

**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 22 - 0097  
MAR 24 2022

**REPORT RE:**

**PROPOSED NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE  
FOR THE LOS ANGELES POLICE DEPARTMENT, TRANSIT SERVICE DIVISION  
SCHEDULE PDX/69**

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, Transit Service Division, Schedule PDX/69. 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   
KATHLEEN KENEALY  
Chief of Staff

KK:pj

Transmittal

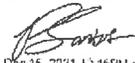
M:\Muni Counsel\RECORDS DISPOSITION\LAPD\#46 Report to Council Re LAPD Transit Service Division (BPC 21-21).docx

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 16, 2021

TO: Honorable Mike Feuer, City Attorney  
Room 800, City Hall East

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk    
Dec 16, 2021 11:15PM

SUBJECT: **NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE  
LOS ANGELES POLICE DEPARTMENT  
TRANSIT SERVICE DIVISION, SCHEDULE: PDX/69**

Attached is a proposed new Records Disposition Schedule for the Transit Services Division of the Los Angeles Police Department, Schedule PDX/69. This schedule has been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code, and with Executive Directive No. 50; and is signed by an authorized designee of the Los Angeles Police Commission and by the City's Records Management Officer for the City Clerk's Office.

Please review this Schedule and submit it with your comments and recommendations to the City Clerk's Office for referral to the City Council.

For further information, please contact Todd Gaydowski, of my Records Management Division, at (213) 473-8449 or [todd.gaydowski@lacity.org](mailto:todd.gaydowski@lacity.org).

**Attachments**

HLW/PFS/TG:ih  
EXE-043-21

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

WILLIAM J. BRIGGS, II  
PRESIDENT

EILEEN M. DECKER  
VICE PRESIDENT

DALE BONNER  
MARIA LOU CALANCHE  
STEVE SOBOROFF

MARIA SILVA  
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI  
MAYOR

RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

MARK P. SMITH  
INSPECTOR GENERAL

EXECUTIVE OFFICE  
POLICE ADMINISTRATION BUILDING  
100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE  
(213) 236-1410 FAX  
(213) 236-1440 TDD

November 9, 2021

BPC #21-212

Mr. Todd Gaydowski  
Records Management Officer  
Office of the City Clerk  
555 Ramirez Street, Space 320  
Mail Stop 161

Dear Mr. Gaydowski:

RE: PROPOSED ADDITION TO COUNCIL-APPROVED RECORDS RETENTION  
SCHEDULE-PDX 69

At the regular meeting of the Board of Police Commissioners held Tuesday, November 9, 2021  
the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

Handwritten signature of Maria Silva in cursive script.

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

[www.LAPDOnline.org](http://www.LAPDOnline.org)  
[www.joinLAPD.com](http://www.joinLAPD.com)

INTRADEPARTMENTAL CORRESPONDENCE

BPC # 21-212

RECEIVED 3E

NOV 03 2021

November 4, 2021  
10.4

POLICE COMMISSION

TO: The Honorable Board of Police Commissioners

REVIEWED BY: *[Signature]* 11/4/21  
RICHARD M. TEFANK DATE  
EXECUTIVE DIRECTOR

FROM: Chief of Police

SUBJECT: PROPOSED ADDITION TO COUNCIL-APPROVED RECORDS RETENTION  
SCHEDULE-PDX 69

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) APPROVE the City of Los Angeles Proposed Addition to Council-Approved Records Retention Schedule for Original and Duplicate Official Records for Transit Services Division.
2. That the Board TRANSMIT this report and schedules to the City Clerk, Records Management Officer.

DISCUSSION

On September 3, 1981, the City Records Retention Ordinance, Los Angeles Administrative Code, Division 12, was approved by the City Council and signed into law by the Mayor. The ordinance established rules, regulations, and guidelines for retaining, retrieving, and destroying City records. Subsequently, on November 22, 1985, the City Council approved the Los Angeles Police Department (Department) Records Retention Schedule, which established retention and destruction periods for all of the Department's records.

