

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/PERSONNEL DIVISION

/PDX/61/

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/61/	O	ORIGINAL RECORDS							
/PDX/61/	O001.	ACCOUNTANT'S PROPERTY CLEARANCE SLIPS RECORD TYPES:	CL+3	CL+4		N	N	N	
/PDX/61/	O002.	ADDRESS/PHONE NUMBERS - APPOINTEES RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/61/	O003.	ADDRESS/PHONE NUMBER CHANGES RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/61/	O004.	APPLICANT'S IN PROCESSING RECORD TYPES: Confidential	TO+3	TO+5		N	N	Y	
/PDX/61/	O005.	ATTRITION BOARD - SWORN RECORD TYPES:	TO+2	TO+5		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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/PDX/61/	O006.	ATTRITION REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/61/	O007.	BACKGROUND INFORMATION - ACTIVE RESERVES RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y		
/PDX/61/	O008.	BACKGROUND PACKAGES - HIRES (MICROFILM) RECORD TYPES: Confidential A-APPLICANT IDENTIFICATION REPORT-LAPD 05.05 B-AUTHORIZATION TO RELEASE MEDICAL RECORDS C-CONFIDENTIAL FINANCIAL INQUIRY-LAPD 01.59 D-CONFIDENTIAL PERSONAL INQUIRY-LAPD 01.12 E-ETHNIC IDENTIFICATION F-FBI FINGERPRINT CARDS-FD 258 G-INITIAL INTERVIEW WORK SHEET-TEMP 200 H-INVESTIGATOR'S WORKSHEET-LAPD 01.68 I-LAPD APPLICANT EMPLOYMENT RECORD-LAPD 93 J-LAPD PERSONAL INQUIRY WAIVER-LAPD 01.12.1 K-PERSONAL HISTORY FACE SHEET-LAPD 01.03 L-POLICE APPLICANT RECORD-LAPD 01.52 M-POLICE OFFICER BACKGROUND INFORMATION-GEN. P N-QUESTIONNAIRE-LAPD 01.75 O-REPORT OF MEDICAL HISTORY-PDMSD 1 P-STATE FINGERPRINT CARDS-BID 7	PE	PE		N	N	Y		
/PDX/61/	O009.	BADGE CARD FILE (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	CL	PE		N	Y	N		

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/PDX/61/	O010.	BADGE INVENTORIES RECORD TYPES:	SU+2	SU+4				N	N	N
/PDX/61/	O011.	CHANGE OF STATUS RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/61/	O012.	CHAPLAIN RESERVE PACKAGES RECORD TYPES: A-FBI FINGERPRINT CARD B-MISCELLANEOUS CORRESPONDENCE	TE+10	TE+10				N	N	N
/PDX/61/	O013.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10				N	N	N
/PDX/61/	O014.	DEFERRED MEDICAL RECORD TYPES:	TO+3	TO+5				N	N	N

O015.

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/PDX/61/		DISAPPROVED TRANSFERS RECORD TYPES:	TO+3	TO+10		N	N	N		
/PDX/61/	0016.	DISQUALIFIED BACKGROUND PACKAGES (SEE BACKGROUND PACKAGES FOR SUBCATEGORIES) RECORD TYPES: Confidential	TO+2	TO+15		N	N	Y		
/PDX/61/	0017.	EMPLOYEE MEDICAL PACKAGES (GEN. 53) FORM: GEN. 53 RECORD TYPES: Confidential A-APPLICATION OF DISABILITY PENSION B-ATTORNEY LETTERS C-DOCTOR'S LETTERS D-DUTY CERTIFICATE-PDAS 43 E-EMPLOYEES REPORT OF OCCUPATIONAL INJURY OR ILLNESS-LAPD 1.66 F-EMPLOYEES REPORT-LAPD 15.7 G-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 H-LEAVE OF ABSENCE-GEN. 160 I-MEDICAL HISTORY REPORT J-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30 K-WORKER'S COMPENSATION AWARD	TE	TE+80		N	N	Y		
/PDX/61/	0018.	FAILED ORALS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/61/	0019.	FAILED COMPREHENSIVE TEST OF BASIC SKILLS RECORD TYPES:	TO+2	TO+5		N	N	N		

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/PDX/61/	O020.	FUNERAL MANUAL (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER TO CITY ARCHIVES) RECORD TYPES:	SU+2	SU+4		N	N	N
/PDX/61/	O021.	GRADUATION INFORMATION-RESERVE CLASSES RECORD TYPES: Confidential	TO+15	TO+15		N	N	Y
/PDX/61/	O022.	HEARING SCHEDULES RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/61/	O023.	INACTIVE PROCESSING CARDS RECORD TYPES:	TO+50	TO+50		N	N	N
/PDX/61/	O024.	LOCATOR CARDS (PERSONNEL) (TRANSFER TO PERSONNEL HISTORY PACKAGE) RECORD TYPES: Confidential	TE	TE		N	N	Y
/PDX/61/	O025.	MONTHLY ACTIVITY LOGS RECORD TYPES:	TO+1	TO+10		N	N	N

