

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OLYMPIC
/PDX/62/ 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			
/PDX/62/	O	Original Records										
/PDX/62/	O001.	ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O002.	ALTERCATION REPORTS	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O003.	ARREST DISPOSITION LOG BOOK (5.10'S) FORM: LAPD 5.10's	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O004.	ARREST LOG BOOK	CL+2	CL+5	DO	N	N	N				
/PDX/62/	O005.	ARRESTEE LOG BOOK - VICE	CL+2	CL+5	DO	N	N	N				
/PDX/62/	O006.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O007.	BAR BOOK	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O008.	B-WAGON DETOXIFICATION LOG	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O009.	BOOKING APPROVAL (LAPD 12.31) FORM: LAPD 12.31	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O010.	CHANGE OF WATCH DATA	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O011.	CHECK SIGN OUT ROSTER (0036) FORM: 0036	TO+2	TO+5	DO	N	N	N				
/PDX/62/	O012.	CHRONIC OFFENDER FILE	CL+2	CL+5	DO	N	N	N				
/PDX/62/	O013.	CORRESPONDENCE AND SUBJECT FILES	AR+2	AR+10	DO	N	N	N				
/PDX/62/	O014.	COURT BOOK	CL+2	CL+5	DO	N	N	N				
/PDX/62/	O015.	CRIMES AGAINST PERSON CONTROL BOOK A-ARREST REPORT-LAPD 5.2 B-FOLLOW-UP INVESTIGATION-LAPD 3.14 C-INVESTIGATOR'S CASE PROGRESS LOG-LAPD 1.44 D-PRELIM. INVESTIGATION REPORT-LAPD 3.1 E-PROPERTY REPORT-LAPD 10.1	CL+2	CL+5	DO	N	N	N				
/PDX/62/	O016.	DAILY CRIME AND ARREST SUMMARY FORM 15.6	TO+1	TO+5	DO	N	N	N				
/PDX/62/	O017.	DAILY FIELD ACTIVITIES REPORT	TO+2	TO+5	DO	N	N	N				

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/PDX/62/	O018.	FORM 15.52 DAILY SIGN IN/OUT SHEET	TO+2	TO+5	DO	N	N	N
/PDX/62/	O019.	FORM 15.19 DAILY WORK SHEET	TO+2	TO+5	DO	N	N	N
/PDX/62/	O020.	FORM 15.26 DETECTIVE RECAP REPORT	TO+2	TO+5	DO	N	N	N
/PDX/62/	O021.	FORM 1.62 DETECTIVE'S ACTIVITIES SUMMARY	TO+2	TO+5	DO	N	N	N
/PDX/62/	O022.	FORM 1.62.01 DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT	TO+2	TO+5	DO	N	N	N
/PDX/62/	O023.	FORM 1.62.02 DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED	TO+2	TO+5	DO	N	N	N
/PDX/62/	O024.	FORM 6.19 DETENTION TANK LOG (ADULT)	TO+2	TO+5	DO	N	N	N
/PDX/62/	O025.	FORM 6.16 DIVISION BAIL LOG	TO+2	TO+5	DO	N	N	N
/PDX/62/	O026.	A-ARREST REPORT 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION C-ENTRY REQUEST-NAT'L INFORMATION CTR WANTED PERSON FILE D-FOLLOW -UP INVESTIGATION 3.14 E-INVESTIGATIVE REPORT 3.1 F-NOTES G-PHOTOGRAPHS H-PROPERTY REPORT 10.1 I-RAP SHEET J-TELETYPES	TO+3	TO+10	DO	N	N	N
/PDX/62/	O027.	FORM 1.77 EMPLOYEE COMMENT SHEETS	TO+2	TO+5	DO	N	N	N
/PDX/62/	O028.	ENROUTE DETENTION BOOK	TO+2	TO+5	DO	N	N	N
/PDX/62/	O029.	EXCESS PERSONAL PROPERTY RECEIPT	TO+2	TO+5	DO	N	N	N

