

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/MAJOR CRIMES DIVISION / ANALYSIS SECTION

/PDX/91/ *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/91/	D	DUPLICATE RECORD SERIES			
/PDX/91/	D001.	HOME GARAGING (PLANNING AND RESEARCH DIVISION) RECORD TYPES: A-HOME GARAGING LOG-LAPD 11.33 B-HOME GARAGING PERMIT-LAPD 1.46	TO+5		N N N
/PDX/91/	D002.	INTER AND INTRA DEPARTMENTAL MANUALS PUBL'CONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/91/	D003.	PUBLICATIONS & REFERENCE MATERIAL REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/PDX/91/	D004.	RECORD RETENTION SCHEDULE (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/PDX/91/	D005.	RECORD TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/PDX/91/	D006.	REQUISITION (LAPD 15.11)	TO+2		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/MAJOR CRIMES DIVISION / ANALYSIS SECTION
/PDX/91/

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
		(POLICE, SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:			
/PDX/91/	D007.	STORES REQUISITION (GS/S-70) (POLICE, SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:	TO+2		N N N
/PDX/91/	D008.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-OVERTIME HISTORY B-OVERTIME REPORT-LAPD 2.24 C-TIMESHEETS-LAPD 2.45 D-TIMESHEETS CORRECTION REPORT-LAPD 2.30 E-WEEKLY CREW TIMESHEETS-5054	TO+3		N N N
/PDX/91/	D009.	SECRET SERVICE FUNDS (15.37) (FISCAL OPERATIONS DIVISION) FORM: 15.37 RECORD TYPES:	TO+2		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