

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

**Records of: LOS ANGELES POLICE DEPARTMENT/BUREAU OF SPECIAL INVESTIGATION**  
**/PDX/82/**

*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/82/	D	DUPLICATE RECORD SERIES			
/PDX/82/	D001.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION ) D-PERSONNEL BUDGET REQUEST-LAPD 01.91.3 A-CAPITAL PROJECTS OF ALTERATION & IMPROVEMENT BUDGET REQUEST-LAPD 01.91.4 B-DIVISIONAL BUDGET REQUEST SUMMARY-LAPD 01.91.5 C-EXPENSE BUDGET REQUEST-LAPD 01.91.1 E-PACKAGE REQUEST-LAPD 01.91.2	TO+5		N N N
/PDX/82/	D002.	HOME GARAGE PERMITS (LAPD 1.46) (PLANNING AND RESEARCH DIVISION ) FORM: LAPD 1.46 RECORD TYPES:	TO+3		N N N
/PDX/82/	D003.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'CONS, BULLETINS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/PDX/82/	D004.	MEDAL OR VALOR (PERSONNEL AND TRAINING BUREAU ) RECORD TYPES:	TO+5		N N N
/PDX/82/	D005.	PUBLICATION & REFERENCE MATERIAL REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/PDX/82/	D006.	RECORDS RETENTION SCHEDULES (GEN. 60 &)	SU+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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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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(CITY CLERK, RECORDS MANAGEMENT DIVISION ) FORM: GEN. 60 & RECORD TYPES:					
/PDX/82/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/PDX/82/	D008.	REQUISITION (LAPD 15.11) (POLICE, SUPPLY DIVISION ) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N
/PDX/82/	D009.	SECRET SERVICE FUNDS (LAPD 15.37) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 15.37 RECORD TYPES:	TO+3		N N N
/PDX/82/	D010.	STORES REQUISITIONS (GS/S-70) (POLICE, SUPPLY DIVISION ) FORM: GS/S-70 RECORD TYPES:	TO+2		N N N
/PDX/82/	D011.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION ) RECORD TYPES: A-TIMESHEET-LAPD 245 B-TIMESHEET CORRECTION REPORT-LAPD 02.30 C-OVERTIME HISTORY REPORT D-WEEKLY CREW TIME SHEET-5054	TO+2		N N N

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