## Duplicate Records

**Departmental Records Disposition Schedule**

**Los Angeles Police Department/Professional Standards Bureau**

**Certified Per Section 12.3 of Los Angeles Administrative Code**

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>Description / Sub Categories / Remarks</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/83/</td>
<td>D</td>
<td>DUPLICATE RECORD SERIES</td>
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<tr>
<td>/PDX/83/</td>
<td>D001. BUDGET REQUEST</td>
<td>(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</td>
<td>TO+10</td>
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<tr>
<td>/PDX/83/</td>
<td>D002. CONFLICT OF INTEREST CODE ANNUAL STATEMENT</td>
<td>(CITY CLERK) RECORD TYPES:</td>
<td>TO+10</td>
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<td>/PDX/83/</td>
<td>D003. INTER AND INTRADEPARTMENTAL MANUALS, PUBLICATIONS...</td>
<td>(ORIGINATING OFFICE) RECORD TYPES:</td>
<td>SU+10</td>
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<tr>
<td>/PDX/83/</td>
<td>D004. PUBLICATIONS &amp; REFERENCE MATERIALS RECEIVED FROM OUTSIDE...</td>
<td>(NON-RECORD MATERIAL) RECORD TYPES:</td>
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<tr>
<td>/PDX/83/</td>
<td>D005. RECORDS RETENTION SCHEDULES (GEN 60 &amp; 6)</td>
<td>(CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60 &amp; 6 RECORD TYPES:</td>
<td>SU+10</td>
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<td>/PDX/83/</td>
<td>D006. RECORDS TRANSFER LIST (GEN 62)</td>
<td>(CITY CLERK, RECORDS MANAGEMENT DIVISION; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62</td>
<td>CL</td>
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</tbody>
</table>

**Retention Codes:**
- **AU** = Audit
- **AN** = Annual Review
- **CL** = Closed
- **CO** = Completion
- **CA** = Cancelled
- **EX** = Expiration
- **PE** = Permanent
- **SU** = Superseded
- **TE** = Termination
- **TO** = The date of the record, i.e., the "TO DATE"

**Media Codes:**
- **AT** = Audio Tape
- **BP** = Blueprint
- **BK** = Book
- **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
City of Los Angeles  
Departmental Records Disposition Schedule  
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/PROFESSIONAL STANDARDS BUREAU

<table>
<thead>
<tr>
<th>Sched. No.</th>
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<th>Media Code</th>
<th>Record Type</th>
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<td>REQUISITION</td>
<td>(LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11</td>
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<td>Stores Requisition</td>
<td>(GS/S 70) (SUPPLY DIVISION) FORM: GS/S 70</td>
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<td>Timekeeping Records</td>
<td>(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</td>
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<td>Secret Service Fund</td>
<td>(15.37) (FISCAL OPERATIONS DIVISION) FORM: 15.37</td>
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</tbody>
</table>

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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