

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF THE CHIEF OF POLICE

/PDX/95/ *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 V H C L			
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/PDX/95/	O	ORIGINAL RECORDS							
/PDX/95/	O001.	ACTIVITY REPORT - CHIEF OF POLICE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/PDX/95/	O002.	ACTIVITY REPORT - COMMUNITY RELATIONS RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/95/	O003.	ACTIVITY REPORT - OLYMPIC GAMES PLANNING GROUP (TRANSFERRED TO CITY ARCHIVES) RECORD TYPES: Historical	CL	PE		N	Y	N	
/PDX/95/	O004.	ACTIVITY REPORT - PRESS RELATIONS RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/95/	O005.	ACTIVITY REPORT - WOMEN'S COORDINATOR RECORD TYPES:	TO+2	TO+10		N	N	N	

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/PDX/95/	O006.	ACTIVITY REPORT - CHIEF OF STAFF RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/95/	O007.	ACTIVITY REPORT - INSPECTION & CONTROL RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/95/	O008.	ACTIVITY REPORT - LIAISON SECTION RECORD TYPES:	TO+2	TO+10				N	N	N	
/PDX/95/	O009.	ADMINISTRATIVE APPEAL (INTERNAL DISCIPLINE) RECORD TYPES: Confidential	CL+5	CL+25				N	N	Y	
/PDX/95/	O010.	APPLICANT IDENTIFICATION REPORT (FINGERPRINT CARD) (LAPD 05.05) FORM: LAPD 05.05 RECORD TYPES: Confidential A-APPLICATIONS FOR PRESS PASS B-CORRESPONDENCE	TO+3	TO+10				N	N	Y	
/PDX/95/	O011.	AUDITS - BY INSPECTION & CONTROL OF DEPARTMENT OPERATIONS RECORD TYPES: Confidential	SU	SU+25				N	N	Y	

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A-REPORTS
 B-CORRESPONDENCE

/PDX/95/	O012.	BOARD OF INQUIRY RECORDS RECORD TYPES: Confidential A-CORRESPONDENCE B-REPORTS C-TAPES	TO+5	TO+10				N	N	Y
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/PDX/95/	O013.	CHIEF OF POLICE FUND LEDGERS (INCLUDES CHECK BOOKS AND DEPOSIT BOOKS) RECORD TYPES:	CL+2	CL+10				N	N	N
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/PDX/95/	O014.	CHIEF OF POLICE FUND CANCELLED CHECKS RECORD TYPES:	TO+4	TO+10				N	N	N
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/PDX/95/	O015.	COMMUNITY SURVEYS RECORD TYPES:	TO+2	TO+10				N	N	N
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/PDX/95/	O016.	CORRESPONDENCE CONTROL RECORD (LAPD01.09.) (INDEX TO GENERAL FILES CORRESPONDENCE) FORM: LAPD01.09. RECORD TYPES:	CL+10	CL+10				N	N	N
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O017.

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/PDX/95/		CORRESPONDENCE (INTER AND INTRA) RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/95/	O018.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+10		N	N	N
/PDX/95/	O019.	CORRESPONDENCE & SUBJECT FILES OLYMPIC GAMES PLANNING GRP (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER HISTORICAL DATA TO ARCHIVES) RECORD TYPES:	AR	AR+10		N	N	N
/PDX/95/	O020.	CRIMINAL CASE DOCUMENTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/95/	O021.	GENERAL FILE CORRESPONDENCE RECORD TYPES: Confidential	CL	CL+10		N	N	Y
/PDX/95/	O022.	GRIEVANCES (ARBITRATION) (LAPD 15.07) (GRIEVANCES WHICH HAVE GONE TO ARBITRATION; REC SERIES IN VARIED MEDIA, IE., PHOTOS) FORM: LAPD 15.07 RECORD TYPES: A-ARBITRATIONS	CL+2	CL+4		N	N	N

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		B-CORRESPONDENCE C-REPORTS D-TRANSCRIPTS E-CHARTS F-GRAPHS G-PHOTOS H-INVESTIGATOR NOTES I-AUDIO TAPES F-GRAPHS									
/PDX/95/	O023.	GRIEVANCES (DEAD) (GRIEVANCES WHICH HAVE NOT BEEN FILED FOR ARBITRATION) RECORD TYPES: A-CORRESPONDENCE B-REPORTS C-INVESTIGATOR NOTES	TO+2	TO+5				N	N	N	
/PDX/95/	O024.	INDEX CARDS (INTER AND INTRA CORRESPONDENCE) RECORD TYPES:	TO+4	TO+10				N	N	N	
/PDX/95/	O025.	LIBERTY INTEREST HEARING REPORTS RECORD TYPES: Confidential	TO+5	TO+25				N	N	Y	
/PDX/95/	O026.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+1	PE				N	Y	N	
/PDX/95/	O027.	NOTICES OF CONSENT (830.1 P. C.) RECORD TYPES:	SU+2	SU+10				N	N	N	

