

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/RECORDS AND IDENTIFICATION DIVISION

/PDX/76/ *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					

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/PDX/76/	O	ORIGINAL RECORDS							
/PDX/76/	O001.	ADDS VERIFICATIONS RECORD TYPES:	TO+/05	TO+5		N	N	N	
/PDX/76/	O002.	BATCH CONTROL LOG RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O003.	BICYCLE LICENSE APPLICATION RECORD TYPES:	TO+4	TO+5		N	N	N	
/PDX/76/	O004.	BICYCLE RECORDS UNIT STATISTICS RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/76/	O005.	CHECK SIGN OUT ROSTER (REPORT 003) FORM: REPORT 003 RECORD TYPES:	TO+/05	TO+5		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/76/	O006.	CLEARANCE LETTER EXCEPTION (THIS IS A TEMPORARY RECORD, GOOD FOR ONLY 1 YEAR FROM DATE OF ISSUANCE) RECORD TYPES:	TO+2	TO+2		N	N	N
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/PDX/76/	O007.	COURT ORDERED SEALED RECORDS (DESTROY AFTER 3 YRS FROM DATE OF ARREST; IF PART OF LITIGATION THEN KEEP...) RECORD TYPES:	TO+3	TO+3		N	N	N
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/PDX/76/	O008.	CRIME AND TRAFFIC REPORTS AND INDEX CARDS RECORD TYPES: A-ARREST REPORT/COMBINATION EVIDENCE-LAPD 5.02 B-BICYCLE INVESTIGATION-LAPD 3.12 C-CHANGE/CANCELLATION OF DR NUMBER-LAPD 8.45 D-COURT ORDER FOR SEARCH WARRANT PROPERTY-LAPD 10.18 E-DISPOSITION OF ARREST AND COURT ACTION-LAPD 5.9 F-EDIT LIST G-FOLLOW-UP INVESTIGATION-LAPD 3.14 H-LETTER OF SUBROGRATION I-MISSING PERSONS INVESTIGATION-LAPD 3.16 J-PRELIMINARY INVESTIGATION REPORT-LAPD 3.01	TO+/02	TO+5		N	N	N
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- K-PRELIMINARY INVESTIGATION REPORT-LAPD 3.20
- L-PROPERTY RECEIPT-LAPD 10.03
- M-PROPERTY RECEIPT-LAPD 10.01
- N-PROPERTY TAKEN INTO CUSTODY RECEIPT-LAPD 10.10
- O-RELEASE FROM CUSTODY-LAPD 5.2.2
- P-TRAFFIC ACCIDENT FOLLOW-UP INVESTIGATION-LAPD 4.16
- Q-TRAFFIC ACCIDENT HIT AND RUN SUPPLEMENTAL-LAPD 4.3
- R-TRAFFIC ACCIDENT INVESTIGATION-LAPD 04.02
- S-TRAFFIC ACCIDENT REPORT-LAPD 4.1
- T-TRAFFIC ACCIDENT SUPPLEMENT-LAPD 4.5
- U-VEHICLE INVESTIGATION/AND BOAT-LAPD 3.07
- V-VEHICLE REPOSSESSION REPORT-LAPD 08.25
- W-VICTIMS SUPPLEMENTAL PROPERTY LOSS-LAPD 03.04
- X-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6

/PDX/76/	O009.	CRIME & MISC RPTS SEC AUTOMATED DR ISSUANCE SYSTEM ... RECORD TYPES:	TO+2	TO+10	N	N	N
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/PDX/76/	O010.	CRIME AND TRAFFIC STATISTICAL RECAP RECORD TYPES:	TO+2	TO+5	N	N	N
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/PDX/76/	O011.	CRIMINAL PACKAGE (SEALED AND UNSEALED) (LAPD 08.41) (IF CRIMINAL ACTIVITY IN 5 YRS MICROFILM & TRANSFER TO STORAGE; REC SERIES...) FORM: LAPD 08.41 RECORD TYPES: A-ARREST REPORT-LAPD 05.02 B-BAIL RECEIPT-LAPD 06.15 C-COMPLETED ANALYZED EVIDENCE REPORT-LAPD 12.20 D-CONSOLIDATED BOOKING FORM PAGE 1-LAPD 05.01 E-CORRESPONDENCE AND NOTES F-DISPOSITION OF ARREST & COURT ACTION-LAPD 05.09 G-FBI RAP SHEET-LAPD 1-4E	TO	TO+50	N	N	N
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- H-FINGERPRINT CARD-FD 249
- I-FOLLOW-UP REPORT-LAPD 03.14
- J-INVESTIGATORS CASE ENVELOPE-LAPD 15.15
- K-INVESTIGATORS FINAL REPORT-LAPD 05.10
- L-PHOTOGRAPHS
- M-PRIOR REC RPT (CRIMINAL INVEST'N IDENTIFICATION RAP SHEET)-LAPD 08.01.1
- N-PRISONER INJURY OR ILLNESS REPORT-LAPD 06.34
- O-PROPERTY REPORT-LAPD 10.01
- P-REJECTION-DA 155H
- Q-REQUEST FOR NOTIFICATION FOR ARREST-LAPD 08.33
- R-SHORT ARREST REPORT-LAPD 05.02.1
- S-SUPPLEMENTAL CHARGE RECORD-LAPD 05.08
- T-TELETYPES

