

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/FISCAL OPERATIONS DIVISION

/PDX/54/ *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/54/	D	DUPLICATE RECORD SERIES			
/PDX/54/	D001.	AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN. 48) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 48 RECORD TYPES:	CL		N N N
/PDX/54/	D002.	CAREER OPPORTUNITIES BINDER (EMPLOYEE OPPORTUNITY & DEVELOPMENT DIV...) RECORD TYPES:	SU		N N N
/PDX/54/	D003.	CIVILIAN DUTY CERTIFICATE (PDAS 43) (PERSONNEL, WORKER'S COMPENSATION) FORM: PDAS 43 RECORD TYPES:	TO+2		N N N
/PDX/54/	D004.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/54/	D005.	LEGAL DECISIONS AND OPINIONS (CITY ATTORNEY) RECORD TYPES:	SU		N N N
/PDX/54/	D006.	PAYROLL PERSONNEL CHANGE DOCUMENT (GEN. 41) (CONTROLLER'S OFFICE) FORM: GEN. 41 RECORD TYPES:	TO+2		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/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	

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