

HOLLY L. WOLCOTT  
CITY CLERK

SHANNON D. HOPPE  
EXECUTIVE OFFICER

City of Los Angeles  
CALIFORNIA



ERIC GARCETTI  
MAYOR

OFFICE OF THE  
CITY CLERK

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TODD GAYDOWSKI  
RECORDS MANAGEMENT OFFICER

[clerk.lacity.org](http://clerk.lacity.org)

August 1, 2016

Honorable Members of the  
Los Angeles City Council  
c/o City Clerk, Room 395, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

**SUBJECT: APPROVAL OF DEPARTMENTAL RECORDS DISPOSITION  
SCHEDULES (Council File No: 15-0616 and supplements/ Council  
File No. 15-1489)**

Honorable Members:

**SUMMARY**

Pursuant to Los Angeles Administrative Code Section 12.3(c) the City Clerk and the City Attorney have approved the records disposition schedules of the following departments and recommend their approval by the City Council:

City Council  
Chief Legislative Analyst

**DISCUSSION**

Ordinance No. 183,754, effective August 11, 2015, revised the procedures for approving departmental records disposition schedules and for obtaining authority to dispose of obsolete records.

- That ordinance added the requirement that departmental disposition schedules be approved by the City Council.
- Additionally, the ordinance moved the council approval of the disposition of obsolete records from the end of the life cycle of the records to the creation of the disposition schedule.

Honorable Members of the  
Los Angeles City Council  
August 1, 2016  
Page 2 of 2

Because the existing departmental records disposition schedules had not been approved by the City Council prior to the passing of Ordinance No. 183,754 all of the departmental records disposition schedules were submitted to the City Attorney for review and for the City Attorney's recommendation to the City Council. The City Attorney's Office has approved the disposition schedules of the above listed departments and any requested updates included therein and we are therefore submitting the schedules for the consideration and approval of the City Council.

This action establishes a records disposition protocol for Council Offices transitioning out of office as a key component to each Council Office's transition plan. (Council File No. 15-0489).

### **RECOMMENDATION**

1. That the City Council approve the records disposition schedules of the following departments:

City Council  
Chief Legislative Analyst

2. That the City Clerk provide training and guidance to each Council Office to implement the records disposition schedules.

**FISCAL IMPACT STATEMENT:** There is no fiscal impact of approving these schedules. Savings could result if City departments dispose of records more promptly under the new authorization procedures created by Ordinance No. 183,754 that they did under the prior procedures. Currently the City Records Center is holding over 78,000 boxes of records that are eligible for destruction at an annual expense to the City in commercial records storage equivalents of over \$121,000.

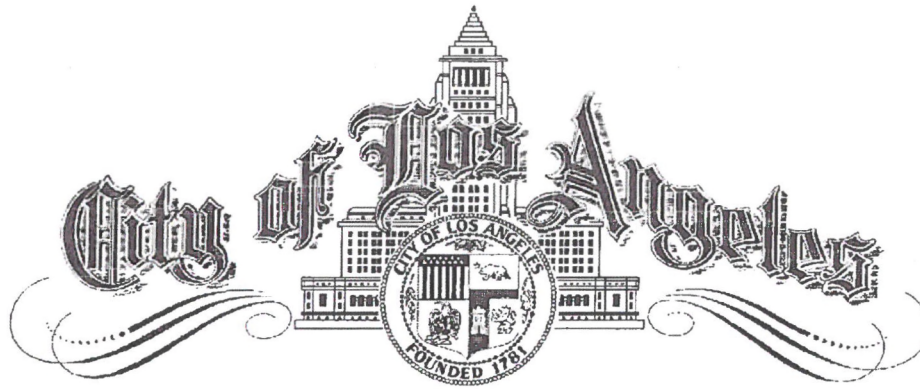
Respectfully submitted,



Holly L. Wolcott  
City Clerk

Attachments - Departmental Records Disposition Schedules

HLW//TG:amm  
EXE-037-16



**MICHAEL N. FEUER**  
CITY ATTORNEY

To: Holly Wolcott, City Clerk

cc: Todd Gaydowski, Records Manager Officer

From: David Michaelson, Chief Assistant City Attorney

Date: July 20, 2016

Re: Department Disposition Schedules

A handwritten signature in black ink, appearing to be 'DM', written over a horizontal line.

