

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

RECORDS MANAGEMENT DIVISION
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LOS ANGELES, CA 90012
(213) 473-8440
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TODD GAYDOWSKI
RECORDS MANAGEMENT OFFICER

clerk.lacity.org

November 29, 2017

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

**SUBJECT: APPROVAL OF DEPARTMENTAL RECORDS DISPOSITION
SCHEDULES (Council File: 15-0616-S4)**

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 for the following departments and recommend their approval by the City Council:

Harbor
Transportation

DISCUSSION

Ordinance 183,754, effective August 11, 2015, revised the procedures for approving departmental records disposition schedules and for obtaining authority to dispose of obsolete records. The ordinance added the requirement that department 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.

Since the existing departmental records disposition schedules had not been approved by the City Council prior to the passing of Ordinance 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. Some departments also requested updates to their disposition schedules at that time. The City Attorney's Office has approved the disposition schedules of the above listed departments and any requested updates included therein. These schedules are being submitted for the consideration and approval of the City Council.

Honorable Members of the
Los Angeles City Council
November 29, 2017
Page 2 of 2

RECOMMENDATION

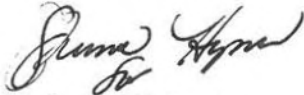
That the City Council approve the records disposition schedules for the following departments:

Harbor
Transportation

FISCAL IMPACT STATEMENT

There is no fiscal impact of approving these schedules. However, savings could result if City departments dispose of records more promptly under the new authorization procedures created by Ordinance 183,754. Currently, the City Records Center is holding over 80,000 boxes of records that are eligible for destruction at an annual expense to the City in commercial records storage equivalents of over \$100,000.

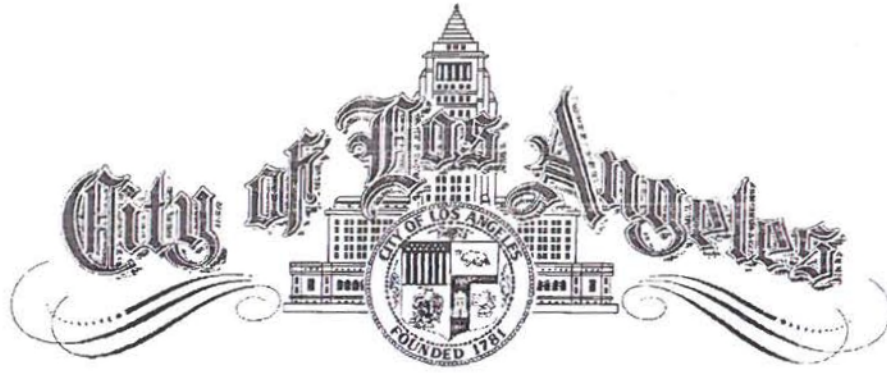
Respectfully submitted,



Holly L. Wolcott
City Clerk

Attachments: City Attorney Memo
Harbor Department Records Disposition Schedules
Department of Transportation Records Disposition Schedules

HLW/SH/TG/amm
EXE-040-17



MICHAEL N. FEUER
CITY ATTORNEY

To: Holly Wolcott, City Clerk

cc: Todd Gaydowski, Records Manager Officer

From: David Michaelson, Chief Assistant City Attorney

Date: October 27, 2017

Re: Department Disposition Schedules

A handwritten signature in black ink, appearing to be 'DM', is written over the 'From' and 'Date' lines.

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

Department of Transportation
Harbor Department

DM:pj

City of Los Angeles

August 17, 2015

Department Records Disposition Schedules

TRANSPORTATION

Schedule Number Department Name

/DOT/	TRANSPORTATION
/DOT/01/	TRANSPORTATION/BOARD OF TRANSPORTATION COMMISSIONERS
/DOT/02/	TRANSPORTATION/LIABILITY CLAIMS MANAGEMENT
/DOT/10/	TRANSPORTATION/BUREAU OF ADMIN. SVCS
/DOT/12/	TRANSPORTATION/MASTER FILES
/DOT/13/	TRANSPORTATION/TRAFFIC CONTROL RECORDS
/DOT/14/	TRANSPORTATION/PAYROLL
/DOT/15/	TRANSPORTATION/PERSONNEL
/DOT/16/	TRANSPORTATION/ACCOUNTING
/DOT/17/	TRANSPORTATION/MATERIAL CONTROL
/DOT/21/	TRANSPORTATION/PLANNING
/DOT/26/	TRANSPORTATION/DATA SYSTEMS
/DOT/31/	TRANSPORTATION/RATES AND FRANCHISE DIVISION
/DOT/33/	TRANSPORTATION/REGULATION AND ENFORCEMENT
/DOT/34/	TRANSPORTATION/DESIGN DIVISION
/DOT/36/	TRANSPORTATION/AUTOMATED SURVEILLANCE & CONTROL (ATSAC)
/DOT/37/	TRANSPORTATION/TIP - BIKEWAYS
/DOT/38/	TRANSPORTATION/INTERAGENCY COORDINATION (IAC)
/DOT/39/	TRANSPORTATION/METRO/LIGHT RAIL COORDINATION
/DOT/43/	TRANSPORTATION/CITY-WIDE OPERATIONS
/DOT/46/	TRANSPORTATION/DISTRICT OPERATIONS
/DOT/51/	TRANSPORTATION/FIELD OPERATIONS/COORDINATION

