

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

**Records of: LOS ANGELES POLICE DEPARTMENT/SOUTHEAST AREA**  
**/PDX/18/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/PDX/18/	D	DUPLICATE RECORD SERIES			
/PDX/18/	D001.	ACTIVITY REPORTS (GEOGRAPHIC BUREAU ) RECORD TYPES:	TO+4		N N N
/PDX/18/	D002.	ADAM REPORTS (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+2		N N N
/PDX/18/	D003.	ADDRESS AND PHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION ) FORM: LAPD 1.20 RECORD TYPES:	TE		N N N
/PDX/18/	D004.	AREA VICE ARREST SUMMARY (LAPD 15.56) (CONCERNED BUREAU, COMMANDING OFFICER ) FORM: LAPD 15.56 RECORD TYPES:	TO+1		N N N
/PDX/18/	D005.	ARREST REPORT FOLDERS (RECORDS AND IDENTIFICATION DIVISION ) RECORD TYPES: A-ARREST REPORTS-LAPD 5.2	TO+2		N N N
/PDX/18/	D006.	ARREST REPORTS - VICE (LAPD 5.2) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 5.2 RECORD TYPES:	TO+2		N N N

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/PDX/18/	D007.	<b>BUDGET RECORDS</b> (CAO; FISCAL OPER'NS; GEN SERVICES; FISCAL SUPPORT ) RECORD TYPES: A-ALTERATION AND IMPROVEMENT REQUEST-CAO 42 B-BUDGET PRINTOUTS C-BUDGET REQUEST/REDUCTION PACKAGE-CAO 696B D-BUDGET TITLE LIST/BUDGET REQUEST SUMMARY-LAPD 1.91.5 E-CAPITAL PROJECT OR ALTERATION & IMPROVEMENT BUDGET REQUESTS-LAPD 1.91.4 F-CITY PURCHASING REQUISITION-GS/71A G-CORRESPONDENCE H-EQUIPMENT BUDGET REQUEST-LAPD 1.91 I-EXPENSE BUDGET REQUEST-LAPD 1.91.1 J-PACKAGE RANKING-CAO 696C K-PACKAGE REQUEST - EXPENSE AND EQUIPMENT SUPPORT ITEMS-LAPD 1.91.2 L-PERSONNEL BUDGET REQUEST-LAPD 1.91.3 M-REQUISITION-LAPD 15.11 N-STORES REQUISITION-GS/S 70	TO+3		N N N
/PDX/18/	D008.	<b>CITATION CANCELLATION REQUEST (LAPD 4.45)</b> (TRAFFIC COORDINATION SECTION ) FORM: LAPD 4.45 RECORD TYPES:	TO+1		N N N
/PDX/18/	D009.	<b>CRIME ARREST AND VEHICLE INDEX CARDS</b> (RECORDS & IDENT'FN; TOP PART OF CRIME & ARREST RPT PG 5 ) RECORD TYPES:	TO+2		N N N
/PDX/18/	D010.	<b>CRIME AND ARREST COMPUTER PRINTOUTS</b> (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+2		N N N
/PDX/18/	D011.	<b>CRIME AND TRAFFIC REPORTS</b>	TO+2		N N N

