<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Office</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/54/</td>
<td>D</td>
<td>DUPLICATE RECORD SERIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/54/</td>
<td>D001</td>
<td>AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN. 48)</td>
<td>CL</td>
<td>N N N N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/54/</td>
<td>D002</td>
<td>CAREER OPPORTUNITIES BINDER</td>
<td>SU</td>
<td>N N N N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(EMPLOYEE OPPORTUNITY &amp; DEVELOPMENT DIV... ) RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/54/</td>
<td>D003</td>
<td>CIVILIAN DUTY CERTIFICATE (PDAS 43)</td>
<td>TO+2</td>
<td>N N N N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(PERSONNEL, WORKER'S COMPENSATION) FORM: PDAS 43 RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/54/</td>
<td>D004</td>
<td>INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS,...</td>
<td>SU</td>
<td>N N N N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ORIGINATING OFFICE) RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/54/</td>
<td>D005</td>
<td>LEGAL DECISIONS AND OPINIONS</td>
<td>SU</td>
<td>N N N N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(CITY ATTORNEY) RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/PDX/54/</td>
<td>D006</td>
<td>PAYROLL PERSONNEL CHANGE DOCUMENT (GEN. 41)</td>
<td>TO+2</td>
<td>N N N N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(CONTROLLER'S OFFICE) FORM: GEN. 41 RECORD TYPES:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"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

### Records of:
**/PDX/54/**  
**LOS ANGELES POLICE DEPARTMENT/FISCAL OPERATIONS DIVISION**  
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>(Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
</table>
| /PDX/54/    | D007.           | PUBL’CNS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES  
(NON-RECORD MATERIAL) RECORD TYPES: | AR | N N N |
| /PDX/54/    | D008.           | RECORDS RETENTION SCHEDULE (GEN. 60 GE)  
(CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 GE RECORD TYPES: | SU+2 | N N N |
| /PDX/54/    | D009.           | RECORDS TRANSFER LIST (GEN. 62)  
(CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES: | CL | N N N |
| /PDX/54/    | D010.           | REQUISITION (LAPD 15.11)  
(SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES: | TO+2 | N N N |
| /PDX/54/    | D011.           | STORES REQUISITION (GS/S-70)  
(SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES: | TO+2 | N N N |

**RECORD TYPE:**  
V = VITAL  
H = HISTORICAL  
C = CONFIDENTIAL  
L = LEGAL

**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

**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"