

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

**Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF OPERATIONS**

**/PDX/00/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --			Media	Record Type			
			Office	Total	Code	V	H	C	L	

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/PDX/00/	O	ORIGINAL RECORDS							
/PDX/00/	O001.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49) FORM: LAPD 4.49 RECORD TYPES:	CL+/03	CL+4		N	N	N	
/PDX/00/	O002.	ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O003.	ADJUSTED TIME REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O004.	AIRCRAFT ACCIDENT LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/00/	O005.	AIR SUPPORT DIVISION WATCH COMMANDER'S DAILY REPORT (TEMP 157) FORM: TEMP 157 RECORD TYPES:	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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/PDX/00/	O006.	AIR SUPPORT DIVISION DAILY LOG (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O007.	ALCOHOLIC BEVERAGE CONTROL PROBLEM LOCATIONS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O008.	ALIEN ARREST LOG RECORD TYPES:	TO+1	TO+5		N	N	N
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/PDX/00/	O009.	AMBUSH LOG RECORD TYPES:	TO+1	TO+5		N	N	N
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/PDX/00/	O010.	APPLICANT FOLDERS RECORD TYPES: A-NOTES B-SWORN/CIVILIAN ADVANCEMENT & OPPORTUNITIES NOTICE C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88	TO+2	TO+5		N	N	N
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/PDX/00/	O011.	APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER HOURS (LAPD 1.45) FORM: LAPD 1.45 RECORD TYPES:	TO+2	TO+10		N	N	N
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/PDX/00/	O012.	ARRESTEE BOOKED AT LAC-USC MEDICAL CENTER (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS & PRINTS ) RECORD TYPES: A-NOTIFICATIONS B-PHOTOS C-PRINTS	TO+1	TO+5		N	N	N
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/PDX/00/	O013.	ARREST LOG BOOK RECORD TYPES:	CL+2	CL+4		N	N	N
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/PDX/00/	O014.	ARRESTEE LOG BOOK - VICE RECORD TYPES:	CL+2	CL+4		N	N	N
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/PDX/00/	O015.	ASTRO ACTIVITIES/ARREST RECAP (LAPD 15.76) FORM: LAPD 15.76 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O016.	BAIL DEVIATION TELETYPES RECORD TYPES:	TO+1	TO+5		N	N	N
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O017.

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/PDX/00/		BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15) FORM: LAPD 6.15 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	0018.	BANK ROBBERY ARREST INDEX CARDS RECORD TYPES:	TO+10	TO+10		N	N	N
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/PDX/00/	0019.	BAR BOOK RECORD TYPES:	CL+3	CL+10		N	N	N
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/PDX/00/	0020.	B-WAGON DETOXIFICATION LOG RECORD TYPES:	TO+2	TO+2		N	N	N
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/PDX/00/	0021.	BLOOD RUN LOG RECORD TYPES:	TO+1	TO+5		N	N	N
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/PDX/00/	0022.	BOMB THREAT LOG RECORD TYPES:	TO+1	TO+5		N	N	N
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/PDX/00/	O023.	BOOKING RECOMMENDATION (LAPD 12.31) FORM: LAPD 12.31 RECORD TYPES:	TO+2	TO+5		N	N	N			
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/PDX/00/	O024.	BUDGET & CRIME PREVENTION QUARTERLY REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N			
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/PDX/00/	O025.	CAL-OSHA INJURY LOG RECORD TYPES:	TO+1	TO+5		N	N	N			
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/PDX/00/	O026.	CASE DISPOSITION SUMMARIES RECORD TYPES:	CL+2	CL+4		N	N	N			
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/PDX/00/	O027.	CHANGE OF WATCH DATA RECORD TYPES:	TO+2	TO+5		N	N	N			
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/PDX/00/	O028.	CHECK SIGN OUT ROSTER (0036) FORM: 0036 RECORD TYPES:	TO+2	TO+5		N	N	N			
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/PDX/00/	O029.	CHRONIC OFFENDER FILE RECORD TYPES:	CL+3	CL+4		N	N	N	
/PDX/00/	O030.	CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES:	TO+2	TO+2		N	N	N	
/PDX/00/	O031.	CITY ATTORNEY INVESTIGATIONS DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O032.	CLOSED CIRCUIT TV TEST (HELICOPTER) RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/00/	O033.	COMFAC LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/00/	O034.	COMMANDING OFFICER'S OVERTIME RECORD	TO+2	TO+5		N	N	N	

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RECORD TYPES:

