# Records of: LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Item No.</th>
<th>Record Title</th>
<th>Record Type</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/73/</td>
<td>001.</td>
<td>ADJUSTED TIME RECORD</td>
<td></td>
<td>TO+2</td>
<td>TO+5</td>
<td>N N N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>002.</td>
<td>ALARM CHECKS</td>
<td></td>
<td>TO+2</td>
<td>TO+5</td>
<td>N N N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>003.</td>
<td>BAIL AUDIT-RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47)</td>
<td></td>
<td>TO+2</td>
<td>TO+5</td>
<td>N N N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: LAPD 15.47</td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>004.</td>
<td>BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15)</td>
<td></td>
<td>TO+2</td>
<td>TO+5</td>
<td>N N N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: LAPD 6.15</td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>005.</td>
<td>BOARD OF CORRECTIONS</td>
<td></td>
<td>TO+2</td>
<td>TO+5</td>
<td>N N N</td>
</tr>
</tbody>
</table>

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.

/BACK

**Certified per Section 12.3 of Los Angeles Administrative Code**

Retirement Codes:
- AU=Audit
- AR=Annual Review
- CL=Closed
- CO=Completion
- CA=Canceled
- EX=Expiration
- PE=Permanent
- SU=Superceded
- TE=Termination

TO=The Date of the Record, i.e. the "TO DATE"

Media Codes:
- AT=Audiocassette
- BP=Blueprint
- BK=Book
- CP=Computer Printout
- DO=Document
- EL=Electronic File
- FM=Film
- MD=Magnetic Disk
- MT=Magnetic 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
# Departmental Records Disposition Schedule

**Original Records**

**Records of:** LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

---

**Certified per Section 12.3 of Los Angeles Administrative Code**

---

**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.**

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Description / Sub Categories / Remarks</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/73/</td>
<td>O006.</td>
<td>DIVISIONAL BOOKING RECORD</td>
<td>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</td>
<td>TO+/03</td>
<td>TO+10</td>
<td>N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O007.</td>
<td>CORRESPONDENCE AND SUBJECT FILES</td>
<td>A. DAILY SIGN IN/OUT SHEET</td>
<td>AR+2</td>
<td>AR+8</td>
<td>N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O008.</td>
<td>DAILY DEPLOYMENT SHEET (W/C LOG)</td>
<td>A. DAILY SIGN IN/OUT SHEET</td>
<td>TO+2</td>
<td>TO+3</td>
<td>N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O009.</td>
<td>DIVISION BAIL LOG (LAPD 6.16)</td>
<td>FORM: LAPD 6.16 RECORD TYPES:</td>
<td>TO+2</td>
<td>TO+5</td>
<td>N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O010.</td>
<td>DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES:</td>
<td>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-GEO. 28  F. EMPLOYEE TRANSFER DATA-LAPD 1.34  G. EMPLOYER'S REPORT OF INJURY/ILLNESS-GEO. 166  H. INDIVIDUAL UNIFORM &amp; 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-GEO. 78  K. OPERATOR SECURITY STATEMENT-LAPD 01.58  L. PERFORMANCE EVALUATION REPORT-LAPD 01.78  M. PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6</td>
<td>TE</td>
<td>TE</td>
<td>N N N</td>
</tr>
</tbody>
</table>

**Retention Codes:**
- AU = Audit
- AR = Annual Review
- CL = Closed
- CO = Completion
- CA = Cancelled
- EX = Expiration
- PE = Permanent
- SU = Superseded
- TE = Termination

**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
- MM = 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/JAIL DIVISION  

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/73/</td>
<td>O011.</td>
<td>FELONY PRISONERS DETAINED AT JAIL DIVISION DUE OUTS</td>
<td>(LAPD 15.07)</td>
<td>CL+2</td>
<td>CL+10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: LAPD 15.07</td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O012.</td>
<td>JAIL INSPECTION RECORD</td>
<td>(LAPD 6.17)</td>
<td>TO+2</td>
<td>TO+3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: LAPD 6.17</td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O013.</td>
<td>JAIL ORIENTATION</td>
<td>TO+2</td>
<td>TO+5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O014.</td>
<td>JAIL TRANSFER RECORD</td>
<td>(LAPD 06.11)</td>
<td>TO+2</td>
<td>TO+5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: LAPD 06.11</td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O015.</td>
<td>OFFICIAL DIVISIONAL TIME BOOK</td>
<td>(LAPD 15.30)</td>
<td>CL+2</td>
<td>CL+4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: LAPD 15.30</td>
<td>RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O016.</td>
<td>PERSONNEL ASSIGNMENTS BY DEPLOYMENT PERIOD</td>
<td></td>
<td>TO+2</td>
<td>TO+3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A. VACATION REQUEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

N-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 01.47  
O-PHYSICAL FITNESS EVALUATION-LAPD 01.31  
Q-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36  
R-SICK OR INJURY REPORT-LAPD 01.30

FORM: LAPD 15.07
RECORD TYPES:
/PDX/73/ O011. FELONY PRISONERS DETAINED AT JAIL DIVISION DUE OUTS (LAPD 15.07) CL+2 CL+10 N N N

/PDX/73/ O012. JAIL INSPECTION RECORD (LAPD 6.17) TO+2 TO+3 N N N

/PDX/73/ O013. JAIL ORIENTATION RECORD TYPES:
/PDX/73/ O014. JAIL TRANSFER RECORD (LAPD 06.11) TO+2 TO+5 N N N

/PDX/73/ O015. OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) CL+2 CL+4 N N N

