City Clerk/Records Mana		City of Los Angeles Departmental Records Disposition Schedule Original Records		Schedule		Page 1 Date:	August	28, 2	018	
Records	of:	LOS ANGELES POLICE	DEPARTMENT	U						
/P <u>DX/7.</u>					CERTIFIED PER SECT	TON 12.3 OF	LOS ANGEL	ES ADMIN	ISTR	ATIVE CODE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categor	ies / Remarks)				CARS) Me Cotal Co			Type CL
	otherwise			ling records not included in the Sc ed by law, or unless, consistent wi					d by	_
/PDX/73/	0	ORIGINAL RECORDS								
/PDX/73/	O001.	ADJUSTED TIME RECORE RECORD TYPES:)		то	+2 T(D+5	Ν	N	N
/PDX/73/	O002.	ALARM CHECKS RECORD TYPES:			то	+2 T(D+5	Ν	N	N
/PDX/73/	O003.	BAIL AUDIT-RECEIPTS AN FORM: LAPD 15.47 RECORD		IS REPORT (LAPD 15.47)	то	+2 T(D+5	Ν	N	N
/PDX/73/	O004.	BAIL RECEIPT AND/OR NO FORM: LAPD 6.15 RECORD T		(LAPD 6.15)	то	+2 T(D+5	Ν	N	N
/PDX/73/	O005.	BOARD OF CORRECTION RECORD TYPES:	S		τo	+2 T(D+5	N	N	N
RETEN	NTION CODE	S: AU=AUDIT AR=ANNUAL REVIEN TO=THE DATE OF THE RECORD		DMPLETION CA=CANCELLED EX=EX	(PIRATION PE=PERMANE	NT SU=SU	PERCEDED	TE=TERM	IINAT	ION
MEDIA	CODES:			MPUTER PRINT OUT DO=DOCUMEN EGATIVE OD=OVERSIZED DOCUME		· · · · · · · · · · · ·				PE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CC	NFIDENTIAL L=LEGAL							

Records of:

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

Page 2

Date: August 28, 2018

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Original Records LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /PDX/73/ Sched. Sched. **Record Title** -- Retention (YEARS) -- Media Record Type Item No. (Description / Sub Categories / Remarks) **Office** Total Code V H C LNo. 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. **DIVISIONAL BOOKING RECORD** TO+/03 TO+10 /PDX/73/ O006. Ν Ν /PDX/73/ O007. CORRESPONDENCE AND SUBJECT FILES AR+2 **AR+8** Ν Ν 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 O008. DAILY DEPLOYMENT SHEET (W/C LOG) TO+2 TO+3 Ν /PDX/73/ Ν A. DAILY SIGN IN/OUT SHEET /PDX/73/ DIVISION BAIL LOG (LAPD 6.16) TO+2 TO+5 O009. Ν Ν FORM: LAPD 6.16 RECORD TYPES: /PDX/73/ O010. DIVISIONAL PERSONNEL FOLDERS TE TF Ν N (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 AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION RETENTION CODES: 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 Page 3

Date: August 28, 2018

Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION **CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE** /PDX/73/ Sched. Sched. **Record Title** -- Retention (YEARS) -- Media Record Type Item No. (Description / Sub Categories / Remarks) **Office** Total Code V H C LNo. 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** P-RECORD OF PAYROLL ADJUSTMENT-GEN. 186 Q-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36 **R-SICK OR INJURY REPORT-LAPD 01.30** FELONY PRISONERS DETAINED AT JAIL DIVISION DUE OUTS (LAPD 15.07) /PDX/73/ O011. CL+2 CL+10 N N Ν FORM: LAPD 15.07 RECORD TYPES: TO+2 TO+3 /PDX/73/ O012. JAIL INSPECTION RECORD (LAPD 6.17) Ν N N A. HEALTH INSPECTION LOG FORM: LAPD 6.17 TO+2 TO+5 /PDX/73/ O013. JAIL ORIENTATION Ν N N **RECORD TYPES:** TO+2 TO+5 /PDX/73/ O014. JAIL TRANSFER RECORD (LAPD 06.11) Ν N N FORM: LAPD 06.11 RECORD TYPES CL+2 CL+4 /PDX/73/ O015. OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) Ν N N FORM: LAPD 15.30 RECORD TYPES: /PDX/73/ O016. PERSONNEL ASSIGNMENTS BY DEPLOYMENT PERIOD TO+2 TO+3 Ν N N A. VACATION REQUEST AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION RETENTION CODES: 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 Page 4

