## Departmental Records Disposition Schedule

**Records of:** LOS ANGELES POLICE DEPARTMENT/PERSONNEL & TRAINING BUREAU

### Original Records

**/PDX/60/**

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Description / Sub Categories / Remarks</th>
<th>Office</th>
<th>Total</th>
<th>Code</th>
<th>Record Type</th>
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<td>0</td>
<td>O</td>
<td>ORIGINAL RECORDS</td>
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<td>V H C L</td>
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<td>001</td>
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<td>ACTIVITY REPORTS</td>
<td>RECORD TYPES:</td>
<td>TO+3</td>
<td>TO+5</td>
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<tr>
<td>002</td>
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<td>ADJUSTED TIME RECORD (STAFF/COMMAND)</td>
<td>(TRANSFER TO PERSONNEL DIVISION - RECORDS UPON TERMINATION OR NEW ASSIGNMENT) RECORD TYPES:</td>
<td>TE</td>
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<td>003</td>
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<td>ADMINISTRATIVE STAFF ROSTER</td>
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<td>004</td>
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<td>BEHAVIORAL SCIENCE ARTICLES</td>
<td>(ARTICLES REGARDING: BEHAVIORAL SCIENCE SERVICES - POLICE PSYCHOLOGY, INVESTIGATION...) RECORD TYPES:</td>
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<td>TO+15</td>
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</tbody>
</table>

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- **PH:** Photo
- **NG:** Negative
- **OD:** Oversized Document
- **OP:** Optical Disk
- **VT:** Video Tape
- **PC:** Punch Cards

**Record Type:**
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- **L:** Legal
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**Original Records**

### Records of: LOS ANGELES POLICE DEPARTMENT/PERSONNEL & TRAINING BUREAU

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</table>

### Record Types:
- O006. COMMUNICATION FACILITY MANAGEMENT SERVICES MONTHLY REPORTS

**RECORD TYPES:**
- TO+3 TO+5 N N N

### Record Types:
- O007. CONTRACTS, AGREEMENTS AND LEGAL DOCUMENTS

**RECORD TYPES:**
- CL+10 CL+10 N N N

### Record Types:
- O008. CORRESPONDENCE AND SUBJECT FILES

**RECORD TYPES:**
- AR+3 AR+10 N N N

### Record Types:
- O009. DIVISIONAL PERSONNEL PACKAGES

**(TRANSFER TO PERSONNEL OR EMPLOYEE’S NEW DIV; REC SERIES HAS VARIED MEDIA FORMAT...)**

**RECORD TYPES:**
- TE TE N N Y

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**/PDX/60/**

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- L-PAYROLL/PERSOONEL CHANGE DOCUMENTS-GEN. 41
- M-PERFORMANCE EVALUATION REPORT-LAPD 1.33
- N-PHYSICAL FITNESS EVALUATION-LAPD 1.31
- O-REQUEST FOR OUTSIDE EMPLOYMENT-LAPD 1.47
- P-PERSONNEL AND WORK HISTORY SUMMARY-LAPD 1.6
- Q-PERSONNEL RATING REPORT-LAPD 1.78
- R-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36
- S-SICK OR INJURY REPORT-LAPD 1.30
- T-TANK YOU LETTERS FROM CITIZENS
- U-TRAINING COMPLETION NOTICES
- V-UNIFORM/EQUIPMENT ISSUANCE RECORD-LAPD 1.41

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**/PDX/60/**

O010. **NOTICES - PERSONNEL & TRAINING BUR & WEEKLY CONSOLIDATION**

UILT TYPES:

| TE | TE+4 | N | N | Y |

**/PDX/60/**

O011. **OFFICERS' PERSONAL TRAFFIC ACCIDENT**

(REC SERIES TO BE DELETED PER REVISION #1) RECORD TYPES: Confidential

| TO+2 | TO+10 | N | N | N |

**/PDX/60/**

O012. **OVERTIME REPORTS (LAPD 2.24)**

FORM: LAPD 2.24 RECORD TYPES:

| TO+3 | TO+5 | N | N | N |

**/PDX/60/**

O013. **PAYCHECK SIGN-OUT ROSTER**

RECORD TYPES:

| TO+2 | TO+5 | N | N | N |

---

**RECORD TYPE:** V=VITAL  H=HISTORICAL  C=CONFIDENTIAL  L=LEGAL

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<th>Media Code</th>
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<td></td>
<td></td>
<td>Office</td>
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</table>

/\PDX/60/ 0014. PERFORMANCE EVALUATION REPORTS (LAPD 1.33) (TRANSFER TO PERSONNEL DIV - RECORDS FOR DISPOSITION UPON EMPLOYEE'S TERMINATION) FORM: LAPD 1.33 RECORD TYPES:

/\PDX/60/ 0015. PERFORMANCE EVALUATION REVIEW BOARD RESULTS ...

/\PDX/60/ 0016. PROJECT FOLDERS (LAPD 1.15) FORM: LAPD 1.15 RECORD TYPES:

/\PDX/60/ 0017. PROJECT LOGS RECORD TYPES: Confidential

/\PDX/60/ 0018. PSYCHOLOGISTS EVALUATION FILES RECORD TYPES: Confidential

/\PDX/60/ 0019. REFERENCE BOOK LOANEE INDEX CARDS RECORD TYPES:

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL
### LOS ANGELES POLICE DEPARTMENT/PERSONNEL & TRAINING BUREAU

**Departmental Records Disposition Schedule**

**Original Records**

**Date:** August 28, 2018

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<tr>
<th>Sched. No.</th>
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<td>0020.</td>
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<td>FORM: LAPD 1.47 RECORD TYPES: TO+10</td>
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<td>/PDX/60/</td>
<td></td>
<td>TIME BOOK    (LAPD 15.30)</td>
<td>RECORD TYPES:</td>
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<td>CL+4</td>
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<td>OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)</td>
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<td>UNIFORM/PERSONNEL EQUIPMENT SPECIAL MANUAL</td>
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<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Item No.</th>
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<td>USE OF FORCE REVIEW BOARD CORRESPONDENCE</td>
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<td>A-EMPLOYEE’S REPORT-LAPD 15.7</td>
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<td>B-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2</td>
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<td>C-OFFICER INVOLVED SHOOTING LOG BOOK</td>
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<td>D-ROBBERY HOMICIDE DIVISION INVESTIGATIONS</td>
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<td>E-USE OF FORCE INTERNAL PROCESS-LAPD 1.67.1</td>
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<td>F-USE OF FORCE REVIEW BOARD REPORTS-LAPD 1.67</td>
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<td>USE OF FORCE REPORT (LAPD 01.67)</td>
<td>FORM: LAPD 01.67 RECORD TYPES:</td>
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<td>TO+12</td>
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(REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER 1 COPY TO...) RECORD TYPES:

### Attractions:
- All records shall be retained for a minimum of two years.
- Record types specified in the schedule.
- Retention periods vary based on the record type.

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<td>/PDX/60/ O030.</td>
<td>USE OF FORCE SUMMARY REPORT (LAPD 01.67)</td>
<td>FORM: LAPD 01.67 RECORD TYPES:</td>
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<td>INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)</td>
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<td>/PDX/60/ O033.</td>
<td>EMPLOYEE COMMENT SHEET (1.77/1.77.)</td>
<td>WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:</td>
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