

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

**Records of: TECHNICAL INVESTIGATION DIVISION**  
**/PDX/72/ 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/72/	O	ORIGINAL RECORD SERIES								
/PDX/72/	O001.	ANALYZED EVIDENCE REPORT Form 12.20	TO+3	TO+10	DO	N	N	N		
/PDX/72/	O002.	CORRESPONDENCE AND SUBJECT FILES	TO+5	TO+10	DO	N	N	N		
/PDX/72/	O003.	DAILY SIGN-OUT SHEET Form 15.19	TO+2	TO+5	DO	N	N	N		
/PDX/72/	O004.	DIVISIONAL PERSONNEL FOLDERS Form 1.01	TE	TE	DO	N	N	N		
/PDX/72/	O005.	FINGERPRINT LIFT CARDS - CRIMES	TO+10	PE	DO	N	N	N		
/PDX/72/	O006.	FINGERPRINT LIFT CARDS - HOMICIDES	TO+10	PE	DO	N	N	N		
/PDX/72/	O007.	CDs/DVDs - CRIMES, BOOKINGS, TRAFFIC ACCIDENTS	TO+4	PE	DO	N	N	N		
/PDX/72/	O008.	OVERTIME REPORTS Form 2.24	TO+2	TO+5	DO	N	N	N		
/PDX/72/	O009.	POLYGRAPH TEST INFORMATION ENVELOPE - POLICE AND FIRE CANDIDATES Form 12.36	TO+2	TO+5	DO	N	N	N		
/PDX/72/	O010.	POLYGRAPH TEST INFORMATION ENVELOPE - CRIMES AND NEGATIVES Form 12.36	TO+2	PE	DO	N	N	N		
/PDX/72/	O011.	POLYGRAPH TEST INFORMATION ENVELOPE - INTERNAL SCREENING Form 12.36	TO+2	TO+10	DO	N	N	N		
/PDX/72/	O012.	REQUEST FOR FINGERPRINT COMPARISON Form 12.34	TO+3	TO+5	DO	N	N	N		
/PDX/72/	O013.	SOUND RECORDING MEDIA ISSUE RECEIPT A/B Form 12.48	TO+3	TO+20	DO	N	N	N		
/PDX/72/	O014.	VISITOR ROSTER Form 6.60	TO+2	TO+10	DO	N	N	N		
/PDX/72/	O015.	EMPLOYEE COMMENT SHEET Form 1.77	TO+2	TO+5	DO	N	N	N		
/PDX/72/	O016.	RECORDING MEDIA INVENTORY Form 12.40	TO+1	PE	DO	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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