/PDX/00/	O035.	COMPLAINT APPLICATION (LAPD 5.15) FORM: LAPD 5.15 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O036.	CONTROL LOG, DOMESTIC RESTRAINING ORDER (LAPD 15.40) FORM: LAPD 15.40 RECORD TYPES:	EX+2					N	N	N
/PDX/00/	O037.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+10				N	N	N
/PDX/00/	O038.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9) FORM: LAPD 1.9 RECORD TYPES:	TO+4	TO+5				N	N	N
/PDX/00/	O039.	COURT ON CALL LIAISON/COURT CLERK WORKSHEET RECORD TYPES:	CL+2	CL+4				N	N	N
/PDX/00/	O040.	COURT NOTICE (LAPD 15.57) FORM: LAPD 15.57 RECORD TYPES:	TO+2	TO+5				N	N	N

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/PDX/00/	O041.	CROSSING GUARD FILES RECORD TYPES:	TE+2	TE+10		N	N	N	
/PDX/00/	O042.	CRIME/ARREST INDEX FILE RECORD TYPES:	CL+3	CL+4		N	N	N	
/PDX/00/	O043.	DAILY BAIL ACCOUNTS, RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) FORM: LAPD 15.47 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/00/	O044.	DAILY CRIME AND ARREST SUMMARY (LAPD 15.6) FORM: LAPD 15.6 RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/00/	O045.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O046.	DAILY SIGN OUT SHEET (LAPD 15.19)	TO+2	TO+5		N	N	N	

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FORM: LAPD 15.19    RECORD TYPES:

/PDX/00/	0047.	DAILY WORK SHEET (LAPD 15.26) FORM: LAPD 15.26    RECORD TYPES:	TO+2	TO+5			N	N	N
/PDX/00/	0048.	DEADLY WEAPON INJURY LOG RECORD TYPES:	TO+1	TO+10			N	N	N
/PDX/00/	0049.	DEATH/SERIOUS INJURY DEPARTMENT EMPLOYEE RECORD TYPES:	TO+1	TO+10			N	N	N
/PDX/00/	0050.	DEPLOYMENT GUIDE (LAPD 1.90) FORM: LAPD 1.90    RECORD TYPES:	AR+2	AR+4			N	N	N
/PDX/00/	0051.	DETECTIVE OPERATIONS MANUAL RECORD TYPES:	AR+2	AR+4			N	N	N

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/PDX/00/	O052.	DETECTIVE RECAP REPORT RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O053.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62) FORM: LAPD 1.62 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O054.	DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O055.	DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCESSED (LAPD 1.62.) FORM: LAPD 1.62. RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O056.	DETENTION TANK LOG (LAPD 6.19) FORM: LAPD 6.19 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O057.	DHD COURT DISPOSITION TELETYPE FORM RECORD TYPES:	CL+2	CL+4		N	N	N

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/PDX/00/	O058.	DISTRIBUTION TRANSMITTAL (LAPD 4.44) FORM: LAPD 4.44 RECORD TYPES:	TO+2	TO+5				N	N	N
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/PDX/00/	O059.	DISTRICT ATTORNEY LIAISON FILING FORM RECORD TYPES:	TO+4	TO+5				N	N	N
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/PDX/00/	O060.	DISTRICT ATTORNEY WARRANT RECEIPT LOG RECORD TYPES:	TO+3	TO+5				N	N	N
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/PDX/00/	O061.	DIVISION BAIL LOG (LAPD 6.16) FORM: LAPD 6.16 RECORD TYPES:	CL+2	CL+4				N	N	N
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/PDX/00/	O062.	DOMESTIC VIOLENCE RESTRAINING ORDERS RECORD TYPES:	EX+2					N	N	N
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/PDX/00/	O063.	DRIVING UNDER THE INFLUENCE DRUG EVALUATION RECORD TYPES:	TO+2	TO+10				N	N	N
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**/PDX/00/**

