

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

**Records of: EMERGENCY SERVICES DIVISION**  
**/PDX/88/ 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 Code	Record Type				
			Office	Total		V	H	C	L	
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/PDX/88/	O	ORIGINAL RECORD SERIES								
/PDX/88/	O001.	ALTERCATION REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O002.	APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMENT AND OPPORTUNITIES NOTICE C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88	TO+2	TO+5		N	N	N		
/PDX/88/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N		
/PDX/88/	O004.	CORRESPONDENCE INDEX LOG RECORD TYPES:	TO+4	TO+5		N	N	N		
/PDX/88/	O005.	EMPLOYEES TIME KEEPING (FEDERAL FUNDING) RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/88/	O006.	EQUIPMENT INVENTORY REPORT RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O007.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65) FORM: LAPD 15.65 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O008.	GRANTS FILES RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/88/	O009.	GRIEVANCE FILE RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O010.	HAZARDOUS MATERIAL RESEARCH PAPERS RECORD TYPES:	AR+2	AR+4		N	N	N		
/PDX/88/	O011.	LOCKER LOG RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/88/	O012.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA) FORM: CAL OSHA RECORD TYPES:	TO+3	TO+10		N	N	N		
/PDX/88/	O013.	MOBILE CANTEEN FUND RECORDS RECORD TYPES:	TO+2	TO+5		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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/PDX/88/	O014.	MOBILIZATION ROSTER RECORD TYPES:	TO+2	TO+5				N	N	N	
/PDX/88/	O015.	OFFICERS INDIVIDUAL OVERTIME RECORD (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION ) RECORD TYPES: Confidential	TE	TE				N	N	Y	
/PDX/88/	O016.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4				N	N	N	
/PDX/88/	O017.	PERSONNEL COMPLAINT LOG RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/88/	O018.	PERSONNEL FOLDERS - DIVISIONAL TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION ) RECORD TYPES: Confidential A-CHANGE OF STATUS-GEN 43 AA-TEST RECORDS B-DUTY CERTIFICATE-PDAS 430 BB-TRAINING PUBLICATION RECEIPT-LAPD 1.42 C-EMPLOYEE EVALUATION REPORT-PDAS 28 CC-TRAINING SCHEDULES D-EMPLOYEE RECORD FORM-LAPD 1.38 E-EMPLOYEE REPORT-LAPD 5.7 F-EMPLOYEE TRANSFER DATA-LAPD 1.34 G-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 H-INCIDENT REPORT-LAPD 1.27 I-INDIVIDUAL UNIFORM AND EQUIPMENT ISSUE RECORD-LAPD 1.41.1 J-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 K-KEY RECEIPT-LAPD 11.14 L-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30 M-NOTICE OF COMMENDATION-FG 79 N-NOTICE TO CORRECT DEFICIENCIES-FG 78 O-NOTIFICATION OF COMPLETION OF TRAINING P-OFFICE OF THE MAYOR, OFFICE MEMORANDUM-140 Q-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 R-OPERATOR SECURITY STATEMENT-LAPD 1.58 S-PAYROLL/PERSONNEL CHANGE DOCUMENT-FG 41 T-PERFORMANCE EVALUATION REPORT-LAPD 1.78 U-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47 V-PERMIT TO REGULARLY HOME-GARAGE A DEPARTMENT VEHICLE-LAPD 1.46	TE	TE				N	N	Y	

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		W-PERSONNEL AND FLEET SAFETY BOARD REPORT-LAPD 1.13								
		X-PHYSICAL FITNESS EVALUATION-LAPD 1.31								
		Y-PROBATIONARY POLICE OFFICER EVALUATION REPORT-LAPD 1.78.1								
		Z-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36								
		ZZ-TEST RECORDS								
/PDX/88/	O019.	PERSONNEL ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O020.	PROJECT CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/88/	O021.	PROJECT FOLDERS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O022.	PROGRESS INTERVIEW RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O023.	RADIOLOGICAL INSPECTION SCHEDULE RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O024.	RADIOLOGICAL MONITORS LIST RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O025.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O026.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47) FORM: LAPD 16.47 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O027.	SAFETY SURVEY CHECKLIST FILE RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/88/	O028.	STATION FUND FILE RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O029.	STATISTICAL REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O030.	SUMMARY FOLDER (EMPLOYEE) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION ) RECORD TYPES: Confidential A-COMPLAINT HISTORY-LAPD 1.6.2 B-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6	TE	TE		N	N	Y		

