

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/PROFESSIONAL STANDARDS BUREAU

/PDX/83/ *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	
<p><i>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.</i></p>										
		RECORD TYPES: Confidential								
		A-SUSPENSIONS								
		B-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION								
/PDX/83/	O006.	FILES - SWORN (ONLY AUTHORIZED PERSONNEL) RECORD TYPES: Confidential	TO+4	PE		N	N	Y		
		A-SUSPENSIONS								
		B-COMPLAINT AND RELIEF FROM DUTY OR SUSPENSION								
/PDX/83/	O007.	HEARING EXAMINERS REPORT RECORD TYPES: Confidential	TO+10	TO+10		N	N	Y		
/PDX/83/	O008.	INDEX CARDS (LISTING ACCUSED) RECORD TYPES: Confidential	AR+2	AR+4		N	N	Y		
/PDX/83/	O009.	MANUAL OF ADVOCATE OFFICE PROCEDURES RECORD TYPES: Vital	SU+2	SU+4		Y	N	N		
/PDX/83/	O010.	NON-SUSTAINED PERSONNEL COMPLAINT INVESTIGATIONS (LAPD 1.81) FORM: LAPD 1.81 RECORD TYPES: Confidential	TE+5	TE+15		N	N	Y		
/PDX/83/	O011.	OFFICIAL REPRIMANDS RECORD TYPES: Confidential	TO+10	PE		N	N	Y		

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/PDX/83/	0012.	PENALTY RECOMMENDATIONS (LAPD 1.82) FORM: LAPD 1.82 RECORD TYPES: Confidential	TO+10	PE				N	N	Y
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/PDX/83/	0013.	PERSONNEL FOLDERS - DIVISIONAL (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-DUTY CERTIFICATE-PDAS 43 B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-EMPLOYEE'S REPORT-LAPD 15.07 D-KEY RECEIPT-LAPD 11.14 E-NOTICE OF COMMENDATION-GEN 79 F-OCCUPATIONAL ILLNESS/INJURY REPORT-GEN 166 G-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 H-PERFORMANCE EVALUATION REPORT-LAPD 1.33 I-PERSONAL WORK HISTORY-LAPD 1.06 J-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36 K-SICK OR INJURY REPORT-LAPD 1.30	TE	TE				N	N	Y
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/PDX/83/	0014.	RETIRED/DECEASED PERSONNEL COMPLAINT INDEX (LAPD 1.80) FORM: LAPD 1.80 RECORD TYPES: Confidential	TO+3	TO+5				N	N	Y
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/PDX/83/	0015.	STATISTICAL RECORDS RECORD TYPES: Confidential	PE	PE				N	N	Y
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/PDX/83/	0016.	OFFICER SUBPOENA RECORD (LAPD 15.29)	TO+10	TO+10				N	N	Y
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FORM: LAPD 15.29 RECORD TYPES: Confidential

/PDX/83/	O017.	SUMMONS (REC SERIES TO BE DELETED PER REVISION 1) RECORD TYPES: Confidential	TO+10	TO+10		N	N	Y
/PDX/83/	O018.	TAPES (INTERVIEW) (TRANSCRIBE INFORMATION REQUIRED FOR LAWSUITS) RECORD TYPES: Confidential Legal	AR+2	AR+4		N	N	Y
/PDX/83/	O019.	TRANSCRIPTS OF INTERVIEW TAPES (REQUIRED FOR LAWSUITS) RECORD TYPES: Confidential Legal	AR+10	AR+10		N	N	Y
/PDX/83/	O020.	STENO NOTES RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/83/	O021.	PERSONNEL FOLDERS - LOANEES RECORD TYPES: Confidential	TO+3	TO+5		N	N	Y

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/PDX/83/	O022.	FAILURE TO QUALIFY PRINTOUTS RECORD TYPES: Confidential	AR+2	AR+4		N	N	Y		
/PDX/83/	O023.	CLOSED OUT PERSONNEL COMPLAINT ROLODEX CARDS & RELATED LOGS RECORD TYPES: Confidential	AR+2	AR+10		N	N	Y		
/PDX/83/	O024.	OVERDUE PERSONNEL COMPLAINT BOOKS AND RELATED LOG BOOKS RECORD TYPES: Confidential	AR+2	AR+4		N	N	Y		
/PDX/83/	O025.	PERSONNEL COMPLAINT (1.81) BOOKS RECORD TYPES: Confidential	AR+5	AR+10		N	N	Y		
/PDX/83/	O026.	TIME IN AND OUT SHEET RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y		
/PDX/83/	O027.	PERSONNEL COMPLAINT ENVELOPE (ROUGH NOTES, Form 1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	PE		N	N	Y		
/PDX/83/	O028.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		

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/PDX/83/	O029.	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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