

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMUNITY RELATIONS SECTION
/PDX/96/

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/96/	D	DUPLICATE RECORD SERIES			
/PDX/96/	D001.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-CORRESPONDENCE B-DIVISIONAL BUDGET REQUEST SUMMARY-LAPD 01.91.5 C-EXPENSE BUDGET REQUEST-LAPD 01.91.1 D-PERSONNEL BUDGET REQUEST-LAPD 01.91.3	TO+3		N N N
/PDX/96/	D002.	INTRADEPARTMENTAL TRANSFER (PERSONNEL DIVISION) RECORD TYPES:	TO+2		N N N
/PDX/96/	D003.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/96/	D004.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER, EMPLOYEE RELATIONS SECTION) RECORD TYPES:	SU		N N N
/PDX/96/	D005.	PUBL'NS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/PDX/96/	D006.	RECORD RETENTION SCHEDULE (GEN.60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN.60 & 6 RECORD TYPES:	SU+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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

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/PDX/96/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/PDX/96/	D008.	REPORT ON LAPD EMPLOYEE RELATIONS WITH OUTSIDE ORGANIZATIONS (POLICE COMMISSION) RECORD TYPES:	SU		N N N
/PDX/96/	D009.	REQUISITIONS (LAPD 15.11) (POLICE, SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N
/PDX/96/	D010.	STORES REQUISITION (GS/S 70) (POLICE, SUPPLY DIVISION) FORM: GS/S 70 RECORD TYPES:	TO+2		N N N
/PDX/96/	D011.	SURVEYS, QUESTIONNAIRES (PROJECTS) (ORIGINATING OFFICE) RECORD TYPES:	TO+10		N N N
/PDX/96/	D012.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-OVERTIME HISTORY REPORTS B-POLICE CHECK SIGN OUT ROSTER	TO+2		N N N

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		C-TIMESHEETS-LAPD 245			
		D-TIMESHEET CORRECTION REPORT-LAPD 02.30			
		E-WEEKLY CREW TIME SHEETS-5054			

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