# Departmental Records Disposition Schedule
## Duplicate Records

### Records of:
- **PDX/71**

### City of Los Angeles
- City Clerk/Records Management Division

#### Departmental Records Disposition Schedule

**Duplicate Records**

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<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title (Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/71/ D</td>
<td></td>
<td>DUPLICATE RECORD SERIES</td>
<td></td>
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</tr>
<tr>
<td>/PDX/71/ D001</td>
<td></td>
<td>AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE... (LAPD 12.41)</td>
<td>TE</td>
<td>N</td>
<td>N</td>
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<tr>
<td></td>
<td></td>
<td>(OFFICE OF SPECIAL SERVICES ) FORM: LAPD 12.41 RECORD TYPES:</td>
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<tr>
<td>/PDX/71/ D002</td>
<td></td>
<td>INTER &amp; INTRA DEPARTMENTAL MANUALS, PUBL’CNS, BULLETINS... (ORIGINATING OFFICE ) RECORD TYPES:</td>
<td>SU</td>
<td>N</td>
<td>N</td>
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<tr>
<td>/PDX/71/ D003</td>
<td></td>
<td>OVERTIME HISTORY REPORT BY DIVISION PROPERTY REPORT (FISCAL OPERATIONS DIVISION ) RECORD TYPES:</td>
<td>TO+2</td>
<td>N</td>
<td>N</td>
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<tr>
<td>/PDX/71/ D004</td>
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<td>PROPERTY REPORT (LAPD 10.01) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 10.01 RECORD TYPES:</td>
<td>CL+20</td>
<td>N</td>
<td>N</td>
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<tr>
<td>/PDX/71/ D005</td>
<td></td>
<td>PUBL’CNS &amp; REFERENCE MATERIALS REC’VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:</td>
<td>AR</td>
<td>N</td>
<td>N</td>
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<tr>
<td>/PDX/71/ D006</td>
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<td>RECORD OF PRISONER PHOTOGRAPHS (LAPD 12.06) (JAIL DIVISION ) FORM: LAPD 12.06 RECORD TYPES:</td>
<td>TO+2</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

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#### Retention Codes:
- AU=AUDIT
- AR=ANNUAL REVIEW
- CL=CLOSED
- CA=CANCELLED
- EX=EXPIRATION
- PE=PERMANENT
- SU=SUPEDEDED
- 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
- OP=OPTICAL DISK
- VT=VIDEO TAPE
- PC=PUNCH CARDS

#### Record Type:
- V=VITAL
- H=HISTORICAL
- C=CONFIDENTIAL
- L=LEGAL
### Departmental Records Disposition Schedule

**Duplicate Records**

**Records of:**

**LOS ANGELES POLICE DEPARTMENT/SCIENTIFIC INVESTIGATION DIVISION**

**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

<table>
<thead>
<tr>
<th>Sched. No.</th>
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<th>Record Title</th>
<th>Office</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>RECORD TRANSFER LIST</strong> (GEN 60 &amp; G)</td>
<td>(CITY CLERK, RECORDS MANAGEMENT DIVISION)</td>
<td>FORM: GEN 60 &amp; G</td>
<td>SU+2</td>
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<td><strong>RECORDS TRANSFER LIST</strong> (GEN, 62)</td>
<td>(CITY CLERK, RECORDS MGMT DIV; DISCARD AFTER ALL BOXES DESTROYED)</td>
<td>FORM: GEN 62</td>
<td>CL</td>
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<td><strong>REQUISITION</strong> (LAPD 15.11)</td>
<td>(SUPPLY DIVISION)</td>
<td>FORM: LAPD 15.11</td>
<td>TO+2</td>
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<td><strong>STORES REQUISITION</strong> (GS/S-70)</td>
<td>(SUPPLY DIVISION)</td>
<td>FORM: GS/S-70</td>
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<td><strong>WEEKLY CREW TIME SHEET</strong> (5054)</td>
<td>(FISCAL OPERATIONS DIVISION)</td>
<td>FORM: 5054</td>
<td>TO+2</td>
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</tbody>
</table>

**Retention Codes:**

- AU=Audit
- AR=Annual Review
- CL=Closed
- CO=Completion
- CA=Canceled
- EX=Expiration
- PE=Permanent
- SU=Superseded
- TE=Termination
- TO=The date of the record, i.e. the "to date"

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