

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: LOS ANGELES POLICE DEPARTMENT/COMMUNICATIONS DIVISION**  
**/PDX/56/**

*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/56/	D	DUPLICATE RECORD SERIES			
/PDX/56/	D001.	CAREER OPPORTUNITIES BOOK (PERSONNEL AND TRAINING BUREAU ) RECORD TYPES: A-AFFIRMATIVE ACTION NEWSLETTERS B-PROMOTIONAL EXAMINATION NOTICES C-SWORN PAY GRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES D-CIVILIAN PAY GRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES	SU		N N N
/PDX/56/	D002.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/PDX/56/	D003.	PERMIT FOR OUTSIDE EMPLOYMENT (LAPD 1.47.) (PERSONNEL AND TRAINING BUREAU ) FORM: LAPD 1.47. RECORD TYPES:	TO+1		N N N
/PDX/56/	D004.	TIMEKEEPING (FISCAL OPERATIONS DIVISION ) RECORD TYPES: A-ACCRUED OVERTIME/TIMEOFF REPORT B-OVERTIME HISTORY REPORTS C-SICK LEAVE RECORD D-TIMEOFF/OVERTIME REPORT-LAPD 02.24 E-TIME SHEET CORRECTION-LAPD 02.30 F-VACATION RECORD G-WEEKLY CREW TIME SHEET	TO+2		N N N
/PDX/56/	D005.	F-VACATION RECORD PUBL'CONS & REFERENCE MATERIALS RECEIVED FROM 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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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/56/	D006.	RECORDS RETENTION SCHEDULES (GEN. 60 GE) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 GE RECORD TYPES:	SU+2		N N N
/PDX/56/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/PDX/56/	D008.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N
/PDX/56/	D009.	STORES REQUISITION (GS/S-70) (SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:	TO+2		N N N
/PDX/56/	D010.	CRIME REPORTS (RECORDS AND IDENTIFICATION DIVISION) RECORD TYPES:	TO+1/03		N N N

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