Date: August 28, 2018

Records of: LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

<u>DX/73</u>		CERTIFIED PE	K SECTION 12	2.3 OF LOS AN	GELES AL		151K	1117E
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	ı (YEARS) - Total				Type Cl
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule items liste pecified by law or a longer period is otherwise required by law, or unless, consistent with state law, a difj colution of the City Council.					ed by	_
DX/73/	O017.	PERSONNEL COMPLAINTS RECEIVED QUARTERLY RECORD TYPES:	TO+2	TO+10		N	Ν	N
DX/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
DX/73/	O019.	PRISONER WELFARE AUDIT - DISBURSEMENTS, RECEIPTS & REPORTS (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+5		N	N	N
DX/73/	O020.	PROPERTY RECEIPTS (GEN. 30) A. EXCESS PROPERTY LOG FORM: GEN. 30	TO+2	TO+3		N	N	N
OX/73/	O021.	PROPERTY RELEASE AUTHORIZATION (LAPD 06.08) FORM: LAPD 06.08 RECORD TYPES:	TO+2	TO+5		N	Ν	N
DX/73/	O022.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+3	TO+10		N	N	N
DX/73/	O023.	RELEASE AGREEMENT AND APPEARANCE BOND (LAPD 6.15.)	TO+2	TO+5		N	N	N
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PEI TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	RMANENT SU	J=SUPERCEI	DED TE=T	ERN	IINAT	ION
MEDIA CODES:		AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL D						PE
RECORD TYPE:		V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Records	of	Depa LOS ANGELES POLICE DEPARTME	artmental Records Disposi Original Records NT/1411 DIVISION			Date: A	August	28, 20	018		
PDX/73	•	LOS ANGELES I OLICE DEI ARTME	VI/JAIL DIVISION	CERTIFIED PE	CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRAT						
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)			Retention Office	(YEARS) Media Total Code			Type CL		
	otherwise	Is shall be retained for a minimum of two years, in specified by law or a longer period is otherwise re esolution of the City Council. FORM: LAPD 6.15. RECORD TYPES:						ed by			
/PDX/73/	O024.	RELEASE AND NOTICE TO APPEAR IN C FORM: LAPD 06.03 RECORD TYPES:	OURT (LAPD 06.03)		TO+2	TO+5	N	N	N		
'PDX/73/	O025.	SPECIAL CONFINEMENT AND OBSERVA FORM: LAPD 06.51 RECORD TYPES:	TION RECORD (LAPD 06.5	51)	TO+2	TO+5	N	N	N		
'PDX/73/	O026.	STATION FUND AUDIT-RECEIPTS AND D FORM: LAPD 15.47 RECORD TYPES:	ISBURSEMENTS REPORT	(LAPD 15.47)	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)			CL+2	CL+4	N	N	N		

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

FORM: LAPD 15.30 RECORD TYPES:

City of Los Angeles

Page 5

City of Los Angeles Departmental Records Disposition Schedule Page 6

Date: August 28, 2018

Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

P <u>DX/73</u>	Sched.						,
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C
	otherwise	ls shall be retained for a minimum of two years, including records not included in the Sci specified by law or a longer period is otherwise required by law, or unless, consistent wit esolution of the City Council.				ed by	_
PDX/73/	O029.	TRANSFER ORDERS RECORD TYPES:	TO+2	TO+5	N	Ν	Ν
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	AR+2	AR+4	N	N	N
DX/73/	O033.	FORM: LAPD 15.10 WELFARE CLOTHING INVENTORY RECORD TYPES:	TO+2	TO+5	N	N	Ν
PDX/73/	O034.	OFFICER SUBPOENA RECORD (15.29.0) FORM: 15.29.0 RECORD TYPES:	TO+2	TO+5	N	N	Ν

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

City of Los Angeles Departmental Records Disposition Schedule Original Records

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Date: August 28, 2018

Records of: LOS ANGELES POLICE DEPARTMENT/JAIL DIVISION

/PDX/73	3/	CERT	IFIED PER SECTION 12.	3 OF LOS ANG	GELES AD	MIN	ISTR	ATIV	E CO
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total				Type C	
	otherwise	's shall be retained for a minimum of two years, including records not included in the Schedule it specified by law or a longer period is otherwise required by law, or unless, consistent with state la esolution of the City Council.				she	d by	_	
/PDX/73/	O035.	TRANSFER DOCUMENTATION (01.40) FORM: 01.40 RECORD TYPES:	TO+3	TO+5		N	N	Ν	
/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	TO+2	TO+5		N	N	N	

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RECORD TYPES:

Page 7