Schedule Number Department Name

/DOT/53/	TRANSPORTATION/SIGNAL CONSTRUCTION/MAINTENANCE
/DOT/54/	TRANSPORTATION/SIGN PAVEMENT MARKING
/DOT/60/	TRANSPORTATION/BUREAU OF PARKING ENFORCEMENT & INTERSECTION CONTROL
/DOT/61/	TRANSPORTATION/SPECIAL OPERATIONS
/DOT/62/	TRANSPORTATION/BUREAU OF FRANCHISE REGULATIONS AND PARKING OPERATIONS SUPPORT
/DOT/63/	TRANSPORTATION/HABITUAL PARKING VIOLATOR SECTION
/DOT/64/	TRANSPORTATION/COMMUNICATIONS
/DOT/65 A-F/	TRANSPORTATION/CENTRAL PARKING ENFORCEMENT
/DOT/66/	TRANSPORTATION/VEHICLE INFORMATION PROCESSING UNIT
/DOT/67/	TRANSPORTATION/TICKET ANALYSIS
/DOT/70/	TRANSPORTATION/ADMINISTRATION
/DOT/71/	TRANSPORTATION/PROCESSING & INFORMATION SERVICES DIVISION
/DOT/72/	TRANSPORTATION/REGULATIONS ANALYSIS SECTION
/DOT/73/	TRANSPORTATION/PREFERENTIAL PARKING
/DOT/74/	TRANSPORTATION/METER REPAIR & MAINTENANCE
/DOT/75/	TRANSPORTATION/PARKING METER MANAGEMENT
/DOT/76/	TRANSPORTATION/OFF-STREET PARKING DIVISION
/DOT/77/	TRANSPORTATION/PARKING OPERATIONS SUPPORT AND ADJUDICATION

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/BOARD OF TRANSPORTATION COMMISSIONERS
/DOT/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	
/DOT/01/	O	ORIGINAL RECORDS								
/DOT/01/	O001.	BOARD MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/DOT/01/	O002.	BOARD POLICIES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+20	PE		N	Y	N		
/DOT/01/	O003.	BOARD ORDERS, PROOF OF PUBLICATION (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+20	PE		N	Y	N		
/DOT/01/	O004.	RESOLUTIONS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+20	PE		N	Y	N		
/DOT/01/	O005.	SUBJECT FILES FRANCHISES A-TAXICABS - INDEPENDENT ASSOCIATIONS B-PIPELINES	TO+5	TO+10		N	N	N		
/DOT/01/	O006.	PERMIT AUTHORITIES A-NON-AMBULATORY SERVICES B-AMBULANCES C-AUTO-FOR-HIRE	TO+10	TO+20		N	N	N		
	O007.									

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: TRANSPORTATION/BOARD OF TRANSPORTATION COMMISSIONERS
/DOT/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
/DOT/01/		SUBJECT FILES - PIPELINE Pipeline Company Applications for Franchises with maps, renewal requests, transmittal sheets, pipeline lengths, assets and asset inventory calculations, checklists of materials required for franchises, correspondence, emails, fee calculations, insurance documents, proof of insurance, waiver of subrogation in favor of City (workers' compensation, employer's liability, general liability, automobile liability, professional liability), invoices, plans and drawings, abandonment and quitclaim of various pipelines, draft ordinances, ordinances, bonds, maps, transmittals, notices of sale of a pipeline franchise, leaks, spills, photos, .pdf docs, promotional certificate of deposits, pressure tests, etc.	TO+5	TO+30		N	N	N
/DOT/01/	0008.	SUBJECT FILES - TAXICAB & NON-TAXICAB Taxi and Non-Taxi subject files--correspondence, bandit letters, enforcement letters, insurance letters, regulation letters, agendas, memberships, ambulance and non-ambulance forms, inspection reports, annual renewal request forms, driver-attendant applications, facilities inspection reports, in service-out of service fax transmittals, in-out of service forms, odometer locations, substitute returns to service, vehicle inspections, vehicle applications, wheelchair tiedown letter, guidelines, procedures, ambulance facility pictures, bandit taxi photos, lists of insured, automobile liability insurance requirements, county EMS contacts, board orders, insurance spreadsheets/template letters, bandit arrest logs, monthly reports, non-taxi applications, organization charts, enforcement ordinances, taxicab insurance files, taxicab meeting summaries, taxicab performance reports, taxicab rule books, taxicab zones, vehicle impounds, etc.	TO+5	TO+10		N	N	N
/DOT/01/	0009.	BOARD REPORTS - BOARD OF TRANSPORTATION COMMISSIONERS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+20	PE		N	Y	N
/DOT/01/	0010.	BOARD REPORTS - BOARD OF TAXICAB COMMISSIONERS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+20	PE		N	Y	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/LIABILITY CLAIMS MANAGEMENT
/DOT/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 Code	Record Type			
			Office	Total		V	H	C	L
/DOT/02/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	
/DOT/02/	O001.	CLAIMANT/CASE FILES CONFIDENTIAL LEGAL Filed by Claimant/Case Name Includes correspondence from the City Attorney in regards to the case, and copies of records provided to the City Attorney in defense of the case. Disclosure to be determined by City Attorney handling case.	CL+1	CL+7	DO	N	N	Y	
/DOT/02/	O002.	HIGH PROFILE CLAIMANT/CASE FILES CONFIDENTIAL LEGAL Filed by Claimant/Case Name Includes correspondence from the City Attorney in regards to the case, and copies of records provided to the City Attorney in defense of the case. Disclosure to be determined by City Attorney handling case.	CL+1	PE	DO	N	N	Y	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/BUREAU OF ADMIN. SVCS .

