

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/SCIENTIFIC INVESTIGATION DIVISION

/PDX/71/ CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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

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/71/	O	ORIGINAL RECORDS								
/PDX/71/	O001.	ANALYZED EVIDENCE REPORT (LAPD 12.20) FORM: LAPD 12.20 RECORD TYPES:	TO+3	TO+10		N	N	N		
/PDX/71/	O002.	BLOOD ALCOHOL ANALYSIS (LAPD 5.24.) FORM: LAPD 5.24. RECORD TYPES:	TO+10	TO+10		N	N	N		
/PDX/71/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	TO+10	TO+10		N	N	N		
/PDX/71/	O004.	CRIME SCENE FIELD NOTES RECORD TYPES:	TO+3	TO+10		N	N	N		
/PDX/71/	O005.	DAILY PHOTO PRODUCTION TALLIES (LAPD TEMP) (REC SERIES TO BE DELETED PER REV. NO. 1; SEE PDX 71 (ORIG # 20) FORM: LAPD TEMP 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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/SCIENTIFIC INVESTIGATION DIVISION

/PDX/71/ **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/71/	O006.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM: LAPD 15.19 RECORD TYPES:	TO+2	TO+5				N	N	N
----------	-------	---	------	------	--	--	--	---	---	---

/PDX/71/	O007.	DIVISIONAL PERSONNEL FOLDERS (LAPD 1.01.) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 1.01. RECORD TYPES: A-EMPLOYEE'S REPORT-LAPD 15.07 B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 D-INCIDENT RECORD-LAPD 1.27 E-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.02 F-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47 G-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36 H-SICK OR INJURY REPORT-PDAS 28	TE	TE				N	N	N
----------	-------	--	----	----	--	--	--	---	---	---

/PDX/71/	O008.	F-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47 FINGERPRINT LIFT CARDS - CRIMES RECORD TYPES:	TO+10	TO+10				N	N	N
----------	-------	---	-------	-------	--	--	--	---	---	---

/PDX/71/	O009.	FINGERPRINT LIFT CARDS - HOMICIDES RECORD TYPES:	TO+10	TO+10				N	N	N
----------	-------	---	-------	-------	--	--	--	---	---	---

/PDX/71/	O010.	FIREARMS AND EXPLOSIVE ANALYZED EVIDENCE REPORT (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+20	TO+20				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/SCIENTIFIC INVESTIGATION DIVISION

/PDX/71/ *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/71/	O011.	GAS CHROMATOGRAPH INTOXIMETER ACCURACY REPORT (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/71/	O012.	GAS CHROMATOGRAPH INTOXIMETER MAINTENANCE & ACCURACY RPT ... (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/71/	O013.	HANDWRITING EXEMPLAR CARD (LAPD 5.07.) FORM: LAPD 5.07. RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/71/	O014.	INVESTIGATION REQUEST (LAPD 12.01) FORM: LAPD 12.01 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/71/	O015.	NEGATIVES - CRIMES AND BOOKINGS RECORD TYPES:	TO+5	TO+20		N	N	N	
/PDX/71/	O016.	NEGATIVES - TRAFFIC ACCIDENTS	TO+3	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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/SCIENTIFIC INVESTIGATION DIVISION

/PDX/71/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media 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.

RECORD TYPES:

/PDX/71/	0017.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/71/	0018.	OVERTIME REPORTS (LAPD 2.24.) FORM: LAPD 2.24. RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/71/	0019.	PALM PRINT (LAPD 5.06.) (PRINTS ARE KEPT FOR 10 YEARS, OR FOR LIFE OF PERSON) FORM: LAPD 5.06. RECORD TYPES:	TE+2	TE+10		N	N	N
/PDX/71/	0020.	PHOTO WORK ORDER (LAPD 15.44) FORM: LAPD 15.44 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/71/	0021.	PHOTOGRAPH BOOK (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	CL+5	CL+20		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/SCIENTIFIC INVESTIGATION DIVISION

/PDX/71/ *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/71/	O022.	PHOTOGRAPHIC SECTION CALL-OUT LOG (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+2	TO+5				N	N	N
----------	-------	--	------	------	--	--	--	---	---	---

/PDX/71/	O023.	PHOTOGRAPHIC SECTION OUTSIDE FILM PROCESSING LOG (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES:	TO+3	TO+5				N	N	N
----------	-------	---	------	------	--	--	--	---	---	---

/PDX/71/	O024.	POLYGRAPH TEST INFORMATION CARD (LAPD 12.35) FORM: LAPD 12.35 RECORD TYPES:	TO+10	TO+10				N	N	N
----------	-------	--	-------	-------	--	--	--	---	---	---

/PDX/71/	O025.	POLYGRAPH TEST INFORMATION ENVELOPE (LAPD 12.36) FORM: LAPD 12.36 RECORD TYPES: A-CRIMES B-INTERNAL SCREENINGS C-FIRE APPLICANTS D-PERSONNEL COMPLAINTS E-POLICE APPLICANTS F-SWORN PERSONNEL	TO+2	TO+10				N	N	N
----------	-------	--	------	-------	--	--	--	---	---	---

/PDX/71/	O026.	F-SWORN PERSONNEL POLYGRAPH TEST INFORMATION ENVELOPE (HOMICIDES) (LAPD 12.36) FORM: LAPD 12.36 RECORD TYPES:	TO+20	TO+20				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/SCIENTIFIC INVESTIGATION DIVISION

/PDX/71/ *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/71/	O027.	REQUEST FOR FINGERPRINT COMPARISON (LAPD 12.34) FORM: LAPD 12.34 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/71/	O028.	SOUND RECORDING TAPE FINAL DISPOSITION (LAPD 12.48) FORM: LAPD 12.48 RECORD TYPES:	TO+20	TO+20		N	N	N	
/PDX/71/	O029.	TEST FIRE REQUEST (LAPD 12.11) FORM: LAPD 12.11 RECORD TYPES:	TO+20	TO+20		N	N	N	
/PDX/71/	O030.	VISITOR ROSTER (LAPD 6.60.) FORM: LAPD 6.60. RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/71/	O031.	SOUND RECORDING TAPES (NON-HOMICIDE) RECORD TYPES:	TO+10	PE		N	N	N	
/PDX/71/	O032.	SOUND RECORDING TAPES (HOMICIDE) RECORD TYPES:	TO+10	PE		N	N	N	
/PDX/71/	O033.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		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"

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/SCIENTIFIC INVESTIGATION DIVISION

/PDX/71/ *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/71/	O034.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/71/	O035.	EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, EMPLOYEE FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/71/	O036.	AUDIO/VIDEO RECORDED MEDIA	TO+1	PE				VT	

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