

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

**Records of: OLYMPIC**  
**/PDX/62/ 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/62/	D	Duplicate Records			
/PDX/62/	D001.	ACTIVITY REPORTS (GEOGRAPHIC BUREAU)	TO+4		
/PDX/62/	D002.	ADDRESS AND PHONE NUMBER RECORD (PERSONNEL DIVISION) FORM NO. 1.20	TE		
/PDX/62/	D003.	AREA VICE ARREST SUMMARY (CONCERNED BUREAU, COMMANDING OFFICER)	TO+1		
/PDX/62/	D004.	ARREST REPORT FOLDERS (RECORDS AND IDENTIFICATION DIVISION)	TO+2		
/PDX/62/	D005.	ARREST REPORTS VICE (RECORDS AND IDENTIFICATION DIVISION) FORM NO. 5.2	TO+3		
/PDX/62/	D006.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION AND CITY ADMINISTRATIVE OFFICE) A-ALTERATION AND IMPROVEMENT REQUEST B-BUDGET PRINTOUTS C-BUDGET REQUEST I REDUCTION PACKAGE D-BUDGET TITLE LIST I BUDGET REQUEST 1.91.5 SUMMARY E-CAPITAL PROJECT OR ALTERATION AND IMPROVEMENT REQUEST F-CITY PURCHASING REQUISITION G-CORRESPONDENCE H-EQUIPMENT BUDGET REQUEST I-EXPENSE BUDGET REQUEST J-PACKAGE RANKING K-PACKAGE REQUEST- EXPENSE AND EQUIPMENT SUPPORT ITEMS1.91.2 L-PERSONNEL BUDGET REQUEST 1.91.3 M-REQUISITION 15.11 N-STORES REQUISITION	TO+3		
/PDX/62/	D007.	CITATION CANCELLATION REQUEST (TRAFFIC COURT LIASION (PART OF DETECTIVE SUPPORT AND VICE DIVISION)) FORM NO. 4.45	TO+1		
/PDX/62/	D008.	CRIME AND ARREST COMPUTER PRINTOUTS	TO+2		

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/PDX/62/	D009.	(AUTOMATED INFORMATION DIVISION) CRIME AND TRAFFIC REPORTS (RECORDS AND IDENTIFICATION DIVISION) A-BICYCLE INVESTIGATION 3.12 B-CHANGE/CANCELLATION OF DR NUMBERS 8.45 C-CRIMES AGAINST PERSONS D-DEATH INVESTIGATION REPORT 3.11 E-FIELD RELEASE FROM CUSTODY 5.2.2 F-FOLLOW -UP INVESTIGATION 3.14 G-INJURY INVESTIGATION 3.15 H-INVESTIGATIVE REPORT 3.1 I-MISSING I FOUND PERSONS INVESTIGATION 3.16 REPORT J-MULTIPLE REPORT- WORTHLESS DOCUMENTS K-PROPERTY REPORT 10.1 L-ROBBERY- INVESTIGATIVE REPORT M-VEIDCLE INVESTIGATION 3.7 N-VICTIM'S SUPPLEMENTAL PROPERTY- LOSS REPORT 3.4	TO+2		
/PDX/62/	D010.	EQUIPMENT RECEIPT (SUPPLY DIVISION AND ARMORY)	TO+1		
/PDX/62/	D011.	ESCAPE REPORT (RECORDS AND IDENTIFICATION DIVISION) FORM NO. 6.6	TO+2		
/PDX/62/	D012.	FIELD INTERVIEW CARD FORM NO. 15.43	TO+2		
/PDX/62/	D013.	INTER/INTRADEPARTMENTAL MANUALS, PUBLICATIONS .... (ORIGINATING OFFICE)	SU		
/PDX/62/	D014.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER)	SU		
/PDX/62/	D015.	MONTHLY ACTIVITY LOG- HOME GARAGED VEIDCLE PERMITTEES (PLANNING AND RESEARCH DIVISION)	TO+1		
/PDX/62/	D016.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES FOR DEPLOYMENT (OFFICE OF OPERATIONS) FORM NO. 15.53	TO+2		
/PDX/62/	D017.	NOTICE TO APPEAR I RELEASE FROM CUSTODY (RECORDS AND IDENTIFICATION DIVISION AND JAIL DIVISION) FORM NO. 5.2.2	TO+1		