The Office of the City Attorney has reviewed and approves the Disposition Schedules for the following Departments:

City Council  
Chief Legislative Analyst

# City of Los Angeles

August 17, 2015

## *Department Records Disposition Schedules*

### ***CHIEF LEGISLATIVE ANALYST***

*Schedule Number    Department Name*

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/CLA/	CHIEF LEGISLATIVE ANALYST
/CLA/01/	CHIEF LEGISLATIVE ANALYST/ADMINISTRATION
/CLA/02/	CHIEF LEGISLATIVE ANALYST/INTERGOVERNMENTAL RELATIONS
/CLA/03/	CHIEF LEGISLATIVE ANALYST/HUMAN SERVICES

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

**Records of: CHIEF LEGISLATIVE ANALYST/ADMINISTRATION**

**/CLA/01/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/CLA/01/	O	ORIGINAL RECORDS								
/CLA/01/	O001.	PICTURES	PE	PE						
/CLA/01/	O002.	CONSTRUCTION SERVICES COMMITTEE	PE	PE						
/CLA/01/	O003.	ELECTRONIC WAS/CORRESPONDENCE LOG (COPY TO BE MAINTAINED; WILL BE HARD COPY 1987 FORWARD)	AR+10	AR+10						
/CLA/01/	O004.	SAN FERNANDO LIGHT RAIL COMMITTEE (AGENDA/MINUTES/FINAL REPORT)	PE	PE						
/CLA/01/	O005.	OFFICIAL SALARIES AUTHORITY MINUTES (FINAL REPORT ON FILE IN CITY CLERK'S OFFICE/COUNCIL FILE)	PE	PE						
/CLA/01/	O006.	GLACAA JOINT POWERS AGREEMENTS (FILES 1,2,3,4 FOUND IN CRC BOXES 22925 AND 22926)	PE	PE						

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**  
**Original Records**

**Records of: CHIEF LEGISLATIVE ANALYST/INTERGOVERNMENTAL RELATIONS**  
**/CLA/02/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/CLA/02/	O	ORIGINAL RECORDS								
/CLA/02/	O001.	CD ROM DATA DISK FOR STATE LEGISLATION (PRIVATE VENDOR PRODUCED )	PE	PE		N	N	N		
/CLA/02/	O002.	STATE FINAL LEGISLATIVE PROGRAM RECORD TYPES: Historical	AR+5	PE		N	Y	N		
/CLA/02/	O003.	FEDERAL ANNUAL BREAKFAST BOOK	PE	PE		N	N	N		
/CLA/02/	O004.	SUMMARY OF STATE LEGISLATION AFFECTING CITY OF L.A.	PE	PE		N	N	N		
/CLA/02/	O005.	STATE LEGISLATIVE PROGRAM/POLICY BOOK	PE	PE		N	N	N		
/CLA/02/	O006.	STATE FINAL STATUS REPORT	PE	PE		N	N	N		

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

**Records of: CHIEF LEGISLATIVE ANALYST/ADMINISTRATION**  
**/CLA/01/**

*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			
/CLA/01/	D	DUPLICATE RECORD SERIES						
/CLA/01/	D001.	CHRONOLOGICAL FILE (FROM OTHER DEPARTMENTS )	AR+5		N	N	N	
/CLA/01/	D002.	CORRESPONDENCE LOG (FROM OTHER DEPARTMENTS )	AR+5		N	N	N	
/CLA/01/	D003.	WORK ASSIGNMENT BINDER (FROM OTHER DEPARTMENTS )	AR+5		N	N	N	
/CLA/01/	D004.	COUNCILMEMBER FILES (FROM COUNCILMEMBERS )	AR+10		N	N	N	
/CLA/01/	D005.	INTERNAL PERSONNEL FILES (OFFICIAL FILES WITH CITY CLERK )	TE+2		N	N	N	
/CLA/01/	D006.	PUBLICATIONS PRODUCED BY CITY DEPARTMENTS (FROM ORIGINATING DEPARTMENTS )	AR		N	N	N	
/CLA/01/	D007.	SUBJECT FILES (FROM OTHER DEPARTMENTS )	AR+5		N	N	N	
/CLA/01/	D008.	TIME CARDS	AR+2		N	N	N	
/CLA/01/	D009.	GRANT MONITORING TIME CARDS	AR+3		N	N	N	
/CLA/01/	D010.	WEEKLY CREW SHEETS (WORKING DOCUMENT FOR PREPARATION OF BI-WEEKLY TIME SHEETS )	AR		N	N	N	
/CLA/01/	D011.	BI-WEEKLY TIME SHEET (SENT TO CITY CLERK THEN CONTROLLER )	AR		N	N	N	
/CLA/01/	D012.	PUBLICATIONS FROM OUTSIDE SOURCE (FROM OUTSIDE AGENCIES )	AR		N	N	N	
/CLA/01/	D013.	PURCHASE ORDERS (SENT TO CITY CLERK THEN TO GENERAL SERVICES )	AR		N	N	N	
/CLA/01/	D014.	PERSONAL SERVICE CONTRACTS	AR+2		N	N	N	
/CLA/01/	D015.	FPPC FILES (FROM STATE OF CALIFORNIA )	AR+5		N	N	N	
/CLA/01/	D016.	OFFICIAL SALARY AUTHORITY FILES (SENT FROM CAO THEN TO CITY CLERK )	AR+5		N	N	N	
/CLA/01/	D017.	SAN FERNANDO LIGHT RAIL COMMITTEE	AR+5		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles  
Departmental Records Disposition Schedule  
Duplicate Records

