

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 18-0249

REPORT RE:

AUG 02 2018

**PROPOSED NEW DEPARTMENTAL RECORDS DISPOSITION
SCHEDULE OF THE LOS ANGELES POLICE DEPARTMENT
CONSTITUTIONAL POLICING AND POLICY DIVISION
(Schedule PDX/47)**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, California 90012

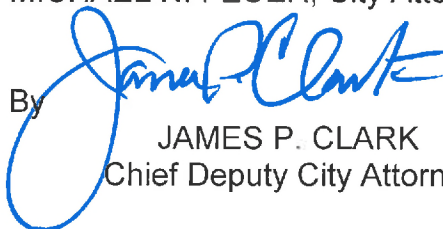
Honorable Members:

Transmitted herewith is the proposed new departmental records disposition schedule for the Los Angeles Police Department, Constitutional Policing and Policy Division, Schedule PDX/47. This Office approves the records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Senior Assistant City Attorney Carlos De La Guerra of our Office at (213) 978-8380.

Sincerely,

MICHAEL N. FEUER, City Attorney

By 
JAMES P. CLARK
Chief Deputy City Attorney

JPC:zc
Transmittal

Certified per Sec. 12.3(e) of L.A. Admin. Code:

Form Gen. 60 (R. 10/81) RECORDS RETENTION SCHEDULE (Original/Official Records)	Sch. No. 47	Department/Bureau Los Angeles Police	By: (Dept. Head)	Date
	Rev. No. 1	Office of (Original) Record Constitutional Policing and Policy	By: (City Clerk, Rec. Mgt. Off.) <i>Michelle [Signature]</i>	Date 11/30/17

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
A001	Correspondence (inter & Intra)		AR+2	AR+10		Y	N	N	
A002	Timekeeping		AR+2	AR+5		Y	N	N	
A003	Project Files		AR+2	AR+5		Y			
A004	Reference Materials (Inside Dept. Studies, Evaluations, Etc.)		AR+2	AR+5		Y	N	N	
A005	Subject Files		AR+2	AR+5		Y	N	N	

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination