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

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

**Certified per Section 12.3 of Los Angeles Administrative Code**

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>--Retention (YEARS)--</th>
<th>Media Code</th>
<th>Record Type</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>/PDX/95/</th>
<th>O</th>
<th>ORIGINAL RECORDS</th>
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<table>
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<tr>
<th>/PDX/95/</th>
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<th>ACTIVITY REPORT - CHIEF OF POLICE</th>
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<tr>
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<td>(TRANSFER TO CITY ARCHIVES)</td>
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<td>RECORD TYPES: Historical</td>
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<th>/PDX/95/</th>
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<th>ACTIVITY REPORT - COMMUNITY RELATIONS</th>
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**Retention Codes:**  
AU=Audit  AR=Annual Review  CL=Closed  CO=Completion  CA=Canceled  EX=Expiration  PE=Permanent  SU=Superceded  TE=Termination  TO=The Date of the Record, i.e. the "To Date"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
## Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF THE CHIEF OF POLICE

### Original Records

<table>
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<tr>
<th>Sched. No.</th>
<th>Item No.</th>
<th>Record Title</th>
<th>Record Type</th>
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<tr>
<td>/PDX/95/</td>
<td>O006.</td>
<td>ACTIVITY REPORT - CHIEF OF STAFF</td>
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<td>O007.</td>
<td>ACTIVITY REPORT - INSPECTION &amp; CONTROL</td>
<td>VHCN</td>
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<td>/PDX/95/</td>
<td>O008.</td>
<td>ACTIVITY REPORT - LIAISON SECTION</td>
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<td>/PDX/95/</td>
<td>O009.</td>
<td>ADMINISTRATIVE APPEAL (INTERNAL DISCIPLINE)</td>
<td>VHCN</td>
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<td>/PDX/95/</td>
<td>O010.</td>
<td>APPLICANT IDENTIFICATION REPORT (FINGERPRINT CARD) (LAPD 05.05)</td>
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<td>/PDX/95/</td>
<td>O011.</td>
<td>AUDITS - BY INSPECTION &amp; CONTROL DEPARTMENT OPERATIONS</td>
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- **RECORD TYPE:**
  - V=VITAL
  - H=HISTORICAL
  - C=CONFIDENTIAL
  - L=LEGAL

- **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

- **RETENTION CODES:**
  - AU=AUDIT
  - AR=ANNUAL REVIEW
  - CL=CLOSED
  - CO=CANCELLATION
  - CA=CANCELLED
  - EX=EXPIRATION
  - PE=PERMANENT
  - SU=SUPERCEDED
  - TE=TERMINATION
  - TO=THE DATE OF THE RECORD, i.e. the "TO DATE"
Records of:  LOS ANGELES POLICE DEPARTMENT/OFFICE OF THE CHIEF OF POLICE

City of Los Angeles
Departmental Records Disposition Schedule
Original Records


Date: August 28, 2018

Departmental Records Disposition Schedule

Original Records

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.

A-REPORTS
B-CORRESPONDENCE

RECORD TYPE:       V=VITAL  H=HISTORICAL  C=CONFIDENTIAL  L=LEGAL

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<tr>
<th>Sched. No.</th>
<th>Item No.</th>
<th>Record Title</th>
<th>Description / Sub Categories / Remarks</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
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<tr>
<td>/PDX/95/</td>
<td>0012</td>
<td>BOARD OF INQUIRY RECORDS</td>
<td>RECORD TYPES: Confidential A-CORRESPONDENCE B-REPORTS C-TAPES</td>
<td>TO+5 TO+10</td>
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<td>/PDX/95/</td>
<td>0013</td>
<td>CHIEF OF POLICE FUND LEDGERS</td>
<td>(INCLUDES CHECK BOOKS AND DEPOSIT BOOKS ) RECORD TYPES:</td>
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<td>/PDX/95/</td>
<td>0014</td>
<td>CHIEF OF POLICE FUND CANCELLED CHECKS</td>
<td>RECORD TYPES:</td>
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<td>/PDX/95/</td>
<td>0015</td>
<td>COMMUNITY SURVEYS</td>
<td>RECORD TYPES:</td>
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<td>/PDX/95/</td>
<td>0016</td>
<td>CORRESPONDENCE CONTROL RECORD (LAPD01.09.)</td>
<td>(INDEX TO GENERAL FILES CORRESPONDENCE ) FORM: LAPD01.09. RECORD TYPES:</td>
<td>CL+10 CL+10</td>
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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
## Departmental Records Disposition Schedule

**Original Records**

### Records of:

**LOS ANGELES POLICE DEPARTMENT/OFFICE OF THE CHIEF OF POLICE**

Certified per Section 12.3 of Los Angeles Administrative Code

### Sched. Item No. | Record Title |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>/PDX/95/</strong></td>
<td>CORRESPONDENCE (INTER AND INTRA)</td>
</tr>
</tbody>
</table>

**RECORD TYPES:**

- 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.

