

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/PERSONNEL DIVISION
/PDX/61/

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/61/	D	DUPLICATE RECORD SERIES			
/PDX/61/	D001.	ADVANCE STEP HIRING (PERSONNEL DEPARTMENT) RECORD TYPES:	TO+1		N N N
/PDX/61/	D002.	APPOINTMENT/TERMINATION LETTER - CHIEF OF POLICE (LAPD 15.02) (CHIEF OF POLICE) FORM: LAPD 15.02 RECORD TYPES:	TO+2		N N N
/PDX/61/	D003.	BUDGET FILES (FISCAL OPERATIONS DIVISION) RECORD TYPES:	TO+3		N N N
/PDX/61/	D004.	BUDGET REQUESTS (FISCAL OPERATIONS DIVISION) RECORD TYPES:	TO+3		N N N
/PDX/61/	D005.	CERTIFICATION REQUESTS (PDAS 4) (PERSONNEL DEPARTMENT) FORM: PDAS 4 RECORD TYPES:	TO+1		N N N
/PDX/61/	D006.	CHECKLIST - CIVILIAN YEARLY EVALUATIONS (PERSONNEL DEPARTMENT) RECORD TYPES:	TO+1		N N N

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/PDX/61/	D007.	CLASSIFICATION FILES (PERSONNEL DEPARTMENT AND CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	TO+1		N N N
/PDX/61/	D008.	CONTRACTS (CITY CLERK, RECORDS MGMT) RECORD TYPES:	CL		N N N
/PDX/61/	D009.	HOME GARAGING PERMITS (LAPD 11.33) (PERSONNEL AND TRAINING BUREAU) FORM: LAPD 11.33 RECORD TYPES:	TO+1		N N N
/PDX/61/	D010.	IN LIEU REQUESTS (LAPD 15.2) (CITY ADMINISTRATIVE OFFICER) FORM: LAPD 15.2 RECORD TYPES:	TO+1		N N N
/PDX/61/	D011.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'CONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/61/	D012.	NIGHT BONUS RUN - CIVILIANS (DATA SERVICES BUREAU) RECORD TYPES:	TO+1		N N N

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/PDX/61/	D013.	ORGANIZATIONAL CHART (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	TO+1		N	N	N	
/PDX/61/	D014.	PAY SCHEDULES (CONTROLLER'S OFFICE) RECORD TYPES:	SU		N	N	N	
/PDX/61/	D015.	PENSION LETTERS (PERSONNEL DEPARTMENT) RECORD TYPES:	TO+2		N	N	N	
/PDX/61/	D016.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER'S OFFICE) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/PDX/61/	D017.	POSITION DESCRIPTIONS (PDAS 3) (PERSONNEL DEPARTMENT) FORM: PDAS 3 RECORD TYPES:	SU		N	N	N	
/PDX/61/	D018.	PUBL'CONS & REFER MANUALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/PDX/61/	D019.	PURCHASE REQUESTS (LAPD 15.11)	TO+2		N	N	N	

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		(SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:			
/PDX/61/	D020.	RANK AND JOB INFORMATION RECORDS (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/PDX/61/	D021.	REALLOCATION REQUESTS (CAO 92A) (FISCAL OPERATIONS DIVISION) FORM: CAO 92A RECORD TYPES:	TO+1		N N N
/PDX/61/	D022.	REINSTATEMENT REQUESTS (CHIEF OF POLICE) RECORD TYPES:	TO+3		N N N
/PDX/61/	D023.	REQUISITIONS (SUPPLY DIVISION) RECORD TYPES: A-EQUIPMENT REQUISITION-LAPD 15.11 B-STORES REQUISITION - SUPPLIES-GS 70	TO+2		N N N
/PDX/61/	D024.	SALARY SCHEDULE/SPECIAL ORDERS (PLANNING AND RESEARCH DIVISION) RECORD TYPES:	SU		N N N
/PDX/61/	D025.	SUBSTITUTE AUTHORITY REQUESTS (LAPD 15.2) (CITY ADMINISTRATIVE OFFICER) FORM: LAPD 15.2 RECORD TYPES:	TO+1		N N N

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/PDX/61/	D026.	SUMMER YOUTH EMPLOYMENT PROGRAM FILES (COMMUNITY DEVELOPMENT DEPARTMENT) RECORD TYPES:	TO+1		N N N
/PDX/61/	D027.	SWORN POSITION DESCRIPTIONS (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/PDX/61/	D028.	TABLE OF ORGANIZATION AND DEPLOYMENT REPORT (DATA SERVICES BUREAU) RECORD TYPES:	TO+1		N N N
/PDX/61/	D029.	TRAINING MANAGEMENT SYSTEMS (TRAINING DIVISION) RECORD TYPES:	SU		N N N
/PDX/61/	D030.	UNFREEZE REQUESTS (MAYOR'S OFFICE) RECORD TYPES:	TO+1		N N N
/PDX/61/	D031.	WANG WORD PROCESSOR DISKETTES (PERSONNEL DIVISION; INFO RETAINED IN CORRESPONDENCE & SUBJECT FILES) RECORD TYPES:	SU		N N N

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/PDX/61/	D032.	WORK SHEETS (CONTROLLER'S OFFICE) RECORD TYPES: A-ANNIVERSARY B-MERIT PAY C-PRELIMINARY ANNIVERSARY D-PRELIMINARY LONGEVITY	TO+2		N	N	N	
/PDX/61/	D033.	RECORDS RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 & RECORD TYPES:	SU+2		N	N	N	
/PDX/61/	D034.	RECORDS TRANSFER LISTS (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT DIV; DISCARD AFTER BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	
/PDX/61/	D035.	OVERTIME REPORT (02.24.0) (FISCAL OPERATIONS DIVISION) FORM: 02.24.0 RECORD TYPES:	TO+2		N	N	N	

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