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		(RECORDS & IDENT'FN; BUNCO FORGERY DIV'NS ) RECORD TYPES: A-BICYCLE INVESTIGATION-LAPD 3.12 B-CHANGE/CANCELLATION OF DR NUMBER-8.45 C-CRIMES AGAINST PERSON-LAPD 3.1E D-DEATH INVESTIGATION-LAPD 3.11 E-FOLLOW-UP INVESTIGATION-LAPD 3.14 F-INJURY INVESTIGATION-LAPD 3.15 G-MISSING PERSON INVESTIGATION-LAPD 3.16 H-MULTIPLE REPORT - WORTHLESS DOCUMENTS-LAPD 3.6.2 I-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 J-PROPERTY REPORT-LAPD 10.1 K-ROBBERY, PRELIMINARY INVESTIGATION-LAPD 3.1B L-VEHICLE INVESTIGATION-LAPD 3.7 M-FIELD RELEASE FROM CUSTODY-LAPD 5.2.2 N-VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT-LAPD 3.4 O-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6			
/PDX/18/	D012.	DR BLOTTER PRINTOUT (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+2		N N N
/PDX/18/	D013.	EQUIPMENT RECEIPT (LAPD 11.9) (SUPPLY DIVISION OR ARMORY ) FORM: LAPD 11.9 RECORD TYPES:	TO+1		N N N
/PDX/18/	D014.	ESCAPE REPORT (LAPD 6.6) (RECORDS AND IDENTIFICATION DIVISION OR JUVENILE DIVISION ) FORM: LAPD 6.6 RECORD TYPES:	TO+3		N N N
/PDX/18/	D015.	FIELD INTERVIEW REPORT (LAPD 15.43) (AUTOMATED INFORMATION DIVISION ) FORM: LAPD 15.43 RECORD TYPES:	TO+2		N N N

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/PDX/18/	D016.	INTER/INTRA DEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PDX/18/	D017.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER ) RECORD TYPES:	SU		N	N	N	
/PDX/18/	D018.	MONTHLY ACTIVITY LOG-HOME GARAGED VEHICLE PERMITTEES (LAPD 11.33) (PLANNING AND RESEARCH DIVISION ) FORM: LAPD 11.33 RECORD TYPES:	TO+1		N	N	N	
/PDX/18/	D019.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53) (OFFICE OF OPERATIONS ) FORM: LAPD 15.53 RECORD TYPES:	TO+2		N	N	N	
/PDX/18/	D020.	NONLETHAL CONTROL DEVICE INCIDENT REPORT (LAPD 13.30) (TRAINING DIVISION ) FORM: LAPD 13.30 RECORD TYPES:	TO+1		N	N	N	
/PDX/18/	D021.	NOTICE TO APPEAR/RELEASE FROM CUSTODY (LAPD 5.2.2) (RECORDS AND IDENTIFICATION; PROPERTY DIVISIONS ) FORM: LAPD 5.2.2 RECORD TYPES:	TO+1		N	N	N	
/PDX/18/	D022.	OFF-HOUR MONTHLY ACTIVITY LOG - HOME GARAGED VEHICLE... (LAPD 11.33) (PLANNING AND RESEARCH DIVISION ) FORM: LAPD 11.33 RECORD TYPES:	TO+1		N	N	N	

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/PDX/18/	D023.	PERMIT FOR OUTSIDE EMPLOYMENT (LAPD 1.47) (PERSONNEL AND TRAINING BUREAU ) FORM: LAPD 1.47 RECORD TYPES:	TO+1		N N N
/PDX/18/	D024.	POLICE BULLETIN REQUEST/CANCELLATION FORM (LAPD 15.32) (INVESTIGATIVE ANALYSIS SECTION ) FORM: LAPD 15.32 RECORD TYPES:	TO+0/03		N N N
/PDX/18/	D025.	POSITION DESCRIPTION QUESTIONNAIRES (PDES 3) (PERSONNEL DEPARTMENT ) FORM: PDES 3 RECORD TYPES:	SU		N N N
/PDX/18/	D026.	PRISONER INJURY OR ILLNESS REPORT (LAPD 6.34) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 6.34 RECORD TYPES:	TO+1		N N N
/PDX/18/	D027.	PROPERTY TRANSFER RECORD (LAPD 10.2) (PROPERTY DIVISION ) FORM: LAPD 10.2 RECORD TYPES:	TO+3		N N N
/PDX/18/	D028.	PUBL'CN & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (ORIGINATING OFFICE; NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N

