# Departmental Records Disposition Schedule

## Duplicate Records

Records of:

**City of Los Angeles**  
**Department of Records: ORGANIZED CRIME**

**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

### Sched. No. | Sched. Item No. | Record Title | Description / Sub Categories / Remarks | -- Retention (YEARS) -- | Media Code | Record Type
--- | --- | --- | --- | --- | --- | ---
/PDX/90/ | D | DUPLICATE RECORD SERIES | | | |
/PDX/90/ | D001. | AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE... (LAPD 12.41) | | TO+1 | N N N |
/PDX/90/ | D002. | BUDGET REPORTS | | TO+2 | N N N |
/PDX/90/ | D003. | DEPLOYMENT RECORDS | | TO+2 | N N N |
/PDX/90/ | D004. | INTER & INTRA-DEPARTMENTAL MANUALS, PUBL’NS, BULLETINS... | | SU | N N N |
/PDX/90/ | D005. | LEIU CARDS | | SU | N N N |
/PDX/90/ | D006. | LEIU MEMBERSHIP FOLDERS | | SU | N N N |

**RECORD TYPES:**

- V = Vital
- H = Historical
- C = Confidential
- L = Legal

**RECORD TYPE:**

- AU = Audit
- AR = Annual Review
- CL = Closed
- CO = Completion
- CA = Cancelled
- EX = Expiration
- PE = Permanent
- SU = Superseded
- 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 = Magnetic Disk
- MT = Magnetic Tape
- MC = Microfiche
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<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Office</th>
<th>Media</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/PDX/90/</td>
<td>D007.</td>
<td>MONTHLY RPT OF SECRET SERVICE MONEY (SECRET SERVICE RPTS) (LAPD 15.37)</td>
<td>TO+2</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<td></td>
<td></td>
<td>(FISCAL OPERATIONS DIVISION ) FORM: LAPD 15.37 RECORD TYPES:</td>
<td></td>
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<tr>
<td>/PDX/90/</td>
<td>D008.</td>
<td>OVERTIME HISTORY REPORT</td>
<td>TO+1</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(CONTROLLER ) RECORD TYPES:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>/PDX/90/</td>
<td>D009.</td>
<td>PERMIT TO REGULARLY GARAGE A DEPARTMENT VEHICLE (LAPD 01.46)</td>
<td>TO+1</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td></td>
<td></td>
<td>(ORGANIZED CRIME INTELLIGENCE DIVISION ) FORM: LAPD 01.46 RECORD TYPES:</td>
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<tr>
<td>/PDX/90/</td>
<td>D010.</td>
<td>PUBL'NS &amp; REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES</td>
<td>AR</td>
<td>N</td>
<td>N</td>
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<tr>
<td></td>
<td></td>
<td>(NON-RECORD MATERIAL ) RECORD TYPES:</td>
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<tr>
<td>/PDX/90/</td>
<td>D011.</td>
<td>POLICE CHECK SIGN-OUT ROSTER</td>
<td>TO+2</td>
<td>N</td>
<td>N</td>
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<td></td>
<td>(FISCAL OPERATIONS ) RECORD TYPES:</td>
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<tr>
<td>/PDX/90/</td>
<td>D012.</td>
<td>TELECODE TELEPHONE CALL SUMMARY</td>
<td>TO+0/05</td>
<td>N</td>
<td>N</td>
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<tr>
<td></td>
<td></td>
<td>(DEPARTMENT OF GENERAL SERVICES ) RECORD TYPES:</td>
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL
# Departmental Records Disposition Schedule

## Duplicate Records

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

**/PDX/90/**

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CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

**Date:** August 28, 2018

**City of Los Angeles Clerk/Records Management Division**

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**Certified per Section 12.3 of Los Angeles Administrative Code**

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