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		FORM 10.8								
/PDX/62/	O030.	FIELD RELEASE (ARREST COURT IN AM'S) FILE	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O031.	FIELD SUPPORT ANALYSIS REPORT	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O032.	GRIEVANCE FILE	TO+2	TO+5	DO	N	N	Y		
/PDX/62/	O033.	HOMICIDE CONTROL LOG	CL+2	CL+10	DO	N	N	N		
/PDX/62/	O034.	HOMICIDE FILE	TO+2	TO+10	DO	N	N	N		
/PDX/62/	O035.	INFORMANT FILE	CL+2	CL+10	DO	N	N	N		
/PDX/62/	O036.	INVESTIGATOR'S CASE ENVELOPE- ARRESTEE PACKAGES	TO+2	TO+5	DO	N	N	N		
		A-ARREST REPORT 5.2								
		B-D.A. REJECT								
		C-FOLLOW-UP INVESTIGATION 3.14								
		D-HIT AND RUN SUPPLEMENTAL								
		E- INVESTIGATIVE REPORT 3.1								
		F-INVESTIGATOR'S FINAL REPORT 5.10								
		G-LOS ANGELES CONSOLIDATED BOOKING FORM- LONG FORM 5.1								
		H-PHOTOGRAPHS								
		I-PROPERTY REPORT 10.1								
		J-RAPSHEET								
		K-SUBPOENA								
		L-TELETYPES .								
		M-TRAFFIC COLLISION AND ARREST STATUS REPORT 4.16								
		N-TRAFFIC COLLISION REPORT CHP 555								
		O-TRAFFIC COLLISION REPORT- PROPERTY DAMAGE ONLY CHP 555-03								
		P-TRAFFIC COLLISION REPORT (SUPPLEMENTAL)								
		Q-VEHICLE REPORT CHP 180								
/PDX/62/	O037.	DETECTIVE'S CASE PROGRESS LOG	TO+2	TO+5	DO	N	N	N		
		FORM 1.44								
/PDX/62/	O038.	DETECTIVE'S REQUIRED FOLLOW-UP RECORD	TO+2	TO+5	DO	N	N	N		
		FORM 12.21								
/PDX/62/	O039.	JAIL INSPECTION RECORD	TO+2	TO+5	DO	N	N	N		
		FORM 6.17								
/PDX/62/	O040.	JAIL TRANSFDER RECORD	TO+2	TO+5	DO	N	N	N		

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/PDX/62/	O041.	FORM 6.11 LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESS CAL OSHA	TO+2	TO+10	DO	N	N	N
/PDX/62/	O042.	MOBILIZATION ROSTER	TO+2	TO+5	DO	N	N	N
/PDX/62/	O043.	MONIKER FILE	CL+2	CL+10	DO	N	N	N
/PDX/62/	O044.	MONTHLY BINGO INVESTIGATION RECAP	TO+2	TO+5	DO	N	N	N
/PDX/62/	O045.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES FOR DEPLOYMENT PERIOD FORM 15.53	TO+2	TO+5	DO	N	N	N
/PDX/62/	O046.	MUG BOOK FORM 15.50	CL+10	CL+10	DO	N	N	N
/PDX/62/	O047.	MURDER BOOK- SOLVED A-ARREST REPORT 5.2 B-CHRONOLOGICAL RECORD 3.11.6 C-CRIME SCENE LOG 3.11.4 D-DEATH INVESTIGATION REPORT 3.11 E-FOLLOW-UP INVESTIGATION 3.14 F- INVESTIGATIVE REPORT 3.1 G-PRESS RELEASE H-PROPERTY REPORT 10.1 I-WITNESSES LIST 3.11.7 J-VEHICLE INVESTIGATION 3.7	CL+2	CL+32	DO	N	N	N
/PDX/62/	O048.	OFFICER LOG BOOKS	TO+2	TO+5	DO	N	N	N
/PDX/62/	O049.	OVERTIME RECAP	TO+2	TO+5	DO	N	N	N
/PDX/62/	O050.	DIVISIONAL TIMEBOOK FORM 15.30	CL+2	CL+5	DO	N	N	N
/PDX/62/	O051.	PENDING VICE FILE	CL+2	CL+5	DO	N	N	N
/PDX/62/	O052.	PERSONNEL COMPLAINT LOG	TO+2	TO+10	DO	N	N	Y
/PDX/62/	O053.	PERSONNEL COMPLAINT ENVELOPE FORM 1.81.11	TO+2	TO+10	DO	N	N	Y
/PDX/62/	O054.	PERSONNEL FOLDERS- DNISIONAL	TE	TE	DO	N	N	N