/DOT/10/

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
/DOT/10/	0	ORIGINAL RECORDS						
/DOT/10/	0001.	CORRESPONDENCE & SUBJECT FILES GENERAL CORRESPONDENCE GENERATED BY THE ASSISTANT GENERAL MANAGER IN THE SUPERVISION AND MANAGEMENT OF THE OFFICE OF ORGANIZATIONAL SUPPORT	TO+2	TO+2	DO	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
Original Records

Records of: TRANSPORTATION/MASTER FILES
/DOT/12/

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	
/DOT/12/	O	ORIGINAL RECORDS								
/DOT/12/	O001.	CORRESPONDENCE & SUBJECT FILES	TO+2	TO+2	DO	N	N	N		
/DOT/12/	O002.	STREET LOCATION FILES (USED IN LAWSUITS) A - CORRESPONDENCE ON: PARKING RESTRICTIONS; PARKING METERS; ADVERTISING SIGNES, ETC. B - REPORT OF TRAFFIC CONDITIONS C - TRAFFIC CONTROL REPORTS	TO+4	TO+10	DO	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
Original Records

Records of: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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	
/DOT/13/	O	ORIGINAL RECORDS								
/DOT/13/	O001.	ALPHABETICAL LISTINGS OF PAVEMENT STRIPING (USED IN LAW SUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O002.	CITY-WIDE PARKING STALLS RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O003.	CURB INVENTORY (USED IN LAW SUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O004.	CURB WORK ORDERS (USED IN LAW SUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O005.	GENERAL WORK ORDERS (DT 301) (USED IN LAW SUITS; REC SERIES IN VARIED MEDIA FORMAT IE., MAPS) FORM: DT 301 A-MAPS RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O006.	LITIGATION FILES (USED IN LAW SUITS) RECORD TYPES: Confidential	CL	CL+10			N	N	Y	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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	
		A-CORRESPONDENCE B-CLAIM C-INTERROGATORIES D-NOTICES TO PRODUCE E-SUPPORTING DOCUMENTS								
/DOT/13/	O007.	ONE WAY STREET LISTINGS (USED IN LAW SUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O008.	PAVEMENT MARKINGS/ROUTE LISTINGS (USED IN LAW SUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O009.	PAVEMENT MARKINGS WORK ORDERS (USED IN LAW SUITS) RECORD TYPES: A-MARKING WORK ORDER-DT 304 B-MARKING REMOVAL WORK ORDERS-DT 9 C-PLANS D-GENERAL WORK ORDERS-DT 301 E-CYCLE MAINTENANCE LISTINGS	TO+5	TO+10			N	N	N	
/DOT/13/	O010.	ROUTE LISTING OF FREQUENCY 2 PAVEMENT STRIPING (USED IN LAW SUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O011.	SCHOOL MARKINGS ON LOCAL STREETS RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O012.	SIGN MAINTENANCE WORK ORDER (USED IN LAW SUITS) RECORD TYPES:	TO+5	TO+10			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
Original Records

