

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF SPECIAL SERVICES

/PDX/80/ 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			
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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/80/	O	ORIGINAL RECORDS							
/PDX/80/	O001.	AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE ... (LAPD 12.41) FORM: LAPD 12.41 RECORD TYPES:	TO+5	TO+10		N	N	N	
/PDX/80/	O002.	CONSULAR IDENTIFICATION RECORDS RECORD TYPES:	AU+2	AU+10		N	N	N	
/PDX/80/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/80/	O004.	CORRESPONDENCE CONTROL RECORD (LAPD 01.09) FORM: LAPD 01.09 RECORD TYPES:	TO+5	TO+10		N	N	N	
/PDX/80/	O005.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR NEW EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-COMMENDATION LETTERS B-DUTY CERTIFICATE-PDAS 43	TE	TE		N	N	Y	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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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- C-EMPLOYEE EVALUATION REPORT-PDAS 28
- D-EMPLOYEE REPORT-LAPD 15.07
- E-NOTIFICATION OF COMPLETION OF TRAINING-PDMER 1-10M
- F-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41
- G-PERFORMANCE EVALUATION REPORT-LAPD 1.33
- H-PERSONAL WORK HISTORY-LAPD 1.06
- I-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36
- J-SICK OR INJURY REPORT-LAPD 1.30

/PDX/80/	O006.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/80/	O007.	OVERTIME REPORTS (LAPD 02.24) FORM: LAPD 02.24 RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/80/	O008.	REQUEST FOR BACKGROUND INVESTIGATION RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/80/	O009.	REQUEST FOR EXTENSION OF PERSONNEL COMPLAINT (LAPD 15.02) FORM: LAPD 15.02 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/80/	O010.	VICE REPORTS (LAPD 03.18) (ITEM TO BE DELETED PER REVISION # 1; TRANSFERRED TO ADMIN VICE) FORM: LAPD 03.18 RECORD TYPES:	TO+2	TO+10		N	N	N

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/PDX/80/	O011.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/80/	O012.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/80/	O013.	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+7		N	N	N	

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