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- (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION)
- RECORDS TYPES:
- A-CHANGE OF STATUS
- B-COMMENDATION 1.18
- C-DEPARTMENT PUBLICATION RECEIPT 1.42
- D-DUTY CERTIFICATE PDAS43
- E-EMPLOYEE EVALUATION REPORT
- F-EMPLOYEE'S RECORD FORM 1.38
- G-EMPLOYEE REPORT 15.7
- H-EMPLOYEE TRANSFER DATA 1.34
- I-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS GEN 5020
- J-FLEET SAFETY PEER REVIEW BOARD REPORT 1.13.10
- K-FLEET SAFETY REPORT 1.13
- L-HOME GARAGING EMPLOYEE AUTHORIZATION 11.35.01
- M-INCIDENT REPORT
- N-INDIVIDUAL UNIFORM AND EQUIPMENT ISSUE RECORD 1.41.1
- O-INTRADEPARTMENTAL CORRESPONDENCE 15.2
- P-KEY RECEIPT 11.14
- Q-NON-OCCUPATIONAL SICK OR INJURY REPORT 1.30
- R-NOTICE TO CORRECT DEFICIENCIES GEN78
- S-NOTIFICATION OF COMPLETION OF TRAINING
- T-OFFICE MEMORANDUM
- U-OFFICER EMPLOYEE INVENTORY
- V-OPERATOR SECURITY STATEMENT 1.58
- W-PAYROLL PERSONNEL CHANGE DOCUMENT GEN41
- X-PERFORMANCE EVALUATION REPORT LIEUTENANTS AND BELOW 1.78
- Y-PERMIT FOR OUTSIDE EMPLOYMENT 1.47
- Z-PERFORMANCE EVALUATION REPORT- CIVILIAN
- AA-PHYSICAL FITNESS EVALUATION 1.31
- BE-PROBATIONARY CIVILIAN EVALUATION REPORT 1.78.03
- CC-PROBATIONARY POLICE OFFICER WEEKLY EVALUATION REPORT 1.78.1
- DD-REQUEST FOR LEAVE OF ABSENCE 1.36
- EE-TEST RECORDS
- FF-TRAINING SCHEDULES

/PDX/62/	O055.	PERSONNEL ROSTER	TO+2	TO+5	DO	N	N	N
/PDX/62/	O056.	PHYSICAL FITNESS QUESTIONNAIRE	TO+2	TO+5	DO	N	N	N

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/PDX/62/	O057.	POLICE SERVICE LOG FORM 15.27	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O058.	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD FORM 6.31	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O059.	PROGRESS INTERVIEW	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O060.	PROJECT FOLDERS	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O061.	PROPERTY DISPOSITION I UPDATE REQUEST FORM 10.6	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O062.	PROPERTY RELEASE AUTHORIZATION	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O063.	PROSTITUTION NOTEBOOK	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O064.	RECAP OF DAILY FIELD ACTIVITIES FORM 15.53	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O065.	RECEIPT FOR PROPERTY TAKEN INTO CUSTODY FORM 10.10	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O066.	RECEIPT FOR VALUABLES	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O067.	RECEIPTS AND DISBURSEMENTS REPORT FORM 15.47	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O068.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE FORM 5.20	TO+2	TO+10	DO	N	N	N		
/PDX/62/	O069.	RECORD OF MARK IV GAS CHROMATOGRAPH INTOXIMETER USAGE	TO+2	TO+10	DO	N	N	N		
/PDX/62/	O070.	RECORDING TAPE INVENTORY FORM12.40	TO+2	TO+10	DO	N	N	N		
/PDX/62/	O071.	RECORDING TAPE INVENTORY FORM12.40	TO+2	TO+10	DO	N	N	N		
/PDX/62/	O072.	REGISTRY OF DR NUMBERS FORM 8.34	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O073.	RESTRAINING ORDER CONTROL LOG FORM 15.40 A- EXPIRED RESTRAINING ORDERS	EX+2	EX+2	DO	N	N	N		

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/PDX/62/	O074.	SECRET SERVICE FUND LOG BOOK	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O075.	SECRET SERVICE REPORTS AND CHIT ERRORS	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O076.	SERGEANT'S DAILY REPORT FORM 15.48	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O077.	STATISTICAL REPORTS	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O078.	SUBPOENA FILES	CL+2	CL+5	DO	N	N	N		
/PDX/62/	O079.	SUMMARY FOLDER (EMPLOYEE) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: A-COMPLAINT HISTORY B-OFFICER EMPLOYEE INVENTORY C-PERSONAL AND WORK HISTORY SUMMARY D-EMPLOYEE COMMENT SHEET 1.77	TE	TE	DO	N	N	Y		
/PDX/62/	O080.	TASER LOG	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O081.	TELEPHONIC REPORT LOG	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O082.	TRANSFER APPLICANT DATA SHEET FORM 15.88	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O083.	TRANSFER OF AUTOMOTIVE EQUIPMENT	CL+2	CL+5	DO	N	N	N		
/PDX/62/	O084.	VEHICLE DAMAGE LOG FORM 15.67	CL+2	CL+5	DO	N	N	N		
/PDX/62/	O085.	VICE ARRESTEE LOG BOOK	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O086.	VICE ARRESTS I INFORMATION SUMMARY	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O087.	VICE CLEARANCE FILE	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O088.	VICE COMPLAINT LOGBOOK	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O089.	VICE INDEX CARDS (STREET)	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O090.	VICE INFORMATION CARDS FORM 15.36	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O091.	VISITOR ROSTER	TO+2	TO+10	DO	N	N	N		