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<thead>
<tr>
<th>Sched. No.</th>
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<tbody>
<tr>
<td>/PDX/95/</td>
<td>0018.</td>
<td>CORRESPONDENCE AND SUBJECT FILES</td>
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</table>

**RECORD TYPES:**

- CORRESPONDENCE & SUBJECT FILES OLYMPIC GAMES PLANNING GRP
- RECORD SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER HISTORICAL DATA TO ARCHIVES

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>/PDX/95/</td>
<td>0020.</td>
<td>CRIMINAL CASE DOCUMENTS</td>
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</table>

**RECORD TYPES:**

- CRIMINAL CASE DOCUMENTS
- RECORD TYPES: Confidential

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<tr>
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<tbody>
<tr>
<td>/PDX/95/</td>
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**RECORD TYPES:**

- GENERAL FILE CORRESPONDENCE
- RECORD TYPES: Confidential

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<tr>
<td>/PDX/95/</td>
<td>0022.</td>
<td>GRIEVANCES (ARBITRATION) (LAPD 15.07)</td>
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</table>

**RECORD TYPES:**

- GRIEVANCES (ARBITRATION) (LAPD 15.07)
- REC SERIES IN VARIED MEDIA, IE., PHOTOS

### Retention (YEARS) | Media Code | Record Type
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<tr>
<td>AR</td>
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<td>N N N</td>
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<td>TO+10</td>
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<td>CL</td>
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CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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<th>Record Type</th>
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<td>0023</td>
<td>/PDX/95/</td>
<td>GRIEVANCES (DEAD)</td>
<td>(GRIEVANCES WHICH HAVE NOT BEEN FILED FOR ARBITRATION)</td>
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<td>0024</td>
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<td>INDEX CARDS (INTER AND INTRA CORRESPONDENCE)</td>
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<td>LIBERTY INTEREST HEARING REPORTS</td>
<td>RECORD TYPES: Confidential</td>
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<td>NOTICES OF CONSENT (830.1 P. C.)</td>
<td>RECORD TYPES:</td>
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## City of Los Angeles
### Departmental Records Disposition Schedule

**Original Records**

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

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<td>/PDX/95/</td>
<td>O028.</td>
<td>OFFICIAL DIVISIONAL TIME BOOK</td>
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<td>A - Overtime Reports “Greenies” (Form 2.240)</td>
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<td>H - Summary of Overtime Reports (SOTR)</td>
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<td>PERSONNEL FOLDERS - DIVISIONAL (LAPD 01.01)</td>
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<td>B - DUTY CERTIFICATE-PDAS 430</td>
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<td>C - EMPLOYEES EVALUATION REPORT-PDAS 28</td>
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<td>O030.</td>
<td>PRESS PASS INDEX CARDS (LAPD 02.13)</td>
<td>EX+10</td>
<td></td>
<td>N</td>
<td>N</td>
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<tr>
<td></td>
<td></td>
<td>FORM: LAPD 02.13</td>
<td>RECORD TYPES:</td>
<td></td>
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<tr>
<td>/PDX/95/</td>
<td>O031.</td>
<td>PROJECT FILES</td>
<td></td>
<td>CL+2</td>
<td>CL+4</td>
<td>N</td>
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<td></td>
<td></td>
<td></td>
<td>RECORD TYPE: V=VITAL</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Certified per Section 12.3 of Los Angeles Administrative Code**

---

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.

---

**RetentionPolicy: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CA=CANCELED 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
### 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.

### RECORD TYPES:
- Confidential
- A-REPORTS
- B-PUBLICATIONS
- C-CORRESPONDENCE
- D-WORKING PAPERS

### MEDIA CODES:
- AT=AUDIO TAPE
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### Retention (YEARS) | Media 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.

