

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/POLICIES & PROCEDURES DIVISION
/PDX/53/

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/53/	D	DUPLICATE RECORD SERIES			
/PDX/53/	D001.	CITY MAPS (FIRE DEPARTMENT, MAPS AND DRAFTING) RECORD TYPES:	SU		N N N
/PDX/53/	D002.	CONSTRUCTION AND FLOOR PLANS FOR POLICE FACILITIES (BUREAU OF ENGINEERING) RECORD TYPES:	SU		N N N
/PDX/53/	D003.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/53/	D004.	MEMORANDA OF UNDERSTANDING... (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/PDX/53/	D005.	1968 POLICE DEPARTMENT BOND FUND, STATEMENT OF CONDITION... (OFFICE OF THE CONTROLLER) RECORD TYPES:	SU+1		N N N
/PDX/53/	D006.	PUBLICATIONS & REFERENCE MATERIAL REC'D FORM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/53/	D007.	RECORDS RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 & RECORD TYPES:	SU+2		N N N
/PDX/53/	D008.	RECORDS TRANSFER LISTS (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/PDX/53/	D009.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE (GEN. 48) (CITY CLERK, RECORDS MANAGMENT DIV) FORM: GEN. 48 RECORD TYPES:	TO+10		N N N
/PDX/53/	D010.	REQUISITION (LAPD 15.11) (POLICE DEPARTMENT, SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N
/PDX/53/	D011.	STORES REQUISITION (GS/S-70) (POLICE DEPARTMENT, SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:	TO+2		N N N
/PDX/53/	D012.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION, POLICE) RECORD TYPES: A-POLICE DEPARTMENT TIME SHEET-LAPD 245 B-WEEKLY CREW TIME SHEET-5043	TO+2		N N N

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