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		FORM 6.61								
/PDX/62/	O092.	WARRANTABSTRACTLOG	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O093.	WATCH COMMANDER'S DAILY REPORT FORM 15.80	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O094.	WORK CONTROL FOLDERS (THERE ARE SUBTITLES; NOT ALL ARE LISTED HERE) A-BICYCLE INVESTIGATION 3.12 B-DEATH INVESTIGATION REPORT 3.11 C-DETECTIVE'S ACTIVITIES SUMMARY 1.62 D-DETECTIVE'S CASE PROGRESS LOG E-DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT 1.62.1 F-DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED 1.62.2 G-FOLLOW -UP INVESTIGATION 3.14 H-INJURY INVESTIGATION 3.15 I- INVESTIGATIVE REPORT 3.1 J-MISSING I FOUND PERSON INVESTIGATION REPORT 3.16 K-PROPERTY REPORT 10.1 L- REQUIRED FOLLOW-UP RECORD 12.21 M-VEHICLE REPORT CHP180 N-VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT 3.4	CL+2	CL+5	DO	N	N	N		
/PDX/62/	O095.	ABSENTEE PARKING CITATION (BOOKS)	TO+/03	TO+5	DO	N	N	N		
/PDX/62/	O096.	ACTIVITY REPORTS	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O097.	ADJUSTED TIME REPORTS	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O098.	ALIEN ARREST LOG	TO+1	TO+5	DO	N	N	N		
/PDX/62/	O099.	AMBUSH LOG	TO+1	TO+5	DO	N	N	N		
/PDX/62/	O100.	APPLICANT FOLDERS A-NOTES B-SWORN I CIVILIAN ADVANCEMENT AND OPPORTUNITIES NOTICE C-TRANSFER APPLICANT DATA SHEET FORM 15.88	TO+2	TO+5	DO	N	N	N		
/PDX/62/	O101.	APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER HOURS	TO+2	TO+10	DO	N	N	N		
/PDX/62/	O102.	AREA VICE UNIT ROSTER	TO+2	TO+5	DO	N	N	N		

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/PDX/62/	O103.	ARRESTEE BOOKED AT LAC-USC MEDICAL CENTER (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS & PRINTS) A-NOTIFICATIONS B-PHOTOS C-PRINTS	TO+1	TO+5	DO	N	N	N
/PDX/62/	O104.	ASTRO ACTIVITIES / ARREST RECAP	TO+2	TO+5	DO	N	N	N
/PDX/62/	O105.	BAIL DEVIATION TELETYPES	TO+1	TO+5	DO	N	N	N
/PDX/62/	O106.	BLOOD RUN LOG	TO+1	TO+5	DO	N	N	N
/PDX/62/	O107.	BOMB THREAT LOG	TO+1	TO+5	DO	N	N	N
/PDX/62/	O108.	BOOKING AND DISPO REPORT	TO+2	TO+5	DO	N	N	N
/PDX/62/	O109.	BUDGET AND CRIME PREVENTION QUARTERLY REPORTS	TO+2	TO+5	DO	N	N	N
/PDX/62/	O110.	CAL-OSHA INJURY LOG	TO+1	TO+5	DO	N	N	N
/PDX/62/	O111.	CASE DISPOSITION SUMMARIES	CL+2	CL+5	DO	N	N	N
/PDX/62/	O112.	CHIEF'S 24 HOUR OCCURRENCE LOG	TO+2	TO+10	DO	N	N	N
/PDX/62/	O113.	CITATION CANCELLATION REQUEST FORM 4.45	TO+2	TO+5	DO	N	N	N
/PDX/62/	O114.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK	TO+2	TO+5	DO	N	N	N
/PDX/62/	O115.	COMMANDING OFFICER'S OVERTIME RECORD	TO+2	TO+5	DO	N	N	N
/PDX/62/	O116.	CONTROL LOG, DOMESTIC RESTRAINING ORDERS FORM 15.40	EX+2	EX+2	DO	N	N	N
/PDX/62/	O117.	COMPLAINT APPLICATION	TO+2	TO+5	DO	N	N	N
/PDX/62/	O118.	CORRESPONDENCE CONTROL RECORD	TO+4	TO+5	DO	N	N	N
/PDX/62/	O119.	COURT ON CALL LIAISON / COURT CLERK WORKSHEET	CL+2	CL+5	DO	N	N	N
/PDX/62/	O120.	COURT NOTICE	TO+2	TO+5	DO	N	N	N
/PDX/62/	O121.	DEADLY WEAPON INJURY LOG	TO+1	TO+10	DO	N	N	N
/PDX/62/	O122.	DEPLOYMENT GUIDE	AR+2	AR+5	DO	N	N	N
/PDX/62/	O123.	DETECTIVE OPERATIONS MANUAL	AR+2	AR+5	DO	N	N	N

