

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/ADMINISTRATIVE SERVICES BUREAU
/PDX/51/

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/51/	D	DUPLICATE RECORD SERIES			
/PDX/51/	D001.	CAREER OPPORTUNITIES BINDER (EMPLOYEE OPPORTUNITY & DEVELOP'T DIV; ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/51/	D002.	CORRESPONDENCE CONTROL RECORDS (LAPD 1.09.) (ORIGINATING OFFICE) FORM: LAPD 1.09. RECORD TYPES:	TO+4		N N N
/PDX/51/	D003.	EQUIPMENT REPLACEMENT LOG (PURCHASING AGENT; OFFICE REPLACING EQUIP'T) RECORD TYPES: A-CLAIMS FOR REIMBURSEMENT-GEN. 130 B-REQUESTING REPLACEMENT GEN. 15.2'S-LAPD 15.02.1	AR+4		N N N
/PDX/51/	D004.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'ENS & BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/51/	D005.	INTER & INTRA DEPARTMENTAL MEMORANDUMS, ORDERS AND NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/51/	D006.	QUARTERLY RESOURCES EQUIP'T REPORTS (LAPD 15.61) (RECORD SERIES TO BE DELETED PER REVISION #1) FORM: LAPD 15.61 RECORD TYPES:	AR+4		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/51/	D007.	SIGNATURE AUTHORIZATIONS (ADDRESSEE CONTROLLER OR PURCHASING AGENT) RECORD TYPES:	SU		N N N
/PDX/51/	D008.	TIMEKEEPING RECORDS (CAO; FISCAL OPER'NS; FISCAL REVIEW BOARD...) RECORD TYPES: A-COMMANDING OFFICER'S ADJUSTED TIME RECORDS B-CREW SHEETS-GEN. 5054 C-TIME SHEETS-LAPD 245	TO+2		N N N
/PDX/51/	D009.	BUDGET (POLICE DEPARTMENT) (CAO; FISCAL REVIEW BOARD) RECORD TYPES: A-AS SUBMITTED TO FISCAL REVIEW BOARD B-AS SUBMITTED TO CITY ADMINISTRATIVE OFFICER	AR+2		N N N
/PDX/51/	D010.	RECORDS RETENTION SCHEDULES (GEN. 60 GE) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 GE RECORD TYPES:	SU+2		N N N
/PDX/51/	D011.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/PDX/51/	D012.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N

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/PDX/51/	D013.	STORES REQUISITION (GS/S-70) (SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:	TO+2		N N N

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