

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: OFFICE OF ADMINISTRATIVE SERVICES
/PDX/59/ 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/59/	D	DUPLICATE RECORD SERIES			
/PDX/59/	D001.	ACTIVITY REPORTS-PERSONNEL & TRAINING BUREAU (OFFICE OF ADMINISTRATIVE SERVICES) RECORD TYPES:	TO+7		N N N
/PDX/59/	D002.	ADDRESS & TELEPHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION) FORM: LAPD 1.20 RECORD TYPES:	TE		N N N
/PDX/59/	D003.	ANNUAL REPORTS (LAPD) (PUBLIC AFFAIRS SECTION) RECORD TYPES:	TO+5		N N N
/PDX/59/	D004.	ATTACKS ON POLICE OFFICERS (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+3		N N N
/PDX/59/	D005.	AUTOMATED DEPLOYMENT OF AVAILABLE MANPOWER (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+3		N N N
/PDX/59/	D006.	BOOKING AND DISPOSITION REPORTS (JAIL DIVISION) RECORD TYPES:	TO+3		N N N
/PDX/59/	D007.	BUDGET FORMS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-BUDGET REQUEST-LAPD 1.91.4 B-BUDGET TITLE LIST/REQUISITION SUMMARY-LAPD 1.91.5 C-EQUIPMENT BUDGET REQUEST-LAPD 1.91 D-EXPENSE BUDGET REQUEST-LAPD 1.91.1 E-PERSONNEL BUDGET REQUEST-LAPD 1.91.3 F-PACKAGE REQUISITION EXPENSE/EQUIPMENT SUPPORT-LAPD 1.91.2	TO+6		N N N
/PDX/59/	D008.	F-PACKAGE REQUISITION EXPENSE/EQUIPMENT SUPPORT-LAPD 1.91.2 CHIEF OF POLICE NOTICES/MEMO/ORDERS (OFFICE OF CHIEF OF POLICE) RECORD TYPES:	TO+10		N N N
/PDX/59/	D009.	CITATION CANCELLATION REQUESTS (LAPD 4.45) (TRAFFIC COORDINATION SECTION) FORM: LAPD 4.45 RECORD TYPES:	TO+3		N N N
/PDX/59/	D010.	CIVILIAN TABLE OF ORGANIZATION & DEPLOYMENT (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+3		N N N
/PDX/59/	D011.	COMMENDATION REPORTS (LAPD 1.18) (CONCERNED EMPLOYEE'S PACKAGES) FORM: LAPD 1.18 RECORD TYPES:	TO+7		N N N
/PDX/59/	D012.	CORRESPONDENCE CONTROL RECORD (LAPD 1.09) (OFFICE OF CHIEF OF POLICE) FORM: LAPD 1.09 RECORD TYPES:	TO+5		N N N

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					V	H	C	L
/PDX/59/	D013.	EMERGENCY PROCEDURES RECORD TYPES:	SU		N	N	N	
/PDX/59/	D014.	FURNITURE/EQUIPMENT TRANSFER RECORD (INVENTORY) (LAPD 11.40) (SUPPLY DIVISION) FORM: LAPD 11.40 RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D015.	INTER AND INTRA DEPARTMENTAL MANUALS PUBLICATIONS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/PDX/59/	D016.	MEMORANDA OF UNDERSTANDING (EMPLOYEE RELATIONS) RECORD TYPES:	SU		N	N	N	
/PDX/59/	D017.	MERIT PAY REVIEW REPORTS (OFFICE OF CHIEF OF POLICE) RECORD TYPES:	TO+8		N	N	N	
/PDX/59/	D018.	MONTHLY REPORTS (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D019.	MONTHLY REPORT OF RECRUITMENT EXPENSE (LAPD 15.37) (EMPLOYEE OPPORTUNITY AND DEVELOPMENT DIV.) FORM: LAPD 15.37 RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D020.	OFF-HOUR MONTHLY ACTIVITY LOG-VEHICLE (LAPD 11.33) (PLANNING AND RESEARCH DIVISION) FORM: LAPD 11.33 RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D021.	ORGANIZATIONAL CHART (FISCAL OPERATIONS DIVISION) RECORD TYPES:	SU		N	N	N	
/PDX/59/	D022.	PERMIT TO HOME-GARAGE VEHICLE (LAPD 1.46) (PLANNING AND RESEARCH DIVISION) FORM: LAPD 1.46 RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D023.	PERSONAL EXPENSE STATEMENT (GEN. 16) (FISCAL OPERATIONS DIVISION) FORM: GEN. 16 RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D024.	PERSONNEL COMPLAINT INDEX (LAPD 1.80) (INTERNAL AFFAIRS DIVISION) FORM: LAPD 1.80 RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D025.	PERSONNEL PROCEDURES (PERSONNEL DEPARTMENT) RECORD TYPES:	SU		N	N	N	
/PDX/59/	D026.	POLICE COMMISSION AGENDA/DISPOSITION (POLICE COMMISSION) RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D027.	POSITION DESCRIPTION (CAPTAIN & ABOVE) (PDES 3) (PERSONNEL DEPARTMENT) FORM: PDES 3 RECORD TYPES:	SU		N	N	N	
/PDX/59/	D028.	PROMOTIONAL LISTS (SWORN) (PERSONNEL DEPARTMENT) RECORD TYPES:	TO+10		N	N	N	
/PDX/59/	D029.	PUBL'CN & REFERENCE MATERIALS	AR		N	N	N	

