

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES POLICE DEPARTMENT/POLICE COMMISSION

/PDX/98/ *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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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/98/	O	ORIGINAL RECORDS							
/PDX/98/	O001.	PROJECT FILES (ADMINISTRATIVE) RECORD TYPES:	TO+4	TO+5		N	N	N	
/PDX/98/	O002.	PROJECT FILES (PERSONNEL & SPECIAL OCCURRENCE) RECORD TYPES: Confidential	TO+2	TO+22		N	N	Y	
/PDX/98/	O003.	AGENDA INDEX CARDS RECORD TYPES:	TO+5	PE		N	N	N	
/PDX/98/	O004.	AGENDA PACKAGES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-AGENDA B-CHIEF ACCOUNTING EMPLOYEE RECOMMENDS FOR BOARD ACTION-LAPD 15.02 C-CHIEF OF POLICE RECOMMENDS FOR BOARD-LAPD 15.02 D-CHIEF OF POLICE SUBMITS FOR BOARD INFORMATION-LAPD 15.02 E-COMMISSION SERVICES COORDINATOR RECOMMENDS FOR BOARD ACTION-LAPD 15.02 F-COMMISSION SERVICES COORDINATOR SUBMITS FOR BOARD INFORMATON-LAPD 15.02 G-CORRESPONDENCE H-HEARING EXAMINER'S REPORTS I-SECRETARY SUBMITS FOR BOARD INFORMATION-LAPD 15.02	TO+5	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/98/	O005.	F-COMMISSION SERVICES COORDINATOR SUBMITS FOR BOARD INFORMATION-LAPD 15.02 CHECK SIGN OUT ROSTER (REPORT 003) FORM: REPORT 003 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/98/	O006.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N		
/PDX/98/	O007.	CORRESPONDENCE & SUBJECT FILES (PERSONNEL & SPEC OCCURRENCE) RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y		
/PDX/98/	O008.	DIVISIONAL PERSONNEL FOLDERS (LAPD 01.01) (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) FORM: LAPD 01.01 RECORD TYPES: Confidential A-DUTY CERTIFICATE-PDAS 43 B-EMPLOYEES EVALUATION REPORT-PDAS 28 C-EMPLOYEES REPORT-LAPD 15.07.1 D-KEY RECEIPT-LAPD 11.14 E-NOTICE OF COMMENDATION-GEN. 79 F-NOTICE TO CORRECT DEFICIENCIES-GEN.78 G-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 H-PERFORMANCE EVALUATION REPORT-LAPD 01.78 I-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36 J-SICK OR INJURY REPORT-LAPD 01.30 K-TRAINING SCHEDULES L-EMPLOYEE RECORD FORM-LAPD 01.38	TE	TE		N	N	Y		
/PDX/98/	O009.	GRIEVANCES (LABOR RELATIONS)	TO+3	TO+5		N	N	Y		

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RECORD TYPES: Confidential

/PDX/98/	0010.	HEARING EXAMINER PERSONNEL FOLDERS RECORD TYPES: Confidential A-CORRESPONDENCE B-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41	TE+2	TE+4		N	N	Y	
/PDX/98/	0011.	MEETING MINUTES (BOOKS) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/PDX/98/	0012.	OFFICER INVOLVED SHOOTING FILES (LAPD 15.02) FORM: LAPD 15.02 RECORD TYPES: Confidential A-USE OF FORCE REPORTS	TO+2	TO+22		N	N	Y	
/PDX/98/	0013.	USE OF FORCE REPORT (LAPD 15.02) (DELETE PER REVISION #1; INCLUDED AS SUBSECTION OF ITEM #12) FORM: LAPD 15.02 RECORD TYPES: Confidential	TO+2	TO+22		N	N	Y	
/PDX/98/	0014.	AGENDA PACKAGES - CONFIDENTIAL (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+5	PE		N	Y	N	

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/PDX/98/	O015.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10			N	N	Y
/PDX/98/	O016.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10			N	N	Y
/PDX/98/	O017.	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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