

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF SPEC SERVICES: ORGANIZED CRIME
/PDX/90/

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/90/	D	DUPLICATE RECORD SERIES			
/PDX/90/	D001.	AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE... (LAPD 12.41) (OFFICE OF SPECIAL SERVICES) FORM: LAPD 12.41 RECORD TYPES:	TO+1		N N N
/PDX/90/	D002.	BUDGET REPORTS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-BUDGET REQUESTS-LAPD 01.91.5 B-EXPENSE BUDGET REQUEST-LAPD 01.91.1 C-INTRADEPARTMENTAL CORRESPONDENCE-LAPD 15.2 D-REQUISITION-LAPD 15.11	TO+2		N N N
/PDX/90/	D003.	DEPLOYMENT RECORDS (OFFICE OF SPECIAL SERVICES; FISCAL OPERATIONS DIVISION) RECORD TYPES: A-WEEKEND STANDBY-LAPD 15.2 B-WEEKLY CREW SHEETS-5054 C-TIME SHEETS-245 D-TIME SHEET CORRECTION REPORT-LAPD 02.30	TO+2		N N N
/PDX/90/	D004.	INTER & INTRA-DEPARTMENTAL MANUALS, PUBL'NS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/90/	D005.	LEIU CARDS (INFORMATION PROVIDED BY LAW ENFORCEMENT INTELLIGENCE UNIT) RECORD TYPES:	SU		N N N
/PDX/90/	D006.	LEIU MEMBERSHIP FOLDERS (INFORMATION PROVIDED BY LAW ENFORCEMENT INTELLIGENCE UNIT) RECORD TYPES:	SU		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF SPEC SERVICES: ORGANIZED CRIME
/PDX/90/

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
		A-ROSTER INFORMATION B-CORRESPONDENCE C-AGENCY MEMBERSHIP APPLICATION			
/PDX/90/	D007.	MONTHLY RPT OF SECRET SERVICE MONEY (SECRET SERVICE RPTS) (LAPD 15.37) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.37 RECORD TYPES:	TO+2		N N N
/PDX/90/	D008.	OVERTIME HISTORY REPORT (CONTROLLER) RECORD TYPES:	TO+1		N N N
/PDX/90/	D009.	PERMIT TO REGULARLY GARAGE A DEPARTMENT VEHICLE (LAPD 01.46) (ORGANIZED CRIME INTELLIGENCE DIVISION) FORM: LAPD 01.46 RECORD TYPES:	TO+1		N N N
/PDX/90/	D010.	PUBL'NS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/PDX/90/	D011.	POLICE CHECK SIGN-OUT ROSTER (FISCAL OPERATIONS) RECORD TYPES:	TO+2		N N N
/PDX/90/	D012.	TELECODE TELEPHONE CALL SUMMARY (DEPARTMENT OF GENERAL SERVICES) RECORD TYPES:	TO+0/05		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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF SPEC SERVICES: ORGANIZED CRIME

/PDX/90/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
-----------------------	--------------------------------	--	---	-----------------------	--------------------------------

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