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		(NON-RECORD MATERIAL) RECORD TYPES:						
/PDX/59/	D030.	RECORD RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 & RECORD TYPES:	SU+2		N	N	N	
/PDX/59/	D031.	RECORDS TRANSFER LISTS (GEN. 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER BOXES DESTROYED.) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	
/PDX/59/	D032.	REPORTS ON LAPD RELATIONSHIPS WITH OUTSIDE ORGANIZATIONS (LAPD TEMP) (PLANNING AND RESEARCH DIVISION) FORM: LAPD TEMP RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D033.	REPORTING DISTRICT STREET INDEX GUIDE (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	SU		N	N	N	
/PDX/59/	D034.	REQUEST FOR TERMINATIONS/RESIGNATIONS OF (PERSONNEL DIVISION) RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D035.	REQUESTS FOR TERMINATIONS/RESIGNATION ... (PERSONNEL DIV) RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D036.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N	N	N	
/PDX/59/	D037.	SICK/INJURY ON DUTY REPORTS (PERSONNEL DIVISION, MEDICAL LIAISON) RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D038.	SPECIALIZED TRAINING REQUESTS (PERSONNEL DEPARTMENT) RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D039.	STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES (LAPD 7.30) (POLICE COMMISSION) FORM: LAPD 7.30 RECORD TYPES:	TO+6		N	N	N	
/PDX/59/	D040.	STATISTICAL DIGEST (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D041.	STORES REQUISITION (GS/S - 70) (SUPPLY DIVISION) FORM: GS/S - 70 RECORD TYPES:	TO+2		N	N	N	
/PDX/59/	D042.	SWORN TABLE OF ORGANIZATION & DEPLOYMENT (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	TO+3		N	N	N	
/PDX/59/	D043.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-TIME SHEETS B-WEEKLY CREW TIME SHEETS C-TIMESHEET CORRECTION REPORT-LAPD 2.30 D-OVERTIME STATUS	TO+3		N	N	N	
/PDX/59/	D044.	TRANSFER AND/OR CHANGE IN PAYGRADE (LAPD 1.40)	TO+3		N	N	N	

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/PDX/59/	D045.	(PERSONNEL DIVISION) FORM: LAPD 1.40 RECORD TYPES: TRANSFER ORDERS	TO+3		N	N	N	
/PDX/59/	D046.	(PERSONNEL DIVISION) RECORD TYPES: TRAVEL AUTHORITY REQUESTS	TO+3		N	N	N	
/PDX/59/	D047.	(TRAINING DIVISION) RECORD TYPES: TUITION REIMBURSEMENT REQUESTS	TO+3		N	N	N	
/PDX/59/	D048.	(PERSONNEL DEPARTMENT) RECORD TYPES: VEHICLE RESOURCES QUARTERLY REPORT	TO+3		N	N	N	
/PDX/59/	D049.	(FISCAL SUPPORT BUREAU) RECORD TYPES: WANG WORD PROCESSING DISCS	SU		N	N	N	
/PDX/59/	D050.	(PERSONNEL & TRNG; INFO RETAINED IN CORRESPOND & SUBJ FILES) RECORD TYPES: WEEKLY ADMINISTRATIVE REPORT (LAPD 15.87)	TO+3		N	N	N	
/PDX/59/	D051.	(AUTOMATED INFORMATION DIVISION) FORM: LAPD 15.87 RECORD TYPES: BOARD OF INQUIRY RECORDS	TO+10		N	Y	N	
/PDX/59/	D052.	A-CORRESPONDENCE B-REPORTS C-TAPES ADMINISTRATIVE APPEAL (INTERNAL DISCIPLINE)	TO+10		N	Y	N	

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