Records of: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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	
/DOT/13/	O013.	SIGN WORK ORDERS (DT 999) (USED IN LAW SUITS) FORM: DT 999 RECORD TYPES: A-SIGN MAINTENANCE WORK ORDERS-DT 1000 B-SIGN FABRICATION WORK ORDERS	TO+5	TO+10			N	N	N	
/DOT/13/	O014.	SIGNAL FILES (USED IN LAW SUITS; ORIGINALS; FIELD COPIES AS BUILT***** CONDITION...) RECORD TYPES: A-SIGNAL CONTROLLER CHART-DT 417 B-ACTUATED SIGNAL CONTROLLER CHART-DT 802 C-ACTUATED SIGNAL CONTROLLER CHART-DT 819 D-PRE-TIMED SIGNAL CONTROLLER CHART-DT 859 E-TRAFFIC SIGNAL WORK ORDERS-DT 303 F-ENGINEERING WORK ORDERS-DT 302 G-TRAFFIC SIGNAL WORK COMPLETION NOTICE AND RECORD UPDATE-DT 375 H-INSTALLED SIGNAL EQUIPMENT CHECK LIST-24-56-16 I-NOTICED OF WORK COMPLETION-24-60-14 J-SIGNAL PLANS, MID-BLOCK SIGNAL PLANS AND OVERHEAD SIGN PLANS K-ATSAC TYPE 170 SIGNAL CONTROLLER CHART L-SIGNAL CONTROLLER CHART-DT 417D M-ECONOLITE KMC-VT SIGNAL CONTROLLER CHART (L.A. CITY 172)... N-TYPE 170 UNIVERSAL PROGRAM (L.A. CITY 172.2) SIGNAL... O-TYPE 170 UNIVERSAL PROGRAM (L.A. CITY 172.3) SIGNAL... P-TYPE 170 UNIVERSAL PROGRAM (L.A. CITY 172.3) SIGNAL... Q-RIGHT-OF-ENTRY LETTERS & APPROVAL R-ENCROACHMENT PERMITS	TE	TE+10			N	N	N	
/DOT/13/	O015.	SIGNAL MAINTENANCE HISTORY REPORTS (USED IN LAW SUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/13/	O016.	STRIPING WORK ORDERS (USED IN LAW SUITS) RECORD TYPES: A-GENERAL WORK ORDERS-DT 301 B-PLANS C-CYCLE MAINTENANCE LISTINGS	TO+5	TO+10			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
Original Records

Records of: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/ *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
/DOT/13/	O017.	TRAFFIC ACCIDENT/LOCATION ANALYSIS REPORT (DT 150) FORM: DT 150 RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/13/	O018.	TRAFFIC ACCIDENT/LOCATION ROUTES REPORT (DT 151) FORM: DT 151 RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/13/	O019.	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) (USED IN LAW SUITS) FORM: DT 358 RECORD TYPES:	TO+5	TO+10		N	N	N
/DOT/13/	O020.	TRANSPORTATION DAILY WORK REPORT (DT 14) (USED IN LAW SUITS) FORM: DT 14 RECORD TYPES:	TO+2	TO+10		N	N	N
/DOT/13/	O021.	OFFICE/TELEPHONE REQUEST FORMS	TO+2	TO+2	DO	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
Original Records

Records of: TRANSPORTATION/PAYROLL
/DOT/14/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type		
			Office	Total		V	H	C
/DOT/14/	O	ORIGINAL RECORDS						
/DOT/14/	O001.	BI-WEEKLY SICKLEAVE ROSTER (PRINTOUT)	TO+2	TO+2	CP	N	N	N
/DOT/14/	O002.	BI-WEEKLY VACATION ROSTER (PRINTOUT)	TO+2	TO+2	CP	N	N	N
/DOT/14/	O003.	JURY DUTY CERTIFICATIONS	TO+2	TO+2	DO	N	N	N
/DOT/14/	O004.	MILEAGE ENDORSEMENTS (GEN. 134 & 135) FORM: GEN. 134 & 135	TO+2	AU+2	DO	N	N	N
/DOT/14/	O005.	MILEAGE REIMBURSEMENT REPORT	TO+2	AU+2	DO	N	N	N
/DOT/14/	O006.	PAYROLL CORRESPONDENCE/RETROS	TO+2	TO+4	DO	N	N	N
/DOT/14/	O007.	INJURY PAPERS/WC	TO+2	AU+2	DO	N	N	N
/DOT/14/	O008.	L14 REPORTS MANUAL PAYROLL REIMBURSEMENTS/ADJUSTMENTS, DEPARTMENT REGISTER ERROR REPORTS, DELETED VAR. ERROR REPORTS, PAYROLL SPECIAL MESSAGES	TO+5	AU+5	DO	N	N	N
/DOT/14/	O009.	PREMIUM PAYROLL TABLE	TO+2	TO+4	DO	N	N	N
/DOT/14/	O010.	PAYROLL ADJUSTMENT REQUEST-DAILY (21194) FORM 21194	TO+2	AU+2	DO	N	N	N
/DOT/14/	O011.	PAYROLL ADJUSTMENT REQUEST-WEEKLY (41194) FORM 41194	TO+2	AU+2	DO	N	N	N
/DOT/14/	O012.	UNRECONCILED RECORDS SUMMARY REPORT	TO+2	TO+4	DO	N	N	N
/DOT/14/	O013.	CCAS WEEKLY TIMESHEETS (64894) FORM 64894	TO+2	AU+2	DO	N	N	N
/DOT/14/	O014.	CCAS DAILY TIMESHEETS (82894) FORM 82894	TO+2	AU+2	DO	N	N	N
/DOT/14/	O015.	CCAS WEEKLY OVERTIME TIMESHEETS (91894) FORM 91894	TO+2	AU+2	DO	N	N	N
/DOT/14/	O016.	CCAS DAILY OVERTIME TIMESHEETS (35894) FORM 35894	TO+2	AU+2	DO	N	N	N
/DOT/14/	O017.	PAYROLL REQUESTS/MILEAGE/WORKSHEETS	TO+2	AU+2	DO	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
Original Records

