

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

**Records of: LOS ANGELES POLICE DEPARTMENT/COMMUNITY RELATIONS SECTION**

**/PDX/96/** *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/96/	O	ORIGINAL RECORDS							
/PDX/96/	O001.	ACTIVITY REPORTS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	AR	PE		N	Y	N	
/PDX/96/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N	
/PDX/96/	O003.	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DEPARTMENT OR EMPLOYEE'S NEW DIVISION ) RECORD TYPES: Confidential A-COMMENDATION LETTERS B-DUTY CERTIFICATE-PDAS 430 C-EMPLOYEES EVALUATION REPORT-PDAS 28 D-EMPLOYEE'S REPORT-LAPD 15.07.1 E-KEY RECEIPT-LAPD 11.14 F-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 79 G-PERFORMANCE EVALUATION REPORT-LAPD 01.78 H-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 01.47 I-REQUEST FOR LEAVE OF ABSENCE-LPAD 01.36 J-SICK OR INJURY REPORT-LAPD 01.30	TE	TE		N	N	Y	
/PDX/96/	O004.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+3	PE		N	Y	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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

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/PDX/96/	O005.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/96/	O006.	OUTSIDE CORRESPONDENCE (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Confidential Historical	AR	PE		N	Y	Y	
/PDX/96/	O007.	PRESS RELEASES RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/96/	O008.	SWORN/CIVILIAN PERSONNEL ROSTER RECORD TYPES:	SU+2	SU+4		N	N	N	
/PDX/96/	O009.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/PDX/96/	O010.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	

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/PDX/96/	O011.	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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