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/PDX/62/	O124.	DHD COURT DISPOSITION TELETYPE FORM	CL+2	CL+5	DO	N	N	N			
/PDX/62/	O125.	DISTRICT ATTORNEY LIAISON FILING FORM	TO+4	TO+10	DO	N	N	N			
/PDX/62/	O126.	DISTRICT ATTORNEY WARRANT RECEIPT LOG	TO+4	TO+10	DO	N	N	N			
/PDX/62/	O127.	DOMESTIC VIOLENCE RESTRAINING ORDERS	EX+2	EX+5	DO	N	N	N			
/PDX/62/	O128.	DRUG INFLUENCE EVALUATION FORM 8.40.2	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O129.	EMERGENCY TRAVEL LOG BOOK	TO+1	TO+5	DO	N	N	N			
/PDX/62/	O130.	EMPLOYEES TIMEKEEPING (FEDERAL REPORT)	CL+2	CL+5	DO	N	N	N			
/PDX/62/	O131.	EQUIPMENT INVENTORY REPORT	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O132.	EQUIPMENT ISSUE CONTROL CARD FORM 15.65	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O133.	ESCAPE REPORT FORM 6.6	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O134.	EXCESS PERSONAL PROPERTY RECEIPT FORM 10.8	TO+3	TO+5	DO	N	N	N			
/PDX/62/	O135.	EXPENDITURE OF SECRET SERVICE FUND INDEX	TO+3	TO+5	DO	N	N	N			
/PDX/62/	O136.	FELONY CASE PACKAGES A-ABUSED CHILD B-BANK ROBBERY C-CRIME AGAINST PERSON D-CRIME AGAINST PROPERTY E-DETECTIVES CASE ENVELOPE F-DOMESTIC VIOLENCE G-FELONY WARRANT- BUNCO FORGERY H-HIJACK I-MURDER BOOK- SOLVED J-MURDER BOOK-UNSOLVED K-NARCOTICS L-RAPE M-ROBBERY N-SEXUALLY EXPLOITED CHILD	CL+2	CL+62	DO	N	N	N			

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/PDX/62/	O137.	0-WORK/CONTROL FOLDERS FELONY WARRANT PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PICTURES ETC) A- INVESTIGATIVE REPORT 3.1 B-DUE DILIGENCE INVESTIGATION CHECKLIST 12.24 C-FOLLOW-UP REPORT 3.14 D-PICTURES E-PROPERTY REPORT 10.1 F-SUSPECT WANTED NOTICE 8.50 G-TELETYPES H-WARRANT I-WARRANT INFORMATION 8.48	AR	AR+10	DO	N	N	N
/PDX/62/	O138.	FIELD COMMAND POST CADRE MASTER FILE	AR+2	AR+5	DO	N	N	N
/PDX/62/	O139.	FIELD COMMAND POST CALL OUT LIST	TO+2	TO+5	DO	N	N	N
/PDX/62/	O140.	FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS	TO+3	TO+10	DO	N	N	N
/PDX/62/	O141.	FIELD SUPPORT ANALYSIS REPORT	TO+2	TO+5	DO	N	N	N
/PDX/62/	O142.	FLEET GAS RECEIPT FILE	TO+2	TO+5	DO	N	N	N
/PDX/62/	O143.	GRANTS FILES	CL+2	CL+5	DO	N	N	N
/PDX/62/	O144.	GUN DESTRUCTION FILE	TO+2	TO+5	DO	N	N	N
/PDX/62/	O145.	HAZARDOUS MATERIALS RESEARCH PAPERS	AR+2	AR+5	DO	N	N	N
/PDX/62/	O146.	HOMICIDE AUDIT DAILY WORKBOOK	TO+5	TO+10	DO	N	N	N
/PDX/62/	O147.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK	TO+3	TO+5	DO	N	N	N
/PDX/62/	O148.	INCOMING COLLECT CALLS LOG	TO+1	TO+5	DO	N	N	N
/PDX/62/	O149.	INQUIRY / DISSEMINATION LOG	TO+2	TO+5	DO	N	N	N
/PDX/62/	O150.	JAIL INTAKE LOG FORM 6.13	TO+2	TO+10	DO	N	N	N
/PDX/62/	O151.	JUVENILE ARREST PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS AND ETC) A-ARREST REPORT 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION	TO+2	TO+5	DO	N	N	N

