

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/LABOR RELATIONS DIVISION
/PDX/86/

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/86/	D	DUPLICATE RECORD SERIES			
/PDX/86/	D001.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION) D-EXPENSE AND EQUIPMENT SUPPORT ITEMS-LAPD 01.91.2 A-BUDGET TITLE LIST-LAPD 01.91.5 B-CAPITAL PROJECT OR ALTERATION & IMPROVEMENT BUDGET REQUEST-LAPD 01.91.4 C-EQUIPMENT BUDGET REQUEST-LAPD 01.91 E-EXPENSE BUDGET REQUEST-LAPD 01.91.1 F-PERSONNEL BUDGET REQUEST-LAPD 01.91.3	TO+3		N N N
/PDX/86/	D002.	F-PERSONNEL BUDGET REQUEST-LAPD 01.91.3 HOME GARAGE PERMITS (PLANNING AND RESEARCH DIVISION) RECORD TYPES:	TO+3		N N N
/PDX/86/	D003.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/86/	D004.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/PDX/86/	D005.	PUBL'NS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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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/PDX/86/	D006.	RECORD RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N N N
/PDX/86/	D007.	RECORD TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTR'YD) FORM: GEN 62 RECORD TYPES:	TO+2		N N N
/PDX/86/	D008.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION, POLICE) FORM: LAPD 15.11 RECORD TYPES:	TO+3		N N N
/PDX/86/	D009.	SECRET SERVICE FUND REPORT (LAPD 15.37) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.37 RECORD TYPES:	TO+3		N N N
/PDX/86/	D010.	STORES REQUISITION (GS/S 70) (SUPPLY DIVISION, POLICE) FORM: GS/S 70 RECORD TYPES:	TO+3		N N N
/PDX/86/	D011.	TRANSFER REQUESTS (PERSONNEL DIVISION, POLICE) RECORD TYPES:	TO+3		N N N

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