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/PDX/62/	D018.	OFF HOUR MONTHLY ACTIVITY LOG- HOME GARAGE VEHICLE... (PLANNING AND RESEARCH DIVISION) FORM NO. 11.33	TO+1		
/PDX/62/	D019.	PERMIT FOR OUTSIDE EMPLOYMENT (PERSONNEL GROUP) FORM NO. 1.47	TO+1		
/PDX/62/	D020.	POLICE BULLETIN REQUEST / CANCELLATION FORM (INVESTIGATIVE ANALYSIS SECTION) FORM NO. 15.32	TO+/03		
/PDX/62/	D021.	POSITION DESCRIPTION QUESTIONNAIRES (PERSONNEL DEPARTMENT) FORM NO. PDES 3	SU		
/PDX/62/	D022.	PRISONER INJURY OR ILLNESS REPORT (RECORDS AND IDENTIFICATION DIVISION) FORM NO. 6.34	TO+1		
/PDX/62/	D023.	PROPERTY TRANSFER RECORD (PROPERTY DIVISION) FORM NO. 10.2	TO+3		
/PDX/62/	D024.	PUBLICATION AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (ORIGINATING OFFICE; NON RECORD MATERIAL)	AR		
/PDX/62/	D025.	RECORD OF PRISONER PHOTOGRAPHS (SCIENTIFIC INVESTIGATION DIVISION) FORM NO. 12.6	TO+3		
/PDX/62/	D026.	RECORD CALL TRAINING VIDEOS (TRAINING DIVISION)	SU		
/PDX/62/	D027.	SEMI-ANNUAL EQUIPMENT REPORT (GEOGRAPHIC BUREAU) FORM NO. 15.61	TO+/03		
/PDX/62/	D028.	SHORT ARREST REPORT FILE (DRUNK) (RECORDS AND IDENTIFICATION DIVISION) FORM NO. 5.21	TO+1		
/PDX/62/	D029.	SPECIAL CONFINEMENT AND OBSERVATION RECORD (JAIL DIVISION) FORM NO. 6.5.1	TO+2		
/PDX/62/	D031.	TIMEKEEPING RECORDS	TO+2		

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		(FISCAL OPERATIONS; ORIGINATING OFFICE) A-ACCURED OVERTIME I TIME OFF RECORD B-ADV ANCE OVERTIME AUTHORITY 2.34 C-NIGHT BONUS ASSIGNMENTS D-OVER TIME CONTROL REPORT E-OVERTIME HISTORY REPORT F-OVERTIME REPORT 2.24 G-PENDING LOSS OF OVERTIME REPORT H-SICK LEAVE PRINTOUT I-TIME SHEET CORRECTION REPORT 2.30 J-TIME SHEETS K-WEEKL Y CREW TIME SHEET L-YEAR END VACATION ROSTER			
/PDX/62/	D038.	TRAINING SCHEDULES (TRAINING DIVISION)	TO+2		
/PDX/62/	D039.	VICE ARREST INDEX CARDS (RECORDS AND IDENTIFICATION DIVISION)	TO+3		
/PDX/62/	D040.	VICE ARREST REPORTS (RECORDS AND IDENTIFICATION DIVISION) FORM NO. 5.2	TO+1		
/PDX/62/	D041.	VICE REPORT (OFFICE OF SPECIAL SERVICES) FORM NO. 3.18	TO+3		
/PDX/62/	D042.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (GEOGRAPHIC BUREAU) FORM NO. 15.10	TO+2		
/PDX/62/	D044.	TRANSFER OF AUTOMOTIVE EQUIPMENT (MOTOR TRANSPORT DIVISION)	TO+2		
/PDX/62/	D045.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) FORM GEN 60 & 61	SU+2		
/PDX/62/	D046.	RECORDS TRANSFER LIST (CITY CLERK, RECORDS MANAGEMENT DIVISION) (DISCARD AFTER BOXES ARE DESTROYED) FORM GEN 62	CL		

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