

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION

/PDX/63/

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	

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.

/PDX/63/	O	ORIGINAL RECORDS							
/PDX/63/	O001.	ACCIDENTAL SHOOTINGS RECORD TYPES:	PE	PE		N	N	N	
/PDX/63/	O002.	AMMO EVALUATIONS RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/63/	O003.	AMMO INVENTORY RECORDS RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/63/	O004.	ARMORY TOOLS RECORDS RECORD TYPES:	PE	PE		N	N	N	
/PDX/63/	O005.	COMPLAINT HISTORY (LAPD 1.06.) (TRANSFER TO PERSONNEL DEPARTMENT OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 1.06. RECORD TYPES:	TE	TE		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION

/PDX/63/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	-----------------	-------	------	------------------------	--	--	--

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.

/PDX/63/	O006.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	CL+2	CL+10		N	N	N
----------	-------	---	------	-------	--	---	---	---

/PDX/63/	O007.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DEPARTMENT OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-EMPLOYEE RECORD FORM-LAPD 1.38 B-EMPLOYEE REPORT-LAPD 15.7 C-DUTY CERTIFICATE-PDAS 43 D-ILLNESS OR INJURY REPORT-GEN. 166 E-PERFORMANCE EVALUATION-LAPD 1.78	TE	TE		N	N	Y
----------	-------	---	----	----	--	---	---	---

/PDX/63/	O008.	EQUIPMENT HOLSTERS, BELTS, ACCESS RECORDS RECORD TYPES:	PE	PE		N	N	N
----------	-------	--	----	----	--	---	---	---

/PDX/63/	O009.	GUNS/REVOLVERS INDIVIDUAL OFFICERS (LAPD 13.02) FORM: LAPD 13.02 RECORD TYPES:	PE	PE		N	N	N
----------	-------	---	----	----	--	---	---	---

/PDX/63/	O010.	HANDCUFFS RECORD TYPES:	PE	PE		N	N	N
----------	-------	----------------------------	----	----	--	---	---	---

O011.

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

Records of: LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION

/PDX/63/

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

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.

/PDX/63/		PEACE OFFICERS STANDARD AND TRAINING RECORDS (POST) RECORD TYPES: A-CLAIMS SUMMARY B-COURSE ANNOUNCEMENT C-COURSE BUDGET D-COURSE ROSTER E-POST CERTIFICATION REQUEST F-POST CORRECTIONS G-TRAINING REIMBURSEMENT REQUEST FORM	TO+3	TO+5		N	N	N
/PDX/63/	0012.	F-POST CORRECTIONS PERSONAL AND WORK HISTORY SUMMARY (LAPD 1.06.) (TRANSFER TO PERSONNEL DEPARTMENT OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 1.06. RECORD TYPES:	TE	TE		N	N	N
/PDX/63/	0013.	PERSONNEL FOLDERS (RECRUITS) (TRANSFER TO PERSONNEL DEPARTMENT OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: A-ADDRESS AND PHONE NUMBER RECORD-LAPD 1.20 B-AUTOBIOGRAPHY OF RECRUITS C-DUTY CERTIFICATE-PDAS 43 D-EMPLOYEE'S REPORT-LAPD 15.07.1 E-EMPLOYEE'S REPORT-LAPD 15.07 F-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY G-NON-OCCUPATIONAL SICK OR INJURY-LAPD 1.30 H-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 I-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 J-PERSONNEL COMPLAINT-LAPD 1.81 K-PHYSICAL FITNESS EVALUATION-LAPD 1.31 L-PHYSICAL FITNESS SCORES M-RECRUIT ACADEMIC CRITIQUE N-RECRUIT EVALUATION REPORT O-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36	TE	TE		N	N	N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

Records of: LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION

/PDX/63/

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

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.

		P-RECRUIT PEER EVALUATIONS Q-RECRUIT/PROBATIONER STATUS REPORT-LAPD TEMP 60 R-RECRUIT TEST SCORE SHEET S-RECRUIT ROSTER T-RESIGNATION FORM-LAPD 1.50 U-SITUATION SIMULATION REGULATIONS V-TERMINATION RECORD-LAPD 1.08 W-TEST CENTER REGULATIONS X-TRAINING DIVISION RECRUIT EVALUATION AND PERFORMANCE GRADES								
/PDX/63/	O014.	PHYSICAL FITNESS EVALUATION (LAPD 1.31.) (TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION.) FORM: LAPD 1.31. RECORD TYPES:	TE	TE		N	N	N		
/PDX/63/	O015.	POLICE RESERVE MANUAL (TRANSFER ONE COPY TO CITY ARCHIVES; FILE TO BE DESIGNATED AS HISTORICAL) RECORD TYPES:	SU+2	SU+4		N	N	N		
/PDX/63/	O016.	QUALIFICATION/OFFICERS (LAPD 13.05) FORM: LAPD 13.05 RECORD TYPES:	TO+1	TO+5		N	N	N		
/PDX/63/	O017.	ALTER HANDGUN (AUTHORIZED WEAPON) RECORD TYPES:	PE	PE		N	N	N		
/PDX/63/	O018.	SCORES/RECRUITS RECORD TYPES:	PE	PE		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

Records of: LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION

/PDX/63/

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

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.

/PDX/63/	O019.	SHOOTING MEDALS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/63/	O020.	STOLEN WEAPONS RECORD TYPES: A-CORRESPONDENCE-LAPD 15.02 B-CRIME REPORT C-EMPLOYEE'S REPORT-LAPD 15.07	PE	PE		N	N	N	
/PDX/63/	O021.	UNIFORM AND INSPECTION CARD (LAPD 1.41.) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 1.41. RECORD TYPES:	TE	TE		N	N	N	
/PDX/63/	O022.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/63/	O023.	RECRUIT CLASS PACKAGE RECORD TYPES:	TO+2	PE		N	N	N	

O024.

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION

/PDX/63/

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
<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/63/		SELF-DEFENSE TESTS RECORD TYPES:	TO+2	PE		N	N	N
/PDX/63/	O025.	TRANSFER DOCUMENTATION RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/63/	O026.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/63/	O027.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/63/	O028.	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

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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