

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/GANG & NARCOTICS DIVISION
/PDX/87/

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/87/	D	DUPLICATE RECORD SERIES			
/PDX/87/	D001.	ACTIVITY REPORTS (LAPD 15.02) (BUREAU OF SPECIAL INVESTIGATION) FORM: LAPD 15.02 RECORD TYPES:	TO+5		N N N
/PDX/87/	D002.	ADJUSTED TIME RECORD (STAFF/COMMAND) (BUREAU OF SPECIAL INVESTIGATION) RECORD TYPES:	TO+5		N N N
/PDX/87/	D003.	AUTHORIZATION TO USE RESTRICTED ELECTRONIC (LAPD 12.41) (CHIEF OF POLICE) FORM: LAPD 12.41 RECORD TYPES:	TO+5		N N N
/PDX/87/	D004.	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 AND 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+5		N N N
/PDX/87/	D005.	F-PERSONNEL BUDGET REQUEST-LAPD 01.91.3 CALIFORNIA OCCUPATIONAL HEALTH AND SAFETY ACT (PERSONNEL DIVISION, MEDICAL LIAISON) RECORD TYPES:	TO+5		N N N

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/PDX/87/	D006.	CAREER OPPORTUNITIES BINDER (PERSONNEL DIVISION) RECORD TYPES:	SU		N N N
/PDX/87/	D007.	HOME-GARAGE OFF-HOUR MONTHLY ACTIVITY LOG (LAPD 11.33) (PLANNING AND RESEARCH DIVISION) FORM: LAPD 11.33 RECORD TYPES:	AR+10		N N N
/PDX/87/	D008.	INTER & INTRA DEPARTMENTAL MANUALS BULLETINS, PUBL'NS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/87/	D009.	MONTHLY REPORT OF SECRET SERVICE MONEY (LAPD 15.37) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.37 RECORD TYPES:	TO+10		N N N
/PDX/87/	D010.	MULTIPLE TELEPHONE LISTING REQUEST (LAPD 07.12) (ORGANIZED CRIME INTELLIGENCE DIV; CONFIDENTIAL) FORM: LAPD 07.12 RECORD TYPES:	AR+10		N N N
/PDX/87/	D011.	NARCOTIC ARREST REPORT (LAPD 05.02) (RECORDS AND IDENTIFICATION DIVISION) FORM: LAPD 05.02 RECORD TYPES:	SU+5		N N N

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/PDX/87/	D012.	OVERTIME PRINTOUT (FISCAL OPERATIONS DIVISION) RECORD TYPES:	TO+1		N	N	N	
/PDX/87/	D013.	PERMIT TO REGULARLY HOME-GARAGE A DEPARTMENT VEHICLE (LAPD 01.46) (CHAIRMAN, HOME-GARAGE COMMITTEE) FORM: LAPD 01.46 RECORD TYPES:	AR+10		N	N	N	
/PDX/87/	D014.	PERSONAL EXPENSE STATEMENT (GEN. 16) (FISCAL OPERATIONS DIVISION) FORM: GEN. 16 RECORD TYPES:	TO+5		N	N	N	
/PDX/87/	D015.	PUBL'NS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/PDX/87/	D016.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 15.47) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.47 RECORD TYPES:	TO+5		N	N	N	
/PDX/87/	D017.	RECORDS RETENTION SCHEDULE (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 & RECORD TYPES:	SU		N	N	N	
/PDX/87/	D018.	RECORDS TRANSFER LIST (GEN. 62)	CL		N	N	N	

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		(CITY CLERK, RECORDS MGMT DIV.; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:						
/PDX/87/	D019.	REQUISITIONS (LAPD 15.11) (POLICE, SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+3		N	N	N	
/PDX/87/	D020.	STORES REQUISITION (GS/S-70) (POLICE, SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:	TO+3		N	N	N	
/PDX/87/	D021.	TRAVEL AUTHORIZATIONS (LAPD 15.02) (BUREAU OF SPECIAL INVESTIGATION) FORM: LAPD 15.02 RECORD TYPES:	TO+5		N	N	N	
/PDX/87/	D022.	TRAVEL REQUEST FOR BUSINESS TRIP (LAPD 15.70) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.70 RECORD TYPES:	TO+5		N	N	N	
/PDX/87/	D023.	UTILITY CHECK CARD (LAPD 12.27) (ORGANIZED CRIME INTELLIGENCE DIV; CONFIDENTIAL) FORM: LAPD 12.27 RECORD TYPES:	AR+10		N	N	N	
/PDX/87/	D024.	WEEKLY CREW TIME SHEET (5054) (FISCAL OPERATIONS DIVISION) FORM: 5054 RECORD TYPES:	TO+1		N	N	N	

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/PDX/87/	D025.	WESTERN STATES INFORMATION NETWORK CARDS (WS81/4) (WESTERN STATES INFORMATION NETWORK; CONFIDENTIAL) FORM: WS81/4 RECORD TYPES:	AR+10		N N N
/PDX/87/	D026.	TIMESHEET CORRECTION (LAPD 2.30) (FISCAL OPERATIONS DIVISION) FORM: LAPD 2.30 RECORD TYPES:	TO+1		N N N
/PDX/87/	D027.	OVERTIME CORRECTION (LAPD 15.2) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.2 RECORD TYPES:	TO+1		N N N
/PDX/87/	D028.	OVERTIME HISTORY REPORT (FISCAL OPERATIONS DIVISION) RECORD TYPES:	TO+1		N N N
/PDX/87/	D029.	SIGN-OUT ROSTER (LAPD 0036) (FISCAL OPERATIONS DIVISION) FORM: LAPD 0036 RECORD TYPES:	TO+1		N N N
/PDX/87/	D030.	INVESTIGATIVE CASE PACKAGES RECORD TYPES:	CL+2		N N N

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