

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/COMMISSION INVESTIGATION DIVISION
/PDX/97/

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/97/	D	DUPLICATE RECORD SERIES			
/PDX/97/	D001.	INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/97/	D002.	PUBL'NS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/PDX/97/	D003.	RECORD RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N N N
/PDX/97/	D004.	RECORD TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/PDX/97/	D005.	REQUISITIONS (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N
/PDX/97/	D006.	STORES REQUISITIONS (GS/S 70)	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/COMMISSION INVESTIGATION DIVISION

/PDX/97/ *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
---------------	-----------------------	--	-----------------------------------	---------------	------------------------

(SUPPLY DIVISION) FORM: GS/S 70 RECORD TYPES:

/PDX/97/	D007.	TIMEKEEPING RECORDS (FISCAL OPERATIONS DIVISION) RECORD TYPES: A-NIGHT BONUS ASSIGNMENTS B-OVERTIME HISTORY REPORT C-TIMESHEET-LAPD 245 D-TIMESHEET CORRECTION REPORT-LAPD 02.30 E-WEEKLY CREW TIME SHEET-5054	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