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		C-DISPOSITION OF ARREST AND COURT ACTION 5.9 D-FOLLOW -UP INVESTIGATION 3.14 E- INVESTIGATNE REPORT 3.1 F-JUVENILE ARREST REPORT (CON'D) G-PHOTO DISPLAY FOLDER 15.50 H-PROPERTY REPORT 10.1									
/PDX/62/	O152.	JUVENILE COURT AFFIDAVIT FORM 9.4	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O153.	JUVENILE DETENTION LOG	TO+1	TO+5	DO	N	N	N			
/PDX/62/	O154.	JUVENILE DETENTION TELETYPES	TO+1	TO+5	DO	N	N	N			
/PDX/62/	O155.	JUVENILE PROCEDURES MANUAL	AR+2	AR+5	DO	N	N	N			
/PDX/62/	O156.	K-CAR DEATH LOG BOOK	TO+1	TO+10	DO	N	N	N			
/PDX/62/	O157.	LINE UP BOOK (ROBBERY SPECIALS)	TO+3	TO+28	DO	N	N	N			
/PDX/62/	O158.	LINE UP PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS, ETC) A-COURT ORDERS B-LINE UP REQUEST C-LINE UP WANER D-LOS ANGELES COUNTY SHERIFF'S OFFICE LINE UP FORM E- LOS ANGELES COUNTY SHERIFF'S OFFICE WITNESS CARDS F-PHOTOS G-WRITTEN OBJECTIONS BY ATTORNEYS	TO+3	TO+28	DO	N	N	N			
/PDX/62/	O159.	LOCKER LOG	CL+2	CL+5	DO	N	N	N			
/PDX/62/	O160.	MISDEMEANOR CALENDAR COURT WORKSHEET	CL+2	CL+10	DO	N	N	N			
/PDX/62/	O161.	MISDEMEANOR WARRANT PACKAGES A-HANDWRITTEN EXEMPLAR B-WARRANT INFORMATION Form 8.48 C-WORTHLESS DOCUMENT D- WORTHLESS DOCUMENT INVESTIGATION	CL+1	CL+21	DO	N	N	N			
/PDX/62/	O162.	MOBILE CANTEEN FUND RECORDS	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O163.	MODUS OPERANDI BOOK- ROBBERY SPECIALS	TO+3	TO+23	DO	N	N	N			

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/PDX/62/	O164.	MODUS OPERANDI FILES (RAPE SECTION) A- INVESTIGATIVE REPORT Form 3.1 B-MEDICAL REPORTS	TO+3	TO+23	DO	N	N	N			
/PDX/62/	O165.	MOTOR SCHOOL LIST	TO+20	TO+20	DO	N	N	N			
/PDX/62/	O166.	NARCOTIC CONTAGION CONTACT REPORT	TO+3	TO+5	DO	N	N	N			
/PDX/62/	O167.	NARCOTIC DETAIL ARREST AND SEIZURE SUMMARY	TO+3	TO+5	DO	N	N	N			
/PDX/62/	O168.	NARCOTIC EXPENDITURE- SECRET SERVICE FUNDS Form 15.37.2	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O169.	NARCOTICS BUY NOTE Form 12.53	TO+3	TO+5	DO	N	N	N			
/PDX/62/	O170.	NON-TRAFFIC NOTICE TO APPEAR Form 5.2.2	TO+/03	CL+5	DO	N	N	N			
/PDX/62/	O171.	OFFICER INVOLVED SHOOTING FILES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS SKETCHES, ETC) A-ANALYZED EVIDENCE REPORT 12.20 B-CORONER'S REPORTS C-CORRESPONDENCE D-CRIME SCENE LOG 3.11.4 E-DAILY DEPLOYMENT F-DAILY FIELD ACTIVITIES REPORT 15.52 G-DEATH REPORT 3.11 H-EMERGENCY MESSAGE TICKET I-FIREARMS I EXPLOSIVE ANALYZED EVIDENCE K-FOLLOW-UP INVESTIGATION 3.14 R- INVESTIGATIVE REPORT 3.1 L-INVESTIGATOR'S FINAL REPORT 5.10 M-INVESTIGATOR'S NOTES N-LATENT FINGERPRINT O-LOS ANGELES FIRE DEPARTMENT EMERGENCY AID REPORT LAFDF660 P-OUTSIDE AGENCIES DOCUMENTS Q-PHOTOS I SKETCHES I DIAGRAM S-PRESS RELEASE I NEWSPAPER CLIPPINGS T-PROGRESS REPORT	CL+5	CL+30	DO	N	N	N			