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/PDX/00/	O064.	DRUG EVALUATION FILE RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O065.	DRUG RECOGNITION FILE (LAPD 5.3) FORM: LAPD 5.3 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O066.	DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAPD 12.24) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS ... ) FORM: LAPD 12.24 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION C-ENTRY REQUEST-NATIONAL CRIME INFO CENTER WANTED PERSON FILE-LAPD 8.3 E-NOTES F-PHOTOGRAPHS G-PRELIMINARY INVESTIGATION-LAPD 3.1 H-PROPERTY REPORT-LAPD 10.1 I-TELETYPES F-PHOTOGRAPHS	CL+3	CL+10		N	N	N
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/PDX/00/	O067.	EMERGENCY TRAVEL LOG BOOK RECORD TYPES:	TO+1	TO+5		N	N	N
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/PDX/00/	O068.	EMPLOYEES TIMEKEEPING (FEDERAL FUNDING) RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O069.	ENROUTE DETENTION BOOK RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O070.	EQUIPMENT INVENTORY REPORT RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O071.	EQUIPMENT ISSUE CONTROL CARD (LAPD 15.65) FORM: LAPD 15.65 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O072.	ESCAPE REPORT (LAPD 6.6) FORM: LAPD 6.6 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O073.	EXCESS PERSONAL PROPERTY RECEIPT (LAPD 10.8) FORM: LAPD 10.8 RECORD TYPES:	TO+3	TO+5		N	N	N

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/PDX/00/	O074.	EXPENDITURE OF SECRET SERVICE FUND INDEX RECORD TYPES:	TO+3	TO+5		N	N	N
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/PDX/00/	O075.	FELONY CASE PACKAGES (SUBTITLES A-O VARY PER INDIVIDUAL RETEN PERIODS; PACKAGES MAY INCLUDE SUBJECT A-CE) RECORD TYPES: A-ABUSED CHILD B-BANK ROBBERY C-CRIME AGAINST PERSON D-CRIME AGAINST PROPERTY E-DOMESTIC VIOLENCE F-FELONY WARRANT - BUNCO FORGERY G-HIJACK H-MURDER BOOK - SOLVED I-MURDER BOOK - UNSOLVED J-DETECTIVES CASE ENVELOPE K-NARCOTICS L-RAPE M-ROBBERY N-SEXUALLY EXPLOITED CHILD	TO+5	TO+65		N	N	N
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/PDX/00/	O076.	FELONY WARRANT PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PICTURES ... ) RECORD TYPES: A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 B-DUE DILIGENCE INVESTIGATION CHECK LIST-LAPD 12.24 C-FOLLOW-UP REPORT-LAPD 3.14 D-PICTURES E-PROPERTY REPORT-LAPD 10.1 F-SUSPECT WANTED NOTICE-LAPD 8.50 G-TELETYPES H-WARRANT I-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48	AR	AR+10		N	N	N
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/PDX/00/	O077.	F-SUSPECT WANTED NOTICE-LAPD 8.50 GRIEVANCE FILE RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/00/	O078.	GUN DESTRUCTION FILE RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/00/	O079.	HOMICIDE AUDIT DAILY WORKBOOK RECORD TYPES:	TO+5	TO+10		N	N	N		
/PDX/00/	O080.	HOMICIDE CONTROL LOG RECORD TYPES:	CL+2	CL+10		N	N	N		
/PDX/00/	O081.	HOMICIDE FILE RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/00/	O082.	HOSPITAL DETAIL DAILY ACTIVITY LOG BOOK RECORD TYPES:	TO+3	TO+5		N	N	N		

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/PDX/00/	O083.	INCOMING COLLECT CALLS LOG RECORD TYPES:	TO+1	TO+5				N	N	N
/PDX/00/	O084.	INFORMANT FILE RECORD TYPES:	CL+2	CL+10				N	N	N
/PDX/00/	O085.	INQUIRY/DISSEMINATION LOG RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O086.	INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES:	TO+10	TO+20				N	N	N
/PDX/00/	O087.	INVESTIGATIVE HYPNOSIS REPORT RECORD TYPES:	TO+20	TO+20				N	N	N
/PDX/00/	O088.	JAIL INSPECTION RECORD (LAPD 6.17)	TO+2	TO+5				N	N	N

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FORM: LAPD 6.17 RECORD TYPES:

/PDX/00/	O089.	JAIL TRANSFER RECORD (LAPD 6.11) FORM: LAPD 6.11 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O090.	JUVENILE ARREST PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOGRAPHS ) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION C-DISPOSITION OF ARREST/COURT ACTION-LAPD 5.9 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-JUVENILE ARREST REPORT (CONT'D)-LAPD 5.2.6 F-PHOTO DISPLAY FOLDER-LAPD 15.50 G-PRELIMINARY INVESTIGATION-LAPD 3.1 H-PROPERTY REPORT-LAPD 10.1	TO+2	TO+5		N	N	N
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/PDX/00/	O091.	F-PHOTO DISPLAY FOLDER-LAPD 15.50 JUVENILE COURT AFFIDAVIT (LAPD 9.4) FORM: LAPD 9.4 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O092.	JUVENILE DETENTION LOG RECORD TYPES:	TO+1	TO+5		N	N	N
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/PDX/00/	O093.	JUVENILE DETENTION TELETYPES RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/00/	O094.	JUVENILE PROCEDURES MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/00/	O095.	K-CAR DEATH LOG BOOK RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/00/	O096.	VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10		N	N	N	
/PDX/00/	O097.	LIBRARY CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/00/	O098.	LINE UP BOOK (ROBBERY SPECIALS) RECORD TYPES:	TO+3	TO+28		N	N	N	