### Schedule

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>Retention (YEARS)</th>
<th>Media Code</th>
<th>V</th>
<th>H</th>
<th>C</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/95/</td>
<td>O032.</td>
<td>SECRET SERVICE FUND LEDGER</td>
<td>(INCLUDES CHECK BOOKS AND DEPOSIT BOOKS)</td>
<td>CL+2</td>
<td>CL+4</td>
<td>N</td>
<td>N</td>
<td>Y</td>
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<tr>
<td>/PDX/95/</td>
<td>O033.</td>
<td>SECRET SERVICE FUND CANCELLED CHECKS</td>
<td></td>
<td>TO+4</td>
<td>TO+5</td>
<td>N</td>
<td>N</td>
<td>Y</td>
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<tr>
<td>/PDX/95/</td>
<td>O034.</td>
<td>SWORN/CIVILIAN PERSONNEL ROSTER</td>
<td></td>
<td>SU+2</td>
<td>SU+4</td>
<td>N</td>
<td>N</td>
<td>Y</td>
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<tr>
<td>/PDX/95/</td>
<td>O035.</td>
<td>UNFAIR EMPLOYEE RELATIONS PRACTICE</td>
<td></td>
<td>TO+5</td>
<td>TO+10</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

### Retention Codes:
- AU=AUDIT
- AR=ANNUAL REVIEW
- CL=CLOSED
- CO=COMPLETION
- CA=CANCELLED
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- V=VITAL
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Records of:  LOS ANGELES POLICE DEPARTMENT/OFFICE OF THE CHIEF OF POLICE

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>Office</th>
<th>Total</th>
<th>Code</th>
<th>Record Type</th>
</tr>
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<tbody>
<tr>
<td>/PDX/95/</td>
<td>O036.</td>
<td>WANG DISKS (INTER AND INTRA CORRESPONDENCE INDEX)</td>
<td>(SUPERCEDES INDEX CARDS) RECORD TYPES: A-REPORTS B-CORRESPONDENCE C-WORKSHEETS D-PUBLICATIONS E-TRANSCRIPTS F- INVESTIGATOR NOTES</td>
<td>TO+4</td>
<td>TO+10</td>
<td>N N N</td>
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<tr>
<td>/PDX/95/</td>
<td>O037.</td>
<td>WANG DISKS (INTER AND INTRA CORRESPONDENCE INDEX)</td>
<td>(SUPERCEDES INDEX CARDS) RECORD TYPES: F- INVESTIGATOR NOTES</td>
<td>TO+4</td>
<td>TO+10</td>
<td>N N N</td>
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<tr>
<td>/PDX/95/</td>
<td>O038.</td>
<td>PERSONNEL COMPLAINT ENVELOPE</td>
<td>(1.81.11) RECORD TYPES: Confidential</td>
<td>TO+2</td>
<td>TO+10</td>
<td>N N Y</td>
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<tr>
<td>/PDX/95/</td>
<td>O039.</td>
<td>INVESTIGATIVE MATERIAL CONTROL LOG</td>
<td>(1.81.12) RECORD TYPES: Confidential</td>
<td>TO+2</td>
<td>TO+10</td>
<td>N N Y</td>
<td></td>
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<tr>
<td>/PDX/95/</td>
<td>O040.</td>
<td>EMPLOYEE COMMENT SHEET</td>
<td>(WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:</td>
<td>TO+2</td>
<td>TO+5</td>
<td>N N N</td>
<td></td>
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<th>Retention (YEARS)</th>
<th>Media Code</th>
<th>Record Type</th>
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<tbody>
<tr>
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<td>Original Records</td>
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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

/PDX/95/ O043. OCOP SCHEDULING DOCUMENTS
A. Chief's Daily Book
B. Regrets

/PDX/95/ O044. POLICE CHECK SIGN OUT ROSTER (ORIGINAL)

Retention Codes:
- AU=audit
- AR=annual review
- CL=closed
- CO=completion
- CA=cancelled
- EX=expiration
- PE=permanent
- SU=superseded
- TE=termination
- TO=the date of the record, i.e. the "TO DATE"

Media Codes:
- AT=audio tape
- BP=blueprint
- BK=books
- CP=computer printout
- DO=document
- EL=electronic file
- FM=film
- MD=mag disk
- MT=mag tape
- MC=microfiche
- MF=microfilm
- PH=photo
- NG=negative
- OD=oversized
- OP=optical disk
- VT=video tape
- PC=punch cards

Record Type:
- V=vital
- H=historical
- C=confidential
- L=legal