

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

**Records of: LOS ANGELES POLICE DEPARTMENT/RECORDS AND IDENTIFICATION DIVISION**  
**/PDX/76/**

*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/76/	D	DUPLICATE RECORD SERIES			
/PDX/76/	D001.	AUTOMATED INDEX/EVENT INDEX (RETURNED TO LA COUNTY SHERIFFS DEPT ANNUALLY FOR UPDATE ) RECORD TYPES:	TO+5		N N N
/PDX/76/	D002.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION ) D-EXPENSE BUDGET REQUEST-LAPD 01.91.1 A-CAPITAL PROJECTS OR ALTERATION & IMPROVEMENT BUDGET REQUEST-LAPD 01.91.4 B-CORRESPONDENCE C-DIVISIONAL BUDGET REQUEST SUMMARY-LAPD 01.91.5 E-PACKAGE REQUEST-LAPD 01.91.2 F-PERSONNEL BUDGET REQUEST-LAPD 01.91.3	TO+3		N N N
/PDX/76/	D003.	F-PERSONNEL BUDGET REQUEST-LAPD 01.91.3 CRIME AND TRAFFIC REPORTS (FILE COPIES) (RECORDS & IDENT'N, SPEC RPTS DISTIB'N, THESE ARE DUPLICATE ) RECORD TYPES:	TO+0/05		N N N
/PDX/76/	D004.	EMPLOYEE INJURY REPORT (MEDICAL LIAISON ) RECORD TYPES: A-EMPLOYERS REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 B-LABOR STATISTICS REPORT-CAL/OSHA 200	TO+2		N N N
/PDX/76/	D005.	EMPLOYEE TRANSFER DATA (LAPD 01.34) (PERSONNEL DIVISION ) FORM: LAPD 01.34 RECORD TYPES:	TO+1		N N N

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

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/PDX/76/	D006.	INPUT TAPE TRANSMITTAL DOCUMENT (DATA SERVICE BUREAU ) RECORD TYPES:	TO+1		N N N
/PDX/76/	D007.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS, BULLETINS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/PDX/76/	D008.	INTRADPARTMENTAL NOTICES & BULLETINS LOG (ORIGINATING OFFICE ) RECORD TYPES:	TO+0/01		N N N
/PDX/76/	D009.	INTRADPARTMENTAL TRANSFERS (PERSONNEL DIVISION ) RECORD TYPES:	TO+1		N N N
/PDX/76/	D010.	JAIL TRANSFER RECORD (LAPD 06.11) (JAIL DIVISION ) FORM: LAPD 06.11 RECORD TYPES:	TO+1		N N N
/PDX/76/	D011.	MICROFILM OF CRIME AND TRAFFIC REPORTS (COMPUTER ASSISTED MICROFILM SYSTEMS ) RECORD TYPES:	TO+10		N N N

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/PDX/76/	D012.	MICROFILM OF CRIMINAL PACKAGES (RECORDS & IDENTIFICATION DIV CRIMINAL RECORDS SEC ) RECORD TYPES:	TO+45	N	N	N		
/PDX/76/	D013.	MICROFILM OF FINGERPRINT CARDS (RECORDS & IDENTIFICATION DIV CRIMINAL RECORDS SEC ) RECORD TYPES:	TO+10	N	N	N		
/PDX/76/	D014.	NIGHT BONUS ASSIGNMENTS (FISCAL OPERATIONS DIVISION ) RECORD TYPES:	TO+1	N	N	N		
/PDX/76/	D015.	OVERTIME HISTORY REPORT (FISCAL OPERATIONS DIVISION ) RECORD TYPES:	TO+2	N	N	N		
/PDX/76/	D016.	PUBL'NS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR	N	N	N		
/PDX/76/	D017.	RECEIPT FOR POLICE CLEARANCE LETTER (LAPD 08.11) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 08.11 RECORD TYPES:	TO+1	N	N	N		
/PDX/76/	D018.	RECORDS RETENTION SCHEDULES (GEN 60 & 6)	SU+2	N	N	N		

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(CITY CLERK, RECORDS MANAGEMENT DIVISION ) FORM: GEN 60 & 6 RECORD TYPES:					
/PDX/76/	D019.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER ALL BOXES DESTROYED ) FORM: GEN 62 RECORD TYPES:	CL		N N N
/PDX/76/	D020.	REQUEST FOR TRANSFER AND/OR CHANGE IN PAY GRADE (LAPD 01.40) (PERSONNEL DIVISION ) FORM: LAPD 01.40 RECORD TYPES:	TO+2		N N N
/PDX/76/	D021.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION ) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N
/PDX/76/	D022.	STORES REQUISITION (GS 70) (SUPPLY DIVISION ) FORM: GS 70 RECORD TYPES:	TO+2		N N N
/PDX/76/	D023.	SWORN/CIVILIAN PERSONNEL ROSTER (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	SU		N N N
/PDX/76/	D024.	TELETYPE (ORIGINATING OFFICE ) RECORD TYPES:	TO+0/05		N N N

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/PDX/76/	D025.	TIMESHEET (245) (FISCAL OPERATIONS DIVISION ) FORM: 245 RECORD TYPES:	TO+2		N N N
/PDX/76/	D026.	TIMESHEET CORRECTION REPORT (02.30.0) (FISCAL OPERATIONS DIVISION ) FORM: 02.30.0 RECORD TYPES:	TO+1		N N N
/PDX/76/	D027.	WATCH CHANGE REGISTER (FISCAL OPERATIONS DIVISION ) RECORD TYPES:	AU		N N N
/PDX/76/	D028.	WEEKLY CREW TIME SHEET (5054) (FISCAL OPERATIONS DIVISION ) FORM: 5054 RECORD TYPES:	TO+1/05		N N N
/PDX/76/	D029.	CRIMINAL PACKAGES - DUPLICATE COPY OF MICROFILM (RECORDS & IDENTIFICATION DIV; EXCESS COPY, NOT SAME AS ITEM 12) RECORD TYPES:	TO+2		N N N

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