

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/OMBUDSMAN
/PDX/84/

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/84/	D	Original Duplicate Series:						
/PDX/84/	D001.	CHIEF OF POLICE NOTICES/MEMO/ORDERS VITAL & HISTORICAL Office of the Chief of Police	TO+10	DO	Y	Y	N	
/PDX/84/	D002.	EMERGENCY PROCEDURES VITAL	SU	DO	Y	N	N	
/PDX/84/	D003.	INTER AND INTRA DEPARTMENTAL MANUALS & PUBLICATIONS Originating Office	SU	DO	N	N	N	
/PDX/84/	D004.	ORGANIZATIONAL CHART	SU	DO	N	N	N	
/PDX/84/	D005.	RECORDS RETENTION SCHEDULES (Gen 60 & 61) City Clerk Records Management Division	SU+2	DO	Y	N	N	
/PDX/84/	D006.	REQUISITIONS (GS/S - 70) Supply Division Form	TO+2	DO	N	N	N	
/PDX/84/	D007.	SPECIALIZED TRAINING REQUESTS	TO+3	DO	N	N	N	
/PDX/84/	D008.	TIMEKEEPING RECORDS Fiscal Operations Division A-Timesheets B-Timesheet Correction Report (Gen. 2.30) C-Overtime Status D-Transfer and or Change in Paygrade	TO+3	DO	N	N	N	
/PDX/84/	D009.	MEDICAL REPORT VITAL & CONFIDENTIAL Forms Gen 1.30, 191, 193, 38, 5020 Documentations	TO+10	DO	Y	N	Y	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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