Records of: TRANSPORTATION/PAYROLL
/DOT/14/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type			
			Office	Total		V	H	C	L
/DOT/14/	O018.	CHECK CANCEL/DIRECT DEPOSIT REVERSAL	TO+5	AU+5	DO	N	N	N	
/DOT/14/	O019.	EMERGENCY CHECK REQUEST	TO+5	AU+5	DO	N	N	N	
/DOT/14/	O020.	L17 REPORTS	TO+2	TO+2	DO	N	N	N	
/DOT/14/	O021.	OVERPAYMENT LETTERS/HO/FLSA AUDITS	TO+2	AU+2	DO	N	N	N	
/DOT/14/	O022.	TEMPORARY BONUS AUTHORIZATION	TO+2	AU+2	DO	N	N	N	
/DOT/14/	O023.	CARFARE/MILEAGE	TO+2	AU+2	DO	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
Original Records

Records of: TRANSPORTATION/PERSONNEL

/DOT/15/

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	
/DOT/15/	O	ORIGINAL RECORDS								
/DOT/15/	O001.	APPLICATION INFORMATION (DT-81) FORM: DT-81 RECORD TYPES: A-NOTICE TO REPORT FOR JOB INTERVIEW	TO+2	TO+2			N	N	N	
/DOT/15/	O002.	CERTIFICATION LISTS (PDAS 4) FORM: PDAS 4 RECORD TYPES: A-REQUEST FOR CERTIFICATION-DT-681 B-REQUEST FOR CERTIFICATION-PDAS 15	TO+2	TO+2			N	N	N	
/DOT/15/	O003.	CHECKLIST FOR RATING PERIOD ENDING (EMPLOYEE EVALUATION CHECKLIST) RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/15/	O004.	CLASS TITLE FILE RECORD TYPES: A-POSITION DESCRIPTIONS-PDAS 3 B-CORRESPONDENCE C-CLASS SPECIFICATIONS D-REPROOF OF EXAMINATION	TE	TE+3			Y	N	N	
/DOT/15/	O005.	CLASS TITLE HISTORY FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE			N	Y	N	
/DOT/15/	O006.	EMPLOYEE PERSONNEL FOLDER (TRANSFER TO EMPLOYEE'S NEW DEPT OR TO PERSONNEL DEPT PER CAO RULE 10) RECORD TYPES:	TE	TE			N	N	Y	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/PERSONNEL
/DOT/15/

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
		Confidential A-CORRESPONDENCE B-SALARY INCREASE CARD C-DOCTOR'S SLIPS D-WORKERS COMPENSATION REQUEST FOR AWARD E-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-GEN 16 B F-REQUEST FOR LEAVE OF ABSENCE-GEN 38 G-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 H-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN 42 I-TIME OFF/COMPENSATION REQUEST-GEN 68 J-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN 77 K-NOTICE TO CORRECT DEFICIENCIES-GEN 78 L-NOTICE OF COMMENDATION-GEN 79 M-AUTOMOBILE ACCIDENT REPORT-GEN 88 N-EXTENDED SICK LEAVE REQUEST-GEN 89 O-EMPLOYEE MEDICAL CALENDAR-GEN 90 P-MEDICAL INFORMATION CERTIFICATE-GEN 91 Q-CLAIM FOR REIMBURSEMENT-GEN 130 R-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 S-PAY GRADE ADVANCEMENT-CAO 614 T-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 655 U-EMPLOYEE EVALUATION REPORT-PDAS 28 V-DUTY CERTIFICATE-PDAS 43 W-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 X-RECORD OF TRAINING-PDMER 1 Y-CHANGE OF STATUS-DT682 Z-SKELLY PACKAGE & FORMAL DISPL. ACTION							
/DOT/15/	O007.	INDEX CARD TO AUTOMOBILE ACCIDENT REPORTS (USED FOR LAWSUITS) RECORD TYPES:	TE+10	TE+10			N	N	N
/DOT/15/	O008.	PAYCHECK RECEIPTS (DT-294) FORM: DT-294 RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/15/	O009.	WORK HISTORY CARD (DT-371)	TE+3	TE+10			N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/PERSONNEL
/DOT/15/