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		C-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 D-OFFICER COMMAND CARD								
/PDX/88/	O031.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/88/	O032.	TIME IN AND OUT SHEET (LAPD 12.4) FORM: LAPD 12.4 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O033.	TRAFFIC ACCIDENT REPORT BOOK RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O034.	UNUSUAL OCCURRENCE AFTER ACTION REPORTS RECORD TYPES:	TO+10	PE		N	N	N		
/PDX/88/	O035.	UNUSUAL OCCURRENCE TIME CARDS (LAPD 14.14) FORM: LAPD 14.14 RECORD TYPES:	TO+10	TO+10		N	N	N		
/PDX/88/	O036.	UNUSUAL OCCURRENCE MOBILIZATION PLAN RECORD TYPES:	TO+10	TO+10		N	N	N		
/PDX/88/	O037.	UNUSUAL OCCURRENCE TIME/WAGE REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N		
/PDX/88/	O038.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	CL+2	CL+4		N	N	N		
/PDX/88/	O039.	VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/88/	O040.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/88/	O041.	ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O042.	ADJUSTED TIME REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O043.	BOMB THREAT LOG RECORD TYPES:	TO+1	TO+5		N	N	N		
/PDX/88/	O044.	CAL-OSHA INJURY LOG RECORD TYPES:	TO+1	TO+5		N	N	N		

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/PDX/88/	O045.	COMMANDING OFFICER'S OFERTIME RECORD RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/88/	O046.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES:	TO+4	TO+5		N	N	N		
/PDX/88/	O047.	DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES:	TO+1	TO+10		N	N	N		
/PDX/88/	O048.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	TO+5		N	N	N		
/PDX/88/	O049.	OFFICER'S INDIVIDUAL OVERTIME REPORT RECORD TYPES:	TE	TE+4		N	N	N		
/PDX/88/	O050.	ORDERS, NOTICES, TRAINING BULLETINS RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O051.	OVERTIME RECAP RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O052.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5		N	N	N		
/PDX/88/	O053.	ROLL CALL TRAINING FILES RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O054.	SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O055.	TRAFFIC ACCIDENT REPORT FILE RECORD TYPES: A-HIT AND RUN SUPPLEMENT-LAPD 4.3 B-TRAFFIC ACCIDENT INFORMATION-LAPD 4.37 C-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 D-TRAFFIC ACCIDENT STATUS REPORT-LAPD 4.16 E-TRAFFIC ACCIDENT REPORT-LAPD 4.1	TO+2	TO+5		N	N	N		
/PDX/88/	O056.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/88/	O057.	TRANSFER DOCUMENTATION RECORD TYPES:	TO+3	TO+10		N	N	N		

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/PDX/88/	O058.	TRANSFER OF AUTOMOTIVE EQUIPMENT RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/88/	O059.	TRAVEL LOG RECORD TYPES:	TO+1	TO+5		N	N	N
/PDX/88/	O060.	UNUSUAL OCCURRENCE LOG RECORD TYPES:	TO+1	TO+10		N	N	N
/PDX/88/	O061.	VACATION SCHEDULES (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/88/	O062.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/88/	O063.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/88/	O064.	APPROVAL FOR TAKING CITY OWNED VEHICLE HOME OFTER HOURS (LAPD 1.42) FORM: LAPD 1.42 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/88/	O065.	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
/PDX/88/	O066.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/88/	O067.	HAZARDOUS MATERIALS UNIT (HMU) CASE PACKAGES A Analyzed Evidence Report 12.20 B Arrest Report 5.2 C Correspondence D Follow-up Investigation 3.14 E Investigator's Final Report 5.10 F Photos/Sketches/Surveys/Composites G Preliminary Investigation 3.1 H Property Report 10.1 I Receipt for Property Taken into Custody 10.10 J HMU Transportation Form K Complaint Application 5.15.0 L Search Warrants	CL+5	CL+20		N	N	Y

