

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

**Records of: LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION**  
**/PDX/63/**

*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/63/	D	DUPLICATE RECORD SERIES			
/PDX/63/	D001.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION ) RECORD TYPES: A-EQUIPMENT REQUEST SUMMARY-LAPD 1.91 B-EXPENSE REQUEST SUMMARY-LAPD 1.91.1 C-PACKAGE REQUEST SUMMARY-LAPD 1.91.2 D-PERSONNEL REQUEST SUMMARY-LAPD 1.91.3	TO+3		N N N
/PDX/63/	D002.	CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH ACT LOG... (MEDICAL LIAISON ) RECORD TYPES:	TO+5		N N N
/PDX/63/	D003.	EMPLOYEE INJURY REPORT INJURY OR ILLNESS (MEDICAL LIAISON ) RECORD TYPES: A-EMPLOYEES OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166	TO+1		N N N
/PDX/63/	D004.	EMPLOYEE TRANSFER DATA (LAPD 1.34) (PERSONNEL DIVISION ) FORM: LAPD 1.34 RECORD TYPES:	TO+1		N N N
/PDX/63/	D005.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/PDX/63/	D006.	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE  
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/63/	D007.	RECORDS RETENTION SCHEDULES (GEN. 60) (CITY CLERK, RECORDS MANAGEMENT DIV. ) FORM: GEN. 60 RECORD TYPES:	SU+2		N N N
/PDX/63/	D008.	RECORDS TRANSFER LISTS (GEN. 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER BOXES DESTROYED ) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/PDX/63/	D009.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION ) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N
/PDX/63/	D010.	STORES REQUISITION (GS/S-70) (SUPPLY DIVISION ) FORM: GS/S-70 RECORD TYPES:	TO+2		N N N
/PDX/63/	D011.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION ) RECORD TYPES: A-OVERTIME HISTORY B-TIMESHEETS-LAPD 245 C-TIMESHEET CORRECTIONS-LAPD 230 D-WEEKLY OVERTIME CREW SHEETS-5054	TO+2		N N N
/PDX/63/	D012.	TRANSFER REQUEST (LAPD 1.40) (POSITION CONTROL ) FORM: LAPD 1.40 RECORD TYPES:	TO+1		N N N

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