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	
FORM: DT-371 RECORD TYPES:										
/DOT/15/	O010.	SAKS (SKILLS, ABILITY, KNOWLEDGES) LISTS RECORD TYPES: A-CERTIFICATION LISTS B-SCORE SHEETS	AR+3	AR+10		N	N	N		
/DOT/15/	O011.	EMPLOYEE PERSONNEL FOLDER, CONFIDENTIAL FILE	TE+1	TE+6	DO	Y	N	Y		
/DOT/15/	O012.	GRIEVANCE FILES	AR+3	AR+8	DO	Y	N	Y		
/DOT/15/	O013.	CAL OSHA BACK-UP FILES	AR+3	AR+8	DO	N	N	Y		
/DOT/15/	O014.	EMPLOYEE RELATION/ARBITRATION	AR+4	AR+9	DO	N	Y	N		
/DOT/15/	O015.	DISCRIMINATION	AR+4	AR+19	DO	Y	N	N		
/DOT/15/	O016.	SELECTION INTERVIEW PACKAGES	AR+2	AR+12	DO	Y	N	N		
/DOT/15/	O017.	EMPLOYEE PERSONNEL FOLDER, DWP Transfer to Personnel Department after protective leave ends	TE+1	TE+1	DO	N	N	N		
/DOT/15/	O018.	CORRESPONDENCE FILES	TO+2	TO+2	DO	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
Original Records

Records of: TRANSPORTATION/ACCOUNTING
/DOT/16/

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	
/DOT/16/	O	ORIGINAL RECORDS								
/DOT/16/	O001.	AGREEMENTS (CITY, COUNTY, STATE) RECORD TYPES:	EX+3	EX+3			N	N	N	
/DOT/16/	O002.	AUDIT WORKING PAPERS RECORD TYPES: A-CORRESPONDENCE B-WORKING PAPERS	SU	SU+2			N	N	N	
/DOT/16/	O003.	COMPARATIVE STATEMENT OF MONTHLY PARKING METER REVENUE RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/16/	O004.	DAILY RECEIPTS RECORD TYPES: A-SUMMARY OF DAILY RECEIPTS B-CASH REGISTER TAPES	AR+2	AR+2			N	N	N	
/DOT/16/	O005.	INVOICE (DAMAGES TO SIGNS, SIGNALS AND PARKING METERS) (DT 975) (USED FOR LAWSUITS) FORM: DT 975 RECORD TYPES: A-REQUEST FOR ACCIDENT INFORMATION-DT 287 B-SUPPLEMENTAL REPORT BY FIELD CREW-DT 340	TO+1	TO+10			N	N	N	
/DOT/16/	O006.	INVOICES (TEMPORARY TRAFFIC SIGNAL SEARCHLIGHT PERMITS) (DT 69) FORM: DT 69 RECORD TYPES: A-TEMPORARY PARKING CONTROL ORDER-DT 305	TO+1	TO+5			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/ACCOUNTING

/DOT/16/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type		
			Office	Total		V	H	C L
/DOT/16/	O007.	LOG BOOKS RECORD TYPES:	TO+10	TO+10		N	N	N
/DOT/16/	O008.	COST REPORTS (4 WEEK) RECORD TYPES:	TO+1	TO+5		N	N	N
/DOT/16/	O009.	COST REPORTS (WEEKLY) RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/16/	O010.	PROJECT RETRIEVAL REPORT RECORD TYPES: A-COST SUMMARIES	TO+5	TO+5		N	N	N
/DOT/16/	O011.	PUBLICATIONS (ORIGINATED BY DEPARTMENT) (SEND 4 COPIES TO CITY ARCHIVES PER SEC 50112 OF STATE GOV'T CODE; MARK AS HIST'L...) RECORD TYPES:	AR+2	AR+2		N	N	N
/DOT/16/	O012.	STATEMENTS (PARKING LOTS) RECORD TYPES: A-TALLY SHEETS	AR	AR+2		N	N	N
/DOT/16/	O013.	TRUST FUND LEDGER (DT 411)	TO+2	TO+5		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/ACCOUNTING

/DOT/16/

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	
		FORM: DT 411 RECORD TYPES: A-RECEIPT CARD								
/DOT/16/	O014.	MUNICIPAL FINES & FEES RECORD TYPES: A-REVENUE DISTRIBUTION REPORT - DAILY B-REVENUE DISTRIBUTION REPORT - MONTHLY	AR+3	AR+3			N	N	N	
/DOT/16/	O015.	BAIL REFUND CHECKS RECORD TYPES:	TO+5	PE			N	N	N	
/DOT/16/	O016.	PREFERENTIAL PARKING COLLECTION REPORT RECORD TYPES:	AR+3	AR+3			N	N	N	
/DOT/16/	O017.	SPECIAL PARKING METER COLLECTION REPORT RECORD TYPES:	AR+3	AR+3			N	N	N	
/DOT/16/	O018.	TRANSPORTATION WEEKLY WORK REPORT (DT-17) FORM: DT-17 RECORD TYPES:	AR+1	AR+5			N	N	N	
/DOT/16/	O020.	AUDIT WORKING PAPERS RECORD TYPES:	TO+5	TO+7			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **TRANSPORTATION/ACCOUNTING**
/DOT/16/