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/PDX/95/	O028.	OFFICIAL DIVISIONAL TIME BOOK RECORD TYPES: Confidential A - Overtime Reports "Greenies" (Form 2.240) C - Timesheet Correctios (Form 2.30) D - Weekly Timesheets E - Deployment Schedule F - Checkout Sign Out Roster G - Daily Sing In Sheets H - Summary of Overtime Reports (SOTR)	TO+2	TO+5	DO						
/PDX/95/	O029.	PERSONNEL FOLDERS - DIVISIONAL (LAPD 01.01) (TRANSFER TO PERSONNEL DIVISION OR NEW EMPLOYEE'S DIVISION) FORM: LAPD 01.01 RECORD TYPES: Confidential A-COMMENDATION LETTERS B-DUTY CERTIFICATE-PDAS 430 C-EMPLOYEES EVALUATION REPORT-PDAS 28 D-EMPLOYEES REPORT-LAPD 15.07.1 E-KEY RECEIPT-LAPD 11.14 F-NOTICE OF COMMENDATION-GEN FORM 79 G-NOTIFICATION OF COMPLETION OF TRAINING-PDMER 1-10M H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN FORM 41 I-PERFORMANCE EVALUATION REPORT-LAPD 0.133... J-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 01.47 K-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36 L-SICK OR INJURY REPORT-LAPD 01.30	TE	TE				N	N	Y	
/PDX/95/	O030.	PRESS PASS INDEX CARDS (LAPD 02.13) FORM: LAPD 02.13 RECORD TYPES:	EX+10						N	N	N
/PDX/95/	O031.	PROJECT FILES	CL+2	CL+4					N	N	Y

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		RECORD TYPES: Confidential A-REPORTS B-PUBLICATIONS C-CORRESPONDENCE D-WORKING PAPERS							
/PDX/95/	O032.	SECRET SERVICE FUND LEDGER (INCLUDES CHECK BOOKS AND DEPOSIT BOOKS) RECORD TYPES: Confidential	CL+2	CL+4		N	N	Y	
/PDX/95/	O033.	SECRET SERVICE FUND CANCELLED CHECKS RECORD TYPES: Confidential	TO+4	TO+5		N	N	Y	
/PDX/95/	O034.	SWORN/CIVILIAN PERSONNEL ROSTER RECORD TYPES: Confidential	SU+2	SU+4		N	N	Y	
/PDX/95/	O035.	UNFAIR EMPLOYEE RELATIONS PRACTICE RECORD TYPES: A-REPORTS B-CORRESPONDENCE C-WORKSHEETS D-PUBLICATIONS E-TRANSCRIPTS F-INVESTIGATOR NOTES	TO+5	TO+10		N	N	N	
		F-INVESTIGATOR NOTES							

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/PDX/95/	O036.	WANG DISKS (INTER AND INTRA CORRESPONDENCE INDEX) (SUPERCEDES INDEX CARDS) RECORD TYPES: A-REPORTS B-CORRESPONDENCE C-WORKSHEETS D-PUBLICATIONS E-TRANSCRIPTS F-INVESTIGATOR NOTES	TO+4	TO+10	N	N	N		
		F-INVESTIGATOR NOTES							
/PDX/95/	O037.	WANG DISKS (INTER AND INTRA CORRESPONDENCE INDEX) (SUPERCEDES INDEX CARDS) RECORD TYPES:	TO+4	TO+10	N	N	N		
/PDX/95/	O038.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10	N	N	Y		
/PDX/95/	O039.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10	N	N	Y		
/PDX/95/	O040.	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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/PDX/95/	O042.	USE OF FORCE CASE PACKAGES A. OIS - OFFICER INVOLVED SHOOTING B. LERII - LAW ENFORCEMENT RELATED INJURY INVESTIGATION C. ICD - IN CUSTODY DEATH D. LEARD - LAW ENFORCEMENT ACTIVITY RELATED DEATH E. NR - NECK RESTRAINT	TO+2	PE	DO	N	N	Y			
/PDX/95/	O043.	OCOP SCHEDULING DOCUMENTS A. Chief's Daily Book B. Regrets	TO+1	PE	DO	N	N	Y			
/PDX/95/	O044.	POLICE CHECK SIGN OUT ROSTER (ORIGINAL)	TO+2	TO+2	DO	N	N	N			

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