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/PDX/00/	O099.	LINE UP PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS ...) RECORD TYPES: A-COURT ORDERS B-LINE UP REQUEST C-LINE UP WAIVER D-LOS ANGELES COUNTY SHERIFF'S OFFICE LINE UP FORM E-LOS ANGELES COUNTY SHERIFF'S OFFICE WITNESS CARDS F-PHOTOS G-WRITTEN OBJECTIONS BY ATTORNEYS	TO+3	TO+28				N	N	N
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/PDX/00/	O100.	F-PHOTOS LOCKER LOG RECORD TYPES:	CL+2	CL+4				N	N	N
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/PDX/00/	O101.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (CAL OSHA) FORM: CAL OSHA RECORD TYPES:	TO+3	TO+10				N	N	N
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/PDX/00/	O102.	MASTER BANK ROBBERY INDEX RECORD TYPES:	TO+7	TO+17				N	N	N
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/PDX/00/	O103.	MILITARY ARRESTS LOG RECORD TYPES:	TO+1	TO+10				N	N	N
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/PDX/00/	O104.	MISDEMEANOR CALENDAR COURT WORKSHEET RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/00/	O105.	MISDEMEANOR WARRANT PACKAGES RECORD TYPES: A-HANDWRITING EXEMPLAR-LAPD 5.7 B-WARRANT NOTICE - SUSPECT DESCRIPTION-LAPD 8.48 C-WORTHLESS DOCUMENT D-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6	CL+1	CL+21		N	N	N
/PDX/00/	O106.	MOBILE CANTEEN FUND RECORDS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O107.	MOBILIZATION ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O108.	MODUS OPERANDI BOOK - ROBBERY SPECIALS RECORD TYPES:	TO+3	TO+23		N	N	N
/PDX/00/	O109.	MODUS OPERANDI FILES (RAPE SECTION)	TO+3	TO+23		N	N	N

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RECORD TYPES:  
 A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1  
 B-MEDICAL REPORTS

/PDX/00/	O110.	MONIKER FILE RECORD TYPES:	CL+2	CL+10		N	N	N
/PDX/00/	O111.	MONTHLY BINGO INVESTIGATION RECAP RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O112.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) FORM: LAPD 15.53 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O113.	MOTOR SCHOOL LIST RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O114.	MUG BOOK (LAPD 15.50) FORM: LAPD 15.50 RECORD TYPES:	TO+10	TO+10		N	N	N

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/PDX/00/	O115.	MULTI REPORT - WORTHLESS DOCUMENTS (LAPD 3.6.2) FORM: LAPD 3.6.2 RECORD TYPES:	TO+20	TO+20		N	N	N
/PDX/00/	O116.	MUNICIPAL COURT INFORMATION CARD (TEMP 41) FORM: TEMP 41 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O117.	NARCOTIC CONTAGION CONTACT REPORT (LAPD 12.17) FORM: LAPD 12.17 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/00/	O118.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/00/	O119.	NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O120.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD 15.78) FORM: LAPD 15.78 RECORD TYPES:	TO+3	TO+10		N	N	N

