

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

**Records of: LOS ANGELES POLICE DEPARTMENT/PERSONNEL & TRAINING BUREAU**  
**/PDX/60/**

*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/60/	D	DUPLICATE RECORD SERIES			
/PDX/60/	D001.	ACTIVITY REPORTS-PERSONNEL & TRAINING BUREAU (OFFICE OF ADMINISTRATIVE SERVICES ) RECORD TYPES:	TO+7		N N N
/PDX/60/	D002.	ADDRESS & TELEPHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION ) FORM: LAPD 1.20 RECORD TYPES:	TE		N N N
/PDX/60/	D003.	ANNUAL REPORTS (LAPD) (PUBLIC AFFAIRS SECTION ) RECORD TYPES:	TO+5		N N N
/PDX/60/	D004.	ATTACKS ON POLICE OFFICERS (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+3		N N N
/PDX/60/	D005.	AUTOMATED DEPLOYMENT OF AVAILABLE MANPOWER (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+3		N N N
/PDX/60/	D006.	BOOKING AND DISPOSITION REPORTS (JAIL DIVISION ) RECORD TYPES:	TO+3		N N N

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/PDX/60/	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/60/	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/60/	D009.	CITATION CANCELLATION REQUESTS (LAPD 4.45) (TRAFFIC COORDINATION SECTION ) FORM: LAPD 4.45 RECORD TYPES:	TO+3		N N N
/PDX/60/	D010.	CIVILIAN TABLE OF ORGANIZATION & DEPLOYMENT (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+3		N N N
/PDX/60/	D011.	COMMENDATION REPORTS (LAPD 1.18) (CONCERNED EMPLOYEE'S PACKAGES ) FORM: LAPD 1.18 RECORD TYPES:	TO+7		N N N

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/PDX/60/	D012.	CORRESPONDENCE CONTROL RECORD (LAPD 1.09) (OFFICE OF CHIEF OF POLICE ) FORM: LAPD 1.09 RECORD TYPES:	TO+5		N	N	N	
/PDX/60/	D013.	EMERGENCY PROCEDURES RECORD TYPES:	SU		N	N	N	
/PDX/60/	D014.	FURNITURE/EQUIPMENT TRANSFER RECORD (INVENTORY) (LAPD 11.40) (SUPPLY DIVISION ) FORM: LAPD 11.40 RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D015.	INTER AND INTRA DEPARTMENTAL MANUALS PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PDX/60/	D016.	MEMORANDA OF UNDERSTANDING (EMPLOYEE RELATIONS ) RECORD TYPES:	SU		N	N	N	
/PDX/60/	D017.	MERIT PAY REVIEW REPORTS (OFFICE OF CHIEF OF POLICE ) RECORD TYPES:	TO+8		N	N	N	
/PDX/60/	D018.	MONTHLY REPORTS	TO+3		N	N	N	

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(AUTOMATED INFORMATION DIVISION ) RECORD TYPES:					
/PDX/60/	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/60/	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/60/	D021.	ORGANIZATIONAL CHART (FISCAL OPERATIONS DIVISION ) RECORD TYPES:	SU	N	N N
/PDX/60/	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/60/	D023.	PERSONAL EXPENSE STATEMENT (GEN. 16) (FISCAL OPERATIONS DIVISION ) FORM: GEN. 16 RECORD TYPES:	TO+3	N	N N
/PDX/60/	D024.	PERSONNEL COMPLAINT INDEX (LAPD 1.80) (INTERNAL AFFAIRS DIVISION ) FORM: LAPD 1.80 RECORD TYPES:	TO+3	N	N N

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/PDX/60/	D025.	PERSONNEL PROCEDURES (PERSONNEL DEPARTMENT ) RECORD TYPES:	SU		N	N	N	
/PDX/60/	D026.	POLICE COMMISSION AGENDA/DISPOSITION (POLICE COMMISSION ) RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D027.	POSITION DESCRIPTION (CAPTAIN & ABOVE) (PDES 3) (PERSONNEL DEPARTMENT ) FORM: PDES 3 RECORD TYPES:	SU		N	N	N	
/PDX/60/	D028.	PROMOTIONAL LISTS (SWORN) (PERSONNEL DEPARTMENT ) RECORD TYPES:	TO+10		N	N	N	
/PDX/60/	D029.	PUBL'CN & REFERENCE MATERIALS (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/PDX/60/	D030.	RECORD RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION ) FORM: GEN. 60 & RECORD TYPES:	SU+2		N	N	N	

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/PDX/60/	D031.	RECORDS TRANSFER LISTS (GEN. 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER BOXES DESTROYED. ) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	
/PDX/60/	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/60/	D033.	REPORTING DISTRICT STREET INDEX GUIDE (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	SU		N	N	N	
/PDX/60/	D034.	REQUEST FOR TERMINATIONS/RESIGNATIONS OF (PERSONNEL DIVISION ) RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D035.	REQUESTS FOR TERMINATIONS/RESIGNATION ... (PERSONNEL DIV ) RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D036.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION ) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N	N	N	
/PDX/60/	D037.	SICK/INJURY ON DUTY REPORTS (PERSONNEL DIVISION, MEDICAL LIAISON ) RECORD TYPES:	TO+3		N	N	N	

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/PDX/60/	D038.	SPECIALIZED TRAINING REQUESTS (PERSONNEL DEPARTMENT ) RECORD TYPES:	TO+3		N N N
/PDX/60/	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/60/	D040.	STATISTICAL DIGEST (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+3		N N N
/PDX/60/	D041.	STORES REQUISITION (GS/S - 70) (SUPPLY DIVISION ) FORM: GS/S - 70 RECORD TYPES:	TO+2		N N N
/PDX/60/	D042.	SWORN TABLE OF ORGANIZATION & DEPLOYMENT (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+3		N N N
/PDX/60/	D043.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION ) RECORD TYPES: A-TIME SHEETS B-WEEKLY CREW TIME SHEETS C-TIMESHEET CORRECTION REPORT-LAPD 2.30	TO+3		N N N

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					<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>
/PDX/60/	D044.	D-OVERTIME STATUS TRANSFER AND/OR CHANGE IN PAYGRADE (LAPD 1.40) (PERSONNEL DIVISION ) FORM: LAPD 1.40 RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D045.	TRANSFER ORDERS (PERSONNEL DIVISION ) RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D046.	TRAVEL AUTHORITY REQUESTS (TRAINING DIVISION ) RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D047.	TUITION REIMBURSEMENT REQUESTS (PERSONNEL DEPARTMENT ) RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D048.	VEHICLE RESOURCES QUARTERLY REPORT (FISCAL SUPPORT BUREAU ) RECORD TYPES:	TO+3		N	N	N	
/PDX/60/	D049.	WANG WORD PROCESSING DISCS (PERSONNEL & TRNG; INFO RETAINED IN CORRESPOND & SUBJ FILES ) RECORD TYPES:	SU		N	N	N	
/PDX/60/	D050.	WEEKLY ADMINISTRATIVE REPORT (LAPD 15.87)	TO+3		N	N	N	

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(AUTOMATED INFORMATION DIVISION ) FORM: LAPD 15.87 RECORD TYPES:

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