The "Proposed Additions to Council-Approved Records Retention Schedule" forms herein consists of original and duplicate records for one entity of the Department, establishing Transit Services Division as PDX 69 and provides a Records Retention Schedule for the entity. The attached schedule has been reviewed by Records Management Officer Todd Gaydowski, Division Head, Records Management Division, City Clerk's Office. It is confirmed that the schedule is in accordance with the guidelines developed by the City Clerk, and all items satisfy the requirements as specified by the Los Angeles Administrative Code, Section 12.3.

If you have any questions, please contact Police Administrator Terry L. Carter, Commanding Officer, Records and Identification Division, at (213) 486-8170.

Respectfully,

*[Signature]*  
MICHEL R. MOORE  
Chief of Police

BOARD OF  
POLICE COMMISSIONERS  
Approved November 9, 2021  
Secretary *[Signature]*

Attachments

		LAPD/Transit Services Bureau	By: (Dept. Head)	Date
<b>RECORDS DISPOSITION SCHEDULE</b> (Original Official Records)	Rev. No. /PDX/69	Division Transit Services Division	By: (City Clerk, Rec. Mgt. Off.) <i>Maddie Hemplovski</i>	Date 10/7/21

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	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
O	ORIGINAL RECORDS									
O001	ACTUAL DEPLOYMENT SHEETS		TO+2	TO+5	5		N	N	N	N
O002	APPLICANT FOLDER		TO+2	TO+5	5		N	N	N	N
	A-NOTES		TO+2	TO+5	5		N	N	N	N
	B-SWORN CIVILIAN ADVANCEMENT & OPPORTUNITIES NOTICE									
	C-TRANSFER APPLICANT DATA SHEET-LAPD 15.88									
	FORM: LAPD 15.88									
O003	BI-WEEKLY FINANCIAL REPORT									
O004	COAST SPECIAL EVENTS FILES		TO+2	TO+5	5		N	N	N	N
O005	CORRESPONDENCE AND SUBJECT FILES		TO+2	TO+5	5		N	N	N	N
O006	DAILY FIELD ACTIVITY REPORT (LAPD 15.52)		AR+2	AR+5	5		N	N	N	N
	FORM: LAPD 15.52		TO+2	TO+5	5		N	N	N	N
O007	DIVISIONAL PERSONNEL FOLDER									
	(TRANSFER TO EMPLOYEES NEW DIVISION OR TO PERSONNEL DIVISION) RECORD TYPES: CONFIDENTIAL		TE	TE	TE		N	N	N	N

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded 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=Oversized Document OP=Optical Disk PC=Punch 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**

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

Page 2

City of Los Angeles Form Gen. 60 (Rev. 11/03)	Sch. No.	Department/Bureau Transit Services Bureau	By: (Dept. Head)	Date
<b>RECORDS RETENTION SCHEDULE</b> (Original/Official Records)	Rev. No. /PDX/69/	Division Transit Services Division	By: (City Clerk, Rep. Mgr. Off.) <i>Michelle Gargolowski</i>	Date 10/7/21

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	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
	A-COMPLAINT RECORD-LAPD 1.6									
	B-INTRA DEPARTMENTAL CORRESPONDENCE-LAPD 15.02									
	C-NOTES, COMMENDATIONS									
	D-OFFICER EMPLOYEE INVENTORY-LAPD 1.26									
	E-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41									
	F-PERFORMANCE EVALUATION REPORT-LAPD 1.78									
	G-REQUEST FOR LEAVE OF ABSENCE-LAPD 1.36									
	H-RETURN TO DUTY-PDAS 43									
	I-SICK OR INJURY REPORT-LAPD 1.30									
O008	EMPLOYEE COMMENT SHEET-LAPD 1.77  (TRANSFER TO EMPLOYEES NEW DIVISION OR TO PERSONNEL DIVISION) RECORD TYPES: CONFIDENTIAL FORM: LAPD 1.77		TO+2	TO+5	5		N	N	N	N
O009	EQUIPMENT INVENTORY REPORT		TO+2	TO+5	5		N	N	N	N
O010	KITROOM OFFICER DAILY CHECKLIST (LAPD 15.02)  FORM: LAPD 15.02		TO+2	TO+5	5		N	N	N	N
O011	LAPD INVOICE PACKAGES  A-COVER LETTER  B-PAYMENT CERTIFICATE  C-INTRADEPARTMENTAL CORRESPONDENCE (15.2)		TO+2	TO+5	5		N	N	N	N