/PDX/73/ O016. PERSONNEL ASSIGNMENTS BY DEPLOYMENT PERIOD RECORD REQUEST:
/PDX/73/ A. VACATION REQUEST TO+2 TO+3 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
### Departmental Records Disposition Schedule

**Records of:** LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION  

**Original Records**

**Page 4**  

**Certified per Section 12.3 of Los Angeles Administrative Code**

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>Retention (YEARS)</th>
<th>Media Code</th>
<th>V</th>
<th>H</th>
<th>C</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/73/</td>
<td>O017.</td>
<td>PERSONNEL COMPLAINTS RECEIVED QUARTERLY</td>
<td>RECORD TYPES:</td>
<td>TO+2 TO+10 N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O018.</td>
<td>PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 06.31)</td>
<td>FORM: LAPD 06.31 RECORD TYPES:</td>
<td>TO+2 TO+5 N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O019.</td>
<td>PRISONER WELFARE AUDIT - DISBURSEMENTS, RECEIPTS &amp; REPORTS (LAPD 15.47)</td>
<td>FORM: LAPD 15.47 RECORD TYPES:</td>
<td>TO+2 TO+5 N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O020.</td>
<td>PROPERTY RECEIPTS (GEN. 30)</td>
<td>A. EXCESS PROPERTY LOG FORM: GEN. 30</td>
<td>TO+2 TO+3 N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O021.</td>
<td>PROPERTY RELEASE AUTHORIZATION (LAPD 06.08)</td>
<td>FORM: LAPD 06.08 RECORD TYPES:</td>
<td>TO+2 TO+5 N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O022.</td>
<td>RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.)</td>
<td>FORM: LAPD 5.20. RECORD TYPES:</td>
<td>TO+3 TO+10 N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O023.</td>
<td>RELEASE AGREEMENT AND APPEARANCE BOND (LAPD 6.15.)</td>
<td></td>
<td>TO+2 TO+5 N N N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Retention Codes:**  
- AU = Audit  
- AR = Annual Review  
- CL = Closed  
- CO = Completion  
- CA = Cancelled  
- EX = Expiration  
- PE = Permanent  
- SU = Superseded  
- 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
Records of: LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

---

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Office     Total</td>
<td></td>
</tr>
</tbody>
</table>

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.

FORM: LAPD 6.15. RECORD TYPES:

/PDX/73/ O024. RELEASE AND NOTICE TO APPEAR IN COURT (LAPD 06.03) TO+2 TO+5 N N N
FORM: LAPD 06.03 RECORD TYPES:

/PDX/73/ O025. SPECIAL CONFINEMENT AND OBSERVATION RECORD (LAPD 06.51) TO+2 TO+5 N N N
FORM: LAPD 06.51 RECORD TYPES:

/PDX/73/ O026. STATION FUND AUDIT-RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) TO+2 TO+10 N N N
FORM: LAPD 15.47 RECORD TYPES:

/PDX/73/ O027. TELETYPES RECORD TYPES:

/PDX/73/ O028. TIME BOOK (LAPD 15.30) CL+2 CL+4 N N N
FORM: LAPD 15.30 RECORD TYPES:

---

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
# Departmental Records Disposition Schedule

**Original Records**

**Records of:**

**LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION**

---

**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Item No.</th>
<th>Record Title</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/73/</td>
<td>O029.</td>
<td>TRANSFER ORDERS</td>
<td>TO+2 TO+5 N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O030.</td>
<td>VALLEY JAIL SECTION DAILY WORK SHEET</td>
<td>TO+2 TO+5 N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O031.</td>
<td>WARRANT ABSTRACT LOG (LAPD 8.12)</td>
<td>TO+2 TO+5 N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O032.</td>
<td>WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10)</td>
<td>AR+2 AR+4 N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O033.</td>
<td>WELFARE CLOTHING INVENTORY</td>
<td>TO+2 TO+5 N N N</td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>O034.</td>
<td>OFFICER SUBPOENA RECORD (15.29.0)</td>
<td>TO+2 TO+5 N N N</td>
</tr>
</tbody>
</table>

---

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:**

- V=VITAL
- H=HISTORICAL
- C=CONFIDENTIAL
- L=LEGAL

**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

**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"**

Date: August 28, 2018
### Records of: LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

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

---

**Certified per Section 12.3 of Los Angeles Administrative Code**

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.

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/73/</td>
<td>0035.</td>
<td>TRANSFER DOCUMENTATION (01.40)</td>
<td></td>
<td>TO+3  TO+5</td>
<td>N  N  N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: 01.40  RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>0036.</td>
<td>PERSONNEL COMPLAINT ENVELOPE (1.81.11)</td>
<td></td>
<td>TO+2  TO+10</td>
<td>N  N  Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: 1.81.11  RECORD TYPES: Confidential</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>0037.</td>
<td>INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)</td>
<td></td>
<td>TO+2  TO+10</td>
<td>N  N  Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: 1.81.12  RECORD TYPES: Confidential</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/73/</td>
<td>0038.</td>
<td>EMPLOYEE COMMENT SHEET (1.77/1.77.)</td>
<td>WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE</td>
<td>TO+2  TO+5</td>
<td>N  N  N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORM: 1.77/1.77.  RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Retention Codes:**  
AU=Audit  AR=Annual Review  CL=Closed  CO=Completion  CA=Cancelled  EX=Expiration  PE=Permanent  SU=Superseded  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