

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: FACILITIES MANAGEMENT DIVISION
/PDX/99/ LOS ANGELES POLICE DEPARTMENT

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/99/	D	DUPLICATE RECORD SERIES		DO	N	N	N	
/PDX/99/	D001.	AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN. 48) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 48 RECORD TYPES:	CL		N	N	N	
/PDX/99/	D002.	CAREER OPPORTUNITIES BINDER (EMPLOYEE OPPORTUNITY & DEVELOPMENT DIV...) RECORD TYPES:	SU		N	N	N	
/PDX/99/	D003.	CIVILIAN DUTY CERTIFICATE (PDAS 43) (PERSONNEL, WORKER'S COMPENSATION) FORM: PDAS 43 RECORD TYPES:	TO+2		N	N	N	
/PDX/99/	D004.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/PDX/99/	D005.	PAYROLL PERSONNEL CHANGE DOCUMENT (GEN. 41) (CONTROLLER'S OFFICE) FORM: GEN. 41 RECORD TYPES:	TO+2		N	N	N	
/PDX/99/	D006.	RECORDS RETENTION SCHEDULE (GEN. 60 GE) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 GE RECORD TYPES:	SU+2		N	N	N	
/PDX/99/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	
/PDX/99/	D008.	REQUISITION (LAPD 15.11) (SUPPLY DIVISION) FORM: LAPD 15.11 RECORD TYPES:	TO+2		N	N	N	
/PDX/99/	D009.	STORES REQUISITION (GS/S-70) (SUPPLY DIVISION) FORM: GS/S-70 RECORD TYPES:	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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