

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

**Records of: LOS ANGELES POLICE DEPARTMENT/EMPLOYEE OPPORTUNITY & DEVELOPMENT**

**/PDX/67/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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

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|          |       |   |      |       |  |   |   |   |  |
|----------|-------|---|------|-------|--|---|---|---|--|
| /PDX/67/ | O     | ORIGINAL RECORDS  |      |       |  |   |   |   |  |
| /PDX/67/ | O001. | CAREER DEVELOPMENT MATERIAL<br>RECORD TYPES:  | TO+2 | TO+5  |  | N | N | N |  |
| /PDX/67/ | O002. | CORRESPONDENCE AND SUBJECT FILES<br>RECORD TYPES:   | TO+3 | TO+10 |  | N | N | N |  |
| /PDX/67/ | O003. | DISCRIMINATION COMPLAINTS<br>RECORD TYPES: Confidential   | TO+5 | TO+10 |  | N | N | Y |  |
| /PDX/67/ | O004. | DIVISIONAL MANUAL<br>RECORD TYPES:  | TO+3 | TO+5  |  | N | N | N |  |
| /PDX/67/ | O005. | DIVISIONAL PERSONNEL FOLDERS<br>(TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION ) RECORD TYPES: Confidential<br>A-DUTY CERTIFICATE-PDAS 43<br>B-EMPLOYEE REPORT OF OCCUPATIONAL INJURY-LAPD 1.66 | TE   | TE    |  | N | N | Y |  |

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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"**

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

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- C-EMPLOYEE TRANSFER DATA-LAPD 1.38
- D-INCIDENT REPORT-LAPD 1.27
- E-KEY RECEIPT-LAPD 11.14
- F-ORIGINAL APPOINTMENT-LAPD 41.8.67
- G-PAYROLL PERSONNEL CHANGE-GEN 41
- H-PERFORMANCE EVALUATION-LAPD 1.78
- I-PERSONNEL RATING REPORT-LAPD 1.78
- J-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.06
- K-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36
- L-REQUEST FOR TRANSFER
- M-RETURN TO DUTY-LAPD 1.29
- N-SICK OR INJURY REPORT-LAPD 1.30
- O-WORK EVALUATION REPORT-LAPD 1.13

|          |       |  |       |       |  |   |   |   |
|----------|-------|--|-------|-------|--|---|---|---|
| /PDX/67/ | O006. | EMPLOYEE OPPORTUNITY & DEVELOPMENT DIVISION BOOK ...<br>RECORD TYPES: Confidential | CL+10 | CL+10 |  | N | N | Y |
|----------|-------|--|-------|-------|--|---|---|---|

|          |       |  |      |      |  |   |   |   |
|----------|-------|--|------|------|--|---|---|---|
| /PDX/67/ | O007. | OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)<br>FORM: LAPD 15.30 RECORD TYPES: | CL+2 | CL+4 |  | N | N | N |
|----------|-------|--|------|------|--|---|---|---|

|          |       |                                  |      |      |  |   |   |   |
|----------|-------|----------------------------------|------|------|--|---|---|---|
| /PDX/67/ | O008. | PROJECT FOLDERS<br>RECORD TYPES: | TO+3 | TO+5 |  | N | N | N |
|----------|-------|----------------------------------|------|------|--|---|---|---|

|          |       |  |      |      |  |   |   |   |
|----------|-------|--|------|------|--|---|---|---|
| /PDX/67/ | O009. | RECRUIT/PROBATIONARY EMPLOYEE REMEDIATION FOLDERS<br>RECORD TYPES: | TO+2 | TO+5 |  | N | N | N |
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|----------|-------|--|------|-------|--|--|--|---|---|---|--|
| /PDX/67/ | 0010. | RESIGNATION AND TERMINATION BOOK<br>RECORD TYPES:                      | TO+3 | TO+5  |  |  |  | N | N | N |  |
| /PDX/67/ | 0011. | SICK REPORT CONTROL LOG<br>RECORD TYPES:                               | TO+3 | TO+5  |  |  |  | N | N | N |  |
| /PDX/67/ | 0012. | TERMINATION AND RESIGNATION EXITS BINDER<br>RECORD TYPES: Confidential | TO+3 | TO+10 |  |  |  | N | N | Y |  |
| /PDX/67/ | 0013. | TIME BOOK (LAPD 15.30)<br>FORM: LAPD 15.30 RECORD TYPES:               | TO+3 | TO+5  |  |  |  | N | N | N |  |
| /PDX/67/ | 0014. | RESERVE OFFICER FILES<br>RECORD TYPES:                                 | TE+1 | TE+10 |  |  |  | N | N | N |  |
| /PDX/67/ | 0015. | CONSENT DECREE MATERIAL<br>RECORD TYPES:                               | TE+1 | TE+10 |  |  |  | N | N | N |  |

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|----------|-------|---|------|-------|--|---|---|---|--|
| /PDX/67/ | O016. | DIVISIONAL/RANK ROSTERS<br>RECORD TYPES:  | TE+1 | TE+4  |  | N | N | N |  |
| /PDX/67/ | O017. | TRANSFER DOCUMENTATION<br>RECORD TYPES:   | TO+3 | TO+5  |  | N | N | N |  |
| /PDX/67/ | O018. | PERSONNEL COMPLAINT ENVELOPE (1.81.11)<br>FORM: 1.81.11 RECORD TYPES: Confidential  | TO+2 | TO+10 |  | N | N | Y |  |
| /PDX/67/ | O019. | INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)<br>FORM: 1.81.12 RECORD TYPES: Confidential  | TO+2 | TO+10 |  | N | N | Y |  |
| /PDX/67/ | O020. | EMPLOYEE COMMENT SHEET (1.77/1.77.)<br>(WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77.<br>RECORD TYPES: | TO+2 | TO+5  |  | N | N | N |  |

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