

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/OMBUDSMAN

/PDX/84/

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>										
/PDX/84/	O	Original Record Series:								
/PDX/84/	O001.	ACTIVITY REPORTS HISTORICAL	TO+3	TO+5	DO	N	Y	N		
/PDX/84/	O002.	REFERENCE MATERIAL	AR+3	AR+15	DO	N	N	N		
/PDX/84/	O003.	NOTICES - PERSONNEL AND TRAINING REFERENCE MATERIAL & MANUALS	TO+2	TO+10	DO	N	N	N		
/PDX/84/	O004.	PROJECT FILES CONFIDENTIAL	CL+1	CL+7	DO	N	N	Y		
/PDX/84/	O005.	REQUEST FOR OUTSIDE EMPLOYMENT Form 1.47	TO+4	TO+10	DO	N	N	N		
/PDX/84/	O006.	TIME BOOK/TIME SHEETS	CL+2	CL+4	DO	N	N	N		
/PDX/84/	O007.	BOARD OF INQUIRY RECORDS CONFIDENTIAL A-Correspondence B-Reports C-Tapes	TO+5	TO+10	DO	N	N	Y		
/PDX/84/	O008.	OMBUD CLIENT CASE FILES CONFIDENTIAL	CL+5	CL+15	DO	N	N	Y		
/PDX/84/	O009.	CORRESPONDENCE (Inter & Intra) VITAL	AR+2	AR+5	DO	Y	N	N		
/PDX/84/	O010.	SUBJECT FILES A-Meetings B-Cost Accounting C-Supply Orders D-Personnel package Receipts & Requests E-Post Compliance F-Overtime Logs	TO+2	TO+5	DO	N	N	N		
/PDX/84/	O011.	INTERVIEW PACKAGES	TO+2	TO+5	DO	N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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