



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 21-0110
MAR 30 2021

REPORT RE:

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR THE
LOS ANGELES POLICE DEPARTMENT, FORENSIC SCIENCE DIVISION
(Schedule PDX/71)**

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 records disposition schedule for the Los Angeles Police Department, Forensic Science Division, Schedule PDX/71. This Office approves the proposed new 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 *Leela Kapur*
LEELA KAPUR
Chief of Staff

LK:pj
Transmittal

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CITY CLERK - City of Los Angeles

Form Gen. 60 (Rev. 02/16)

Sch. No. ALL

Department/Bureau
LOS ANGELES POLICE DEPARTMENT /
DETECTIVE BUREAU

Certified per Sec. 12.3(c) of L.A. Admn. Code:
By: (Dept. Head)

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RECORDS DISPOSITION SCHEDULE
(Original Official Records)

Rev. No. 71

Division
FORENSIC SCIENCE DIVISION

By: (City Clerk, Rec. Mgt. Off.)

Moll & Humphreys
Date 7/10/20

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE *	V I T A L	H I S T O R Y	C O N F I D E N T I A L	
			OFFICE	CENTER	DESTROY					
0	ORIGINAL RECORDS									
0001	ANALYZED EVIDENCE AND LABORATORY REPORTS	12.20	TO + 2	PE				N	N	N
0002	BLOOD ALCOHOL ANALYSIS	5.24	TO + 3	TO + 20				N	N	N
0003	CORRESPONDENCE AND SUBJECT FILES		TO + 2	TO + 10				N	N	N
0004	CRIME SCENE FIELD NOTES	NA	TO + 2	PE				N	N	N
0006	DAILY SIGN IN SHEET	15.19	TO + 2	TO + 5				N	N	N

Retention Code:

AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Supercoded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Media Code *:

DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm
MT=Mag Tape NG=Negative OD=Overlaid Document OP=Optical Disk PC=Print Card PH=Photo VT=Video Tape

* MEDIA CODES represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA

CITY CLERK - City of Los Angeles

Form Gen. 80 (Rev. 11/03)

Sch. No. Department/Bureau

ALL LOS ANGELES POLICE DEPARTMENT / DETECTIVE BUREAU

Certified per Sec. 12.3(c) of L.A. Admin. Code: By: (Dept. Head)

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Date

RECORDS DISPOSITION SCHEDULE
(Original/Official Records)

Rev. No. 71 Division FORENSIC SCIENCE DIVISION

By: (City Clerk, Rec. Mgt. Off.)

Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE *	V I T A L	H I S T O R I C A L								
			OFFICE	CENTER	DESTROY											
0007	DIVISIONAL PERSONNEL FOLDERS (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION)	1.01	TE	TE												
									A. EMPLOYEE'S REPORT	15.07						
									B. EMPLOYEE EVALUATION REPORT	PDAS 28						
									C. EMPLOYERS REPORT OF OCCUPATIONAL INJURY OR ILLNESS	GEN. 166						
									D. INCIDENT RECORD	1.27						
									E. INTERDEPARTMENTAL CORRESPONDENCE	15.02						
									F. PERMIT FOR OUTSIDE EMPLOYMENT	1.47						
									G. REQUEST FOR LEAVE OF ABSENCE	1.36						
									H. SICK OR INJURY REPORT	PDAS 28						
									I. PERMIT FOR OUTSIDE EMPLOYMENT	1.47						
									0010	FIREARMS & EXPLOSIVES ANALYZED EVIDENCE REPORT						
LAPD TEMP	TO + 5	TO + 20														
0011	ECIR ACCURACY REPORT															
									A. Uncertainty of Measurement Report	5.20	TO + 5	TO + 15				

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 MT=Mag Tape NG=Negative OD=Over-sized Document OP=Optical Disk PC=Punch Card PH=Photo VT=Video Type