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 MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH=Photo VT=Video Tape  
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		LAPD/Transit Services Bureau	By: (Depl. Head)	Date
<b>RECORDS DISPOSITION SCHEDULE</b> (Original Official Records)	Rev. No. /PDX/69	Division Transit Services Division	By: (City Clerk, Rec. Mgt. Off.) <i>Todd Stargowski</i>	Date 10/07/21

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	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
	D-METRO AUTHORIZATION DOCUMENTS									
	E-BILLING SUMMARY & DATASHEET DETAIL									
O012	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESS (CAL OSHA)		TO+2	TO+5	5		N	N	N	N
O013	MOBILIZATION ROSTER		TO+2	TO+5	5		N	N	N	N
O014	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)		CL+2	CL+5	5		N	N	N	N
	A-DAILY SIGN-IN SHEETS									
	B-DAYS OFF SCHEDULE									
	C-TIMEKEEPING PAYROLL REPORTS									
	D-OVERTIME REPORTS (LAPD 2.24)									
O015	OVERTIME RECAP									
	A-OVERTIME REPORT (LAPD 2.24) COPIES		TO+2	TO+5	5		N	N	N	N
	B-PERSONNEL ROSTER									
	C-INVOICE DOCUMENTS									
O016	PERSONNEL COMPLAINT ENVELOPE (1.18.11)		TO+2	TO+5	5		N	N	N	N
	FORM: LAPD 1.18.11									

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 MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch 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.

<b>CITY CLERK - City of Los Angeles</b>	Sch. No.	Department/Bureau	Certified per Sec. 12.3(c) of L.A. Admn. Code:	Page 4
Form Gen. 80 (Rev. 02/16)		LAPD/TRANSIT SERVICES BUREAU	By: (Dept. Head)	Date
<b>RECORDS DISPOSITION SCHEDULE</b> (Original Official Records)	Rev. No. /PDX/69/	Division TRANSIT SERVICES DIVISION	By: (City Clerk, Reg. Mgt. Off.) <i>Madd. Jaykowski</i>	Date 10/07/21

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	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
O017	PERSONNEL ROSTER-DIVISIONAL		TO+2	TO+5	5		N	N	N	N
O018	PLANNED DEPLOYMENT SHEETS		TO+2	TO+5	5		N	N	N	N
O019	PROJECT FOLDERS		TO+2	TO+5	5		N	N	N	N
O020	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47)		TO+2	TO+5	5		N	N	N	N
	FORM: LAPD 16.47									
O021	RESERVE OFFICER FILES		IE	IE	IE		N	N	N	N
	(TRANSFER TO EMPLOYEES NEW DIVISION OR TO PERSONNEL DIVISION) RECORD TYPE: CONFIDENTIAL									
O022	SUBPOENA FILES		TO+2	TP+5	5		N	N	N	N
	A-CONSOLIDATED SUBPOENA LIST									
	B-COURT LIST									
	C-DECLARATION FOR CONTINUANCE-GENERAL (LAPD 15.51.1)									
	D-DECLARATION FOR CONTINUANCE-VACATION (LAPD 15.51)									
	E-OFFICER SUBPOENA RECORD (LAPD 15.29)									
	F-SUBPOENA									
	G-PRIVATE PERSONS SUBPOENA RECORD (LAPD 15.33)									

