

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: COMPSTAT DIVISION**  
**/PDX/85/ LOS ANGELES POLICE DEPARTMENT**

*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/85/	O	ORIGINAL RECORDS:								
/PDX/85/	O001.	CORRESPONDENCE	AR+2	AR+10	DO	N	N	N		
/PDX/85/	O002.	PROJECTS	AR+3	AR+10	DO	N	N	N		
/PDX/85/	O003.	APPLICANT FOLDERS	TO+2	TO+5	DO	N	N	N		
		A-TRANSFER APPLICANT DATA SHEET Form 15.88 B-SWORN/CIVILIAN ADVANCEMENT & OPPORTU								
/PDX/85/	O004.	DEPLOYMENT PLANNING SYSTEM DOCUMENTS	TO+2	TO+5	DO	N	N	N		
		A-SIGN IN SIGN OUT SHEETS B-DAILY WORKSHEETS C-TIMESHEET CORRECTION Form 02.30.00								
/PDX/85/	O005.	VACATION SCHEDULE	TO+2	TO+5	DO	N	N	N		
		Form TEMP 70								
/PDX/85/	O006.	SUBPOENA FILES	CL+2	CL+10	DO	N	N	N		
		A-CONSOLIDATED SUBPOENA LIST Form 6.44.00 B-DECLARATION FOR CONTINUANCE - GENERAL Form 15.55.00 C-DECLARATION FOR CONTINUANCE - VACATION Form 15.55.00 D-COURT LIST E-EMPLOYEE SUBPOENA RECORD Form 15.29.00 F-SUBPOENA								
/PDX/85/	O007.	TRAVEL ORDERS	TO+2	TO+5	DO	N	N	N		
		A-FLYING WHILE ARMED ITINERARIES B-REQUEST FOR TRAVEL AUTHORITY Form 15.72.00 C-REQUEST FOR INVESTIGATIVE TRAVEL Form 15.70.00								
/PDX/85/	O008.	EMPLOYEE COMMENT SHEETS	TO+2	TO+5	DO	N	N	N		
		Form 01.77.00								
/PDX/85/	O009.	GRANTS FILE	CL+2	CL+5	DO	N	N	N		
/PDX/85/	O010.	BUDGET REPORTS	TO+3	TO+3	DO	N	N	N		
/PDX/85/	O011.	OVERTIME REPORTS	TO+3	TO+5	DO	N	N	N		
		Form 02.34.00								

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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