDX/59/	O027.	UPPER BODY CONTROL HOLD/MORATORIUM/SIGNED ACKNOWLEDGEMENTS RECORD TYPES:	TO+2	TO+50		N	N	N		
/PDX/59/	O028.	USE OF FORCE REVIEW BOARD CORRESPONDENCE RECORD TYPES: Confidential A-EMPLOYEE'S REPORT-LAPD 15.7 B-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 C-OFFICER INVOLVED SHOOTING LOG BOOK D-ROBBERY HOMICIDE DIVISION INVESTIGATIONS E-USE OF FORCE INTERNAL PROCESS-LAPD 1.67.1 F-USE OF FORCE REVIEW BOARD REPORTS-LAPD 1.67	TO+5	TO+75		N	N	Y		
/PDX/59/	O029.	F-USE OF FORCE REVIEW BOARD REPORTS-LAPD 1.67 USE OF FORCE REPORT (LAPD 01.67) FORM: LAPD 01.67 RECORD TYPES:	TO+2	TO+12		N	N	N		
/PDX/59/	O030.	USE OF FORCE SUMMARY REPORT (LAPD 01.67) FORM: LAPD 01.67 RECORD TYPES:	TO+2	TO+12		N	N	N		

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/PDX/59/	O031.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/59/	O032.	REPORTS ON LAPD RELATIONSHIPS WITH OUTSIDE ORGANIZATIONS (LAPD TEMP) (PLANNING AND RESEARCH DIVISION) FORM: LAPD TEMP RECORD TYPES:	TO+3	TO+3		N	N	N		
/PDX/59/	O033.	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		
/PDX/59/	O034.	BOARD OF INQUIRY RECORDS RECORD TYPES: Confidential A-CORRESPONDENCE B-REPORTS C-TAPES	TO+5	TO+10		N	N	Y		
/PDX/59/	O035.	ADMINISTRATIVE APPEAL (INTERNAL DISCIPLINE)	TO+5	TO+10		N	Y	N		

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