

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMISSION INVESTIGATION DIVISION

/PDX/97/ 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/97/	O	ORIGINAL RECORDS							
/PDX/97/	O001.	ADMINISTRATIVE PROJECT FILES RECORD TYPES:	TO+4	TO+10		N	N	N	
/PDX/97/	O002.	APPLICATION FOR POLICE PERMIT (542.249) FORM: 542.249 RECORD TYPES:	SU+3	SU+10		N	N	N	
/PDX/97/	O003.	APPLICATION FOR POLICE PERMIT (MICROFILM) (542.249) FORM: 542.249 RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/97/	O004.	APPLICATION FOR POLICE PERMIT FILES RECORD TYPES: A-APPLICANT/PERMITTEE SEARCH SLIP B-APPLICATION FOR IDENTIFICATION CARD-LAPD 02.02 C-BUSINESS REFERRAL SLIP-B & S B-200 D-CONSENT CANCELLATION POLICE-GEN 219 (R) E-HEARING EXAMINER REPORT-LAPD 02.09 F-INSPECTION REPORT	EX+5			N	N	N	

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

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/PDX/97/	O005.	F-INSPECTION REPORT APPLICATION FOR POLICE PERMIT FILES (MICROFILM) RECORD TYPES:	TO+10	TO+10		N	N	N			
/PDX/97/	O006.	APPLICATION FOR SECONDHAND DEALERS RECORD TYPES:	SU+3	SU+10		N	N	N			
/PDX/97/	O007.	COMMISSION CALENDAR (REC SERIES HAS BEEN DESIGNATED AS HISTORICAL PER RETEN SCHED ...) RECORD TYPES:	TO+5	TO+55		N	N	N			
/PDX/97/	O008.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N			
/PDX/97/	O009.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+10		N	N	N			
/PDX/97/	O010.	POLICE PERMIT APPLICATION ALARM SYSTEM ... RECORD TYPES:	SU+3	SU+10		N	N	N			

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/PDX/97/	O011.	POLICE PERMIT APPLICATION ALARM SYSTEM ... (MICROFILM) (REC SERIES TO BE DELETED PER REV. 1) RECORD TYPES:	TO+50	TO+50		N	N	N	
/PDX/97/	O012.	POLICE PERMIT INVESTIGATION REPORT (LAPD 02.55) FORM: LAPD 02.55 RECORD TYPES:	SU+3	SU+10		N	N	N	
/PDX/97/	O013.	POLICE PERMIT INVESTIGATION REPORT (MICROFILM) (LAPD 02.55) FORM: LAPD 02.55 RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/97/	O014.	SECOND HAND DEALERS LICENSE RECORD TYPES:	SU+3	SU+10		N	N	N	
/PDX/97/	O015.	TIME IN AND OUT SHEET (LAPD 12.04) FORM: LAPD 12.04 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/97/	O016.	FALSE ALARM VERIFICATION UNIT INVESTIGATION FILES	TO+3	TO+10		N	N	N	

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/PDX/97/	O017.	FALSE ALARM SECTION - WAIVER/REVERSAL PACKAGES RECORD TYPES:	TO+3	TO+10		N	N	N
/PDX/97/	O018.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/97/	O019.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y
/PDX/97/	O020.	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+7		N	N	N

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