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/PDX/18/	D029.	QUARTERLY EQUIPMENT REPORT (LAPD 15.61) (GEOGRAPHIC BUREAU ) FORM: LAPD 15.61 RECORD TYPES:	TO+0/03		N	N	N	
/PDX/18/	D030.	RECORDS OF PRISONER PHOTOGRAPHS (LAPD 12.6) (SCIENTIFIC INVESTIGATION DIVISION ) FORM: LAPD 12.6 RECORD TYPES:	TO+3		N	N	N	
/PDX/18/	D031.	ROLL CALL TRAINING FILMS (TRAINING DIVISION ) RECORD TYPES:	SU		N	N	N	
/PDX/18/	D032.	SHORT ARREST REPORT FILE (DRUNK) (LAPD 5.2.1) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 5.2.1 RECORD TYPES:	TO+1		N	N	N	
/PDX/18/	D033.	SPECIAL CONFINEMENT AND OBSERVATION RECORD (LAPD 6.51) (JAIL DIVISION ) FORM: LAPD 6.51 RECORD TYPES:	TO+2		N	N	N	
/PDX/18/	D034.	SPECIAL INVESTIGATOR'S ASSIGNMENT/CONTROL LOG (LAPD 15.60) (GEOGRAPHIC BUREAU ) FORM: LAPD 15.60 RECORD TYPES:	TO+2		N	N	N	
/PDX/18/	D035.	STATISTICAL DIGEST	TO+2		N	N	N	

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(AUTOMATED INFORMATION DIVISION ) RECORD TYPES:					
/PDX/18/	D036.	TELETYPE - INITIATED (RECORDS AND IDENTIFICATION DIVISION ) RECORD TYPES:	TO+0/03		N N N
/PDX/18/	D037.	TIMEKEEPING RECORDS (FISCAL OPERATIONS; ORIGINATING OFFICE ) RECORD TYPES: A-ACCRUED OVERTIME/TIME OFF RECORD-TEMP 1.36 B-ADVANCE OVERTIME AUTHORITY-LAPD 2.34 C-NIGHT BONUS ASSIGNMENTS D-OVERTIME CONTROL REPORT-LAPD 2.23 E-OVERTIME HISTORY REPORT F-OVERTIME REPORT-LAPD 2.24 G-PENDING LOSS OF OVERTIME REPORT H-SICK LEAVE PRINTOUT I-TIME SHEETS-245 J-TIMESHEET CORRECTION REPORT-LAPD 2.30 K-WEEKLY CREW TIME SHEET-5054 L-YEAR END VACATION ROSTER	TO+2		N N N
/PDX/18/	D038.	TRAINING SCHEDULES (TRAINING DIVISION ) RECORD TYPES:	TO+2		N N N
/PDX/18/	D039.	VICE ARREST INDEX CARDS (RECORDS AND IDENTIFICATION DIVISION ) RECORD TYPES:	TO+3		N N N
/PDX/18/	D040.	VICE ARREST REPORTS (LAPD 5.2) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 5.2 RECORD TYPES:	TO+1		N N N

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/PDX/18/	D041.	VICE REPORTS (LAPD 3.18) (OFFICE OF SPECIAL SERVICES ) FORM: LAPD 3.18 RECORD TYPES:	TO+3		N N N
/PDX/18/	D042.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) (GEOGRAPHIC BUREAU ) FORM: LAPD 15.10 RECORD TYPES:	TO+2		N N N
/PDX/18/	D043.	WEEKLY ADMINISTRATIVE REPORT (LAPD 15.87) (AUTOMATED INFORMATION DIVISION ) FORM: LAPD 15.87 RECORD TYPES:	TO+1		N N N
/PDX/18/	D044.	TRANSFER OF AUTOMOTIVE EQUIPMENT (MOTOR TRANSPORT DIVISION ) RECORD TYPES:	TO+2		N N N
/PDX/18/	D045.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION ) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N N N
/PDX/18/	D046.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N

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