

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

/PDX/73/

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/73/	O	ORIGINAL RECORDS							
/PDX/73/	O001.	ADJUSTED TIME RECORD RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/73/	O002.	ALARM CHECKS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/73/	O003.	BAIL AUDIT-RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/73/	O004.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/73/	O005.	BOARD OF CORRECTIONS RECORD TYPES:	TO+2	TO+5		N	N	N	

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/PDX/73/	O006.	DIVISIONAL BOOKING RECORD	TO+/03	TO+10		N	N	N		
/PDX/73/	O007.	CORRESPONDENCE AND SUBJECT FILES A. PCD LIST B. RAPID BOOKING C. ADULT DETENTION LOG D. SECURE/NON SECURE JUV. LOG E. MIDNIGHT COUNT F. OFFICE SUPPLIES RECEIPT G. EQUIPMENT RECEIPT H. RADIO/KEY CONTROL RECEIPT	AR+2	AR+8		N	N	N		
/PDX/73/	O008.	DAILY DEPLOYMENT SHEET (W/C LOG) A. DAILY SIGN IN/OUT SHEET	TO+2	TO+3		N	N	N		
/PDX/73/	O009.	DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O010.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: A-COMMENDATION REPORT-LAPD 1.18 B-COMPENSATORY EQUIVALENT TIME OFF RECORD-LAPD 15.5 C-COMPLAINT HISTORY-LAPD 01.06.2 D-DUTY CERTIFICATE-PDAS 43 E-EMPLOYEE EVALUATION REPORT-GEN. 28 F-EMPLOYEE TRANSFER DATA-LAPD 1.34 G-EMPLOYER'S REPORT OF INJURY/ILLNESS-GEN. 166 H-INDIVIDUAL UNIFORM & EQUIPMENT DIVISION INSPECTION RECORD-LAPD 1.41.1 I-INDIVIDUAL UNIFORM AND EQUIPMENT DIVISION ISSUE RECORD-LAPD 1.41.1 J-NOTICE TO CORRECT DEFICIENCIES-GEN.78 K-OPERATOR SECURITY STATEMENT-LAPD 01.58 L-PERFORMANCE EVALUATION REPORT-LAPD 01.78 M-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6	TE	TE		N	N	N		

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		N-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 01.47 O-PHYSICAL FITNESS EVALUATION-LAPD 01.31 P-RECORD OF PAYROLL ADJUSTMENT-GEN. 186 Q-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36 R-SICK OR INJURY REPORT-LAPD 01.30								
/PDX/73/	O011.	FELONY PRISONERS DETAINED AT JAIL DIVISION DUE OUTS (LAPD 15.07) FORM: LAPD 15.07 RECORD TYPES:	CL+2	CL+10		N	N	N		
/PDX/73/	O012.	JAIL INSPECTION RECORD (LAPD 6.17) A. HEALTH INSPECTION LOG FORM: LAPD 6.17	TO+2	TO+3		N	N	N		
/PDX/73/	O013.	JAIL ORIENTATION RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O014.	JAIL TRANSFER RECORD (LAPD 06.11) FORM: LAPD 06.11 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O015.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/73/	O016.	PERSONNEL ASSIGNMENTS BY DEPLOYMENT PERIOD A. VACATION REQUEST	TO+2	TO+3		N	N	N		

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/PDX/73/	O017.	PERSONNEL COMPLAINTS RECEIVED QUARTERLY RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/73/	O018.	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 06.31) FORM: LAPD 06.31 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O019.	PRISONER WELFARE AUDIT - DISBURSEMENTS, RECEIPTS & REPORTS (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O020.	PROPERTY RECEIPTS (GEN. 30) A. EXCESS PROPERTY LOG FORM: GEN. 30	TO+2	TO+3		N	N	N		
/PDX/73/	O021.	PROPERTY RELEASE AUTHORIZATION (LAPD 06.08) FORM: LAPD 06.08 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O022.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+3	TO+10		N	N	N		
/PDX/73/	O023.	RELEASE AGREEMENT AND APPEARANCE BOND (LAPD 6.15.)	TO+2	TO+5		N	N	N		

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FORM: LAPD 6.15. RECORD TYPES:

/PDX/73/	O024.	RELEASE AND NOTICE TO APPEAR IN COURT (LAPD 06.03) FORM: LAPD 06.03 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/73/	O025.	SPECIAL CONFINEMENT AND OBSERVATION RECORD (LAPD 06.51) FORM: LAPD 06.51 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/73/	O026.	STATION FUND AUDIT-RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/73/	O027.	TELETYPES RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/73/	O028.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N

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/PDX/73/	O029.	TRANSFER ORDERS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O030.	VALLEY JAIL SECTION DAILY WORK SHEET RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O031.	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O032.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) A. OVERTIME LOG B. CASH OVERTIME LOG FORM: LAPD 15.10	AR+2	AR+4		N	N	N		
/PDX/73/	O033.	WELFARE CLOTHING INVENTORY RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/73/	O034.	OFFICER SUBPOENA RECORD (15.29.0) FORM: 15.29.0 RECORD TYPES:	TO+2	TO+5		N	N	N		

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/PDX/73/	O035.	TRANSFER DOCUMENTATION (01.40) FORM: 01.40 RECORD TYPES:	TO+3	TO+5		N	N	N		
/PDX/73/	O036.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/73/	O037.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/73/	O038.	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		

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