

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/PROFESSIONAL STANDARDS BUREAU
/PDX/83/

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/83/	D	DUPLICATE RECORD SERIES			
/PDX/83/	D001.	BUDGET REQUEST (FISCAL SUPPORT BUREAU) RECORD TYPES: A-EQUIPMENT BUDGET REQUEST-LAPD 1.91 B-BUDGET REQUEST SUMMARY-LAPD 1.91.5 C-EXPENSE BUDGET REQUEST-LAPD 1.91.1	TO+10		N N N
/PDX/83/	D002.	CONFLICT OF INTEREST CODE ANNUAL STATEMENT (CITY CLERK) RECORD TYPES:	TO+10		N N N
/PDX/83/	D003.	INTER AND INTRADEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	SU+10		N N N
/PDX/83/	D004.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR+10		N N N
/PDX/83/	D005.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60 & 6 RECORD TYPES:	SU+10		N N N
/PDX/83/	D006.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIVISION; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62	CL		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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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RECORD TYPES:					
/PDX/83/	D007.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+10		N N N
/PDX/83/	D008.	STORES REQUISITION (GS/S 70) (SUPPLY DIVISION) FORM: GS/S 70 RECORD TYPES:	TO+10		N N N
/PDX/83/	D009.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-NIGHT BONUS ASSIGNMENTS B-OVERTIME HISTORY REPORT C-TIMESHEET-245 D-TIMESHEET CORRECTION REPORTS-LAPD 2.30 E-WEEKLY CREW SHEET-5054 F-TIMEKEEPING RECORDS DAILY WORK SHEETS-15.26	TO+10		N N N
/PDX/83/	D010.	F-TIMEKEEPING RECORDS DAILY WORK SHEETS-15.26 SECRET SERVICE FUND (15.37) (FISCAL OPERATIONS DIVISION) FORM: 15.37 RECORD TYPES:	TO+10		N N N

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