

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

**Records of: LOS ANGELES POLICE DEPARTMENT/PROPERTY DIVISION**  
**/PDX/74/**

*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/74/	D	DUPLICATE RECORD SERIES			
/PDX/74/	D001.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS, BULLETINS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/PDX/74/	D002.	PUBL'NS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL. ) RECORD TYPES:	AR		N N N
/PDX/74/	D003.	QUARTERLY RESOURCES EQUIPMENT REPORTS (LAPD 15.61) (CENTRAL BUREAU ) FORM: LAPD 15.61 RECORD TYPES:	TO+2		N N N
/PDX/74/	D004.	RECORD RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION ) FORM: GEN. 60 & RECORD TYPES:	SU+2		N N N
/PDX/74/	D005.	RECORD TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER ALL BOXES DESTROYED ) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/PDX/74/	D006.	REQUISITIONS (LAPD 15.11)	TO+2		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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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		(POLICE, SUPPLY DIVISION ) FORM: LAPD 15.11 RECORD TYPES:						
/PDX/74/	D007.	STORES REQUISITION (GS/S-70) (POLICE, SUPPLY DIVISION ) FORM: GS/S-70 RECORD TYPES:	TO+2		N	N	N	
/PDX/74/	D008.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION ) RECORD TYPES: A-TIMESHEETS-LAPD 245 B-WEEKLY CREW SHEETS-5054	TO+2		N	N	N	

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