

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/MOTOR TRANSPORT DIVISION
/PDX/78/

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/78/	D	DUPLICATE RECORD SERIES			
/PDX/78/	D001.	BILLINGS TO CITY ATTORNEY (CITY ATTORNEY) RECORD TYPES: A-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.02	TO+5		N N N
/PDX/78/	D002.	BUDGET REQUESTS (FISCAL SUPPORT BUREAU) D-EQUIPMENT BUDGET REQUESTS-LAPD 01.91 A-BUDGET REQUEST SUMMARY-LAPD 01.91.5 B-CAPITAL PROJECT OR ALTERATION & IMPROVEMENT BUDGET REQUESTS-LAPD 01.91.4 C-CITY OF LOS ANGELES ALTERATION & IMPROVEMENT REQUESTS-CAO 42 E-EXPENSE BUDGET REQUESTS-LAPD 01.91.1 F-PACKAGE REQUEST EXPENSE & EQUIPMENT SUPPORT ITEMS-LAPD 01.91.2 G-PERSONNEL BUDGET REQUESTS-LAPD 01.91.3	TO+5		N N N
/PDX/78/	D003.	F-PACKAGE REQUEST EXPENSE & EQUIPMENT SUPPORT ITEMS-LAPD 01.91.2 INTER AND INTRA DEPARTMENTAL MANUALS, PUBL'CONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/78/	D004.	MEMORANDUMS OF UNDERSTANDING (EMPLOYEE RELATIONS DIVISION) RECORD TYPES:	CL+2		N N N
/PDX/78/	D005.	ORDERS FOR MATERIAL OR EQUIPMENT (GENERAL SERVICES) RECORD TYPES:	TO+5		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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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		A-PURCHASE ORDERS-GEN. 9.5.75 B-PURCHASE REQUISITIONS-GS/S1A			
/PDX/78/	D006.	ORDERS FOR SUPPLIES OR SERVICES (POLICE, SUPPLY DIVISION) RECORD TYPES: A-REQUISITION-LAPD 15.11 B-STORES MULTI-USE FORM-GS/MM1 C-STORES REQUISITIONS-GS/S-70	TO+1		N N N
/PDX/78/	D007.	PETTY CASH EXPENDITURES (CONTROLLER'S OFFICE) RECORD TYPES: A-PETTY CASH-GEN. 45 B-PETTY CASH VOCUHER-GEN. 17	TO+1		N N N
/PDX/78/	D008.	PUBLICATIONS & REFERENCE MATERIALS REC'D FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/PDX/78/	D009.	RECEIPTS (POLICE, FISCAL OPERATIONS DIVISION) RECORD TYPES:	TO+1		N N N
/PDX/78/	D010.	RECORD RETENTION SCHEDULES (GEN.60 & 6) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN.60 & 6 RECORD TYPES:	SU+2		N N N
/PDX/78/	D011.	RECORD TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N N N

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/PDX/78/	D012.	SUMMARY OF OCCUPATIONAL INJURY & ILLNESS (CAL OSHA 2) (POLICE, FISCAL SUPPORT BUREAU) FORM: CAL OSHA 2 RECORD TYPES:	TO+5		N N N
/PDX/78/	D013.	TIMEKEEPING RECORDS (POLICE, FISCAL OPERATIONS DIVISION) RECORD TYPES: A-NIGHT TIME BONUS REPORT B-OVERTIME HISTORY REPORT C-OVERTIME REPORTS-LAPD 02.24 D-TIME SHEETS-245 E-TIME SHEETS CORRECTIONS-LAPD 0.2.30 F-WEEKLY CREW TIME SHEETS CORRECTIONS-LAPD 15.02 G-WEEKLY CREW TIME SHEETS-DSB 5054 F-WEEKLY CREW TIME SHEETS CORRECTIONS-LAPD 15.02	TO+2		N N N

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