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

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/MATERIAL CONTROL
/DOT/17/

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				
/DOT/17/	O	ORIGINAL RECORDS											
/DOT/17/	O001.	PURCHASE ORDERS (BPO, CPO, PO)	TO+2	TO+2	DO	N	N	N					
/DOT/17/	O002.	PRINT ORDERS	TO+2	TO+2	DO	N	N	N					
/DOT/17/	O003.	DEMOCRATIC NATIONAL CONVENTION ORDERS	TO+2	TO+2	DO	N	N	N					
/DOT/17/	O004.	MATERIAL STOCK REQUISITION (MSR)	TO+2	TO+2	DO	N	N	N					
/DOT/17/	O005.	PURCHASING CARD ORDERS (PC)	TO+2	TO+2	DO	N	N	N					
/DOT/17/	O006.	PURCHASE REQUISITIONS (PR)	TO+2	TO+2	DO	N	N	N					
/DOT/17/	O007.	CANCELLED ORDERS	TO+2	TO+2	DO	N	N	N					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/PLANNING

/DOT/21/

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				
/DOT/21/	0	ORIGINAL RECORDS											

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/DATA SYSTEMS
/DOT/26/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type				
			Office	Total		V	H	C	L	
/DOT/26/	O	ORIGINAL RECORDS								
/DOT/26/	O001.	VOLUME COUNTS - MANUAL (253) FORM: 253	TO+5	TO+5	DO	N	N	N		
/DOT/26/	O002.	VOLUME COUNTS - AUTOMATIC (257) FORM: 257	TO+5	TO+5	DO	N	N	N		
/DOT/26/	O003.	VOLUME REQUEST - AUTOMATIC AND MANUAL (125) FORM: 125	TO+2	TO+2	DO	N	N	N		
/DOT/26/	O004.	VEHICULAR SURVEYS A - SPOT SPEED - DT309 B - SPEED ZONE - DT270 C - SPEED AND DELAY D - LEFT-TURN STUDIES	TO+3	TO+5	DO	N	N	N		
/DOT/26/	O005.	MID-BLOCK PEDESTRIAN COUNTS	TO+2	TO+2	DO	N	N	N		
/DOT/26/	O006.	SIGNAL CONTROLLER CHARTS A - PRE-TIMED - 859 B - ACTUATED - 802	SU	SU	DO	N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/RATES AND FRANCHISE DIVISION

/DOT/31/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code		Record Type							
			Office	Total			V	H	C	L				
/DOT/31/	O	ORIGINAL RECORDS												
/DOT/31/	O001.	CONTRACTS A - CORRESPONDENCE B - AMENDMENTS C - INSURANCE DOCUMENTS D - MONTHLY REQUISITIONS	EX+2	EX+2	DO		N	N	N					
/DOT/31/	O002.	FRANCHISES A - ORDINANCE B - CORRESPONDENCE C - FINANCIAL REPORTS	TO+5	TO+5	DO		N	N	N					
/DOT/31/	O003.	MAPS	PE	PE	DO		N	N	N					
/DOT/31/	O004.	MINUTES (BOARD OF PUBLIC UTILITIES & TRANSPORTION COMMISSION) RECORD TYPES: Historical Transfer to City Archives. Maintained by Commission Secretary.	TO+25	PE	DO		N	Y	N					
/DOT/31/	O005.	TAXI DECAL PRINTOUTS	SU	SU	DO		N	N	N					
/DOT/31/	O006.	TAXI PERMIT PRINTOUTS	SU	SU	DO		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
Original Records