/PDX/76/	0012.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	TO+2	TO+10	N	N	N
/PDX/76/	0013.	CRT PROBLEM LOG RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/76/	0014.	DAILY FIELD ACTIVITIES REPORT RECORD TYPES:	TO+2	TO+5	N	N	N
/PDX/76/	0015.	MONTHLY WARRANT INPUT RECORD TYPES:	TO+2	TO+2	N	N	N

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/PDX/76/	O016.	DIVISIONAL PERSONNEL MOVEMENT (LAPD 15.02) (MAINLY INFORMATIONAL, NOT OFFICIAL RECORDS. PERSONNEL DIV. MAINTAINS INFO AS PART...) FORM: LAPD 15.02 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O017.	DOWNTIME SANFAX RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O018.	DR ISSUANCE REPORT/EVENT INDEX (COMPUTER GENERAL) (MICROFICHER BY SHERIFF AFTER TWO YEARS; DESTROY AFTER FICHE RECEIVED) RECORD TYPES:	TO+3	TO+3		N	N	N	
/PDX/76/	O019.	DR ISSUANCE REPORT/EVENT INDEX (MICROFICHE) (MICROFICHE RETAINED IN LIEU OF DR ISSUANCE REPORT/EVENT INDEX) RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/76/	O020.	ELIMINATION CHECK LIST RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/76/	O021.	EMPLOYEE INFORMATION CARD	TE+2	TE+4		N	N	Y	

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RECORD TYPES: Confidential

/PDX/76/	O022.	END OF WATCH PROCESSING TALLY RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/76/	O023.	ERROR LISTING RECORD TYPES:	TO+/05	TO+5	N	N	N	
/PDX/76/	O024.	FELONY WARRANTS (RETURNED TO ISSUING COURT) RECORD TYPES: A-BENCH WARRANTS B-WARRANTS OR ARREST	CL	CL	N	N	N	
/PDX/76/	O025.	FACSIMILE IDENTIFICATION NETWORK COORDINATOR LOG (LAPD 08.44) FORM: LAPD 08.44 RECORD TYPES:	TO+/03	TO+10	N	N	N	
/PDX/76/	O026.	FINGERPRINT CARDS (FD 249) (TRANSFER TO OBSOLETE FINGERPRINT FILE FOR 20 YEARS, AFTER SUBJECT IS 80 YEARS OLD) FORM: FD 249 RECORD TYPES:	AR+20	AR+20	N	N	N	

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/PDX/76/	O027.	FIREARM PURCHASE OR REGISTRATION (LAPD 12.49) FORM: LAPD 12.49 RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/76/	O028.	FOREIGN WARRANTS (RETURN TO ISSUING AGENCY) RECORD TYPES:	TO+/03	TO+0/03		N	N	N	
/PDX/76/	O029.	INDEX CARDS - SEALED RECORDS RECORD TYPES: Confidential	TO+3	TO+5		N	N	Y	
/PDX/76/	O030.	INDEX CARDS - SUBPOENA, MOTIONS, COURT ORDERS RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/76/	O031.	INPUT BATCH CONTROL LOG RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O032.	JAIL CUSTODY RECORD (LAPD 05.01) FORM: LAPD 05.01 RECORD TYPES:	TO+/05	TO+5		N	N	N	

