

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

**Records of: CIVIL RIGHTS INTEGRITY DIVISION**  
**/PDX/49/ 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/49/	D	DUPLICATE RECORD SERIES (Office of Original Record) FORM NO: RECORD TYPES:		DO	N	N	N	
/PDX/49/	D001.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION ) A-BUDGET REQUEST/REDUCTION PACKAGE-CAO 696B B-CAPITAL PROJECTS OR ALTERATION-LAPD 01.91.4 C-CORRESPONDENCE D-DIVISIONAL BUDGET REQUEST SUMMARY-LAPD 01.91.5 E-EXPENSE BUDGET REQUEST-LAPD 01.91.1 F-IMPROVEMENT BUDGET REQUEST G-PACKAGE RANKING-CAO 969C H-PACKAGE REQUEST-LAPD 01.91.2 I-PERSONNEL BUDGET REQUEST-LAPD 01.91.3 J-PROPOSED DEPARTMENT BUDGET	TO+3	DO				
/PDX/49/	D002.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER EMPLOYEE RELATIONS SECTION )	SU	DO				
/PDX/49/	D003.	PUBLICATIONS & REFERENCE MATERIAL REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL )	AR	DO				
/PDX/49/	D004.	REFERENCE MATERIAL Inside Dept. Studies, Evaluations, etc. (Non-Record Material)	AR	DO				
/PDX/49/	D005.	REQUISITIONS (LAPD 15.11) (SUPPLY DIVISION ) FORM: LAPD 15.11	AR	DO				
/PDX/49/	D006.	STORES REQUISITION (DS 70) (SUPPLY DIVISION ) FORM: DS 70	AR	DO				
/PDX/49/	D007.	TIMEKEEPING RECORDS (FISCAL OPERATIONS ) A-OVERTIME HISTORY REPORTS B-POLICE CHECK SIGN OUT ROSTER C-TIMESHEETS-LAPD 245 D-TIMESHEETS CORRECTION REPORT-LAPD 02.30 E-WEEKLY CREW TIME SHEETS-LAPD 5054	TO+2	DO				
/PDX/49/	D008.	TRAVEL AUTHORITY (15.02) (ORIGINATING BUREAU ) FORM: 15.02	TO+2	DO				
	D009.							

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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/49/		TELCODE BILLS	TO+10	DO	

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