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<b>CITY CLERK</b>		Certified per Sec. 12.3(e) of L.A. Admin. Code:		Page 5
City of Los Angeles Form Gen. 80 (Rev. 11/03)	Sch. No.	Department/Bureau Transit Services Bureau	By: (Dept. Head)	Date
<b>RECORDS RETENTION SCHEDULE</b> (Original/Official Records)	Rev. No. /PDX/69/	Division Transit Services Division	By: (City Clerk, Rec. Mgt. Off.) <i>Yodanis Gargueta</i>	Date 10/07/21

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	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
0023	SUPERVISOR'S DAILY REPORT (LAPD 15.48)		TO+2	TO+5	5		N	N	N	N
	FORM: LAPD 15.48									
0024	SUPPLY ORDER FORM (LAPD 15.11)		TO+2	TO+5	5		N	N	N	N
	A-PURCHASE ORDER AND PURCHASING DOCUMENTS									
	B-THIRD PARTY VENDOR RECEIPTS AND/OR PACKING SLIPS									
	C-THIRD PARTY INVOICES									
0025	TIME SHEET CORRECTION REPORT (LAPD 2.30)		TO+2	TO+5	5		N	N	N	N
	FORM: LAPD 2.30									
0026	TRANSIT SERVICES DIVISION E214 ACTIVITY REPORT		TO+2	TO+5	5		N	N	N	N
0027	TRANSFER APPLICANT DATA SHEET (15.88)		TO+2	TO+5	5		N	N	N	N
	FORM: LAPD 15.88									
0028	TRAVEL AUTHORITY		TO+2	TO+5	5		N	N	N	N
0039	VACATION SCHEDULE		TO+2	TO+5	5		N	N	N	N
0030	WATCH COMMANDER'S DAILY REPORT (LAPD 15.80)		TO+2	TO+5	5		N	N	N	N
	FORM: LAPD 15.80									

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		LAPD/Transit Services Bureau	By: (Dept. Head)	Date
<b>RECORDS DISPOSITION SCHEDULE</b> (Original Official Records)	Rev. No. /PDX/69/	Division Transit Services Division	By: (City Clerk, Rec. Mgt. Off.) <i>Todd Stupski</i>	Date 10/09/21

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	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
D	DUPLICATE RECORDS									
D001	ADDRESS AND PHONE NUMBER RECORD (LAPD 1.38) (PERSONNEL DIVISION) FORM: LAPD 1.38		TE				N	N	N	N
D002	PERMIT FOR OUTSIDE EMPLOYMENT (LAPD 1.47) (PERSONNEL AND TRAINING BUREAU) FORM: LAPD 1.47		TO+1				N	N	N	N
D003	PUBLICATIONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE (NON-RECORD MATERIAL)		AR				N	N	N	N
D004	TIMEKEEPING RECORDS		TO+2				N	N	N	N
	A-ACCRUED OVERTIME/TIME OFF RECORD-TEMP 136									
	B-ADVANCE OVERTIME AUTHORITY-LAPD 2.34									
	C-NIGHT BONUS ASSIGNMENT									
	D-OVERTIME CONTROL REPORT-LAPD 2.23									
	E-OVERTIME HISTORY REPORT									
	F-OVERTIME REPORT									
	G-PENDING LOSS OF OVERTIME REPORT									

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AGENDA DATE: NOVEMBER 9, 2021

OPEN SESSION

3E

**DEPARTMENT'S REPORT**, dated November 4, 2021, relative to the proposed addition to Council-Approved Records Retention Schedule-PCX 69, as set forth.

[BPC #21-212]

Recommendation(s) for Board action:

APPROVE the Department's report and TRANSMIT to the City Clerk, Records Management Officer.

Moved by Commissioner Briggs, seconded by Commissioner Decker to APPROVE the Department's report and TRANSMIT to the City Clerk, Records Management Officer. Unanimously adopted by a vote of 5/0.