

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/MOTOR TRANSPORT DIVISION

/PDX/78/ CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media	Record Type			
			Office	Total	Code	V	H	C	L	

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/78/	O	ORIGINAL RECORDS							
/PDX/78/	O001.	CHECK SIGN OUT ROSTER RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/78/	O002.	COMPUTER PRINTOUTS RECORD TYPES: A-DIVISION EQUIPMENT INVENTORY B-EXPENSE REPORTS C-FLEET INVENTORIES D-MILEAGE PROJECTIONS E-MILEAGE REPORTS F-TOOL INVENTORY	TO+2	TO+5		N	N	N	
/PDX/78/	O003.	F-TOOL INVENTORY CONTROL LOGS (DIVISIONAL PROJECTS) RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/78/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N	

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/PDX/78/	O005.	CREDIT CARD ASSIGNMENT LOGS RECORD TYPES:	CL+2	CL+10		N	N	N
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/PDX/78/	O006.	DIVISIONAL PERSONNEL FOLDERS RECORD TYPES: A-COMMENDATIONS-GEN. 79 B-COMPENSATORY EQUIVALENT TIME OFF-LAPD 15.05 C-DOCTORS LETTERS D-DUTY CERTIFICATE-PDAS 43 E-EMPLOYEE EVALUATION REPORTS-PDAS 28 F-EMPLOYEE RECORD FORM-LAPD 01.38 G-EMPLOYEE TRANSFER DATA-LAPD 01.34 H-EMPLOYEE'S REPORT-LAPD 15.07 I-EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 1.66 J-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.02 K-KEY RECEIPTS-LAPD 11.14 L-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 M-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 N-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 01.78 O-PROBATIONARY CIVILIAN EVALUATION REPORT-LAPD 01.47 Q-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36 R-SICK AND INJURY REPORTS-LAPD 01.30	TE	TE		N	N	N
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/PDX/78/	O007.	GASOLINE CONSUMPTION REPORTS (DEPT BI-WEEKLY FOR WHOLE YEAR.) RECORD TYPES:	TO+2	TO+2		N	N	N
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/PDX/78/	O008.	INTERNAL TRANSFER RECORDS (EMPLOYEE REQUEST) (THIS INFORMATION IS ALSO AVAILABLE AT PERSONNEL DIVISION) RECORD TYPES:	TO+2	TO+2		N	N	N
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/PDX/78/	O009.	LICENSE NUMBER RECORDS RECORD TYPES:	TO+15	TO+15				N	N	N
/PDX/78/	O010.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4				N	N	N
/PDX/78/	O011.	POLICE EQUIPMENT COST SYSTEM RECORD TYPES:	TO+10	TO+10				N	N	N
/PDX/78/	O012.	PROJECT FOLDERS RECORD TYPES:	CL+2	CL+5				N	N	N
/PDX/78/	O013.	REQUEST FOR FIELD WORK (LAPD 11.03) FORM: LAPD 11.03 RECORD TYPES:	CL+2	CL+2				N	N	N
/PDX/78/	O014.	SPEEDOMETER/CALIBRATION CARDS (LAPD 11.30)	CL+2	CL+2				N	N	N

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FORM: LAPD 11.30 RECORD TYPES:

/PDX/78/	0015.	GAS AND OIL RECORDS (LAPD 11.01) FORM: LAPD 11.01 RECORD TYPES:	TO+2	TO+2		N	N	N
/PDX/78/	0016.	VEHICLE AVAILABILITY REPORTS RECORD TYPES:	CL+2	CL+5		N	N	N
/PDX/78/	0017.	VEHICLE MAINTENANCE RECORDS RECORD TYPES: A-LAPD REPAIR ORDERS-LAPD 11.23 B-LAPD VEHICLE PREVENTIVE MAINTENANCE-LAPD 11.11	CL+2	CL+5		N	N	N
/PDX/78/	0018.	VEHICLE RECORDS AND SALES INFORMATION RECORD TYPES: A-INDIVIDUAL VEHICLE RECORDS-LAPD 11.17 B-VEHICLE LOG BOOKS C-VEHICLE SALE BOOKS	TO+10	TO+10		N	N	N
/PDX/78/	0019.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y

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/PDX/78/	O020.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/78/	O021.	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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