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CITY CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(c) of L.A. Admin. Code:	Page 3
Form Gen. 80 (Rev. 02/16)	ALL	LOS ANGELES POLICE DEPARTMENT / DETECTIVE BUREAU	By: (Dept. Head)	Date
RECORDS DISPOSITION SCHEDULE (Original Official Records)	Rev. No. 71	Division FORENSIC SCIENCE DIVISION	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE *	V	I	H	C	L
			OFFICE	CENTER	DESTROY						
0012	ECIR MAINTENANCE AND RECORDS	5.20	TO + 5	TO + 15		N	N	N	N	N	
0013	HANDWRITING EXEMPLAR CARD	5.07	TO + 3	TO + 10		N	N	N	N	N	
0014	INVESTIGATION REQUEST	12.01	TO + 3	TO + 5		N	N	N	N	N	
0017	OFFICIAL DIVISIONAL TIME BOOK	15.30	CL + 2	CL + 4		N	N	N	N	N	
0018	OVERTIME REPORTS	2.24	TO + 2	TO + 5		N	N	N	N	N	
0029	TEST FIRE REQUEST	12.11	TO + 5	TO + 20		N	N	N	N	N	
0033	PERSONNEL COMPLAINT ENVELOPE	1.81.11	TO + 2	TO + 10		N	N	N	N	N	

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CITY CLERK - City of Los Angeles

Form Gen. 60 (Rev. 1/1/03)

Sch. No. Department/Bureau

LOS ANGELES POLICE DEPARTMENT /
DETECTIVE BUREAU

Certified per Sec. 12.3(c) of L.A. Admn. Code:

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RECORDS DISPOSITION SCHEDULE
(Original/Official Records)

ALL
Rev. No. 71
Division
FORENSIC SCIENCE DIVISION

By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)

Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE *	V I T A L	H I S T O R Y	C O N F I D E N T I A L
			OFFICE	CENTER	DESTROY				
0035	EMPLOYEE COMMENT SHEET	1..77	TO + 2	TO + 5			N	N	N

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE *	V I T A L	H I S T O R Y	C O N F I D E N T I A L
			OFFICE	CENTER	DESTROY				
0037	QUALITY ASSURANCE RECORDS A. Employee Proficiency Test B. Competency Records C. Audits and Assessments		TO + 5	TO + 25			N	N	N
0038	TOXICOLOGY RECORDS A. Blood Screen Quality Control B. Urine Screen Quality Control C. Drug Quality Control D. Alcohol Quality Control		TO + 5	TO + 30			N	N	N
0039	FIREARMS ANALYSIS UNIT		TO + 2	PE			N	N	N

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CITY CLERK - City of Los Angeles Sch. No. Department/Bureau
 Form Gen. 60 (Rev. 02/16) ALL LOS ANGELES POLICE DEPARTMENT / DETECTIVE BUREAU
 Certified per Sec. 12.3(e) of L.A. Adm'n. Code: Page 1

RECORDS DISPOSITION SCHEDULE (Original Official Records) Rev. No. 71 Division FORENSIC SCIENCE DIVISION
 By: (City Clerk, Rec. Mgt. Off.) *Prodd, R. G. [Signature]* Date 7/10/20

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE *	V	I	T	S	F	L
			OFFICE	CENTER	DESTROY							
D	DUPLICATE RECORD SERIES											
D001	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS (ORIGINATING OFFICE) RECORD TYPES:		SU				N	N	N			
D002	OVERTIME HISTORY REPORT BY DIVISION PROPERTY REPORT (FISCAL OPERATIONS DIVISION) RECORD TYPES:		TO+2				N	N	N			
D003	PROPERTY REPORT (LAPD 10.01) (RECORDS AND IDENTIFICATION DIVISION) FORM: LAPD 10.01 RECORD TYPES:		CL+20				N	N	N			
D004	PUBLICATIONS & REFERENCE MATERIALS REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:		AR				N	N	N			

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Form Gen. 60 (Rev. 11/03)

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LOS ANGELES POLICE DEPARTMENT /
DETECTIVE BUREAU

By: (Dept Head)

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			OFFICE	CENTER	DESTROY				
D005	RECORD TRANSFER LIST (GEN. 60 & G) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60 & G RECORD TYPES:		SU+2				N	N	N
D006	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MGMT DIV; DISCARD AFTER ALL BOXES DESTROYED)		CL				N	N	N
D007	REQUISITION (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:		TO+2				N	N	N
D008	STORES REQUISITION (GS/S-70) (SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:		TO+2				N	N	N

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			OFFICE	CENTER	DESTROY					

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