

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

**Records of: Real Time Analysis and Critical Response Division**  
**/PDX/89/ Los Angeles Police Division**

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

| Sched. No.  | Sched. Item No. | Record Title<br>( 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/89/  | O               | Original Records   |                         |       |       |   |   |             |   |  |  |
| /PDX/89/  | O001.           | CORRESPONDENCE   | AR+2                    | AR+10 | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O002.           | PROJECTS   | AR+3                    | AR+10 | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O003.           | APPLICANT FOLDERS  | TO+2                    | TO+5  | DO    | N | N | N           |   |  |  |
|   |                 | A. TRANSFER APPLICANT DATA SHEET 15.88                     |                         |       |       |   |   |             |   |  |  |
|   |                 | B. SWORN/CIVILIAN ADVANCEMENT & OPPORTUNITY                |                         |       |       |   |   |             |   |  |  |
| /PDX/89/  | O004.           | OFFICIAL DIVISIONAL TIMEBOOK                               | CL+2                    | CL+4  | DO    | N | N | N           |   |  |  |
|   |                 | A. SIGN IN SIGN OUT SHEETS                                 |                         |       |       |   |   |             |   |  |  |
|   |                 | B. DAILY WORKSHEETS  |                         |       |       |   |   |             |   |  |  |
|   |                 | C. TMSHEET CORRECTION 02.30.00                             |                         |       |       |   |   |             |   |  |  |
| /PDX/89/  | O005.           | VACATION SCHEDULE  | TO+2                    | TO+5  | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O006.           | SUBPOENA FILES   | CL+2                    | CL+10 | DO    | N | N | N           |   |  |  |
|   |                 | A. CONSOLIDATED SUBPOENA LIST 6.44.00                      |                         |       |       |   |   |             |   |  |  |
|   |                 | B. DECLARATION FOR CONTINUANCE - GENERAL 15.55.00          |                         |       |       |   |   |             |   |  |  |
|   |                 | C. DECLARATION FOR CONTINUANCE - VACATION 15.55.00         |                         |       |       |   |   |             |   |  |  |
|   |                 | D. COURT LIST  |                         |       |       |   |   |             |   |  |  |
|   |                 | E. EMPLOYEE SUBPOENA RECORD 15.29.00                       |                         |       |       |   |   |             |   |  |  |
|   |                 | F. SUBPOENA  |                         |       |       |   |   |             |   |  |  |
| /PDX/89/  | O007.           | WATCH COMMANDER'S DAILY REPORT (15.80.00)                  | TO+2                    | TO+5  | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O008.           | RACR TELPHONIC LOGS/CHIEF'S 24 HR LOG                      | TO+2                    | TO+5  | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O009.           | RACR INCIDENT / NOTIFICATION LOGS                          | TO+2                    | TO+5  | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O010.           | RACR SERVICE LOGS  | TO+2                    | TO+5  | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O011.           | ARRESTING AGENCY PROBABLE CAUSE LIST (CRIM 660)            | CL+1                    | CL+2  | DO    | N | N | N           |   |  |  |
|   |                 | A. PROBABLE CAUSE DETERMINATION CRIM 064                   |                         |       |       |   |   |             |   |  |  |
| /PDX/89/  | O012.           | FLAGS AT HALF STAFF REPORT                                 | TO+2                    | TO+5  | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O013.           | ARREST OF A FOREIGN NATIONAL REPORT                        | TO+2                    | TO+5  | DO    | N | N | N           |   |  |  |
| /PDX/89/  | O014.           | SKETCH ARTIST REQUEST LOG                                  | CL+2                    | CL+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

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| /PDX/89/  | O015.           | GAS CARD LOGS  | CL+2                    | CL+10 | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O016.           | OUT OF COUNTY REPORT   | TO+2                    | TO+10 | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O017.           | WITNESS RELOCATION LOGS  | TO+2                    | TO+10 | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O018.           | LAPD 24/7 TIPLINE REPORTS  | TO+2                    | TO+5  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O019.           | MEDICAL ALERT  | TO+2                    | TO+5  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O020.           | TRAVEL ORDERS<br>A. FLYING WHILE ARMED ITINERARIES<br>B. REQUEST FOR TRAVEL AUTHORITY 15.72.00<br>C. REQUEST FOR INVESTIGATIVE TRAVEL 15.70.00 | TO+2                    | TO+5  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O021.           | BLUE ALERT FILE  | TO+5                    | TO+10 | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O022.           | CASE ALERT FILE  | TO+5                    | TO+10 | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O023.           | AMBER ALERT FILE   | TO+5                    | TO+10 | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O024.           | RACR DOC ACTIVATION LOGS   | TO+2                    | TO+5  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O025.           | EMPLOYEE COMMENT SHEETS (01.77.00)   | TO+2                    | TO+4  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O026.           | RACR HOMICIDE LOG  | TO+2                    | TO+5  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O027.           | REQUEST FOR TRANSCRIPTS  | TO+2                    | TO+10 | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O029.           | GRANTS FILE  | CL+2                    | CL+5  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O030.           | GRIEVANCE FILE   | TO+2                    | TO+5  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O031.           | BUDGET REPORTS   | TO+3                    | TO+3  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O032.           | LOCKER LOG   | CL+2                    | CL+4  | DO   | N     | N | N |             |  |  |
| /PDX/89/  | O033.           | OVERTIME REPORTS (02.34.00)  | TO+3                    | TO+5  | DO   | N     | N | N |             |  |  |

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