

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: SECURITY SERVICES
/PDX/58/ LOS ANGELES POLICE DEPARTMENT

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/58/	D	Duplicate Record Series			
/PDX/58/	D001.	ACTIVITY REPORTS MEDIA TYPES DO & EL	TO+4	DO	N N N
/PDX/58/	D002.	ADDRESS AND PHONE NUMBER RECORD Form 1.20	TE	DO	N N N
/PDX/58/	D003.	ARREST REPORT FOLDERS	TO+2	DO	N N N
/PDX/58/	D004.	BUDGET RECORDS (CAO FISCAL OPERATIONS, FISCAL SUPPORT, GEN SERVICES...) RECORD TYPES: A-ALTERATION & IMPROVEMENT REQUEST-CAO 42 B-BUDGET PRINTOUTS C-BUDGET REQUEST/REDUCTION PACKAGE-CAO 696B D-BUDGET TITLE LIST/BUDGET REQUEST SUMMARY-LAPD 1.91.5 E-CAPITAL PROJECT OR ALTERATION & IMPROVEMENT BUDGET REQUEST-LAPD 1.91.4 F-CITY PURCHASING REQUISITION-GS/71A G-CORRESPONDENCE H-EQUIPMENT BUDGET REQUEST-LAPD 1.91 I-EXPENSE BUDGET REQUEST J-PACKAGE RANKING-CAO 696C K-PACKAGE REQUEST - EXPENSE AND EQUIPMENT SUPPORT ITEMS-LAPD 1.91.2 L-PERSONNEL BUDGET REQUEST-LAPD 1.91.3 M-REQUISITION-LAPD 15.11 N-STORES REQUISITION-GS/S 70	TO+3	DO	N N N
/PDX/58/	D005.	CITATION CANCELLATION REQUEST Form 4.45	TO+1	DO	N N N
/PDX/58/	D006.	CRIME AND TRAFFIC REPORTS (RECORDS AND IDENTIFICATION; BUNCO FORGERY DIVISIONS) RECORD TYPES: A. BICYCLE INVESTIGATION-LAPD 3.12 B. CHANGE/CANCELLATION OF DR NUMBER-8.45 C. CRIMES AGAINST PERSONS D. DEATH INVESTIGATION-LAPD 3.11 E. FIELD RELEASE FROM CUSTODY 5.2.2 F. FOLLOW-UP INVESTIGATION-LAPD 3.14 G. INJURY INVESTIGATION-LAPD 3.15 H. INVESTIATIVE REPORT 3.1 I. MISSING / FOUND PERSONS INVESTIGATION REPORT 3.16 J. MULTIPLE REPORT - WORTHLESS DOCUMENTS K. PROPERTY REPORT-LAPD 10.1 L. ROBBERY - INVESTIGATIVE REPORT	TO+2	DO	N N N

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		M. VEHICLE INVESTIGATION-LAPD 3.7 N. VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT-LAPD 3.4			
/PDX/58/	D007.	EQUIPMENT RECEIPT	TO+1	DO	N N N
/PDX/58/	D008.	FIELD INTERVIEW CARD Form 15.43	TO+2	DO	N N N
/PDX/58/	D009.	INTER/INTRA DEPARTMENTAL MANUALS, PUBLICATIONS...	SU	DO	N N N
/PDX/58/	D010.	MEMORANDUMS OF UNDERSTANDING	SU	DO	N N N
/PDX/58/	D011.	MONTHLY ACTIVITY LOG - HOME GARAGED VEHICLE PERMITTEES Form 15.33	TO+1	DO	N N N
/PDX/58/	D012.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES FOR DEPLOYMENT Form 15.53	TO+2	DO	N N N
/PDX/58/	D013.	NOTICE TO APPEAR / RELEASE FROM CUSTODY Form 5.2.2	TO+1	DO	N N N
/PDX/58/	D014.	OFF HOUR MONTHLY ACTIVITY LOG - HOME GARAGE VEHICLE Form 11.33	TO+1	DO	N N N
/PDX/58/	D015.	PERMIT FOR OUTSIDE EMPLOYMENT Form 1.47	TO+1	DO	N N N
/PDX/58/	D016.	POLICE BULLETIN REQUEST / CANCELLATION FORM Form 15.32	TO+0/03	DO	N N N
/PDX/58/	D017.	POSITION DESCRIPTION QUESTIONNAIRES Form PDES 3	SU	DO	N N N
/PDX/58/	D018.	PUBLICATION AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES	AR	DO	N N N
/PDX/58/	D019.	ROLL CALL TRAINING VIDEOS	SU	DO	N N N
/PDX/58/	D020.	SEMI-ANNUAL EQUIPMENT REPORT Form 15.61	TO+0/03	DO	N N N
/PDX/58/	D021.	SHORT ARREST REPORT FILE (DRUNK) Form 5.21	TO+1	DO	N N N
/PDX/58/	D022.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION; ORIGINATOR) RECORD TYPES: A-ACCRUED OVERTIME/TIME OFF RECORD B-ADVANCE OVERTIME AUTHORITY-LAPD 2.34 C-NIGHT BONUS ASSIGNMENTS D-OVERTIME CONTROL REPORT	TO+2	DO	N N N

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		E-OVERTIME HISTORY REPORT F-OVERTIME REPORT-LAPD 2.24 G-PENDING LOSS OF OVERTIME REPORT H-SICK LEAVE PRINTOUT I-TIME SHEET CORRECTION REPORT-LAPD 2.30 J-TIME SHEETS K-WEEKLY CREW TIME SHEET L-YEAR END VACATION ROSTER			
/PDX/58/	D023.	TRAINING SCHEDULES	TO+2	DO	N N N
/PDX/58/	D024.	TRANSFER OF AUTOMOTIVE EQUIPMENT	TO+2	DO	N N N
/PDX/58/	D025.	RECORDS RETENTION SCHEDULE Form Gen 60 & 61	SU+2	DO	N N N
/PDX/58/	D026.	RECORDS TRANSFER LIST Form Gen 62	CL	DO	N N N
/PDX/58/	D027.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD Form 15.10	TO+2	DO	N N N
/PDX/58/	D028.	CONTRACT SECURITY INVOICES	TO+5	DO	N N N

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