

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	---------------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/	O	ORIGINAL RECORDS							
/PDX/54/	O001.	ACCOUNTING PROPERTY CLEARANCE (LAPD 01.51) FORM: LAPD 01.51 RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/54/	O002.	ACCOUNTING OFFICE RECEIPT (LAPD 02.26) FORM: LAPD 02.26 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O003.	ACCOUNTS RECEIVABLE/SALARY OVERPAYMENT RECORD TYPES:	TO+2	TO+5		N	N	N	
/PDX/54/	O004.	ADMINISTRATIVE TRANSFER RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O005.	ADVANCE OVERTIME AUTHORITY (LAPD 02.34) FORM: LAPD 02.34 RECORD TYPES:	TO+2	TO+5		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		-- Media Office	-- Total	-- Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	--------------------	----------	---------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/	O006.	AUTHORITY FOR EXPENDITURE (GEN. 40) FORM: GEN. 40 RECORD TYPES:	TO+3	TO+5				N	N	N	
/PDX/54/	O007.	CIVIL DEFENSE QUARTERLY REPORT RECORD TYPES:	TO+3	TO+5				N	N	N	
/PDX/54/	O008.	CIVIL SUBPOENA REPORT (LAPD 15.24) FORM: LAPD 15.24 RECORD TYPES:	TO+3	TO+5				N	N	N	
/PDX/54/	O009.	CLAIM FOR REFUND NOT OVER \$5,000 (GEN. 64) FORM: GEN. 64 RECORD TYPES:	TO+3	TO+5				N	N	N	
/PDX/54/	O010.	CLAIM FOR REIMBURSEMENT (GEN. 130) FORM: GEN. 130 RECORD TYPES:	TO+3	TO+5				N	N	N	
/PDX/54/	O011.	CONTRACTS (GS/S10) FORM: GS/S10 RECORD TYPES:	TO+3	TO+5				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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	---------------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/	0012.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10	N	N	N		
/PDX/54/	0013.	DEPOSIT CERTIFICATES (GEN. 2) FORM: GEN. 2 RECORD TYPES:	TO+3	TO+5	N	N	N		
/PDX/54/	0014.	DIVISIONAL PERSONNEL PACKAGES (TRANSFER TO EMPLOYEE'S NEW DIVISION OR PERSONNEL DIVISION) RECORD TYPES: A-COMPENSATORY EQUIVALENT TIME OFF RECORDS-LAPD 15.05 B-CORRESPONDENCE C-DUTY CERTIFICATE-PDAS 43 E-EMPLOYEE TRANSFER DATA-LAPD 01.34 F-EMPLOYEE'S REPORT-LAPD 15.07.1 G-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 H-PERFORMANCE EVALUATION REPORT-LAPD 01.78 I-PERSONAL AND WORK HISTORY SUMMARY-LAPD 1.6 J-PERSONNEL RATING REPORT-LAPD 01.78 K-REQUEST FOR LEAVE OF ABSENCE-LAPD 01.36 L-SICK OR INJURY REPORT-LAPD 01.36 M-TERMINATION RECORD-LAPD 01.08	TE	TE	N	N	N		
/PDX/54/	0016.	EMERGENCY CHECK REQUEST (FCD 07) FORM: FCD 07 RECORD TYPES:	TO+3	TO+5	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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media	Record Type		
			Office	Total	Code	V	H	C
<i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i>								
/PDX/54/	O017.	EMPLOYEE SERVICE RECORDS (LAPD 02.36) FORM: LAPD 02.36 RECORD TYPES:	PE	PE		N	N	N
/PDX/54/	O018.	ENCUMBRANCE ADJUSTMENT (GEN. 36) FORM: GEN. 36 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O019.	EQUIPMENT PURCHASE RECORD RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O020.	EXPENDITURE PROGRAM (GEN. 20) FORM: GEN. 20 RECORD TYPES:	TO+3	TO+10		N	N	N
/PDX/54/	O021.	EXPENDITURE PROGRAM POLICE RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O022.	GRANTS FILES RECORD TYPES: A-EXPENDITURE REPORTS	CL+2	CL+4		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

**City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

B-NOTICE OF CORRESPONDENCE

/PDX/54/	O023.	INTERDEPARTMENTAL ORDER (GEN 34) FORM: GEN 34 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O024.	INTERNAL DEMAND (GEN. 1-C) FORM: GEN. 1-C RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O025.	JOURNAL VOUCHER (FC 19A) FORM: FC 19A RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O026.	MATERIAL MANAGEMENT SYSTEM REPORTS ON INTERDEPARTMENT ORDERS RECORD TYPES:	TO+3	TO+10		N	N	N	
/PDX/54/	O027.	MODERN ACCOUNTS PAYABLE SYSTEM - ANALYSIS OF DISCOUNT LOSS RECORD TYPES:	TO+3	TO+10		N	N	N	
/PDX/54/	O028.	MONTHLY REPORT OF SECRET SERVICE MONEY (LAPD 15.37)	TO+2	TO+5		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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	---------------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

FORM: LAPD 15.37 RECORD TYPES:

