

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: SPECIAL OPERATIONS BUREAU
/PDX/48/ LOS ANGELES POLICE DEPARTMENT

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/48/	D	DUPLICATE RECORD SERIES						
/PDX/48/	D001.	ACTIVITY REPORTS - OUTGOING (OFFICE OF OPERATIONS) RECORD TYPES:	TO+4		N	N	N	
/PDX/48/	D002.	ADAM REPORTS (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+2		N	N	N	
/PDX/48/	D003.	ADDRESS & PHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION) FORM: LAPD 1.20 RECORD TYPES:	TO+2		N	N	N	
/PDX/48/	D004.	AUTH. TO USE RESTRICTED ELECTRONIC SURVEILLANCE EQUIPMENT (LAPD 12.41) (OFFICE OF SPECIAL SERVICES) FORM: LAPD 12.41 RECORD TYPES:	TO+2		N	N	N	
/PDX/48/	D005.	BUDGET RECORDS (CAO, FISCAL OPER'NS, GENERAL SERVICES, FISCAL SUPPORT...) RECORD TYPES: A-ALTERATION & IMPROVEMENT REQUEST-CAO 42 B-BUDGET PRINTOUTS C-BUDGET REQUEST/REDUCTION PKG.-CAO 696C 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 71 A G-CORRESPONDENCE H-EQUIPMENT BUDGET REQUEST-LAPD 1.91 I-EXPENSE BUDGET REQUEST-LAPD 1.91 J-PACKAGE RANKING-CAO696C K-PACKAGE REQUEST EXPENSE & EQUIPMENT SUPPORT ITEMS-LAPD 1.91.2 L-PERSONNEL BUDGET REQUEST-LAPD 1.91.3 M-REQUISITION-LAPD 15.11 N-STORES-GS/S70	TO+3		N	N	N	
/PDX/48/	D006.	CITATION CANCELLATION REQUEST (LAPD 4.45) (TRAFFIC COORDINATION SECTION) FORM: LAPD 4.45 RECORD TYPES:	TO+1		N	N	N	
/PDX/48/	D007.	INTER/INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/PDX/48/	D008.	MEMORANDUMS OF UNDERSTANDINGS (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N	N	N	
/PDX/48/	D009.	PERMIT FOR OUTSIDE EMPLOYMENT (LAPD 1.47) (PERSONNEL AND TRAINING BUREAU) FORM: LAPD 1.47 RECORD TYPES:	TO+1		N	N	N	
/PDX/48/	D010.	POSITION DESCRIPTION QUESTIONNAIRES (PDES 3) (PERSONNEL DEPARTMENT) FORM: PDES 3 RECORD TYPES:	SU		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/48/	D011.	PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/PDX/48/	D012.	STAFF MEETING MINUTES (OFFICE OF OPERATIONS) RECORD TYPES:	TO+2		N	N	N	
/PDX/48/	D013.	STATISTICAL REPORTS (LAPD 12.41) (ADDRESSEE) FORM: LAPD 12.41 RECORD TYPES:	TO+2		N	N	N	
/PDX/48/	D014.	TIMEKEEPING RECORDS (AUTOMATED INFO DIV; FISCAL OPER'NS; OFFICE OF OPER'NS) 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-TIMESHEETS CORRECTION REPORT-LAPD 2.30 K-WEEKLY CREW TIME SHEET-5054 L-YEAR END VACATION ROSTER	TO+3		N	N	N	
/PDX/48/	D015.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK RECORDS MGMT. DIV.) FORM: GEN 60/61 RECORD TYPES:	SU+2		N	N	N	
/PDX/48/	D016.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK RECORDS MGMT. DIV; DISCARD AFTER BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	

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