

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

**Records of: LOS ANGELES POLICE DEPARTMENT/USE OF FORCE REVIEW DIVISION**  
**/PDX/40/**

*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/40/	D	Duplicate Record Series						
/PDX/40/	D001.	BUDGET RECORDS A. BUDGET REQUEST/PACKAGE B. CORRESPONDENCE C. DIVISIONAL BUDGET REQUEST D. MISC	TO+3	DO	N	N	N	
/PDX/40/	D002.	GENERAL FILE CORRESPONDENCE (RECEIVING OFFICE)	TO+2	DO	N	N	N	
/PDX/40/	D003.	INTER/INTRADEPARTMENTAL CORRESPONDENCE (RECEIVING OFFICE)	TO+2	DO	N	N	N	
/PDX/40/	D004.	INTER/INTRADEPARTMENTAL CORRESPONDENCE (ORIGINATING OFFICE)	TO+2	DO	N	N	N	
/PDX/40/	D005.	INTRADEPARTMENTAL NOTICES	TO+2	DO	N	N	N	
/PDX/40/	D006.	PERSONNEL EXPENSE STATEMENT	TO+4	DO	N	N	N	
/PDX/40/	D007.	TIMEKEEPING RECORDS A. OVERTIME REPORT (02.24.00) B. SIGN IN SHEETS C. TIMESHEETS CORRECTIONS REPORT (LAPD 02.30)	TO+5	DO	N	N	N	
/PDX/40/	D008.	TRAVEL AUTHORITY	TO+5	DO	N	N	N	
/PDX/40/	D009.	REQUISITIONS (LAPD 15.11)	TO+2	DO	N	N	N	
/PDX/40/	D010.	STORES REQUISITION (DS 70)	TO+2	DO	N	N	N	
/PDX/40/	D011.	CATEGORICAL A. CERTIFICATE OF SERVICE B. MISC. DOCUMENTS	TO+2	DO	N	N	N	
/PDX/40/	D012.	INTERNAL PROCESS REPORTS	TO+10	DO	N	N	Y	
/PDX/40/	D013.	CATEGORICAL A. MISC. DOCUMENTS	TO+10	DO	N	N	Y	
/PDX/40/	D014.	NON-CATEGORICAL A. MISC. DOCUMENTS	TO+10	DO	N	N	Y	
/PDX/40/	D015.	TACTICAL REVIEW SECTION A. MISC. DOCUMENTS	TO+10	DO	N	N	Y	
/PDX/40/	D016.	TACTICAL REVIEW SECTION A. WEBSITE MATERIAL	TO+5	DO	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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  
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/40/	D017.	USE OF FORCE BOARDS A. MISC	TO+10	DO	N	N	N	Y

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