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/PDX/61/	O026.	NON-PROBATIONARY EXIT INTERVIEWS (TRANSFER TO PERSONNEL PACKAGE) RECORD TYPES: Confidential	TE	TE		N	N	Y
/PDX/61/	O027.	NON-SELECT ACTIONS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/61/	O028.	PEER COUNSELING LISTS MINUTES RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/61/	O029.	POLICE COMMISSION ACTIONS RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/61/	O030.	PERSONNEL HISTORY PACKETS (HISTORY OF LAPD EMPLOYEES; REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS) RECORD TYPES: Confidential A-EMPLOYEE RECORD-LAPD 01.38 B-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 C-PERSONAL HISTORY SUMMARY CARD-LAPD 01.02 D-PHOTOGRAPH ENVELOPE AND PHOTO	TE	TE+80		N	N	Y

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/PDX/61/	O031.	PERSONNEL PACKAGES (DIVISIONAL REC TO BE ATTACHED UPON TERMINATION; ORIGINATED BY PER DEPT (SUB ITEM 27)) RECORD TYPES: Confidential A-RETIREEES-CIVILIAN B-RETIREEES-SWORN C-TERMINATIONS-SWORN AND CIVILIAN SUB ITEMS (1-27)	TE+80	TE+80		N	N	Y		
/PDX/61/	O032.	PROCEDURES MANUAL (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER TO CITY ARCHIVES) RECORD TYPES: A-CHANGE OF STATUS/RETURN TO DUTY/BONUSES/BILINGUAL PREMIUM B-CIVILIAN DESK C-JACOBS SURVEY-SWORN D-LEAVES OF ABSENCES E-MILITARY LEAVES F-NAME/ADDRESS/PHONE CHANGES G-PERSONAL HISTORY CARD EXEMPLARS AND INDEXING H-PERSONNEL RECORDS I-PROPERTY ISSUANCE J-RATING REPORTS-PROBATIONARY K-RATING REPORTS-SEMI ANNUAL L-RECRUIT OFFICERS CLASS M-RESIGNATIONS N-SUSPENSIONS	SU+2	SU+4		N	N	N		
/PDX/61/	O033.	POLICE CANDIDATE CARDS RECORD TYPES:	TO+15	TO+15		N	N	N		
/PDX/61/	O034.	PRE-EXIT INTERVIEW FILE RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y		

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/PDX/61/	O035.	RESERVE OFFICER PACKAGES (SEE BACKGROUND PACKAGE SUBCATEGORIES) RECORD TYPES: Confidential	TE	TE+10		N	N	Y		
/PDX/61/	O036.	RESERVE OFFICER PAYROLL RECORD TYPES:	TO+3	TO+5		N	N	N		
/PDX/61/	O037.	RESERVES IN ACADEMY RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/61/	O038.	SIGN IN SHEETS (LAPD 12.04) FORM: LAPD 12.04 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/61/	O039.	SIXTY DAY LIST RECORD TYPES:	TO+3	TO+5		N	N	N		
/PDX/61/	O040.	SPECIALIST RESERVE PACKAGES (SEE BACKGROUND PACKAGE FOR SUBCATAGORIES) RECORD TYPES: Confidential	TE+10	TE+10		N	N	Y		

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/PDX/61/	O041.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+10		N	N	N		
/PDX/61/	O042.	TRANSFER DOCUMENTATION RECORD TYPES: A-DUTY CERTIFICATES-PDAS 43 B-NOTES C-TRANSFER REQUESTS-LAPD 1.40 D-UPGRADE REQUESTS-LAPD 1.40	TO+3	TO+5		N	N	N		
/PDX/61/	O043.	TRANSFER OPPORTUNITIES BULLETIN RECORD TYPES:	TO+3	TO+5		N	N	N		
/PDX/61/	O044.	WEAPONS RESTRICTION, RETIRED SWORN RECORD TYPES:	TE+70	TE+70		N	N	N		
/PDX/61/	O045.	COMPREHENSIVE EMPLOYMENT & TRAINING ACT FILES RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y		
/PDX/61/	O046.	SUMMER YOUTH EMPLOYMENT PROGRAM FILES RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y		

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/PDX/61/	O047.	EXAM DOCUMENTATION RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/61/	O048.	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/61/	O049.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/61/	O050.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/61/	O052.	OFFICIAL TIMEKEEPING RECORDS A. TIMESHEETS B. OVERTIME SHEETS (Greenies) C. ONLINE OVERTIME TRANSACTIONS SUMMARY (OLOTS)	TO+2	TO+10	DO	N	N	N		
/PDX/61/	O053.	SWORN BANDING INFORMATION	CL+1	CL+15	DO	N	N	N		

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