Records of: **CHIEF LEGISLATIVE ANALYST/ADMINISTRATION**

/CLA/01/

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
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(FROM OTHER DEPARTMENTS )

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL



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

**Records of: CHIEF LEGISLATIVE ANALYST/INTERGOVERNMENTAL RELATIONS**

**/CLA/02/** *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
/CLA/02/	D	DUPLICATE RECORD SERIES			
/CLA/02/	DOO1.	STATE LEGISLATIVE PROGRAM FILES & BILL RESPONSES (A VARIETY OF INFORMATION)	AR+15	DO	
/CLA/02/	DOO2.	FEDERAL LEGISLATIVE PROGRAM FILES (A VARIETY OF FILES)	AR+2	DO	
/CLA/02/	DOO3.	ELECTRONIC SYSTEM FOR TRACKING DEPT. RESPONSE TO LEGISLATION (A VARIETY OF INFORMATION)	AR+10	DO	
/CLA/02/	DOO4.	FEDERAL PUBLICATIONS (FROM ORIGINATING AGENCIES) A. CONGRESSIONAL RECORD B. FEDERAL REGISTER C. CONGRESSIONAL QUARTERLY D. NATIONAL JOURNAL	AR	DO	
/CLA/02/	DOO5.	STATE PUBLICATIONS (FROM ORIGINATING AGENCIES) A. WEST LEGISLATIVE SERVICE B. FINAL LEGISLATIVE HISTORY	AR+10	DO	
/CLA/02/	DOO6.	ASSEMBLY & STATE LEGISLATIVE BILLS (FROM SECRETARY OF STATE)	AR	DO	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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

**Records of: CHIEF LEGISLATIVE ANALYST/HUMAN SERVICES**

**/CLA/03/** *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			
/CLA/03/	D	DUPLICATE RECORD SERIES						
/CLA/03/	D001.	BOARD OF GRANTS FILES (IN COUNCIL FILES/ORIGINATING DEPARTMENTS)	AR+3		N	N	N	
/CLA/03/	D002.	GLACAA FILES (IN COUNCIL FILES )	AR+3		N	N	N	
/CLA/03/	D003.	GRANT FILES (IN COUNCIL FILES/ORIGINATING DEPARTMENTS )	AR+3		N	N	N	
/CLA/03/	D004.	HOUSING AUTHORITY FILES (A VARIETY OF INFORMATION )	AR+2		N	N	N	
/CLA/03/	D005.	MONITORING FILES (IN COUNCIL FILES/ORIGINATING DEPARTMENTS )	AR+3		N	N	N	

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<b>CITY CLERK - City of Los Angeles</b>	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 1
Form Gen. 60 (Rev. 05/08)	CCL	City Council	By: (Dept. Head)	Date
<b>RECORDS DISPOSITION SCHEDULE</b> <b>(Original Official Records)</b>	Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.) <i>Todd Slawdowski</i>	Date <i>06/23/2016</i>

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
1	<b>Appointment Calendars, Scheduling Records</b>		4	4	8	DO				
2	<b>Budget Files</b> The Council Office's correspondence with City offices and other entities regarding the budget, if these files are kept separately from Correspondence & Subject Files.		4	4	8	DO				
3	<b>Certificates, Commendations &amp; Proclamations</b> These may be intermingled with Correspondence & Subject Files or they may be separated for consideration of Archival preservation.		2	PE	PE	DO		Y		
4	<b>Constituent Files &amp; Correspondence</b>		2	0	2	DO				
5	<b>Correspondence &amp; Subject Files – Routine</b>		2	0	2	DO				
6	<b>Correspondence &amp; Subject Files – Policy and Planning</b> Files that reflect the councilperson's views on significant policy and planning issues		2	PE	PE	DO		Y		
7	<b>Invitations</b> Invitations, Acceptance Letters, Regret Letters		2	0	2	DO				
8	<b>Personnel Documents</b> Could include: Applications & Resumes, Attendance Records, Intern Files, Supervisor Files, Volunteer Files, and other HR related documents created and retained in the office. (Official Personnel Folders are kept by the City Clerk's Office)		TE	5	TE+5	DO			Y	
9	<b>Press Releases &amp; Speeches</b>		2	PE	PE	DO		Y		

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination

TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Media Code \*: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH=Photo VT=Video Tape

\* **MEDIA CODES** represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
10	<b>Project Files</b> Projects initiated by the council office		4	4	8	DO				
11	<b>Historical Materials</b> Historical materials such as Photographs & Press Clippings are not records documenting City business. They may be intermingled with Correspondence & Subject Files or they may be separated for consideration of archival preservation		2	PE	PE	DO		Y		

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