

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

**Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF SPEC SERVICES: ORGANIZED CRIME**

**/PDX/90/** *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/90/	O	ORIGINAL RECORDS							
/PDX/90/	O001.	CORRESPONDENCE (INVESTIGATIONS, INQUIRY & RESPONSE) RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y	
/PDX/90/	O002.	CORRESPONDENCE (INCOMING) RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/PDX/90/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/90/	O004.	CORRESPONDENCE (TELEPHONE) RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/PDX/90/	O005.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR DIVISION OF NEW ASSIGNMENT ) RECORD TYPES: Confidential A-ADDRESS & PHONE NO. RECORD-LAPD 01.20 B-COMPENSATORY EQUIVALENT TIME OFF RECORD-LAPD 15.05	TE	TE		N	N	Y	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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- C-COMPLAINT HISTORY-LAPD 01.06.2
- D-DUTY CERTIFICATE-PDAS 43
- E-EMPLOYEE EVALUATION REPORT-PDAS 28
- F-EMPLOYEE RECORD FORM-LAPD 01.38
- G-EMPLOYEE'S REPORT-LAPD 15.07
- H-EMPLOYEE TRANSFER DATA-LAPD 01.34
- I-INCIDENT RECORD-LAPD 1.27
- J-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.01
- K-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.02
- L-KEY RECEIPT-LAPD 11.14
- M-OFFICER EMPLOYEE INVENTORY-LAPD 01.26
- N-PERFORMANCE EVALUATION REPORT-LAPD 01.78
- O-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 01.47
- P-PERSONNEL RATING REPORT-LAPD 01.78
- Q-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36
- O-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 01.47
- P-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6
- Q-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36
- R-SICK OR INJURY REPORT-LAPD 01.30
- S-UNIFORM INSPECTION RECORD-LAPD 01.41

/PDX/90/	O006.	EXPENDITURE OF SECRET SERVICE FUNDS (EXPENSE CHITS) (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES: Confidential	TO+3	TO+5		N	N	Y
/PDX/90/	O007.	FIELD INTERVIEW CARD (LAPD 15.43) (PURGE IF NO ACTIVITY IN 2 YEARS OR OBSOLETE ) FORM: LAPD 15.43 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/90/	O008.	INTELLIGENCE REPORTS (LAPD 01.89) FORM: LAPD 01.89 RECORD TYPES: Confidential A-RESUMES B-ASSESSMENTS	TO+2	TO+10		N	N	Y

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/PDX/90/	O009.	MONIKER FILE RECORD TYPES: Confidential	TO+2	TO+10	N	N	Y		
/PDX/90/	O010.	MULTIPLE TELEPHONE LISTING INQUIRY REQUEST (LAPD 07.12) FORM: LAPD 07.12 RECORD TYPES: Confidential	TO+2	TO+5	N	N	Y		
/PDX/90/	O011.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES:	TO+10	PE	N	N	N		
/PDX/90/	O012.	PERMIT TO REGULARLY HOME GARAGE A DEPARTMENT VEHICLE (LAPD 01.46) FORM: LAPD 01.46 RECORD TYPES: Confidential A-OFF HOUR MONTHLY ACTIVITY LOG-LAPD 11.33	TO+2	TO+5	N	N	Y		
/PDX/90/	O013.	PHOTOGRAPHS (RETAIN PHOTOS OF ACTIVE SUBJECTS ) RECORD TYPES: Confidential	TO+2	TO+10	N	N	Y		
/PDX/90/	O014.	SINGLE TELEPHONE LISTING INQUIRY REQUEST (LAPD 07.12) FORM: LAPD 07.12 RECORD TYPES: Confidential	TO+2	TO+5	N	N	Y		

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/PDX/90/	O015.	TELEPHONE NUMBER INDEX CARDS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/PDX/90/	O016.	TIMEKEEPING RECORDS RECORD TYPES: A-DAILY SIGNOUT SHEETS-LAPD 15.19 B-OFFICIAL TIME BOOK-LAPD 15.30.1 C-UNOFFICIAL TIME BOOK-LAPD 15.30 D-OVERTIME REPORTS-LAPD 2.24	TO+2	TO+5		N	N	N	
/PDX/90/	O017.	VEHICLE ASSIGNMENT REPORTS RECORD TYPES: A-GAS CREDIT CARD LOG-LAPD 11.01 B-MONTHLY VEHICLE INSPECTION-LAPD 15.7 C-VEHICLE DAMAGE LOG-LAPD 15.67	TO+1	TO+5		N	N	N	
/PDX/90/	O018.	VEHICLE INFORMATION CARDS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/PDX/90/	O019.	VICE/INFORMATION CARDS (INDIVIDUALS & BUS.) (LAPD 15.36) (PURGE IF NO ACTIVITY IN 5 YEARS, DECEASED OR OBSOLETE. ) FORM: LAPD 15.36 RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y	

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/PDX/90/	O020.	VICE/INFORMATION CARDS (NEWSPAPER CLIPPINGS) (LAPD 15.36) (TRANSFER TO CITY ARCHIVES.) FORM: LAPD 15.36 RECORD TYPES: Confidential	TO+10	PE				N	N	Y
/PDX/90/	O021.	WEEKLY BRIEFING (TEMP 178) FORM: TEMP 178 RECORD TYPES: Confidential	TO+2	TO+5				N	N	Y
/PDX/90/	O022.	INVESTIGATOR'S NOTES (IF INTELLIGENCE REPORT IS CREATED, FILE WITH REPORT ) RECORD TYPES: Confidential	TO+2	TO+10				N	N	Y
/PDX/90/	O023.	INFORMANT FOLDER (IF LITIGATION PENDING, RETAIN FOLDER AN ADDITIONAL 10 YEARS. ) RECORD TYPES: Confidential A-CERTIFICATION OF PAYMENT B-INFORMANT CONTACT CONTROL FORM C-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 D-JUVENILE PARENTAL CONSENT FORM E-SPECIAL CONSENT FORM F-VICE/INFORMATION CARD-LAPD 15.36	AR+2	AR+10				N	N	Y
/PDX/90/	O024.	F-VICE/INFORMATION CARD-LAPD 15.36 OCID STATION FUND BANK STATEMENTS, CANCELLED CHECKS ... RECORD TYPES:	TO+2	TO+10				N	N	N

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/PDX/90/	O025.	INVESTIGATOR'S DAILY LOG BOOK RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/90/	O026.	TELEPHONE MESSAGE LOG BOOK RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/PDX/90/	O027.	UTILITY SUBSCRIBER LOG BOOKS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/PDX/90/	O028.	OFFICER SUBPOENA RECORD (LAPD 15.29) FORM: LAPD 15.29 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/90/	O029.	LOCKER AND FIREARM INSPECTION REPORT (LAPD 15.7) FORM: LAPD 15.7 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/90/	O030.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65) FORM: LAPD 15.65 RECORD TYPES:	TO+2	TO+5		N	N	N	

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/PDX/90/	O031.	TRANSFER DOCUMENTATION (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES: Confidential	TO+3	TO+5		N	N	Y	
/PDX/90/	O032.	MISCELLANEOUS INVESTIGATIONS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/90/	O033.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/90/	O034.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/90/	O035.	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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