

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

**Records of: LOS ANGELES POLICE DEPARTMENT/INVESTIGATIVE ANALYSIS SECTION**  
**/PDX/31/**

*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/31/	D	DUPLICATE RECORD SERIES						
/PDX/31/	D001.	ACTIVITY REPORTS (OPERATIONS HEADQUARTERS BUREAU ) RECORD TYPES:	TO+4		N	N	N	
/PDX/31/	D002.	ADAM REPORTS (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D003.	ADDRESS AND PHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION ) FORM: LAPD 1.20 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D004.	ADMINISTRATION OF INTERNAL DISCIPLINE REPORT (INTERNAL AFFAIRS DIVISION ) RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D005.	ALPHA ROSTERS/CITY WIDE (PERSONNEL DEPARTMENT ) RECORD TYPES:	SU		N	N	N	
/PDX/31/	D006.	APPR'VL FOR TAKING CITY-OWNED VEHICLES HOME AFTER BUS HOURS (LAPD 1.45) (OPERATIONS HEADQUARTERS BUREAU ) FORM: LAPD 1.45 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D007.	ARREST REPORTS (LAPD 5.2) (RECORDS & IDENTIFICATION DIVISION OR JUVENILE DIVISION ) FORM: LAPD 5.2 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D008.	AUTHORIZATION TO USE RESTRICTED ELEC SURVEILLANCE EQUIP. (LAPD 12.41) (OPERATIONS HEADQUARTERS BUREAU ) FORM: LAPD 12.41 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D009.	BILINGUAL POSITION FILE (PERSONNEL AND TRAINING BUREAU ) RECORD TYPES:	SU		N	N	N	
/PDX/31/	D010.	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 & EQUIPMENT SUPPORT ITEMS-LAPD 1.91.2	TO+3		N	N	N	

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/PDX/31/	D011.	L-PERSONNEL BUDGET REQUEST-LAPD 1.91.3 M-REQUISITION-LAPD 15.11 N-STORES REQUISITION-GS/S 70 CASH OVERTIME USAGE REPORT (LAPD 15.2) (OFFICE OF OPERATIONS ) FORM: LAPD 15.2 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D012.	CIVIL SUBPOENA MONTHLY REPORT (LAPD 15.2) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 15.2 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D013.	COMFAC MONTHLY PRINTOUT (DEPARTMENT OF PUBLIC UTILITIES AND TRANSPORTATION ) RECORD TYPES:	TO+0/05		N	N	N	
/PDX/31/	D014.	COMMANDING OFFICERS' CONFLICT OF INTEREST FILE (POLICE COMMISSION ) RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D015.	COMMANDING OFFICER'S OVERTIME RECORD (OPERATIONS HEADQUARTERS BUREAU ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D016.	CRIME AND ARREST COMPUTER PRINTOUTS (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D017.	CRIME ARREST AND VEHICLE INDEX CARDS (RECORDS AND IDENTIFICATION DIVISION ) RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D018.	CRIME AND MISCELLANEOUS REPORT FOLDERS (RECORDS & IDENT'FN; BUNCO FORGERY DIVISION ) RECORD TYPES: A-BICYCLE INVESTIGATION-LAPD 3.12 B-CHANGE/CANCELLATION OF DR NUMBER-LAPD 8.45 C-CRIMES AGAINST PERSON-LAPD 3.1E D-DEATH INVESTIGATION-LAPD 3.11 E-FIELD RELEASE FROM CUSTODY-LAPD 5.2.2 F-FOLLOW-UP INVESTIGATION-LAPD 3.14 G-INJURY INVESTIGATION-LAPD 3.15 H-MISSING PERSON INVESTIGATION-LAPD 3.16 I-MULTIPLE REPORT - WORTHLESS DOCUMENTS-LAPD 3.6.2 J-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 K-PROPERTY REPORT-LAPD 10.1 L-ROBBERY, PRELIMINARY INVESTIGATION OF-LAPD 3.18 M-VEHICLE INVESTIGATION-LAPD 3.7 N-VICTIM' SUPPLEMENTAL PROPERTY LOSS REPORT-LAPD 3.4 O-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6	TO+3		N	N	N	

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					V	H	C	L
/PDX/31/	D019.	DAILY/SHIFT RECORD OF FUEL AND OIL DISPENSED (GS/PPA 243) (DEPARTMENT OF GENERAL SERVICES ) FORM: GS/PPA 243 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D020.	DEATH INVESTIGATIONS (LAPD 3.11) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 3.11 RECORD TYPES:	CL		N	N	N	
/PDX/31/	D021.	DEPARTMENTAL SWORN TERMINATIONS (PERSONNEL DIVISION ) RECORD TYPES:	TO+0/01		N	N	N	
/PDX/31/	D022.	DIVISION CALL UP/DEPLOYMENT REPORT (OPERATIONS HEADQUARTERS DIVISION ) RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D023.	EMPLOYEE RELATIONS WITH OUTSIDE ORGANIZATIONS REPORT (TEMP 251) (PLANNING & RESEARCH DIVISION ) FORM: TEMP 251 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D024.	EQUIPMENT RECEIPT (LAPD 11.9) (SUPPLY DIVISION ) FORM: LAPD 11.9 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D025.	FIELD INTERVIEW REPORT (LAPD 15.43) (AUTOMATED INFORMATION DIVISION ) FORM: LAPD 15.43 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D026.	HOMICIDE FILES (RECORDS & IDENT'FN; ROBBERY HOMICIDE ) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-DEATH INVESTIGATION-LAPD 3.11 C-FOLLOW-UP INVESTIGATION-LAPD 3.14 D-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 E-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 F-PROGRESS REPORT G-PROPERTY REPORT-LAPD 10.1	TO+12		N	N	N	
/PDX/31/	D027.	F-PROGRESS REPORT INTER/INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PDX/31/	D028.	LEGISLATIVE ANALYSIS FILES (OFFICE OF THE CHIEF OF POLICE ) RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D029.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER ) RECORD TYPES:	SU		N	N	N	