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/PDX/76/	O033.	JUVENILE ARRESTEE CHECK-IN LOG RECORD TYPES: A-JUVENILE NUMBER ARREST BLOTTER-TEMP 106	TO+2	TO+10	N	N	N		
/PDX/76/	O034.	JUVENILE AUTOMATED INDEX DOWNTIME LOG RECORD TYPES:	TO+2	TO+5	N	N	N		
/PDX/76/	O035.	JUVENILE AUTOMATED INDEX NUMBERS RECORD RECORD TYPES:	TO+2	TO+5	N	N	N		
/PDX/76/	O036.	JUVENILE CONTACT ONLY LOG (CONTACT BLOTTER LIST) RECORD TYPES:	TO+2	TO+10	N	N	N		
/PDX/76/	O037.	JUVENILE CUSTODY REPORTS RECORD TYPES: A-DISPOSITION OF ARREST AND COURT ACTION-LAPD 05.09 B-TELETYPES	TO+1	TO+5	N	N	N		
/PDX/76/	O038.	JUVENILE NUMBER ARREST BLOTTER (TEMP 106)	CL	CL+4	N	N	Y		

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(REC SERIES TO BE DELETED PER REV. 1) FORM: TEMP 106 RECORD TYPES: Confidential

/PDX/76/	O039.	JUVENILE PACKAGE (Court Orders to Seal Arrests) RECORD TYPES: Confidential A-ARREST REPORT-LAPD 05.02 B-DISPOSITION OF ARREST AND COURT ACTION-LAPD 05.09 C-JUVENILE PETITION REQUEST-LAPD 05.03 D-PRELIMINARY INVESTIGATION-LAPD 03.01 E-PROPERTY REPORT-LAPD 10.01	CL+5	CL+5	N	N	Y
/PDX/76/	O040.	JUVENILE PACKAGE AND INDEX CARD RECORD TYPES:	CL+2	CL+10	N	N	N
/PDX/76/	O041.	LA NUMBER LOG BOOK RECORD TYPES:	TO+75	TO+75	N	N	N
/PDX/76/	O042.	LISTINGS OF WARRANTS RECORD TYPES:	TO+/05	TO+10	N	N	N
/PDX/76/	O043.	MANUAL BOOKING NUMBER LOG RECORD TYPES:	TO+2	TO+5	N	N	N

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/PDX/76/	O044.	MARIJUANA ARREST AND CONVICTION RECORDS (IF THIS RECORD IS INVOLVED IN LITIGATION IT MUST BE KEPT UNTIL IT IS COMPLETED) RECORD TYPES:	TO+2	TO+2	N	N	N	
/PDX/76/	O045.	MASTER BLOTTER (LAPD 06.20) FORM: LAPD 06.20 RECORD TYPES: Confidential	TO+3	TO+90	N	N	Y	
/PDX/76/	O046.	MISDEMEANOR WARRANTS (RETURNED TO ISSUING COURT) RECORD TYPES: A-BENCH WARRANT B-WARRANTS OR ARREST	CL	CL	N	N	N	
/PDX/76/	O047.	MOVER WARRANTS (TRAFFIC) RECORD TYPES:	TO+2	TO+5	N	N	N	
/PDX/76/	O048.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	TO+1	TO+5	N	N	N	
/PDX/76/	O049.	OUTPUT REPORT AND TAPE TRANSMITTAL DOCUMENT RECORD TYPES:	TO+2	TO+5	N	N	N	

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/PDX/76/	O050.	OVERTIME REPORTS (LAPD 02.24) FORM: LAPD 02.24 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/76/	O051.	PAWN BROKER/SECOND HAND DEALER (JUS 123) FORM: JUS 123 RECORD TYPES:	TO+1	TO+3				N	N	N
/PDX/76/	O052.	PERSONAL AND WORK HISTORY SUMMARY (LAPD 1.6) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 1.6 RECORD TYPES: Confidential	TE	TE				N	N	Y
/PDX/76/	O053.	PERSONNEL FOLDERS - DIVISIONAL (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-DUTY CERTIFICATE-PDAS 43 B-EMPLOYEES EVALUATION REPORT-PDAS 28 C-EMPLOYEES REPORT-LAPD 15.07.1 D-KEY RECEIPT-LAPD 11.14 E-NOTICE OF COMMENDATION-GEN 79 F-NOTICE TO CORRECT DEFICIENCIES-GEN 78 G-OPERATOR SECURITY STATEMENT-LAPD 01.58 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 I-PERFORMANCE EVALUATION REPORT-LAPD 01.78 J-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36 K-SICK OR INJURY REPORT-LAPD 01.30	TE	TE				N	N	Y

