

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

**Records of: LOS ANGELES POLICE DEPARTMENT/OFFICE OF THE CHIEF OF POLICE**  
**/PDX/95/**

*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/95/	D	DUPLICATE RECORD SERIES			
/PDX/95/	D001.	ACTIVITY REPORTS - OAS, OO, OSS, & TRAFFIC COORDINATION... (ORIGINATING OFFICE ) RECORD TYPES:	TO+2		N N N
/PDX/95/	D002.	ADMINISTRATIVE AND MUNICIPAL CODES (CITY ATTORNEY - LEGISLATIVE SERVICE ) RECORD TYPES:	SU		N N N
/PDX/95/	D003.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION ) RECORD TYPES: A-BUDGET REQUEST/REDUCTION PACKAGE-CAO 696B B-CAPITAL PROJECTS OR ALTERATION-LAPD 01.91.4 C-CORRESPONDENCE D-DIVISIONAL BUDGET REQUEST SUMMARY-LAPD 01.91.5 E-EXPENSE BUDGET REQUEST-LAPD 01.91.1 F-IMPROVEMENT BUDGET REQUEST G-PACKAGE RANKING-CAO 969C H-PACKAGE REQUEST-LAPD 01.91.2 I-PERSONNEL BUDGET REQUEST-LAPD 01.91.3 J-PROPOSED DEPARTMENT BUDGET	TO+3		N N N
/PDX/95/	D004.	CITY CHARTER (CITY ATTORNEY - LEGISLATIVE SERVICE ) RECORD TYPES:	SU		N N N
/PDX/95/	D005.	GENERAL FILE CORRESPONDENCE (RECEIVING OFFICE ) RECORD TYPES:	TO+1		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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

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/PDX/95/	D006.	INTER-INTRADEPARTMENTAL MANUALS, PUBL'CONS, BULLETINS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/PDX/95/	D007.	INTRADEPARTMENTAL TRANSFER (PERSONNEL DIVISION ) RECORD TYPES:	TO+1		N N N
/PDX/95/	D008.	MONTHLY REPORT OF SECRET SERVICE (FISCAL OPERATIONS DIVISION ) RECORD TYPES:	TO+1		N N N
/PDX/95/	D009.	MONEY (SECRET SERVICE REPORT) (LAPD 15.37) (FISCAL OPERATIONS DIVISION ) FORM: LAPD 15.37 RECORD TYPES:	TO+1		N N N
/PDX/95/	D010.	NEWSPAPER CLIPPINGS (OFF-POLICE CHIEF; SEE PDX 95 ORIG SCHED (#26) BEFORE DESTROY ) RECORD TYPES:	AR		N N N
/PDX/95/	D011.	OFFICER INVOLVED SHOOTING REPORTS (ROBBERY-HOMICIDE DIVISION ) RECORD TYPES:	TO+20		N N N

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/PDX/95/	D012.	PRESS RELEASE (ORIGINATING OFFICE ) RECORD TYPES:	TO+2		N	N	N	
/PDX/95/	D013.	PUBLICATIONS & REFERENCE MATERIAL REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/PDX/95/	D014.	REFERENCE MATERIAL (INSIDE DEPT STUDIES, EVALUATIONS, ETC.) (ORIGINATING OFFICE ) RECORD TYPES:	AR		N	N	N	
/PDX/95/	D015.	REPORT ON L.A.P.D. EMPLOYEE RELATIONS WITH OUTSIDE ORGANZ'NS (POLICE COMMISSION ) RECORD TYPES:	SU		N	N	N	
/PDX/95/	D016.	TIMEKEEPING RECORDS (FISCAL OPERATIONS ) RECORD TYPES: A-OVERTIME HISTORY REPORTS B-POLICE CHECK SIGN OUT ROSTER C-TIMESHEETS-LAPD 245 D-TIMESHEETS CORRECTION REPORT-LAPD 02.30 E-WEEKLY CREW TIME SHEETS-LAPD 5054	TO+2		N	N	N	
/PDX/95/	D017.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER EMPLOYEE RELATIONS SECTION ) RECORD TYPES:	SU		N	N	N	

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/PDX/95/	D018.	REQUISITIONS (LAPD 15.11) (SUPPLY DIVISION ) FORM: LAPD 15.11 RECORD TYPES:	AR		N	N	N	
/PDX/95/	D019.	STORES REQUISITION (DS 70) (SUPPLY DIVISION ) FORM: DS 70 RECORD TYPES:	AR		N	N	N	
/PDX/95/	D020.	TRAVEL AUTHORITY (15.02) (ORIGINATING BUREAU ) FORM: 15.02 RECORD TYPES:	TO+2		N	N	N	

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