

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

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

**/PDX/74/**

*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/74/	O	ORIGINAL RECORDS								
/PDX/74/	O001.	AUTHORIZED FOR DESTRUCTION CONTROLLED SUBSTANCES RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/74/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N		
/PDX/74/	O003.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION ) RECORD TYPES: Confidential A-DUTY CERTIFICATE-PDAS 43 B-EMPLOYEE EVALUATION REPORT-LAPD 01.36 C-INTERDEPARTMENTAL CORRESPONDENCE-LAPD 15.02 D-PROBATION CIVILIAN EVALUATION REPORT-LAPD 01.78.3 E-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36	TE	TE		N	N	Y		
/PDX/74/	O004.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/74/	O005.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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

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/PDX/74/	O006.	EMPLOYEE'S REPORT (LAPD 15.07) FORM: LAPD 15.07 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/74/	O007.	OVERTIME REPORTS (LAPD 0.2.2) FORM: LAPD 0.2.2 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/74/	O008.	PROPERTY RECEIPTS (LAPD 10.03) (TRANSFER TO RECORDS AND IDENTIFICATION DIVISION UPON COMPLETION) FORM: LAPD 10.03 RECORD TYPES:	CL	CL		N	N	N
/PDX/74/	O009.	PROPERTY RECORDS RECORD TYPES: A-PROPERTY CARD EVIDENCE-LAPD 10.07.2 B-PROPERTY CARD NON-EVIDENCE-LAPD 10.07 C-PROPERTY DISPOSITION REQUEST-LAPD 10.06 D-PROPERTY DIVISION BOOKING RECORD-LAPD 10.04 E-PROPERTY TRANSFER RECORD-LAPD 10.02 F-TELETYPES AUTHORIZING RELEASE OF EVIDENCE PROPERTY	TO+3	TO+5		N	N	N
/PDX/74/	O010.	F-TELETYPES AUTHORIZING RELEASE OF EVIDENCE PROPERTY PROPERTY REPORTS	CL	CL		N	N	N

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(TRANSFER TO RECORDS AND IDENTIFICATION DIVISION UPON COMPLETION) RECORD TYPES:

/PDX/74/	0011.	PROPERTY REPORTS (COMPLETED) RECORD TYPES: A-AUCTION LISTS B-COURT ORDER-LAPD 10.18 C-EXCESS PERSONAL PROPERTY RECEIPT-LAPD 10.08 D-LAPD FIREARMS AUTHORIZED FOR DESTRUCTION-P-002 E-PROPERTY DISPOSITION SUMMARY-LAPD 10.06.1 F-PROPERTY OWNER'S NOTIFICATION-LAPD 10.14 G-PROPERTY RECEIPT-LAPD 10.03 H-PROPERTY TRANSFER RECORD-LAPD 10.02	CL+2	CL+4		N	N	N	
/PDX/74/	0012.	F-PROPERTY OWNER'S NOTIFICATION-LAPD 10.14 REQUEST FOR PROPERTY (CASE FILES) RECORD TYPES:	TO+7	TO+20		N	N	N	
/PDX/74/	0013.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/74/	0014.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	

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/PDX/74/	O015.	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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