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/PDX/00/	O121.	NARCOTICS BUY NOTE (LAPD 12.53) FORM: LAPD 12.53 RECORD TYPES:	TO+3	TO+5		N	N	N
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/PDX/00/	O122.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23) FORM: LAPD 15.23 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O123.	OFFICER INVOLVED SHOOTING FILES (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS, SKETCHES... ) RECORD TYPES: A-ANALYZED EVIDENCE REPORT-LAPD 12.20 AA-TRAFFIC CITATION COPIES B-CORONER'S REPORTS BB-VICTIM INFORMATION C-CORRESPONDENCE CC-WITNESS INFORMATION D-CRIME SCENE LOG-LAPD 3.11.4 DD-WITNESS LIST-LAPD 3.11.7 E-DAILY DEPLOYMENT-TEMP 108 F-DAILY FIELD ACTIVITIES REPORT-LAPD 15.52 G-DEATH REPORT-LAPD 3.11 H-EMERGENCY MESSAGE TICKET-LAPD 7.15 I-TELETYPES J-FIREARMS/EXPLOSIVE ANALYZED EVIDENCE-TEMP 253	CL+5	CL+30		N	N	N
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/PDX/00/	O124.	OFFICER LOG BOOKS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O125.	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES RECORD TYPES: A-ACCIDENT HISTORY-LAPD 4.12 B-EMPLOYEE'S REPORT-LAPD 15.7 C-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 D-PERSONNEL AND FLEET SAFETY REPORT-LAPD 1.13 E-TRAFFIC ACCIDENT REPORT-LAPD 4.1	TE	TE+10		N	N	N	
/PDX/00/	O126.	OFFICER'S INDIVIDUAL OVERTIME REPORT RECORD TYPES:	TE	TE+4		N	N	N	
/PDX/00/	O127.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/00/	O128.	ORDERS, NOTICES, TRAINING BULLETINS RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O129.	OUTSIDE AGENCY CONDUCTING INVESTIGATION, ARREST OR ... RECORD TYPES:	TO+1	TO+10		N	N	N	
/PDX/00/	O130.	OVERTIME RECAP RECORD TYPES:	TO+2	TO+5		N	N	N	

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/PDX/00/	O131.	OVERTIME REPORTS (LAPD 2.24) FORM: LAPD 2.24 RECORD TYPES:	TO+3	TO+5	N	N	N	
/PDX/00/	O132.	PAGER SERVICE NUMBER LOG RECORD TYPES:	TO+1	TO+5	N	N	N	
/PDX/00/	O133.	PAGER TEST LOG RECORD TYPES:	TO+1	TO+5	N	N	N	
/PDX/00/	O134.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50) FORM: LAPD 4.50 RECORD TYPES:	AR+/03	AR+4	N	N	N	
/PDX/00/	O135.	PERSONAL SERVICE CITATIONS (BOOKS) CONTINUATION (LAPD 4.50.) FORM: LAPD 4.50. RECORD TYPES:	CL+/03	CL+4	N	N	N	

O136.

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/PDX/00/		PERSONNEL COMPLAINT LOG RECORD TYPES:	TO+2	TO+10				N	N	N
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/PDX/00/	O137.	PERSONNEL FOLDERS - DIVISIONAL RECORD TYPES: A-DUTY CERTIFICATE-PDAS 43 AA-TRAINING PUBLICATION RECEIPT-LAPD 1.42 B-EMPLOYEE EVALUATION REPORT-PDAS 28 BB-TRAINING SCHEDULES C-EMPLOYEE RECORD FORM-PDAS 1.38 D-EMPLOYEES REPORT-LAPD 15.7 E-EMPLOYEE TRANSFER DATA-LAPD 1.34 F-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 1.66 G-INCIDENT RECORD-LAPD 1.27 H-INDIVIDUAL UNIFORM AND EQUIPMENT ISSUE RECORD-LAPD 1.41.1 I-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 J-KEY RECEIPT-LAPD 11.14 K-NON-OCCUPATIONAL SICK OR INJURY REPORT-LAPD 1.30 L-NOTICE OF COMMENDATION-GEN 79 O-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6 O-WORK CONTROL FOLDERS (INCLUDING SUBSECTIONS A-CE) K-FOLLOW-UP INVESTIGATION-LAPD 3.14 L-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 M-INVESTIGATOR'S NOTES N-LATENT FINGERPRINT REPORT-LAPD 5.16 O-LOS ANGELES FIRE DEPARTMENT EMERGENCY AID REPORT-LAFD F660 P-OUTSIDE AGENCIES DOCUMENTS Q-PHOTOS/SKETCHES/DIAGRAMS R-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 S-PRESS RELEASES/NEWSPAPER CLIPPINGS T-PROGRESS REPORT U-PROPERTY REPORT-LAPD 10.1 V-RECEIPT FOR PROPERTY TAKEN INTO CUSTODY-LAPD 10.10 W-REQUEST FOR FINGERPRINT COMPARISON-LAPD 12.34	TE	TE				N	N	N
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- X-SEARCH WARRANTS
- Y-SUSPECT INFORMATION
- M-NOTICE OF CORRECT DEFICIENCIES-GEN 78
- N-NOTIFICATION OF COMPLETION OF TRAINING
- O-OFFICE MEMORANDUM
- P-OFFICER EMPLOYEE INVENTORY-LAPD 1.26
- Q-OPERATOR SECURITY STATEMENT-LAPD 1.58
- R-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41
- S-PERFORMANCE EVALUATION REPORT-LAPD 1.78
- T-PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 1.47
- U-PERMIT TO REGULARLY HOME GARAGE A DEPARTMENT VEHICLE-LAPD 1.46
- V-PERSONNEL AND FLEET SAFETY BOARD REPORT-LAPD 1.13
- W-PHYSICAL FITNESS EVALUATION-LAPD 1.31
- X-PROBATIONARY POLICE OFFICER EVALUATION-LAPD 1.78.1
- Y-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36
- Z-TEST RECORDS

