

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES POLICE DEPARTMENT/POLICE COMMISSION
/PDX/98/

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/98/	D	DUPLICATE RECORD SERIES			
/PDX/98/	D001.	ARREST AND CRIME REPORTS (RECORDS AND IDENTIFICATION DIVISION) RECORD TYPES:	TO+0/03		N N N
/PDX/98/	D002.	BUDGET RECORDS (FISCAL OPERATIONS DIVISION) D-EXPENSE BUDGET REQUEST-LAPD 01.91.1 A-CAPITAL PROJECTS OR ALTERATION & IMPROVEMENT BUDGET REQUEST-LAPD 01.91.4 B-CORRESPONDENCE C-DIVISIONAL BUDGET REQUEST SUMMARY-LAPD 01.91.5 E-PERSONNEL BUDGET REQUEST-LAPD 01.91.3 F-PACKAGE REQUEST-LAPD 01.91.2	TO+3		N N N
/PDX/98/	D003.	F-PACKAGE REQUEST-LAPD 01.91.2 CONFLICT OF INTEREST (STD 730) (CITY CLERK, COUNCIL SERVICES) FORM: STD 730 RECORD TYPES:	TO+3		N N N
/PDX/98/	D004.	CONFLICT OF INTEREST INDEX (GEN. 168) (CITY CLERK, COUNCIL SERVICES) FORM: GEN. 168 RECORD TYPES:	TO+3		N N N
/PDX/98/	D005.	EMPLOYEE INJURY REPORT (MEDICAL LIAISON SECTION) RECORD TYPES:	TO+5		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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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		A-EMPLOYEES OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 B-LABOR STATISTICS REPORT-CAL/OSHA 200			
/PDX/98/	D006.	EMPLOYEE TRANSFER DATA (LAPD 01.34) (PERSONNEL DIVISION) FORM: LAPD 01.34 RECORD TYPES:	TO+1		N N N
/PDX/98/	D007.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBL'CONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/PDX/98/	D008.	INTRADEPARTMENTAL TRANSFERS RECORD TYPES:	TO+1		N N N
/PDX/98/	D009.	PUBLICATIONS & REFERENCE MATERIAL REC'D FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/PDX/98/	D010.	RECORDS RETENTION SCHEDULE (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 & RECORD TYPES:	SU+2		N N N
/PDX/98/	D011.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N N N

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/PDX/98/	D012.	REQUEST FOR TRANSFER AND/OR CHANGE (LAPD 01.40) (PERSONNEL DIVISION) FORM: LAPD 01.40 RECORD TYPES:	TO+2		N N N
/PDX/98/	D013.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N N N
/PDX/98/	D014.	STORES REQUISITION (GS/S-70) (SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:	TO+2		N N N
/PDX/98/	D015.	SWORN/CIVILIAN PERSONNEL ROSTER (AUTOMATED INFORMATION DIVISION) RECORD TYPES:	SU		N N N

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