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		U-PROPERTY REPORT 10-1 V-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY 10.10 W-REQUEST FOR LATENT PRINT COMPARISON 12.34 X-SEARCH WARRANTS Y-SUSPECT INFORMATION I-TELETYPES Z-TRAFFIC CITATION COPIES AA-VICTIM INFORMATION BB-WITNESS INFORMATION CC-WITNESS LIST							
/PDX/62/	O172.	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES A-ACCIDENT HISTORY 4.12 B-EMPLOYEE'S REPORT 15.7 D- FLEET SAFETY REPORT 1.13 C-INTRADEPARTMENTAL CORRESPONDENCE 15.2 E-TRAFFIC COLLISION REPORT CHP 555	TE	TE+10	DO	N	N	N	
/PDX/62/	O173.	OFFICER'S INDIVIDUAL OVERTIME REPORT	TE	TE+4	DO	N	N	N	
/PDX/62/	O174.	ORDERS, NOTICES, TRAINING BULLETINS	TO+2	TO+5	DO	N	N	N	
/PDX/62/	O175.	OUTSIDE AGENCY CONDUCTING INVESTIGATION ARREST OR	TO+1	TO+10	DO	N	N	N	
/PDX/62/	O176.	OVERTIME REPORTS FORM NO. 2.24	TO+3	TO+5	DO	N	N	N	
/PDX/62/	O177.	PARADE PERMIT INVESTIGATION FOLDERS	TO+2	TO+5	DO	N	N	N	
/PDX/62/	O178.	POLICE BULLETIN REQUEST I CANCELLATION FORM NO. 15.32	TO+2	TO+5	DO	N	N	N	
/PDX/62/	O179.	PROBATION OFFICER'S BOOK	TO+2	TO+5	DO	N	N	N	
/PDX/62/	O180.	PROBLEM PARK NOTEBOOK	TO+2	TO+5	DO	N	N	N	
/PDX/62/	O181.	PROPERTY DISPOSITION I UPDATE REQUEST FORM NO. 10.6	TO+1	TO+5	DO	N	N	N	
/PDX/62/	O182.	PURSUIT LOG	TO+1	TO+5	DO	N	N	N	
/PDX/62/	O183.	RADIOLOGICAL INSPECTION SCHEDULE	TO+2	TO+5	DO	N	N	N	
/PDX/62/	O184.	RADIOLOGICAL MONITORS LIST	TO+2	TO+5	DO	N	N	N	

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/PDX/62/	O185.	RECEIPT FOR VALUABLES FORM NO. LAC 55	TO+2	TO+5	DO	N	N	N
/PDX/62/	O186.	RECORDS OF ARRESTS FORM NO. 12.12	CL+2	CL+5	DO	N	N	N
/PDX/62/	O187.	RECORD OF CITATION BOOKS FORM NO. 4.15	CL+2	CL+5	DO	N	N	N
/PDX/62/	O188.	REQUEST FOR MENTAL EVALUATION FORM NO. 5.4	TO+2	TO+5	DO	N	N	N
/PDX/62/	O189.	REQUEST FOR SERVICE FORM NO. 15.13	CL+/03	CL+5	DO	N	N	N
/PDX/62/	O190.	REQUEST/RELEASE OF CRIMINAL RECORD PAROLE/PROBATION FORM FORM NO. 08.42	TO+2	TO+5	DO	N	N	N
/PDX/62/	O191.	ROLL CALL TRAINING FILES	TO+2	TO+5	DO	N	N	N
/PDX/62/	O192.	SAFETY SURVEY CHECKLIST FILE	CL+2	CL+5	DO	N	N	N
/PDX/62/	O193.	SEARCH WARRANTS	TO+10	TO+10	DO	N	N	N
/PDX/62/	O194.	SECRET SERVICE REPORTS	TO+2	TO+5	DO	N	N	N
/PDX/62/	O195.	SEMI-ANNUAL EQUIPMENT REPORT FORM NO. 15.61	TO+2	TO+5	DO	N	N	N
/PDX/62/	O196.	SHOTS FIRED	TO+1	TO+5	DO	N	N	N
/PDX/62/	O197.	SPECIAL INVESTIGATOR ASSIGNMENT I CONTROL LOG FORM NO. 15.60	TO+2	TO+5	DO	N	N	N
/PDX/62/	O198.	STAFF MEETING MINUTES	TO+2	TO+5	DO	N	N	N
/PDX/62/	O199.	SUPERIOR I MISDEMEANOR TRIAL COURT WORKSHEETS	CL+2	CL+5	DO	N	N	N
/PDX/62/	O200.	SUPERIOR TRIAL INFORMATION CARD	CL+2	CL+5	DO	N	N	N
/PDX/62/	O201.	TACTICAL MANUAL	AR+2	AR+5	DO	N	N	N
/PDX/62/	O202.	TACTICAL MANUAL INVENTORY LIST	TO+3	TO+5	DO	N	N	N
/PDX/62/	O203.	TACTICAL MANUAL RESEARCH PAPERS	TO+3	TO+5	DO	N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OLYMPIC
/PDX/62/ 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/62/	O204.	TAPE TRANSCRIPTION LOG- OFFICER INVOLVED SHOOTINGS	TO+5	TO+30	DO	N	N	N	N	
/PDX/62/	O205.	TELETYPE MESSAGE NUMBER LOG	TO+2	TO+5	DO	N	N	N	N	
/PDX/62/	O206.	TIE BAR FILES	TO+2	TO+5	DO	N	N	N	N	
/PDX/62/	O207.	TRAFFIC COLLISION REPORT FILES A-HIT AND RUN SUPPLEMENT B-TRAFFIC COLLISION AND ARREST STATUS REPORT 4.16 C-TRAFFIC COLLISION INFORMATION 4.37 D-TRAFFIC COLLISION REPORT CHP 555	TO+2	TO+5	DO	N	N	N	N	
/PDX/62/	O208.	TRAFFIC COURT FILES	TO+2	TO+5	DO	N	N	N	N	
/PDX/62/	O209.	TRAFFIC DAILY FIELD ACTIVITIES REPORT FORM NO. 15.52.1	TO+2	TO+5	DO	N	N	N	N	
/PDX/62/	O210.	TRAFFIC DEAD BODY BOOK	TO+3	TO+5	DO	N	N	N	N	
/PDX/62/	O211.	TRAFFIC ENFORCEMENT REQUEST	TO+2	TO+5	DO	N	N	N	N	
/PDX/62/	O212.	TRAFFIC MANUAL	AR+2	AR+5	DO	N	N	N	N	
/PDX/62/	O213.	TRAFFIC NOTICE TO APPEAR (BOOKS) FORM NO. 4.50	TO+/03	TO+5	DO	N	N	N	N	
/PDX/62/	O214.	TRAFFIC SAFETY PRESENTATIONS	TO+2	TO+5	DO	N	N	N	N	
/PDX/62/	O215.	TRAFFIC STUDIES AND SURVEYS	TO+2	TO+5	DO	N	N	N	N	
/PDX/62/	O216.	TRANSFER DOCUMENTATION	TO+3	TO+5	DO	N	N	N	N	
/PDX/62/	O217.	TRAVEL LOG	TO+1	TO+5	DO	N	N	N	N	
/PDX/62/	O218.	UNUSUAL OCCURRENCE AFTER- ACTION REPORT FORM NO. 14.50	TO+10	TO+10	DO	N	N	N	N	
/PDX/62/	O219.	UNUSUAL OCCURRENCE LOG	TO+1	TO+10	DO	N	N	N	N	
/PDX/62/	O220.	UNUSUAL OCCURRENCE MO:BILZATION PLAN	TO+10	TO+10	DO	N	N	N	N	
/PDX/62/	O221.	UNUSUAL OCCURRENCE TIME CARDS FORM NO. 14.14	TO+10	TO+10	DO	N	N	N	N	
/PDX/62/	O222.	UNUSUAL OCCURRENCE TIME / WAGE REPORTS	TO+10	TO+10	DO	N	N	N	N	