/PDX/00/	O138.	PERSONNEL ROSTER RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O139.	POLICE BULLETIN REQUEST/CANCELLATION (LAPD 15.32) FORM: LAPD 15.32 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O140.	POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O141.	POST OFFICE FILES	TO+1	TO+10				N	N	N

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RECORD TYPES:

/PDX/00/	O142.	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES:	TO+2	TO+5		N	N	N			
/PDX/00/	O143.	PROBLEM PARK NOTEBOOK RECORD TYPES:	TO+2	TO+5		N	N	N			
/PDX/00/	O144.	PROGRESS INTERVIEW RECORD TYPES:	TO+2	TO+5		N	N	N			
/PDX/00/	O145.	PROJECT CARD FILE RECORD TYPES:	CL+2	CL+4		N	N	N			
/PDX/00/	O146.	PROJECT FOLDERS RECORD TYPES:	AR+1	AR+5	DO	N	N	N			
/PDX/00/	O147.	PROPERTY DISPOSITION REQUEST (LAPD 10.6) FORM: LAPD 10.6 RECORD TYPES:	TO+2	TO+5		N	N	N			

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/PDX/00/	O148.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10.6.) FORM: LAPD 10.6. RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/00/	O149.	PROPERTY RELEASE AUTHORIZATION (LAPD 6.8) FORM: LAPD 6.8 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/00/	O150.	PROSTITUTION NOTEBOOK RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/00/	O151.	PURSUIT LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/00/	O152.	RADIOLOGICAL INSPECTION SCHEDULE RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O153.	RADIOLOGICAL MONITORS LIST	TO+2	TO+5		N	N	N	

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RECORD TYPES:

/PDX/00/	O154.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47) FORM: LAPD 16.47 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O155.	RECEIPT FOR VALUABLES (LAC 55) FORM: LAC 55 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O156.	RECORD OF ARRESTS (LAPD 12.12) FORM: LAPD 12.12 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O157.	RECORD OF GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/00/	O158.	RECORD OF MARK IV GAS CHROMATOGRAPH INTOXIMETER USAGE (LAPD 5.20.) FORM: LAPD 5.20. RECORD TYPES:	TO+2	TO+10		N	N	N

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/PDX/00/	O159.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15) FORM: LAPD 4.15 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O160.	RECORDING TAPE INVENTORY (LAPD 12.40) FORM: LAPD 12.40 RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/00/	O161.	REGISTRY OF DR NUMBERS (LAPD 8.34) FORM: LAPD 8.34 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O162.	RELEASE AGREEMENT, APPEARANCE BOND AND BAIL DEPOSIT RECEIPT (LAPD 6.15.) FORM: LAPD 6.15. RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O163.	REQUEST FOR MENTAL EXAMINATION (LAPD 5.4) FORM: LAPD 5.4 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O164.	REQUEST FOR SERVICE (LAPD 15.13) FORM: LAPD 15.13 RECORD TYPES:	CL+/03	CL+4		N	N	N

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/PDX/00/	O165.	ROLL CALL TRAINING FILES RECORD TYPES:	TO+2	TO+5				N	N	N
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/PDX/00/	O166.	SAFETY SURVEY CHECKLIST FILE RECORD TYPES:	CL+2	CL+4				N	N	N
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/PDX/00/	O167.	SEARCH WARRANTS RECORD TYPES:	TO+10	TO+10				N	N	N
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/PDX/00/	O168.	SECRET SERVICE FUND LOG BOOK RECORD TYPES:	CL+2	CL+4				N	N	N
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/PDX/00/	O169.	SECRET SERVICE REPORTS (LAPD 15.37) FORM: LAPD 15.37 RECORD TYPES:	TO+2	TO+5				N	N	N
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/PDX/00/	O170.	SEMI-ANNUAL EQUIPMENT REPORT (LAPD 15.61) FORM: LAPD 15.61 RECORD TYPES:	TO+2	TO+5				N	N	N
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/PDX/00/	O171.	SERGEANT'S DAILY REPORT (LAPD 15.48) FORM: LAPD 15.48 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O172.	SHOTS FIRED LOG RECORD TYPES:	TO+1	TO+5				N	N	N
/PDX/00/	O173.	SIGN OUT SHEET (LAPD 15.42) FORM: LAPD 15.42 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O174.	SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60) FORM: LAPD 15.60 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O175.	SPEED ZONE SURVEYS (DT 270) FORM: DT 270 RECORD TYPES:	TO+2	TO+5				N	N	N

O176.