/PDX/54/	O029.	NOTICE OF JOURNAL VOUCHER CHARGES (FC A-15) FORM: FC A-15 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O030.	NOTICE OF SCHEDULED PAYMENT (FC 5043) FORM: FC 5043 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O031.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N
/PDX/54/	O032.	ORGANIZATIONAL CHART RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/54/	O033.	OVERTIME CORRECTION LETTERS (LAPD 15.2) FORM: LAPD 15.2 RECORD TYPES:	TO+2	TO+5		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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	---------------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/	O034.	OVERTIME MANUAL RECORD TYPES:	SU+2	SU+4		N	N	N
/PDX/54/	O035.	PAYMENT LEDGERS FOR VENDORS (LAPD 02.25) FORM: LAPD 02.25 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O036.	PAYROLL AND REIMBURSEMENT ... (GEN. 71) (CERTIFICATION, AUTHENTICATION AND APPROVAL) FORM: GEN. 71 RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/54/	O037.	PAYROLL/REIMBURSEMENT ADJUSTMENTS RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O038.	PAYROLL/REIMBURSEMENT REGISTER (FC 5035) FORM: FC 5035 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O039.	PAYROLL/REIMBURSEMENT WORKSHEET (FC 5039) FORM: FC 5039 RECORD TYPES:	TO+3	TO+5		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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media Office	Total	Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	-----------------	-------	------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/	O040.	POLICE DEPARTMENT BUDGET RECORD TYPES: A-EQUIPMENT REQUEST-LAPD 01.91 B-EXPENSE REQUEST-LAPD 01.91.1 C-NOTICE AND CORRESPONDENCE D-PERSONNEL REQUEST-LAPD 01.91.3	TO+2	TO+5				N	N	N
/PDX/54/	O041.	PROJECT LOGS RECORD TYPES:	TO+3	TO+5				N	N	N
/PDX/54/	O042.	PURCHASE ORDER (GS/S-2) FORM: GS/S-2 RECORD TYPES:	TO+3	TO+5				N	N	N
/PDX/54/	O043.	PURCHASE REQUISITION (GS/S1A) FORM: GS/S1A RECORD TYPES:	TO+3	TO+5				N	N	N
/PDX/54/	O044.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.74) FORM: LAPD 15.74 RECORD TYPES:	TO+3	TO+5				N	N	N
/PDX/54/	O045.	RECEIPT BOOK (GEN. 30) FORM: GEN. 30 RECORD TYPES:	TO+3	TO+5				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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/	O046.	RECORD COPY TICKERS (LAPD 04.28) FORM: LAPD 04.28 RECORD TYPES:	TO+5	TO+10		N	N	N
/PDX/54/	O047.	REMITTANCE ADVICE (FC 5042A) FORM: FC 5042A RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O048.	REQUEST FOR ADJUSTMENT OF APPROPRIATE FUNDS (GEN. 105) FORM: GEN. 105 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O049.	REQUEST FOR ANNUAL PURCHASE REQUISITION (DS-1B) FORM: DS-1B RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O050.	REQUEST TO ENCUMBER FUNDS (GEN. 106) FORM: GEN. 106 RECORD TYPES:	TO+3	TO+5		N	N	N

O051.

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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	---------------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/		REQUEST FOR PAYMENT (GEN. 81) FORM: GEN. 81 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O052.	REQUEST FOR PAYMENT TRANSMITTAL CONTROL SHEET RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O053.	REQUEST FOR PURCHASE ORDER CHANGE (DS-6A) FORM: DS-6A RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O054.	REQUEST FOR SALE (GS/S-S8) FORM: GS/S-S8 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O055.	RULE 11 REQUEST (GEN. 112) FORM: GEN. 112 RECORD TYPES:	TO+2	TO+5		N	N	N
/PDX/54/	O056.	STATEMENT OF APPROPRIATION AND UNENCUMBERED BALANCE (FC 9034) FORM: FC 9034 RECORD TYPES:	TO+3	TO+5		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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		-- Media Office Total Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	-------------------------------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/	O057.	STATEMENT OF CONDITION OF APPROPRIATION RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O058.	STORE MULTI USE FORM (GS/MM1) FORM: GS/MM1 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O059.	SUB-PURCHASE ORDER (GEN. 9) FORM: GEN. 9 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O060.	TIME SHEET (LAPD 02.36) FORM: LAPD 02.36 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O061.	TIME SHEET CORRECTION REPORT (LAPD 02.30) FORM: LAPD 02.30 RECORD TYPES:	TO+3	TO+5		N	N	N
/PDX/54/	O062.	TIMEKEEPING MANUAL RECORD TYPES:	SU+2	SU+4		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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		-- Media Office Total Code	Record Type V H C L			
---------------	-----------------------	--	-------------------------	--	-------------------------------	------------------------	--	--	--

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/PDX/54/	O063.	TIME IN AND OUT SHEET RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O064.	OVERTIME REPORTS (LAPD 02.24) FORM: LAPD 02.24 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O065.	TOWING INVOICES - EXCESSIVE AMOUNT RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O066.	TRAVEL AUTHORITY (GEN. 71) FORM: GEN. 71 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O067.	WEEKLY CREW TIME SHEET (FC 5054) (WORKER'S COMPENSATION REQUIREMENT) FORM: FC 5054 RECORD TYPES:	TO+3	TO+5		N	N	N	
/PDX/54/	O068.	WORKSHEETS FOR DATA SERVICE RUN	TO+3	TO+5		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

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --			Media			Record Type		
			Office	Total	Code	V	H	C	L		

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

RECORD TYPES:

/PDX/54/	O069.	TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	CL+2	CL+4		N	N	N			
/PDX/54/	O070.	PERSONNEL COMPLAINT ENVELOPE (1.81.11) FORM: 1.81.11 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y			
/PDX/54/	O071.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12) FORM: 1.81.12 RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y			
/PDX/54/	O072.	EMPLOYEE COMMENT SHEET (1.77/1.77.) (WHEN EMPLOYEE MOVES TO NEW ASSIGNMENT, COMMENT FILES FOLLOW EMPLOYEE) FORM: 1.77/1.77. RECORD TYPES:	TO+2	TO+5		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