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		M Teletypes									
		N Traffic Reports 4.1/4.11									
		O Company Records									
		P Company Records									
		Q Witnesses 3.11.7									
		R Notes									
		S HMU - Owner Responsibility Citations									
/PDX/88/	O068.	PERSONNEL SERVICE CITATIONS (Books) form 4.5	TO+/03	TO+5	BK	N	N	Y			
/PDX/88/	O069.	DAILY SIGN OUT SHEET (LAPD 15.19) FORM LAPD 15.19	CL+2	CL+5		N	N	N			
/PDX/88/	O070.	DAILY WORK SHEET (LAPD 15.26) FORM LAPD 15.26	TO+2	TO+5		N	N	N			
/PDX/88/	O071.	EXPLOSIVES RELATED DETECTIVE CASE ENVELOPE	CL+2	CL+4		N	N	N			
/PDX/88/	O072.	FLEET GAS RECEIPT FILE	TO+2	TO+5		N	N	N			
/PDX/88/	O073.	EXPLOSIVES SECTION MAJOR CRIME CASE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS...) RECORD TYPES:	CL+5	CL+65		N	N	Y			
		A ANALYZED EVIDENCE REPORT-LAPD 12.20									
		AA TELETYPES									
		B ARREST REPORT-LAPD 5.2									
		BB VEHICLE INVESTIGATION-LAPD 3.7									
		C CHRONOLOGICAL RECORD-LAPD 3.11.6									
		CC VICTIM INFORMATION									
		D COMPUTER PRINTOUTS									
		DD WITNESS FORM-LAPD 3.11.7									
		E CORONER'S RECORDS AND PHOTOS									
		G DEATH INVESTIGATION-LAPD 3.11									
		H FIRE DEPARTMENT EMERGENCY AID REPORT-LAFD 660									
		I FOLLOW-UP INVESTIGATION-LAPD 3.14									
		J FIREARMS/EXPLOSIVE REPORT-TEMP 253									
		K HOMICIDE EVIDENCE NOTIFICATION LOG-LAPD 3.11.3									
		L HOMICIDE NOTIFICATION LIST-LAPD 3.11.2									
		M INVESTIGATOR'S FINAL REPORT-LAPD 5.10									
		N INVESTIGATOR'S NOTES									

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media			Record Type		
			Office	Total	Code	V	H	C	L		

*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.*

		O LATENT FINGERPRINT REPORT-LAPD 5.16									
		P LOS ANGELES CONSOLIDATED BOOKING FORM-LAPD 5.1									
		Q NEWSPAPER CLIPPINGS									
		R PHOTO DISPLAY FOLDER-LAPD 15.50.2									
		S PHOTOS									
		T PRELIMINARY INVESTIGATION REPORT-LAPD 3.7									
		U PRESS RELEASE FORMAT-LAPD 3.11.5									
		V PROGRESS REPORT									
		W PROPERTY RECEIPT-LAPD 10.3									
		X PROPERTY RECEIPT-LAPD 10.1									
		Y SEARCH WARRANTS									
		Z SUSPECT INFORMATION									
/PDX/88/	O074.	OFFICER LOG BOOKS	TO+2	TO+5				N	N	N	
/PDX/88/	O075.	SERGEANT'S DAILY REPORT-LAPD 15.48 FORM LAPD 15.48	TO+2	TO+5				N	N	N	
/PDX/88/	O076.	SUBPOENA FILES RECORD TYPES:	CL+2	CL+4				N	N	N	
		A CONSOLIDATED SUBPOENA LIST									
		B COURT LIST									
		C DECLARATION FOR CONTINUANCE-GENERAL-LAPD 15.51.1									
		D DECLARATION FOR CONTINUANCE-VACATION-LAPD 15.51									
		E OFFICER SUBPOENA RECORD-LAPD 15.29									
		F SUBPOENA									
		G PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33									
/PDX/88/	O077.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD-LAPD 15.10 FORM LAPD 15.10	TO+2	TO+5				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