

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

**Records of: LOS ANGELES POLICE DEPARTMENT/VICE DIVISION**  
**/PDX/94/ (formerly Administrative Vice Division)**

*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/94/	D	DUPLICATE RECORD SERIES			
/PDX/94/	D001.	ARREST REPORTS (LAPD 05.02) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 05.02 RECORD TYPES:	TO+2		N N N
/PDX/94/	D002.	AUTHOR'N TO USE RESTRICTED ELECTRONICS SURVEILLANCE EQUIP'T (LAPD 12.41) (OFFICE OF SPECIAL SERVICE ) FORM: LAPD 12.41 RECORD TYPES:	TO+1		N N N
/PDX/94/	D003.	BUDGET CORRESPONDENCE (LAPD 15.02) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 15.02 RECORD TYPES:	TO+1		N N N
/PDX/94/	D004.	BUDGET REQUEST SUMMARY (LAPD 1.91.) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 1.91. RECORD TYPES:	TO+2		N N N
/PDX/94/	D005.	BUREAU VICE ARREST AND COMPLAINT SUMMARY (LAPD 15.55) (PLANNING AND RESEARCH DIVISION ) FORM: LAPD 15.55 RECORD TYPES:	TO+1		N N N
/PDX/94/	D007.	CIVIL SUBPOENA REPORT (LAPD 15.24) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 15.24 RECORD TYPES:	TO+1		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/94/	D008.	COMPLAINT APPLICATIONS (LAPD 15.15) (CITY ATTORNEY'S OFFICE ) FORM: LAPD 15.15 RECORD TYPES:	TO+1		N	N	N	
/PDX/94/	D009.	DEPARTMENT VICE ARREST AND COMPLAINT SUMMARY (LAPD 10.00) (PLANNING & RESEARCH DIVISION ) FORM: LAPD 10.00 RECORD TYPES:	TO+1		N	N	N	
/PDX/94/	D010.	EQUIPMENT BUDGET REQUEST (LAPD 1.91.) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 1.91. RECORD TYPES:	TO+2		N	N	N	
/PDX/94/	D011.	FELONY CASE PACKAGES (LAPD 15.15) (RECORDS AND IDENTIFICATION DIVISION ) FORM: LAPD 15.15 RECORD TYPES:	TO+5		N	N	N	
/PDX/94/	D012.	FURNITURE AND EQUIPMENT TRANSFER (LAPD 11.10) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 11.10 RECORD TYPES:	TO+2		N	N	N	
/PDX/94/	D013.	HOME-GARAGING MONTHLY ACTIVITY LOG (LAPD 11.33) (PLANNING AND RESEARCH DIVISION ) FORM: LAPD 11.33 RECORD TYPES:	TO+2		N	N	N	
/PDX/94/	D016.	OUTSIDE EMPLOYMENT REQUEST (LAPD 01.47) (PERSONNEL AND TRAINING BUREAU ) FORM: LAPD 01.47 RECORD TYPES:	TO+1		N	N	N	

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/PDX/94/	D017.	OVERTIME HISTORY REPORT (DATA SERVICES BUREAU ) RECORD TYPES:	TO+1		N	N	N	
/PDX/94/	D019.	PUBLICATIONS AND REFERENCE MATERIALS (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/PDX/94/	D020.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'CONS, BULLETINS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PDX/94/	D021.	QUARTERLY EQUIPMENT REPORT (LAPD 15.61) (DETECTIVE HEADQUARTERS DIVISION ) FORM: LAPD 15.61 RECORD TYPES:	TO+1		N	N	N	
/PDX/94/	D022.	RECEIPTS AND DISBURSEMENTS (LAPD 15.47) (BUREAU OF SPECIAL INVESTIGATION ) FORM: LAPD 15.47 RECORD TYPES:	TO+1		N	N	N	
/PDX/94/	D023.	RECORDS RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION ) FORM: GEN. 60 & RECORD TYPES:	SU+2		N	N	N	
/PDX/94/	D024.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN. 62	CL		N	N	N	

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/PDX/94/	D025.	REQUISITIONS (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2	N	N N
/PDX/94/	D026.	SEARCH WARRANTS (CA 146; DA) (CITY ATTORNEY'S OFFICE) FORM: CA 146; DA RECORD TYPES:	TO+2	N	N N
/PDX/94/	D027.	SECRET SERVICE REPORT (LAPD 15.37) (FISCAL OPERATIONS DIVISION) FORM: LAPD 15.37 RECORD TYPES:	TO+2	N	N N
/PDX/94/	D029.	STRIKE CONTINGENCY AND UNUSUAL OCCURENCE (TACTICAL PLANNING SECTION) RECORD TYPES:	SU	N	N N
/PDX/94/	D030.	TIME SHEETS (LAPD 245) (FISCAL OPERATIONS DIVISION) FORM: LAPD 245 RECORD TYPES:	TO+1	N	N N
/PDX/94/	D031.	VEHICLE RESOURCES QUARTERLY REPORT (LAPD 15.69) (MOTOR TRANSPORT DIVISION) FORM: LAPD 15.69 RECORD TYPES:	TO+1	N	N N

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/PDX/94/	D032.	VICE REPORTS (LAPD 03.18) (REC SERIES TO BE DELETED PER REV. 2; TRANSFERRED TO PDX 94 ORIG SCHED (ITEM 21)) FORM: LAPD 03.18 RECORD TYPES:	TO+2		N N N

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