

**050. RECORDS RETENTION PROGRAMS.**

**050.08 SUPERVISING.** Commanding officers and section officers in charge shall be responsible for supervising the proper maintenance and disposal of division records by the division record unit, in accordance with Division 12 of the Los Angeles Administrative Code and the Department Records Retention Program.

Obsolete records shall be placed in cardboard cartons, under the direction of an officer, and fastened securely with twine. Each carton shall be marked or tagged, "To be Destroyed," and turned over to the supply truck which delivers division supplies.

**Records Retention Representatives.** Commanding officers and section officers in charge shall designate a Records Retention Representative within their command who shall:

- Inventory and appraise all records in their entity;
- Prepare and maintain Records Retention Schedules for records in their entity;
- Prepare amendments to Records Retention Schedules when necessary;
- Cause records to be transferred to storage when appropriate; and,
- Maintain liaison with the Department Records Coordinator regarding records management procedures.

**050.40 POLICE BULLETINS.** Police Bulletins shall be transferred at the end of each month from the monthly file to the yearly file and retained for two years.

**050.48 POLICE SERVICE LOG, FORM 15.27.00.** Police Service Log, Form 15.27.00, shall be stored at the end of the month and retained for two years.

**050.56 TELETYPE BROADCASTS.** Teletype broadcasts not otherwise filed shall be destroyed after five days.

**050.72 DAILY FIELD ACTIVITIES REPORTS.** The Daily Field Activities Report, Form 15.52.00, and the Traffic Daily Field Activities Report, Form 15.52.01, shall be retained for two years.

**050.80 DAILY WORKSHEET, FORM 15.26.00.** Daily Worksheet, Form 15.26.00, shall be retained for two years.

**050.88 DIVISION FILE FOLDER HEADINGS.** The main headings of subject matter to be filed shall be printed in the upper-left corner of the folder. Following are some of the headings to be used: (Additional headings may be used at the discretion of the record unit supervisor):

- Bulletins.
- Teletype Releases.
- Budget Requests.
- Monthly Reports.
- Automotive Equipment.
- Forms.
- Jail.
- Orders.
- Correspondence.
- Vacation Schedule.

- Property.
- Daily Occurrences Reports.
- Felony and High-grade Misdemeanor Records.
- Traffic.
- Watch Reports.
- Miscellaneous.