

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/GANG & NARCOTICS DIVISION

/PDX/87/ *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	

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/PDX/87/	O	ORIGINAL RECORDS							
/PDX/87/	O001.	ACCRUED OVERTIME TIME OFF RECORD (LAPD TEMP) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD TEMP RECORD TYPES:	TE	TE		N	N	N	
/PDX/87/	O002.	ARREST AND INCIDENT NOTIFICATION RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/87/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/87/	O004.	DETECTIVE'S DAILY ACTIVITY LOG RECORD TYPES:	CL+3	CL+4		N	N	N	
/PDX/87/	O005.	DIVISIONAL PERSONNEL PACKAGES (LAPD 01.01) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 01.01 RECORD TYPES: Confidential A-ADDRESS AND PHONE NUMBER RECORD-LAPD 01.20	TE	TE		N	N	Y	

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- B-CITIZEN COMMENDATION LETTER
- C-DUTY CERTIFICATE-PDAS 43
- D-EMPLOYEE EVALUATION REPORT-PDAS 28
- E-EMPLOYEE RECORD FORM-LAPD 01.38
- F-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166
- G-EMPLOYEE REPORTS-LAPD 15.07
- H-EMPLOYEE TRANSFER DATA-LAPD 01.34
- I-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.02
- J-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 01.30
- K-NOTICE OF COMPLETION OF TRAINING
- L-OFFICER EMPLOYEE INVENTORY-LAPD 1.26
- M-PAYROLL PERSONNEL CHANGE DOCUMENT-GEN. 41
- N-PERFORMANCE EVALUATION REPORT-LAPD 01.33

/PDX/87/	O006.	DUE DILIGENCE CASE FILES RECORD TYPES:	TO+/03	TO+10	N	N	N
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/PDX/87/	O007.	ELECTRONICS EQUIPMENT MAINTENANCE & REPAIR RECORD (LAPD 12.5) FORM: LAPD 12.5 RECORD TYPES:	TO+4	TO+5	N	N	N
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/PDX/87/	O008.	EMPLOYEE'S REPORT (LAPD 15.07) FORM: LAPD 15.07 RECORD TYPES:	TO+3	TO+5	N	N	N
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/PDX/87/	O009.	FIELD ENFORCEMENT SECTION STATISTICS RECORD TYPES:	TO+3	TO+5	N	N	N
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/PDX/87/	O010.	MAJOR VIOLATORS SECTION WEEKLY ACTIVITY REPORTS (LAPD 15.07) (REC SERIES TO BE DELETED PER REV. 1) FORM: LAPD 15.07 RECORD TYPES:	TO+3	TO+10		N	N	N
/PDX/87/	O011.	NARCOTIC ARREST/DISPOSITION BLOTTER RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/87/	O012.	NARCOTIC ARREST/SEIZURE STATISTICS RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/87/	O013.	NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	AU+2	AU+4		N	N	N
/PDX/87/	O014.	NARCOTIC INFORMATION NETWORK INFO & IDENTIFICATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES: Confidential	AR+2	AR+4		N	N	Y
/PDX/87/	O015.	NARCOTIC INFORMATION NETWORK NUMBER ISSUANCE BLOTTER RECORD TYPES: Confidential	CL+2	CL+10		N	N	Y

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/PDX/87/	O016.	NARCOTIC INFORMATION NETWORK CASE PACKAGES RECORD TYPES: Confidential	AR+2	AR+10		N	N	Y	
/PDX/87/	O017.	NARCOTICS REPORT (LAPD 3.19) FORM: LAPD 3.19 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/87/	O018.	OFFICERS' BUY NOTES RECORD TYPES:	TO+5	TO+10		N	N	N	
/PDX/87/	O019.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/87/	O020.	OVERTIME RECORDS (LAPD 02.24) FORM: LAPD 02.24 RECORD TYPES:	TO+2	TO+5		N	N	N	

O021.

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/PDX/87/		PERSONNEL TRANSFER APPLICATION (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/87/	O022.	PHYSICAL FITNESS EVALUATION (LAPD 01.31) (TRANSFER TO PERSONNEL DIVISION EMPLOYEE'S NEW DIVISION) FORM: LAPD 01.31 RECORD TYPES:	TE	TE		N	N	N	
/PDX/87/	O023.	PUBLIC APPEARANCE OFFICER LOG RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/87/	O024.	SERGEANT'S DAILY REPORT (LAPD 15.48) FORM: LAPD 15.48 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/87/	O025.	TIME BOOK (LAPD 15.30) (UNITS/SECTION UNOFFICIAL TIME BOOK) FORM: LAPD 15.30 RECORD TYPES:	TO+4	TO+5		N	N	N	
/PDX/87/	O026.	UNIFORM/EQUIPMENT ISSUE AND INSPECTION RECORD (LAPD 01.41) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 01.41 RECORD TYPES:	TE	TE		N	N	N	

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/PDX/87/	O027.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 RECORD TYPES:	TO+2	TO+5			N	N	N		
/PDX/87/	O028.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	TO+2	TO+5			N	N	N		
/PDX/87/	O029.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+5			N	N	N		
/PDX/87/	O030.	DESK MESSAGE LOG (LAPD 12.10) FORM: LAPD 12.10 RECORD TYPES: Confidential	TO+1	TO+5			N	N	Y		
/PDX/87/	O031.	INVESTIGATOR CASE PACKAGES RECORD TYPES:	TO+2	TO+5			N	N	N		
/PDX/87/	O032.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10			N	N	Y		

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/PDX/87/	O033.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/87/	O034.	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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