

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/MAJOR CRIMES DIVISION / ANALYSIS SECTION

/PDX/91/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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

/PDX/91/	O	ORIGINAL RECORDS									
/PDX/91/	O001.	BACKGROUND FOLDERS (DIVISIONAL) RECORD TYPES: Confidential A-EMPLOYEE EVALUATION REPORT PDAS 28-LAPD 1.78.3 B-EMPLOYEES REPORT-LAPD 15.07 C-MEDICAL HISTORY-LAPD 1.49 D-NOTES E-TESTS F-TRANSFER APPLICANT DATA-LAPD 15.88	TO+3	TO+5				N	N	Y	
/PDX/91/	O002.	F-TRANSFER APPLICANT DATA-LAPD 15.88 CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Confidential	AR+2	AR+10				N	N	Y	
/PDX/91/	O003.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) RECORD TYPES: Confidential A-ADDRESS AND PHONE NUMBER RECORD-LAPD 1.20 B-DUTY CERTIFICATE-PDAS 43 C-EMPLOYEE EVALUATION REPORT-PDAS 28 D-EMPLOYEE'S REPORT-LAPD 15.07.1 E-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 F-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.02 G-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 I-PERFORMANCE EVALUATION REPORT-LAPD 1.78	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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		J-PERSONNEL HISTORY SUMMARY-LAPD 1.6 K-PROBATIONARY CIVILIAN EVALUATION-LAPD 1.78.3 L-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36 M-RETURN TO DUTY REPORT-LAPD 1.29 N-WORK HISTORY SUMMARY-LAPD 1.6.1									
/PDX/91/	O004.	INTELLIGENCE INDEX CARDS (LAPD 15.36) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS...) FORM: LAPD 15.36 RECORD TYPES: Confidential A-PHOTOGRAPHS	TO+10	TO+10		N	N	Y			
/PDX/91/	O005.	INTELLIGENCE FILES (REC SERIES ALSO HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS...) RECORD TYPES: Confidential A-BULLETINS B-CORRESPONDENCE C-INTELLIGENCE REPORTS-LAPD 1.89 D-OTHER AGENCY CRIME REPORTS E-PHOTOGRAPHS F-PUBLICATIONS G-TELETYPES H-TRANSCRIPTS	TO+10	TO+10		N	N	Y			
/PDX/91/	O006.	F-PUBLICATIONS OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N			
/PDX/91/	O007.	TELETYPE MESSAGE NUMBER LOG (LAPD 7.23) FORM: LAPD 7.23 RECORD TYPES:	TO+2	TO+5		N	N	N			

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/PDX/91/	O008.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4	N	N	N
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/PDX/91/	O009.	PRELIMINARY INVESTIGATION FILE (LAPD 15.50) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS...) FORM: LAPD 15.50 RECORD TYPES: Confidential A-CASE PACKAGE B-FOLLOW-UP REPORTS-LAPD 3.14 C-NOTES D-OUTSIDE AGENCY REPORTS E-PHOTOGRAPHS F-PRELIMINARY INVESTIGATION REPORT-LAPD 3.01 G-SPECIAL INVESTIGATION REPORT	AR	AR+4	N	N	Y
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/PDX/91/	O010.	F-PRELIMINARY INVESTIGATION REPORT-LAPD 3.01 LEGAL PROCESSES RECORD TYPES: A-COMPLAINTS B-DEPOSITIONS C-DISCOVERY REQUESTS D-INTERROGATORIES E-LEGAL RESEARCHERS F-MOTIONS G-NOTICES H-SUBPOENAS	AR	AR+4	N	N	N
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/PDX/91/	O011.	F-MOTIONS 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/91/	O012.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10	N	N	Y		
/PDX/91/	O013.	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/91/	O014.	SUSPICIOUS ACTIVITY REPORTS (SAR) FORM: 3.01 RECORD TYPES: Confidential	CL+2	CL+5	DO	N	N	Y	
/PDX/91/	O015.	SAR FOLLOW UP REPORTS FORM: 3.14 RECORD TYPES: Confidential	CL+2	CL+5	DO	N	N	Y	
/PDX/91/	O016.	SUSPICIOUS ACTIVITY REPORTS (SAR) UNFOUNDED FORM: 3.24.00 RECORD TYPES: Confidential	CL+1	CL+1	DO	N	N	Y	
/PDX/91/	O017.	SUSPICIOUS ACTIVITY REPORT, FOLLOW-UP UNFOUNDED FORM: 3.14 RECORD TYPES: Confidential	CL+1	CL+1	DO	N	N	Y	

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