

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/OLYMPIC PLANNING GROUP

/PDX/95A/ *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			
			Office	Total					

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/95A/	O	ORIGINAL RECORDS							
/PDX/95A/	O001.	APPLICANT'S FBI ALPHA LISTINGS RECORD TYPES:	TO	TO+10		N	N	N	
/PDX/95A/	O002.	COMPUTER DISK RECORD TYPES:	TO	TO+10		N	N	N	
/PDX/95A/	O003.	CORRESPONDENCE AND SUBJECT FILES (OPERATIONS) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO	PE		N	Y	N	
/PDX/95A/	O004.	CORRESPONDENCE AND SUBJECT FILES (PLANNING) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO	PE		N	Y	N	
/PDX/95A/	O005.	COST SUMMARY SHEETS RECORD TYPES:	TO	TO+10		N	N	N	

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

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/PDX/95A/	O006.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES: A-RECAP OF DAILY FIELD ACTIVITIES	TO	TO+10		N	N	N	
/PDX/95A/	O007.	DEPLOYMENT BY SHIFT (SHEETS) RECORD TYPES: A-DAILY WORK SHEETS-LAPD 15.26	TO	TO+10		N	N	N	
/PDX/95A/	O008.	MAPS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO	PE		N	Y	N	
/PDX/95A/	O009.	OLYMPIC ACCREDITATION BACKGROUND INVESTIGATION ENVELOPES RECORD TYPES:	TO	TO+10		N	N	N	
/PDX/95A/	O010.	OLYMPIC ASSIGNMENTS RECORD TYPES:	TO	TO+10		N	N	N	
/PDX/95A/	O011.	OLYMPIC OVERTIME PAYROLL ROSTERS RECORD TYPES:	TO	TO+10		N	N	N	

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/PDX/95A/	O012.	OVERTIME REPORTS (LAPD 02.24) FORM: LAPD 02.24 RECORD TYPES:	TO	TO+10		N	N	N
/PDX/95A/	O013.	SUBCOMMITTEE MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO	PE		N	Y	N
/PDX/95A/	O014.	TRAINING FILMS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO	PE		N	Y	N
/PDX/95A/	O015.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) FORM: LAPD 15.80 RECORD TYPES:	TO	TO+10		N	N	N
/PDX/95A/	O016.	UNUSUAL OCCURRENCE CARDS (14.13.0/14) FORM: 14.13.0/14 RECORD TYPES: A-UNUSUAL OCCURRENCE ASSIGNMENT CARDS-14.12	TO	TO+10		N	N	N

O017.

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/PDX/95A/		UNUSUAL OCCURRENCE MESSAGE REQUEST (LAPD 14.20) FORM: LAPD 14.20 RECORD TYPES:	TO	TO+10		N	N	N
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/PDX/95A/	0018.	TELEPHONE BILLS RECORD TYPES:	TO	TO+10		N	N	N
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/PDX/95A/	0019.	VOLUNTEER CORRESPONDENCE RECORD TYPES:	TO	TO+10		N	N	N
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/PDX/95A/	0020.	PHOTOGRAPHS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO	PE		N	Y	N
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