## City of Los Angeles Departmental Records Disposition Schedule

**Original Records**

**Records of:**

**LOS ANGELES POLICE DEPARTMENT/MOTOR TRANSPORT DIVISION**

Certified per Section 12.3 of Los Angeles Administrative Code

### Records Disposition Schedule

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Record Type</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></td>
<td></td>
<td><strong>Original Records</strong></td>
<td></td>
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<tr>
<td>/PDX/78/</td>
<td>O</td>
<td>CHECK SIGN OUT ROSTER</td>
<td>RECORD TYPES:</td>
<td>TO +2</td>
<td>TO +10</td>
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<tr>
<td>/PDX/78/</td>
<td>O001.</td>
<td>COMPUTER PRINTOUTS</td>
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<tr>
<td>/PDX/78/</td>
<td>O003.</td>
<td>CONTROL LOGS (DIVISIONAL PROJECTS)</td>
<td>RECORD TYPES:</td>
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<td>CL +4</td>
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<tr>
<td>/PDX/78/</td>
<td>O004.</td>
<td>CORRESPONDENCE AND SUBJECT FILES</td>
<td>RECORD TYPES:</td>
<td>AR +2</td>
<td>AR +10</td>
<td>N</td>
<td>N</td>
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</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.**

**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- SU = SUPERCEDED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

**City of Los Angeles**  
**City Clerk/Records Management Division**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of:**  
**LOS ANGELES POLICE DEPARTMENT/MOTOR TRANSPORT DIVISION**

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

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<th>(Description / Sub Categories / Remarks)</th>
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<th>Media Code</th>
<th>Record Type</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>CREDIT CARD ASSIGNMENT LOGS</td>
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<td>CL+2</td>
<td>CL+10</td>
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<td>/PDX/78/</td>
<td>O005</td>
<td>DIVISIONAL PERSONNEL FOLDERS</td>
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<td>TE</td>
<td>TE</td>
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<td>/PDX/78/</td>
<td>O006</td>
<td>GASOLINE CONSUMPTION REPORTS</td>
<td>(DEPT BI-WEEKLY FOR WHOLE YEAR.) RECORD TYPES:</td>
<td>TO+2</td>
<td>TO+2</td>
<td>N N N</td>
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<td>/PDX/78/</td>
<td>O007</td>
<td>INTERNAL TRANSFER RECORDS (EMPLOYEE REQUEST)</td>
<td>(THIS INFORMATION IS ALSO AVAILABLE AT PERSONNEL DIVISION) RECORD TYPES:</td>
<td>TO+2</td>
<td>TO+2</td>
<td>N N N</td>
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</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 = 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/MOTOR TRANSPORT DIVISION**

![PDX/78/]

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**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.

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/O009. LICENSE NUMBER RECORDS

RECORD TYPES:

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<th>Description / Sub Categories / Remarks</th>
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<td>CL+2</td>
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<td>CL+4</td>
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/O010. OFFICIAL DIVISIONAL TIME BOOK  (LAPD 15.30)

FORM: LAPD 15.30

RECORD TYPES:

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<tr>
<th>Code</th>
<th>Description / Sub Categories / Remarks</th>
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<td>CL+4</td>
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/O011. POLICE EQUIPMENT COST SYSTEM

RECORD TYPES:

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<td>CL+2</td>
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<tr>
<td>CL+5</td>
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/O012. PROJECT FOLDERS

RECORD TYPES:

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<th>Code</th>
<th>Description / Sub Categories / Remarks</th>
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<td>CL+2</td>
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/O013. REQUEST FOR FIELD WORK  (LAPD 11.03)

FORM: LAPD 11.03

RECORD TYPES:

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<thead>
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<th>Code</th>
<th>Description / Sub Categories / Remarks</th>
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<tbody>
<tr>
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<td>CL+2</td>
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/O014. SPEEDOMETER/CALIBRATION CARDS  (LAPD 11.30)

RECORD TYPES:

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<thead>
<tr>
<th>Code</th>
<th>Description / Sub Categories / Remarks</th>
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<tr>
<td>CL+2</td>
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**RETENTION CODES:**

- AU=AUDIT
- AR=ANNUAL REVIEW
- CL=CLOSED
- CO=COMPLETION
- CA=CANCELLED
- EX=EXPIRATION
- PE=PERMANENT
- SU=SUPERCEDED
- TE=TERMINATION

**MEDIA CODES:**

- AT=AUDIO TAPE
- BP=BLUEPRINT
- BK=BOOKS
- CP=COMPUTER PRINT OUT
- DO=DOCUMENT
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- FM=FILM
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**RECORD TYPE:**

- V=VITAL
- H=HISTORICAL
- C=CONFIDENTIAL
- L=LEGAL
Records of: LOS ANGELES POLICE DEPARTMENT/MOTOR TRANSPORT DIVISION

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<td>GAS AND OIL RECORDS (LAPD 11.01)</td>
<td>FORM: LAPD 11.01 RECORD TYPES:</td>
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<td>VEHICLE AVAILABILITY REPORTS</td>
<td>RECORD TYPES:</td>
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<td>VEHICLE MAINTENANCE RECORDS</td>
<td>FORM: LAPD 11.11 RECORD TYPES:</td>
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<td>VEHICLE RECORDS AND SALES INFORMATION</td>
<td>RECORD TYPES:</td>
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<tr>
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<td>PERSONNEL COMPLAINT ENVELOPE (1.81.11)</td>
<td>FORM: 1.81.11 RECORD TYPES: Confidential</td>
<td>TO+2 TO+10</td>
<td>N N Y</td>
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<tr>
<td>/PDX/78/</td>
<td>O020</td>
<td>INVESTIGATIVE MATERIAL CONTROL LOG</td>
<td>(1.81.12)</td>
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<td>/PDX/78/</td>
<td>O021</td>
<td>EMPLOYEE COMMENT SHEET</td>
<td>(1.77/1.77.)</td>
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