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/PDX/62/	O223.	USE OF FORCE SUMMARY REPORT FORM NO. 1.67.3	TO+2	TO+10	DO	N	N	N			
/PDX/62/	O224.	VACATION SCHEDULES	TO+2	TO+10	DO	N	N	N			
/PDX/62/	O225.	VEHICLE AND EQUIPMENT ASSIGNMENT SHEET FORM NO. 15.66	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O226.	VEHICLE RESOURCES QUARTERLY REPORT FORM NO. 15.69	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O227.	VICE FILES A-APPLICANT FILE B-CLEARANCE FILE C-INDEX CARDS D-VICE ARRESTS I INFORMATION SUMMARY E-VICE ARRESTEE LOG BOOK F-VICE ARREST SUMMARY G-VICE COMPLAINT LOG BOOK H-VICE I INFORMATION CARD 15.36 I-UNIT ROSTER	CL+5	CL+5	DO	N	N	N			
/PDX/62/	O228.	VICTIM LOG (RAPE)	TO+5	TO+10	DO	N	N	N			
/PDX/62/	O229.	VIDEO TAPE REQUEST LOG	TO+1	TO+5	DO	N	N	N			
/PDX/62/	O230.	VISITING DIGNITARY EXPENDITURES	TO+3	TO+5	DO	N	N	N			
/PDX/62/	O231.	VISITING OFFICER ARREST LOG	TO+1	TO+5	DO	N	N	N			
/PDX/62/	O232.	VISITOR PASSES ISSUED LOG BOOK- HOSPITAL DETAIL	TO+1	TO+5	DO	N	N	N			
/PDX/62/	O233.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD FORM NO. 15.10	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O234.	WATCH COMMANDER'S DAILY REPORT FORM NO. 15.80	TO+2	TO+5	DO	N	N	N			
/PDX/62/	O235.	WATCH RECAP OF TRAFFIC ACTIVITIES	TO+2	TO+5	DO	N	N	N			

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