

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/CENTRAL TRAFFIC
/PDX/24/

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/24/	D	DUPLICATE RECORD SERIES			
/PDX/24/	D001.	ACTIVITY REPORTS - OUTGOING (BUREAU OFFICE) RECORD TYPES:	TO+2		N N N
/PDX/24/	D002.	ADAM REPORTS (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+2		N N N
/PDX/24/	D003.	ADDRESS AND PHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION) FORM: LAPD 1.20 RECORD TYPES:	SU		N N N
/PDX/24/	D004.	ARREST REPORTS (LAPD 5.2.5) (RECORDS & IDENTIFICATION DIVISION) FORM: LAPD 5.2.5 RECORD TYPES:	TO+3		N N N
/PDX/24/	D005.	BUDGET RECORDS (CAO, FISCAL OPER'NS, FISCAL SUPPORT, GEN SERVICES...) RECORD TYPES: A-ALTERATIONS 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 F-CITY PURCHASING REQUISITION-GS/71A	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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		G-CORRESPONDENCE H-EQUIPMENT BUDGET REQUEST-CONTINUED-LAPD 1.91 I-EXPENSE BUDGET REQUEST-LAPD 1.91.1 J-PACKAGE RANKING-CAO 696C K-PACKAGE REQUEST - EXPENSE & EQUIPMENT SUPPORT ITEMS-LAPD 1.91.3 M-REQUISITION-LAPD 15.11 N-STORES REQUISITION-DS 70			
/PDX/24/	D006.	CITATION CANCELLATION REQUEST (LAPD 4.45) (TRAFFIC COORDINATION SECTION) FORM: LAPD 4.45 RECORD TYPES:	TO+1		N N N
/PDX/24/	D007.	CIVIL SUBPOENA REPORT (LAPD 15.24) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.24 RECORD TYPES:	TO+2		N N N
/PDX/24/	D008.	CLAIM FOR REIMBURSEMENT (GEN 130) (FISCAL OPERATIONS DIVISION) FORM: GEN 130 RECORD TYPES:	TO+2		N N N
/PDX/24/	D009.	CRIME & ARREST COMPUTER PRINTOUTS (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+2		N N N
/PDX/24/	D010.	INTER/INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, ORDERS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/24/	D011.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

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/PDX/24/	D012.	NONLETHAL CONTROL DEVICE INCIDENT REPORT (LAPD 13.30) (TRAINING DIVISION) FORM: LAPD 13.30 RECORD TYPES:	TO+2		N N N
/PDX/24/	D013.	POSITION DESCRIPTION (PDES 3) (PERSONNEL DEPARTMENT) FORM: PDES 3 RECORD TYPES:	TO+1		N N N
/PDX/24/	D014.	PUBLICATIONS & REFER MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/PDX/24/	D015.	REQUEST FOR TRANSFER AND/OR CHANGE IN PAYGRADE (LAPD 1.40) (PERSONNEL DIVISION) FORM: LAPD 1.40 RECORD TYPES:	TO+1		N N N
/PDX/24/	D016.	STATISTICAL DIGEST (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+5		N N N
/PDX/24/	D017.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIV & ORIGINATING OFFICE) RECORD TYPES: A-ACCRUED OVERTIME/TIME OFF RECORD-TEMP 136 B-ADVANCE OVERTIME AUTHORITY-LAPD 2.34 C-NIGHT BONUS ASSIGNMENTS	TO+2		N N N

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		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			
/PDX/24/	D018.	TRAFFIC ACCIDENT REPORT FILE (EMPLOYEES INVOLVED) (LAPD 4.5) (RECORDS & IDENTIFICATION DIVISION) FORM: LAPD 4.5 RECORD TYPES:	TO+3		N N N
/PDX/24/	D019.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) (SUPPORT SERVICES BUREAU) FORM: LAPD 15.69 RECORD TYPES:	TO+2		N N N
/PDX/24/	D020.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.10) (BUREAU OFFICE) FORM: LAPD 15.10 RECORD TYPES:	TO+2		N N N
/PDX/24/	D021.	WEEKLY ADMINISTRATIVE REPORT (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+2		N N N
/PDX/24/	D022.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N N N

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/PDX/24/	D023.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIV; DISCARD AFTER ALL BOXES HAVE BEEN DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	

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