

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/INFORMATION TECHNOLOGY DIVISION
/PDX/52/

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/52/	D	DUPLICATE RECORD SERIES			
/PDX/52/	D001.	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	TO+3		N N N
/PDX/52/	D002.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBL'CONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/52/	D003.	PUBLICATIONS AND REFERENCE MATERIALS REC'D FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/PDX/52/	D004.	RECORD RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 & RECORD TYPES:	SU+2		N N N
/PDX/52/	D005.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/52/	D006.	REQUISITIONS (LAPD 15.11) (POLICE, SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N	N	N	
/PDX/52/	D007.	SPECIAL ORDERS (PLANNING AND RESEARCH DIVISION) RECORD TYPES:	TO+2		N	N	N	
/PDX/52/	D008.	STORES REQUISITIONS (GS/S-70) (POLICE, SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:	TO+2		N	N	N	
/PDX/52/	D009.	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	TO+1		N	N	N	

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