

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/BUREAU OF SPECIAL INVESTIGATION

/PDX/82/ *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/82/	O	ORIGINAL RECORDS							
/PDX/82/	O001.	ASIAN TASK FORCE STATEMENT OF PRINCIPLES AND PURPOSE RECORD TYPES:	SU+2	SU+10		N	N	N	
/PDX/82/	O002.	ASIAN TASK FORCE SUPPORT LETTERS RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/82/	O003.	ASIAN YOUTH (GANGS) RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/82/	O004.	BUREAU OFFICE TIME BOOK (0036) FORM: 0036 RECORD TYPES:	CL+2	CL+10		N	N	N	
/PDX/82/	O005.	CENSUS INFORMATION RECORD TYPES:	SU+2	SU+10		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/82/	O006.	CERTIFICATES OF APPRECIATION RECORD TYPES:	TO+2	TO+2		N	N	N
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/PDX/82/	O007.	CERTIFICATES OF RECOGNITION RECORD TYPES:	TO+2	TO+2		N	N	N
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/PDX/82/	O008.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+10		N	N	N
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/PDX/82/	O009.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-INJURY ON DUTY REPORT-GEN 166 B-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30 C-PERFORMANCE EVALUATION REPORT-LAPD 1.33 D-WORK HISTORY SUMMARY-LAPD 1.06	TE	TE		N	N	Y
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/PDX/82/	O010.	INVESTIGATIVE NOTES RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
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/PDX/82/	O011.	MONTHLY ACTIVITY LOGS RECORD TYPES:	TO+2	TO+10		N	N	N
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/PDX/82/	O012.	NEWS RELEASE RECORD TYPES:	TO+2	TO+10	N	N	N		
/PDX/82/	O013.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+10	N	N	N		
/PDX/82/	O014.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+2	TO+10	N	N	N		
/PDX/82/	O015.	PUBLIC APPEARANCE REPORTS (LAPD 15.28) FORM: LAPD 15.28 RECORD TYPES:	TO+2	TO+10	N	N	N		
/PDX/82/	O016.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10	N	N	Y		

O017.

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/PDX/82/		INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/82/	O018.	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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