

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

**Records of: LOS ANGELES POLICE DEPARTMENT/OPERATIONS-WEST BUREAU**  
**/PDX/22/**

*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/22/	D	DUPLICATE RECORD SERIES			
/PDX/22/	D001.	ACTIVITY REPORTS - OUTGOING (OFFICE OF OPERATIONS ) RECORD TYPES:	TO+2		N N N
/PDX/22/	D002.	ADAM REPORTS (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+2		N N N
/PDX/22/	D003.	ADDRESS AND PHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION ) FORM: LAPD 1.20 RECORD TYPES:	TE		N N N
/PDX/22/	D004.	BUDGET RECORDS (CAO, FISCAL OPERATIONS, FISCAL SUPPORT, GEN SERVICES... ) 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 REQUEST-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 SUPPPORT ITEMS-LAPD 1.91.2 L-PERSONNEL BUDGET REQUEST-LAPD 1.91.3 M-REQUISITION-LAPD 15.11	TO+3		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE  
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/22/	D005.	N-STORES REQUISITION-GS/S 70 CITATION CANCELLATION REQUEST (LAPD 4.45) (TRAFFIC COORDINATION SECTION ) FORM: LAPD 4.45 RECORD TYPES:	TO+1		N	N	N	
/PDX/22/	D006.	FOLLOW-UP INVESTIGATION (MURDERS) (LAPD 3.14) (RECORDS & IDENTIFICATION DIVISION ) FORM: LAPD 3.14 RECORD TYPES:	CL+3		N	N	N	
/PDX/22/	D007.	INTER/INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, ORDERS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PDX/22/	D008.	MEMORANDUMS OF UNDERSTANDINGS (CITY ADMINISTRATIVE OFFICER ) RECORD TYPES:	SU		N	N	N	
/PDX/22/	D009.	NONLETHAL CONTROL DEVICE INCIDENT REPORT (LAPD 13.30) (TRAINING DIVISION ) FORM: LAPD 13.30 RECORD TYPES:	TO+1		N	N	N	
/PDX/22/	D010.	PERMIT FOR OUTSIDE EMPLOYMENT (LAPD 1.47) (PERSONNEL & TRAINING BUREAU ) FORM: LAPD 1.47 RECORD TYPES:	TO+1		N	N	N	
/PDX/22/	D011.	POSITION DESCRIPTION (PDES 3)	SU		N	N	N	

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(PERSONNEL DEPARTMENT ) FORM: PDES 3 RECORD TYPES:					
/PDX/22/	D012.	PRELIMINARY INVESTIGATION REPORT (MURDER) (LAPD 3.1) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 3.1 RECORD TYPES:	TO+2		N N N
/PDX/22/	D013.	PUBLICATIONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/PDX/22/	D014.	STATISTICAL DIGEST (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+10		N N N
/PDX/22/	D015.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION; ORIGINATING OFFICE ) RECORD TYPES: A-ACCRUED OVERTIME/TIME OFF RECORD-TEMP 136 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-LAPD 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/22/	D016.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIV ) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N N N

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/PDX/22/	D017.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANGEMENT DIV; DISCARD AFTER BOXES DESTR'YD) FORM: GEN 62 RECORD TYPES:	CL		N N N
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