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					V	H	C	L
/PDX/31/	D030.	MONTHLY BICYCLE LICENSE STATEMENT (LAPD 9.27) (GEOGRAPHIC AREA ) FORM: LAPD 9.27 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D031.	MONTHLY RPT. OF SECRET SERVICE MONEY (LAPD 15.37) (FISCAL SUPPORT BUREAU ) FORM: LAPD 15.37 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D032.	NARCOTICS REPORT (LAPD 3.19) (CONCERNED NARCOTIC BUREAU ) FORM: LAPD 3.19 RECORD TYPES:	TO+3		N	N	N	
/PDX/31/	D033.	NONLETHAL CONTROL DEVICES INCIDENT REPORT (LAPD 13.30) (TRAINING DIVISION ) FORM: LAPD 13.30 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D034.	NOTICE TO APPEAR/RELEASE FROM CUSTODY (LAPD 5.2.2) (RECORDS & IDENTIFICATION DIVISION ) FORM: LAPD 5.2.2 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D035.	OFF-HOUR MONTHLY ACTIVITY LOG - HOME GARAGED VEHICLE... (LAPD 11.33) (PLANNING & RESEARCH DIVISION ) FORM: LAPD 11.33 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D036.	OVERTIME QUARTERLY REPORT (FISCAL OPERATIONS DIVISION ) RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D037.	PERMIT FOR OUTSIDE EMPLOYMENT (LAPD 1.47) (PERSONNEL & TRAINING BUREAU ) FORM: LAPD 1.47 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D038.	PERMIT TO REGULARLY HOME-GARAGE DEPT. VEHICLE (LAPD 1.46) (PLANNING & RESEARCH BUREAU ) FORM: LAPD 1.46 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D039.	PERSONAL EXPENSE STATEMENT (GEN 16) (FISCAL SUPPORT BUREAU ) FORM: GEN 16 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D040.	POLICE COMMISSION REPORTS (POLICE COMMISSION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D041.	POLICE RESERVE STATISTICAL REPORTS (PERSONNEL DIVISION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D042.	POSITION DESCRIPTION (PDES 3) (PERSONNEL DEPARTMENT ) FORM: PDES 3 RECORD TYPES:	SU		N	N	N	
	D043.	PROPERTY TRANSFER RECORD (10.2)	TO+3		N	N	N	

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/PDX/31/		(PROPERTY DIVISION ) FORM: 10.2 RECORD TYPES:						
/PDX/31/	D044.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/PDX/31/	D045.	PURSUIT FILES (CODE 3) (CONCERNED TRAFFIC DIVISION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D046.	QUARTERLY EQUIPMENT REPORT (KOAD 15.61) (CONCERNED BUREAU ) FORM: KOAD 15.61 RECORD TYPES:	TO+0/03		N	N	N	
/PDX/31/	D047.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION ) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N	N	N	
/PDX/31/	D048.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIVISION; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/PDX/31/	D049.	ROLL CALL TRAINING FILMS (TRAINING DIVISION ) RECORD TYPES:	AR		N	N	N	
/PDX/31/	D050.	SHORT ARREST REPORT FILE (DRUNK) (LAPD 5.2.1) (RECORDS & IDENTIFICATION DIVISION ) FORM: LAPD 5.2.1 RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D051.	STATISTICAL DIGEST (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D052.	SPECIAL INVESTIGATOR'S ASSIGNMENT CONTROL LOG (CONCERNED BUREAU ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D053.	STAFF MEETING MINUTES (OPERATIONS HEADQUARTERS BUREAU ) RECORD TYPES:	TO+1		N	N	N	
/PDX/31/	D054.	TIMEKEEPING RECORDS (FISCAL OPERATIONS; ORIGINATOR ) 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	TO+2		N	N	N	

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		G-PENDING LOSS OF OVERTIME RPT. H-SICK LEAVE PRINTOUT I-TIME SHEETS-LAPD 245 J-TIME SHEET CORRECTION REPORT-LAPD 2.30 K-WEEKLY CREW TIME SHEET-5054 L-YEAR END VACATION ROSTER						
/PDX/31/	D055.	TRAFFIC COURT FILES (TRAFFIC COURT LIAISON OFFICER ) RECORD TYPES:	TO+3		N	N	N	
/PDX/31/	D056.	TRAINING SCHEDULES (TRAINING DIVISION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D057.	TRANSFER OF AUTOMOTIVE EQUIPMENT (MOTOR TRANSPORT DIVISION ) RECORD TYPES:	CL		N	N	N	
/PDX/31/	D058.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) (OPERATIONS HEADQUARTERS BUREAU ) FORM: LAPD 15.69 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D059.	WATCH ASSIGNMENT & TIMEKEEPING RECORD (LAPD 15.10) (CONCERNED BUREAU ) FORM: LAPD 15.10 RECORD TYPES:	TO+2		N	N	N	
/PDX/31/	D060.	WEEKLY ADMINISTRATIVE REPORT (LAPD 15.87) (AUTOMATED INFORMATION DIVISION ) FORM: LAPD 15.87 RECORD TYPES:	TO+1		N	N	N	

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