

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

**Records of: FACILITIES MANAGEMENT DIVISION**  
**/PDX/99/ LOS ANGELES POLICE DEPARTMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

| Sched. No.  | Sched. Item No. | Record Title<br>( Description / Sub Categories / Remarks )   | -- Retention (YEARS) -- |       | Media | Record Type |   |   |   |  |
|---|-----------------|--|-------------------------|-------|-------|-------------|---|---|---|--|
|   |                 |  | Office                  | Total | Code  | V           | H | C | L |  |
| <p><i>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.</i></p> |                 |  |                         |       |       |             |   |   |   |  |
| /PDX/99/  | O               | ORIGINAL RECORD SERIES   |                         |       | DO    | N           | N | N |   |  |
| /PDX/99/  | O001.           | ADVANCE OVERTIME AUTHORITY (LAPD 02.34)<br>FORM: LAPD 02.34 RECORD TYPES:  | TO+2                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O002.           | CONTRACTS (GS/S10)<br>FORM: GS/S10 RECORD TYPES:   | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O003.           | CORRESPONDENCE AND SUBJECT FILES<br>RECORD TYPES:  | AR+2                    | AR+10 |       | N           | N | N |   |  |
| /PDX/99/  | O004.           | DIVISIONAL PERSONNEL PACKAGES<br>(TRANSFER TO EMPLOYEE'S NEW DIVISION OR PERSONNEL DIVISION ) RECORD TYPES:<br>A-COMPENSATORY EQUIVALENT TIME OFF RECORDS-LAPD 15.05<br>B-CORRESPONDENCE<br>C-DUTY CERTIFICATE-PDAS 43<br>E-EMPLOYEE TRANSFER DATA-LAPD 01.34<br>F-EMPLOYEE'S REPORT-LAPD 15.07.1<br>G-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41<br>H-PERFORMANCE EVALUATION REPORT-LAPD 01.78<br>I-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6<br>J-PERSONNEL RATING REPORT-LAPD 01.78<br>K-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36<br>L-SICK OR INJURY REPORT-LAPD 01.36<br>M-TERMINATION RECORD-LAPD 01.08 | TE                      | TE    |       | N           | N | N |   |  |
| /PDX/99/  | O005.           | EMPLOYEE SERVICE RECORDS (LAPD 02.36)<br>FORM: LAPD 02.36 RECORD TYPES:  | PE                      | PE    |       | N           | N | N |   |  |
| /PDX/99/  | O006.           | INTERDEPARTMENTAL ORDER (GEN 34)<br>FORM: GEN 34 RECORD TYPES:   | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O007.           | OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)<br>FORM: LAPD 15.30 RECORD TYPES:   | CL+2                    | CL+4  |       | N           | N | N |   |  |
| /PDX/99/  | O008.           | ORGANIZATIONAL CHART<br>RECORD TYPES:  | TO+2                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O009.           | POLICE DEPARTMENT BUDGET<br>RECORD TYPES:<br>A-EQUIPMENT REQUEST-LAPD 01.91  | TO+2                    | TO+5  |       | N           | N | 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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|   |                 | B-EXPENSE REQUEST-LAPD 01.91.1<br>C-NOTICE AND CORRESPONDENCE<br>D-PERSONNEL REQUEST-LAPD 01.91.3   |                         |       |       |             |   |   |   |  |
| /PDX/99/  | O010.           | PROJECT LOGS<br>RECORD TYPES:   | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O011.           | PURCHASE REQUISITION (GS/S1A)<br>FORM: GS/S1A RECORD TYPES:   | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O012.           | TIME SHEET (LAPD 02.36)<br>FORM: LAPD 02.36 RECORD TYPES:   | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O013.           | TIME SHEET CORRECTION REPORT (LAPD 02.30)<br>FORM: LAPD 02.30 RECORD TYPES:   | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O014.           | TIMEKEEPING MANUAL<br>RECORD TYPES:   | SU+2                    | SU+4  |       | N           | N | N |   |  |
| /PDX/99/  | O015.           | TIME IN AND OUT SHEET<br>RECORD TYPES:  | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O016.           | OVERTIME REPORTS (LAPD 02.24)<br>FORM: LAPD 02.24 RECORD TYPES:   | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O017.           | TRAVEL AUTHORITY (GEN. 71)<br>FORM: GEN. 71 RECORD TYPES:   | TO+3                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O018.           | TIME BOOK (LAPD 15.30)<br>FORM: LAPD 15.30 RECORD TYPES:  | CL+2                    | CL+4  |       | N           | N | N |   |  |
| /PDX/99/  | O019.           | PERSONNEL COMPLAINT ENVELOPE (1.81.11)<br>FORM: 1.81.11 RECORD TYPES: Confidential  | TO+2                    | TO+10 |       | N           | N | Y |   |  |
| /PDX/99/  | O020.           | INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)<br>FORM: 1.81.12 RECORD TYPES: Confidential  | TO+2                    | TO+10 |       | N           | N | Y |   |  |
| /PDX/99/  | O021.           | EMPLOYEE COMMENT SHEET (1.77/1.77.)<br>(WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77.<br>RECORD TYPES: | TO+2                    | TO+5  |       | N           | N | N |   |  |
| /PDX/99/  | O022.           | WORK ORDERS<br>a. Building Service Requests (Form Gen 113)  | TO+3                    | TO+5  | DO    | N           | N | N |   |  |

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