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/PDX/76/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L
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/PDX/76/	O054.	L-TRAINING SCHED (CRIME & MISC REPORTS SECTION) PROBATION REPORT LOG RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O055.	PRIORITY BOOKING LOG A. PRIORITY B. ELIMINATION C. CORONER'S REQUEST	TO+2	TO+5		N	N	N	
/PDX/76/	O056.	PROJECT FOLDERS RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/76/	O057.	PROJECT LOGS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O058.	PURGED BLANKET RECALL RECORD TYPES:	TO+/02	TO+5		N	N	N	
/PDX/76/	O059.	PURGED CANCELLED WANTS RECORD TYPES:	TO+/02	TO+5		N	N	N	

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/PDX/76/	O066.	RECORDS DISSEMINATION UNIT (DAILY TALLY) RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O067.	REGISTRY OF INDEX (DR) NUMBERS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O068.	REQUEST FOR COMPENSATORY EQUIVALENT TIME OFF (LAPD 15.05) FORM: LAPD 15.05 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O069.	REQUEST FOR COPY OF POLICE REPORT (CMRS WILL MAINTAIN FOR 6 MONTHS, CRC WILL MAINTAIN FOR 114 MONTHS) RECORD TYPES: A-CORRESPONDENCE B-COUNTER REQUEST C-REQUEST FOR AUTHORITY TO RELEASE REPORT	TO+/05	TO+5		N	N	N	
/PDX/76/	O070.	REQUEST AND RELEASE CRIMINAL RECORD (LAPD 08.42) FORM: LAPD 08.42 RECORD TYPES: A-DAILY TALLY SHEETS	TO+/03	TO+5		N	N	N	
/PDX/76/	O071.	SECOND HAND DEALERS PURCHASE REPORT (LAPD 8.21)	TO+2	TO+5		N	N	N	

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FORM: LAPD 8.21 RECORD TYPES:

/PDX/76/	O072.	SICK TIME TALLY (THIS INFORMATION IS KEPT IN PERSONNEL PACKAGES WITH THE PERSONNEL DIVISION) RECORD TYPES:	TO+2	TO+2		N	N	N
/PDX/76/	O073.	SUBPOENA, MOTIONS AND COURT ORDERS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y
/PDX/76/	O074.	SUPPLEMENTAL FACSIMILE IDENTIFICATION NETWORK REQUEST TO ... RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/76/	O075.	TELETYPE LOG RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/76/	O076.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N

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/PDX/76/	O077.	TIME IN AND OUT SHEET (LAPD 12.04) FORM: LAPD 12.04 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/76/	O078.	TWENTY FOUR HOURS/MADE BY SEARCH LOG RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/76/	O079.	VOLUNTEER PERSONNEL FOLDERS RECORD TYPES: Confidential A-APPLICATION B-CORRESPONDENCE C-NOTICE OF COMMENDATION D-TIME SHEETS	TE+2	TE+4		N	N	Y		
/PDX/76/	O080.	WARRANT ABSTRACT LOG RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/76/	O081.	WARRANT INDEX CARD RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/76/	O082.	WARRANT NOTICE RECORD TYPES: A-WARRANT FORMAT-DSB 238 B-WARRANT RECEIPT-DSB 239	TO+2	TO+5		N	N	N		

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/PDX/76/	O089.	SHORT ARREST REPORT (LAPD 05.02) FORM: LAPD 05.02 RECORD TYPES: A-BOOKING FORM-LAPD 05.01	TO+/03	TO+5		N	N	N	
/PDX/76/	O090.	WHITE CARDS RECORD TYPES:	TE+2	TE+4		N	N	N	
/PDX/76/	O091.	PHYSICAL ODDITIES INDEX CARDS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/76/	O092.	COMPLETED RECALL SHEETS RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/76/	O093.	FACTUALLY INNOCENT AND MARIJUANA LISTS RECORD TYPES:	TO+10	TO+10		N	N	N	

O094.

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/PDX/76/		TRANSFER DOCUMENTATION - ADVANCED PAY GRADE INFORMATION RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/76/	O095.	OVERTIME SLIPS RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/76/	O096.	PRIVATE IMPOUND REPORTS RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/76/	O097.	REQUEST FOR CRIMINAL SUMMARY RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/76/	O098.	VEHICLE COMPUTER FORMAT CONTROL SHEET RECORD TYPES:	TO+/01	TO+5		N	N	N
/PDX/76/	O099.	RESTRAINING ORDERS	EX+2	EX+2	DO	N	N	N
/PDX/76/	O100.	COURT REQUEST LOGS	CL+2	CL+5	DO	N	N	N

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