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/PDX/00/		STAFF MEETING MINUTES RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O177.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER) (LAPD 15.80) FORM: LAPD 15.80 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O178.	STATISTICAL REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O179.	SUBPOENA FILES RECORD TYPES: A-CONSOLIDATED SUBPOENA LIST B-DECLARATION FOR CONTINUANCE - GENERAL-LAPD 15.51.1 C-DECLARATION FOR CONTINUANCE - VACATION-LAPD 15.51 D-COURT LIST E-OFFICER SUBPOENA RECORD-LAPD 15.29 F-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 G-SUBPOENA	CL+2	CL+4		N	N	N
/PDX/00/	O180.	F-PRIVATE PERSONS SUBPOENA RECORD-LAPD 15.33 SUMMARY FOLDER (EMPLOYEE) RECORD TYPES: A-COMPLAINT HISTORY-LAPD 1.6.2 B-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6 C-OFFICER COMMENT CARD	TE	TE		N	N	N

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/PDX/00/	O181.	SUPERIOR/MISDEMEANOR TRIAL COURT WORKSHEETS RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O182.	SUPERIOR TRIAL INFORMATION CARD (LAPD TEMP.) FORM: LAPD TEMP. RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O183.	SYSTEM TO PRIORITIZE ACCIDENT REPORTING (S.P.A.R.) LOGS RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/00/	O184.	TACTICAL MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
/PDX/00/	O185.	TACTICAL MANUAL INVENTORY LIST RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/00/	O186.	TACTICAL MANUAL RESEARCH PAPERS RECORD TYPES:	TO+3	TO+5		N	N	N

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/PDX/00/	O187.	TAPE TRANSCRIPTION LOG - OFFICER INVOLVED SHOOTINGS RECORD TYPES:	TO+5	TO+30		N	N	N	
/PDX/00/	O188.	TASER LOG RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O189.	TELEPHONE TOLL CALL LOG (LAPD 7.22) FORM: LAPD 7.22 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O190.	TELEPHONIC REPORT LOG RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O191.	TELETYPE RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O192.	TELETYPE MESSAGE NUMBER LOG (LAPD 7.23)	TO+2	TO+5		N	N	N	

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FORM: LAPD 7.23 RECORD TYPES:

/PDX/00/	O193.	TIE BAR FILES RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O194.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O195.	TIME IN AND OUT SHEET (LAPD 12.4) FORM: LAPD 12.4 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O196.	TRAFFIC ACCIDENT REPORT FILE RECORD TYPES: A-HIT AND RUN SUPPLEMENT-LAPD 4.3 B-TRAFFIC ACCIDENT INFORMATION-LAPD 4.37 C-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 D-TRAFFIC ACCIDENT STATUS REPORT-LAPD 4.16 E-TRAFFIC ACCIDENT REPORT-LAPD 4.1	TO+2	TO+5		N	N	N
/PDX/00/	O197.	TRAFFIC COURT FILES RECORD TYPES:	TO+2	TO+5		N	N	N

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/PDX/00/	O198.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) FORM: LAPD 15.52 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O199.	TRAFFIC DEAD BODY BOOK RECORD TYPES:	TO+3	TO+5		N	N	N
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/PDX/00/	O200.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6) FORM: LAPD 4.6 RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O201.	TRAFFIC MANUAL RECORD TYPES:	AR+2	AR+4		N	N	N
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/PDX/00/	O202.	TRAFFIC SAFETY PRESENTATIONS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O203.	TRAFFIC STUDIES & SURVEYS RECORD TYPES:	TO+2	TO+5		N	N	N
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/PDX/00/	O204.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88) FORM: LAPD 15.88 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O205.	TRANSFER DOCUMENTATION RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/00/	O206.	TRANSFER OF AUTOMOTIVE EQUIPMENT RECORD TYPES:	CL+2	CL+4		N	N	N	
/PDX/00/	O207.	TRAVEL LOG RECORD TYPES:	TO+1	TO+5		N	N	N	
/PDX/00/	O208.	UNUSUAL OCCURRENCE AFTER ACTION REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/PDX/00/	O209.	UNUSUAL OCCURRENCE LOG	TO+1	TO+5		N	N	N	

