

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

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

**/PDX/60/** *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

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/PDX/60/	O	ORIGINAL RECORDS							
/PDX/60/	O001.	ACTIVITY REPORTS RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/60/	O002.	ADJUSTED TIME RECORD (STAFF/COMMAND) (TRANSFER TO PERSONNEL DIVISION - RECORDS UPON TERMINATION OR NEW ASSIGNMENT) RECORD TYPES:	TE	TE		N	N	N	
/PDX/60/	O003.	ADMINISTRATIVE STAFF ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/60/	O004.	BEHAVIORAL SCIENCE ARTICLES (ARTICLES REGARDING: BEHAVIORAL SCIENCE SERVICES - POLICE PSYCHOLOGY, INVESTIGATION...) RECORD TYPES:	TO+15	TO+15		N	N	N	
/PDX/60/	O005.	BEHAVIORAL SCIENCE PROGRAM PROFILES/REPORTS (BEHAVIORAL SCIENCE SERVICES DESCRIPTION RESEARCH STUDIES ) RECORD TYPES:	TO+15	TO+15		N	N	N	

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/PDX/60/	O006.	COMMUNICATION FACILITY MANAGEMENT SERVICES MONTHLY REPORTS RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/60/	O007.	CONTRACTS, AGREEMENTS AND LEGAL DOCUMENTS RECORD TYPES:	CL+10	CL+10		N	N	N	
/PDX/60/	O008.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+3	AR+10		N	N	N	
/PDX/60/	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	

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- L-PAYROLL/PERSONNEL CHANGE DOCUMENTS-GEN. 41
- M-PERFORMANCE EVALUATION REPORT-LAPD 1.33
- N-PHYSICAL FITNESS EVALUATION-LAPD 1.31
- O-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47
- P-PERSONAL 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-THANK YOU LETTERS FROM CITIZENS
- U-TRAINING COMPLETION NOTICES
- V-UNIFORM/EQUIPMENT ISSUANCE RECORD-LAPD 1.41

/PDX/60/	0010.	NOTICES - PERSONNEL & TRAINING BUR & WEEKLY CONSOLIDATION RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/60/	0011.	OFFICERS' PERSONAL TRAFFIC ACCIDENT (REC SERIES TO BE DELETED PER REVISION #1 ) RECORD TYPES: Confidential	TE	TE+4		N	N	Y	
/PDX/60/	0012.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/60/	0013.	PAYCHECK SIGN-OUT ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N	

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/PDX/60/	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/60/	O015.	PERFORMANCE EVALUATION REVIEW BOARD RESULTS ... (COMMANDERS/CAPTAINS ) RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/60/	O016.	PROJECT FOLDERS (LAPD 1.15) FORM: LAPD 1.15 RECORD TYPES:	CL+3	CL+4		N	N	N
/PDX/60/	O017.	PROJECT LOGS RECORD TYPES: Confidential	TO+3	TO+5		N	N	Y
/PDX/60/	O018.	PSYCHOLOGISTS EVALUATION FILES RECORD TYPES: Confidential	CL+15	CL+15		N	N	Y
/PDX/60/	O019.	REFERENCE BOOK LOANEE INDEX CARDS RECORD TYPES:	SU+2	SU+4		N	N	N

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/PDX/60/	O020.	REQUESTS FOR OUTSIDE EMPLOYMENT (LAPD 1.47) FORM: LAPD 1.47 RECORD TYPES:	TO+4	TO+10		N	N	N
/PDX/60/	O021.	SOURCE LOGS RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/60/	O022.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/60/	O023.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/60/	O024.	UNIFORM COORDINATOR CORRESPONDENCE RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/60/	O025.	UNIFORM/PERSONNEL EQUIPMENT SPECIAL MANUAL	SU	SU+4		N	N	N

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(REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER 1 COPY TO...) RECORD TYPES:

/PDX/60/	O026.	UPPER BODY CONTROL HOLD/MORATORIUM REPORTS/CORRESPONDENCE RECORD TYPES:	TO+10	TO+50		N	N	N
/PDX/60/	O027.	UPPER BODY CONTROL HOLD/MORATORIUM/SIGNED ACKNOWLEDGEMENTS RECORD TYPES:	TO+2	TO+50		N	N	N
/PDX/60/	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/60/	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

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/PDX/60/	O030.	USE OF FORCE SUMMARY REPORT (LAPD 01.67) FORM: LAPD 01.67 RECORD TYPES:	TO+2	TO+12		N	N	N		
/PDX/60/	O031.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/60/	O032.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/60/	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		

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