

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: EMERGENCY SERVICES DIVISION**  
**/PDX/88/ LOS ANGELES POLICE DEPARTMENT**

*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/88/	D	DUPLICATE RECORD SERIES						
/PDX/88/	D001.	ACTIVITY REPORTS COUNTER - TERRORISM & CRIMINAL INTELIGENCE BUREAU (CT&CIB) RECORD TYPES:	TO+4		N	N	N	
/PDX/88/	D002.	ADAM REPORTS (AUTOMATED INFORMATION DIVISION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/88/	D003.	ADDRESS AND PHONE NUMBER RECORD (LAPD 1.20) (PERSONNEL DIVISION ) FORM: LAPD 1.20 RECORD TYPES:	TO+2		N	N	N	
/PDX/88/	D004.	ADMINISTRATION OF INTERNAL DISCIPLINE REPORT (INTERNAL AFFAIRS DIVISION ) RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D005.	ALPHA ROSTERS/CITY WIDE (PERSONNEL DEPARTMENT ) RECORD TYPES:	SU		N	N	N	
/PDX/88/	D006.	APPROVAL FOR TAKING CITY-OWNED VEHICLE HOME AFTER BUS HOURS (LAPD 1.45) (OPERATIONS HEADQUARTERS BUREAU ) FORM: LAPD 1.45 RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D007.	BILINGUAL POSITION FILE (PERSONNEL AND TRAINING BUREAU ) RECORD TYPES:	SU		N	N	N	
/PDX/88/	D008.	BUDGET RECORDS RECORD TYPES: A-ALTERATION AND IMPROVEMENT REQUEST-CAO 42 B-BUDGET PRINTOUTS C-BUDGET REQUEST/REDUCTION PACKAGE-CAO 696B D-BUDGET TITLE LIST/BUDGET REQUEST SUMMARY-LAPD 1.91.5 E-CAPITAL PROJECT OR ALTERATION & IMPROVEMENT BUDGET REQUEST-LAPD 1.91.4 F-CITY PURCHASING REQUISITION-GS/71A G-CORRESPONDENCE H-EQUIPMENT BUDGET REQUEST-LAPD 1.91 I-EXPENSE BUDGET REQUEST-LAPD 1.91.1 J-PACKAGE RANKING-CAO 696C K-PACKAGE REQUEST - EXPENSE & EQUIPMENT SUPPORT ITEMS-LAPD 1.91.2 L-PERSONNEL BUDGET REQUEST-LAPD 1.91.3 M-REQUISITION-LAPD 15.11 N-STORES REQUISITION-GS/S 70	TO+3		N	N	N	
/PDX/88/	D009.	CASH OVERTIME USAGE REPORT (LAPD 15.2) (OFFICE OF OPERATIONS ) FORM: LAPD 15.2 RECORD TYPES:	TO+2		N	N	N	
/PDX/88/	D010.	CIVIL SUBPOENA MONTHLY REPORT (LAPD 15.2) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 15.2 RECORD TYPES:	TO+2		N	N	N	

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/PDX/88/	D011.	COMMANDING OFFICERS' CONFLICT OF INTEREST FILE (POLICE COMMISSION ) RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D012.	COMMANDING OFFICER'S OVERTIME RECORD (CT & CIT)	TO+2		N	N	N	
/PDX/88/	D013.	DAILY/SHIFT RECORD OF FUEL AND OIL DISPENSED (GS/PPA 243) (DEPARTMENT OF GENERAL SERVICES ) FORM: GS/PPA 243 RECORD TYPES:	TO+2		N	N	N	
/PDX/88/	D014.	DIVISION CALL UP/DEPLOYMENT REPORT (CT & CIB ) RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D015.	EMPLOYEE RELATIONS WITH OUTSIDE ORGANIZATIONS REPORT (TEMP 251) (PLANNING & RESEARCH DIVISION ) FORM: TEMP 251 RECORD TYPES:	TO+2		N	N	N	
/PDX/88/	D016.	EQUIPMENT RECEIPT (LAPD 11.9) (SUPPLY DIVISION ) FORM: LAPD 11.9 RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D017.	INTER/INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PDX/88/	D018.	LEGISLATIVE ANALYSIS FILES (OFFICE OF THE CHIEF OF POLICE ) RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D019.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER ) RECORD TYPES:	SU		N	N	N	
/PDX/88/	D020.	PERMIT FOR OUTSIDE EMPLOYMENT (LAPD 1.47) (PERSONNEL & TRAINING BUREAU ) FORM: LAPD 1.47 RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D021.	PERMIT TO REGULARLY HOME-GARAGE A DEPT VEHICLE (LAPD 1.46) (PLANNING & RESEARCH DIV. ) FORM: LAPD 1.46 RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D022.	PERSONAL EXPENSE STATEMENT (GEN 16) (FISCAL SUPPORT BUREAU ) FORM: GEN 16 RECORD TYPES:	TO+1		N	N	N	
/PDX/88/	D023.	POLICE COMMISSION REPORTS (POLICE COMMISSION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/88/	D024.	POLICE RESERVE STATISTICAL REPORTS (PERSONNEL DIVISION ) RECORD TYPES:	TO+2		N	N	N	
/PDX/88/	D025.	POSITION DESCRIPTION (PDES 3) (PERSONNEL DEPARTMENT ) FORM: PDES 3 RECORD TYPES:	SU		N	N	N	
/PDX/88/	D026.	PROPERTY TRANSFER RECORD (10.2) (PROPERTY DIVISION ) FORM: 10.2 RECORD TYPES:	TO+3		N	N	N	
/PDX/88/	D027.	PUBLICATIONS & REFERENCE MATERIALS REC'D FROM OUTSIDE...	AR		N	N	N	

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/PDX/88/	D028.	(NON-RECORD MATERIAL ) RECORD TYPES: QUARTERLY EQUIPMENT REPORT (KAOD 15.61) (CONCERNED BUREAU ) FORM: KAOD 15.61 RECORD TYPES:	TO+0/03		N	N	N	
/PDX/88/	D029.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N	N	N	
/PDX/88/	D030.	RECORD TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER ALL BOXES DESTROYED ) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/PDX/88/	D031.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION & ORIGINATOR ) RECORD TYPES: A-ACCRUED OVERTIME/TIME OFF RECORD-TEMP 136 B-ADVANCE OVERTIME AUTHORITY-LAPD 2.34 C-NIGHT BONUS ASSIGNMENTS D-OVERTIME CONTROL REPORT-LAPD 2.23 E-OVERTIME HISTORY REPORT F-OVERTIME REPORT-LAPD 2.24 G-PENDING LOSS OF OVERTIME RPT. H-SICK LEAVE PRINTOUT I-TIME SHEETS-LAPD 245 J-TIME SHEETS CORRECTION REPORT-LAPD 2.30 K-WEEKLY CREW TIME SHEET-5054 L-YEAR END VACATION ROSTER	TO+2		N	N	N	
/PDX/88/	D032.	TRANSFER OF AUTOMOTIVE EQUIPMENT (MOTOR TRANSPORT DIVISION ) RECORD TYPES:	CL		N	N	N	
/PDX/88/	D033.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) (CT & CIB ) FORM: LAPD 15.69 RECORD TYPES:	TO+2		N	N	N	
/PDX/88/	D034.	WATCH ASSIGNMENT & TIMEKEEPING RECORD (LAPD 15.10) (CONCERNED BUREAU ) FORM: LAPD 15.10 RECORD TYPES:	TO+2		N	N	N	

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