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RECORD TYPES:

/PDX/00/	O210.	UNUSUAL OCCURRENCE MOBILIZATION PLAN RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/00/	O211.	UNUSUAL OCCURRENCE TIME CARDS (LAPD 14.14) FORM: LAPD 14.14 RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/00/	O212.	UNUSUAL OCCURRENCE TIME/WAGE REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N
/PDX/00/	O213.	USE OF FORCE REPORT (LAPD 1.67.) FORM: LAPD 1.67. RECORD TYPES:	TO+2	TO+10		N	N	N
/PDX/00/	O214.	VACATION SCHEDULES (LAPD TEMP) FORM: LAPD TEMP RECORD TYPES:	TO+2	TO+10		N	N	N

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/PDX/00/	O215.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.66) FORM: LAPD 15.66 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O216.	VEHICLE DAMAGE LOG (LAPD 15.67) FORM: LAPD 15.67 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O217.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) FORM: LAPD 15.69 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O218.	VICE FILES RECORD TYPES: A-VICE UNIT APPLICANT FILE-LAPD 15.88 B-VICE ARRESTS/INFORMATION SUMMARY-LAPD 15.54.2 C-VICE ARRESTEE LOG BOOK D-VICE CLEARANCE FILE E-VICE COMPLAINT LOG BOOK F-VICE INDEX CARDS G-VICE INFORMATION CARDS-LAPD 15.36 H-VICE UNIT ROSTER I-AREA VICE ARREST SUMMARY-LAPD 15.56 F-VICE INDEX CARDS	CL+2	CL+4		N	N	N
/PDX/00/	O219.	VICTIM LOG (RAPES) RECORD TYPES:	TO+5	TO+10		N	N	N

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**Departmental Records Disposition Schedule**  
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**Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF OPERATIONS**

**/PDX/00/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type V H C L			
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/PDX/00/	O220.	VIDEO TAPE REQUEST LOG RECORD TYPES:	TO+1	TO+5				N	N	N
/PDX/00/	O221.	VISITING DIGNITARY EXPENDITURES RECORD TYPES:	TO+3	TO+5				N	N	N
/PDX/00/	O222.	VISITING OFFICER ARREST LOG RECORD TYPES:	TO+1	TO+5				N	N	N
/PDX/00/	O223.	VISITOR PASSES ISSUED LOG BOOK - HOSPITAL DETAIL RECORD TYPES:	TO+1	TO+5				N	N	N
/PDX/00/	O224.	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5				N	N	N
/PDX/00/	O225.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+5				N	N	N

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/PDX/00/	O226.	WATCH RECAP OF TRAFFIC ACTIVITIES (TEMP 143) FORM: TEMP 143 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O227.	FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR+2	AR+4		N	N	N	
/PDX/00/	O228.	FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS RECORD TYPES:	TO+3	TO+10		N	N	N	
/PDX/00/	O229.	FIELD COMMAND POST CALL OUT LIST RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O230.	FIELD SUPPORT ANALYSIS REPORT RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/00/	O231.	FLEET GAS RECEIPT FILE	TO+2	TO+5		N	N	N	

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RECORD TYPES:

/PDX/00/	O232.	GRANTS FILES RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/00/	O233.	HAZARDOUS MATERIAL RESEARCH PAPERS RECORD TYPES:	AR+2	AR+4		N	N	N
/PDX/00/	O234.	PARADE PERMIT INVESTIGATION FOLDERS RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O235.	WATCH COMMANDER'S DAILY REPORT (LAPD 126) FORM: LAPD 126 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/00/	O236.	PROBATION OFFICER'S BOOK RECORD TYPES:	TO+2	TO+5		N	N	N

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/PDX/00/	O237.	BOOKING AND DISPO REPORT (LAPD 6.01) FORM: LAPD 6.01 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/00/	O238.	DIVISION JAIL BOOKING ROSTER (LAPD 6.13) FORM: LAPD 6.13 RECORD TYPES:	TO+2	TO+5		N	N	N		
/PDX/00/	O239.	CHIEF'S 24 HOUR OCCURRENCE LOG RECORD TYPES:	TO+2	TO+10		N	N	N		
/PDX/00/	O240.	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		
/PDX/00/	O241.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/PDX/00/	O242.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		

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