

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/VICE DIVISION
/PDX/94/ (formerly Administrative Vice Division)

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 |

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/94/ | O | ORIGINAL RECORDS | | | | | | | |
| /PDX/94/ | O001. | ABATEMENT PACKAGES RECORD TYPES: | TO+3 | TO+10 | | N | N | N | |
| /PDX/94/ | O002. | BINGO LICENSE RECORD TYPES: | EX+2 | | | N | N | N | |
| /PDX/94/ | O003. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+2 | AR+10 | | N | N | N | |
| /PDX/94/ | O004. | CREDIT CARD TELEPHONE CALLS RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/94/ | O005. | DAILY WORK SHEET (LAPD 15-26) (ON/OFF-DUTY TIMES) FORM: LAPD 15-26 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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/94/ | O006. | DIVISIONAL PERSONNEL FOLDERS (LAPD 01.01) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 01.01 RECORD TYPES: Confidential A-CITIZEN LETTERS OF COMMENDATION B-DUTY CERTIFICATE-PDAS 43 C-EMPLOYEE RECORD FORM-LAPD 01.38 D-MISCELLANEOUS COMPLAINT OR CRIME REPORT-LAPD 3.10 E-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 01.30 F-NOTIFICATION OF COMPLETION OF TRAINING G-OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 H-OFFICER EMPLOYEE INVENTORY-LAPD 1.26 I-OFFICERS TRAINING RECORD-LAPD TEMP 75 J-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 K-PERFORMANCE EVALUATION REPORT-LAPD 01.78 L-PERSONAL HISTORY SUMMARY-LAPD 1.6 M-PHYSICAL FITNESS EVALUATION-LAPD 01.31 N-RECRUIT EVALUATION REPORT-LAPD 1.36 O-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36 | TE | TE | | N | N | Y |
| /PDX/94/ | O007. | EMPLOYEE'S REPORT (LAPD 15.07) FORM: LAPD 15.07 RECORD TYPES: | TO+2 | TO+5 | | N | N | N |
| /PDX/94/ | O008. | FICTITIOUS DRIVER'S LICENSE FORMS RECORD TYPES: Confidential | TO+5 | TO+10 | | N | N | Y |
| /PDX/94/ | O009. | INFORMANT SOURCE CARD RECORD TYPES: Confidential | TO+10 | TO+10 | | N | N | Y |

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|----------|-------|---|------|------|--|---|---|---|--|
| /PDX/94/ | O011. | INVESTIGATOR'S DAILY LOG BOOK (LAPD 12.10) FORM: LAPD 12.10 RECORD TYPES: Confidential | TO+3 | TO+5 | | N | N | Y | |
| /PDX/94/ | O012. | OFFICER SUBPOENA RECORD (LAPD 15.29) FORM: LAPD 15.29 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/94/ | O013. | OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES: | CL+2 | CL+4 | | N | N | N | |
| /PDX/94/ | O014. | OVERTIME REPORTS (LAPD 02.24) FORM: LAPD 02.24 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/94/ | O015. | SECRET SERVICE EXPENDITURE (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /PDX/94/ | O016. | TELEPHONE MESSAGE LOG BOOK | TO+2 | TO+5 | | N | N | N | |

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RECORD TYPES:

| | | | | | | | | | |
|----------|-------|--|-------|-------|--|---|---|---|--|
| /PDX/94/ | 0017. | TRAINING PUBLICATION RECEIPT (LAPD 01.42) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 01.42 RECORD TYPES: | TE | TE | | N | N | N | |
| /PDX/94/ | 0018. | VICE/INTELLIGENCE CARD (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES: Confidential | TO+10 | TO+10 | | N | N | Y | |
| /PDX/94/ | 0019. | VICE ARREST INDEX CARDS RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /PDX/94/ | 0020. | VICE INTELLIGENCE INDEX CARDS RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /PDX/94/ | 0021. | VICE REPORTS (LAPD 03.18) (TRANSFERRED FROM PDX 94 DUP RETEN SCHED (ITEM 32)) FORM: LAPD 03.18 RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |

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| /PDX/94/ | O022. | PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential | TO+2 | TO+10 | | N | N | Y | | |
| /PDX/94/ | O023. | INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential | TO+2 | TO+10 | | N | N | Y | | |
| /PDX/94/ | O024. | 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/94/ | O028. | MASTER PIMP FILE DATABASE | PE | PE | DO | N | N | N | | |

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