## Departmental Records Disposition Schedule

### Duplicate Records

**Records of:**

**PDX/52/**

**LOS ANGELES POLICE DEPARTMENT/INFORMATION TECHNOLOGY DIVISION**

**City of Los Angeles**

**Departmental Records Disposition Schedule**

**Duplicate Records**

**Certified per Section 12.3 of Los Angeles Administrative Code**

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDX/52/ D</td>
<td></td>
<td>DUPLICATE RECORD SERIES</td>
<td>TO+3</td>
<td>N N N</td>
<td></td>
</tr>
</tbody>
</table>

### Record Type: BUDGET

**POLICE, FISCAL OPERATIONS DIVISION**

**Record Types:**

- A-BUDGET TITLE LIST-LAPD 01.91.5
- B-EQUIPMENT BUDGET REQUEST-LAPD 01.91
- C-EXPENSE BUDGET REQUEST-LAPD 01.91.1
- D-EXPENSE AND EQUIPMENT SUPPORT ITEMS-LAPD 01.91.2
- E-PERSONNEL BUDGET REQUEST-LAPD 01.91.3

### Record Type: INTER AND INTRA DEPARTMENTAL MANUALS, PUBL'CN'S, BULLETINS...

**ORIGINATING OFFICE**

**Record Types:**

**SU**

### Record Type: PUBLICATIONS AND REFERENCE MATERIALS REC'D FROM OUTSIDE...

**NON-RECORD MATERIAL**

**Record Types:**

**AR**

### Record Type: RECORD RETENTION SCHEDULES (GEN. 60 &)

**CITY CLERK, RECORDS MANAGEMENT DIVISION**

**Form:** GEN. 60 &

**Record Types:**

**SU+2**

### Record Type: RECORDS TRANSFER LIST (GEN. 62)

**CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTROYED**

**Form:** GEN. 62

**Record Types:**

**CL**

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**Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**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
# Departmental Records Disposition Schedule

**Duplicate Records**

**City of Los Angeles**

**City Clerk/Records Management Division**

**Los Angeles Police Department/Information Technology Division**

**Certified per Section 12.3 of Los Angeles Administrative Code**

**Records of:**

/PDX/52/

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title (Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/52/</td>
<td>D006.</td>
<td>REQUISITIONS (LAPD 15.11) (POLICE, SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:</td>
<td>TO+2</td>
<td>N</td>
<td>N N N</td>
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<tr>
<td>/PDX/52/</td>
<td>D007.</td>
<td>SPECIAL ORDERS (PLANNING AND RESEARCH DIVISION) RECORD TYPES:</td>
<td>TO+2</td>
<td>N</td>
<td>N N N</td>
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<tr>
<td>/PDX/52/</td>
<td>D008.</td>
<td>STORES REQUISITIONS (GS/S-70) (POLICE, SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:</td>
<td>TO+2</td>
<td>N</td>
<td>N N N</td>
</tr>
<tr>
<td>/PDX/52/</td>
<td>D009.</td>
<td>TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-OVERTIME REPORT-LAPD 02.24 B-OVERTIME/SICK RECORDS (COMPUTER PRINTOUT) C-RESERVE EMPLOYEE PAYROLL ROSTER D-TIMESHEETS-LAPD 245 E-WEEKLY CREW TIMESHEETS-GEN. 5054</td>
<td>TO+1</td>
<td>N</td>
<td>N N N</td>
</tr>
</tbody>
</table>

**Retention Codes:**
- AU=Audit
- AR=Annual Review
- CL=Closed
- CO=Completion
- CA=Cancelled
- EX=Expiration
- PE=Permanent
- SU=Superseded
- TE=Termination

**To=The Date of the Record, i.e. the "To Date"**

**Media Codes:**
- AT=Audio Tape
- BP=Blueprint
- BK=Books
- CP=Computer Printout
- DO=Document
- EL=Electronic File
- FM=Film
- MD=Mag Disk
- MT=Magnetic 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