Records of: TRANSPORTATION/REGULATION AND ENFORCEMENT

/DOT/33/ *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			
/DOT/33/	O	ORIGINAL RECORDS										
/DOT/33/	O001.	VEHICLE FOR HIRE REPORTS (DT-2004) Non-Taxi Master Files - (P7X) Taxi (E18 & E14) & Non-Taxi (P7X) Correspondence Files Request for Vehicle Permit Package (non-taxi - P7XG) Authorization To Pay Slips	TO+2	TO+2	DO	N	N	N				
/DOT/33/	O002.	SUBJECT FILES Miscellaneous Certified Mail Receipts	TO+2	TO+2	DO	N	N	N				
/DOT/33/	O003.	DRIVER PERMIT APPLICATIONS (DT-410) FORM: DT-410 A - DENIALS B - INSTRUCTION CERTIFICATION C - PHOTOGRAPHS	TO+3	TO+3	DO	N	N	N				
/DOT/33/	O004.	DRIVER'S PERMIT (DT-2000) FORM: DT-2000	EX+1	EX+1	DO	N	N	N				
/DOT/33/	O005.	FINGERPRINT RECORDS (BID-789) FORM: BID-789	EX+1	EX+1	DO	N	N	N				
/DOT/33/	O006.	SUSPENSION OR REVOCATION OF PERMIT AUTHORITY Bandit - Illegal Ops (P797) Arrest Reports	TO+2	TO+2	DO	N	N	N				
/DOT/33/	O007.	TAXI DRIVER TESTS	TO+2	TO+2	DO	N	N	N				
/DOT/33/	O008.	VEHICLE FOR HIRE INSPECTION Taxi & Non-Taxi - Out-Of-Service Inspection Cards Impounds	TO+2	TO+2	DO	N	N	N				
/DOT/33/	O009.	VEHICLE PERMITS Non-Taxi Decal Removal Cards Vehicle Permits (P7X)	EX+1	EX+1	DO	N	N	N				
/DOT/33/	O010.	INSURANCE	EX+3	EX+10	DO	N	N	N				
/DOT/33/	O011.	RAILROAD RECORDS	TO+10	PE	DO	N	Y	N				

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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: TRANSPORTATION/REGULATION AND ENFORCEMENT
/DOT/33/

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
		HISTORICAL Records relating to railroads within the City of Los Angeles: Highway Crossings Railroad Crossings Spur Tracks Records relating to the California Public Utilities Commission (CPUC)							

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/DESIGN DIVISION
/DOT/34/

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
/DOT/34/	O	ORIGINAL RECORDS						
/DOT/34/	O001.	SUBJECT FILES (DT-378) (PLAN PROCESSING CONTROL CARDS PER CLOSED PROJECTS) FORM: DT-378 RECORD TYPES:	CL+2	CL+4		N	N	N
/DOT/34/	O002.	GEOMETRIC DESIGN PLANS (INSTALLED) (USED IN LAWSUITS) RECORD TYPES:	SU+10	SU+10		N	N	N
/DOT/34/	O003.	GEOMETRIC DESIGN PLANS (ADVANCED) RECORD TYPES:	TO+7	TO+7		N	N	N
/DOT/34/	O004.	DOT STANDARD DRAWINGS RECORD TYPES:	SU+2	SU+2		N	N	N
/DOT/34/	O005.	SIGNAL PLANS, MID BLOCK SIGNAL PLANS & OVERHEAD SIGN PLANS (SUB TIT A RETAINED UNTIL SUPERCEDED BY NEW...; SUB TIT C, F & E RETAINED IN METAL...) RECORD TYPES: A-ORIGINALS B-FIELD COPIES - AS BUILT"" SIGNED COPIES SHOWING..."" C-MICROFILMED PLANS (COMPLETED DESIGN & AS BUILT"""" D-INDEX CARD FILE (RECORD OF ALL SIGNAL PLANS) E-OVERHEAD SIGN PLAN INDEX FILE F-L.A.D.O.T. STANDARD PLANS (ORIGINALS)	PE	PE		N	N	N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **TRANSPORTATION/DESIGN DIVISION**
/DOT/34/

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

F-L.A.D.O.T. STANDARD PLANS (ORIGINALS)

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/AUTOMATED SURVEILLANCE & CONTROL (ATSAC)
/DOT/36/

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	
/DOT/36/	O	ORIGINAL RECORDS								
/DOT/36/	O001.	SUBJECT FILES/REFERENCE MATERIAL RECORD TYPES:	AR	AR+2			N	N	N	
/DOT/36/	O002.	PROGRESS REPORTS - PROJECTIONS RECORD TYPES:	AR	AR+2			N	N	N	
/DOT/36/	O003.	CORRESPONDENCE RECORD TYPES:	AR	AR+2			N	N	N	
/DOT/36/	O004.	CHANGE ORDER REQUESTS RECORD TYPES:	AR	AR+2			N	N	N	
/DOT/36/	O005.	SYSTEM DESIGN AND RESEARCH RECORD TYPES:	AR	AR+2			N	N	N	
/DOT/36/	O006.	COMPUTER DOCUMENTATION RECORD TYPES:	AR	AR			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
Original Records

Records of: TRANSPORTATION/AUTOMATED SURVEILLANCE & CONTROL (ATSAC)

/DOT/36/

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
/DOT/36/	O007.	PROGRAM DOCUMENTATION RECORD TYPES:	AR	AR		N	N	N
/DOT/36/	O008.	COMPUTER TAPES - SYSTEM BACK-UP (HELD IN ATSAC CONTROL CTR (EOC) UNTIL SUPERCEDED OR REVISED) RECORD TYPES:	SU+2	SU+2		N	N	N
/DOT/36/	O009.	SYSTEM PROGRAMS (HELD IN ATSAC CONTROL CTR (EOC) UNTIL SUPERCEDED OR REVISED) RECORD TYPES:	SU+2	SU+2		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
Original Records

Records of: TRANSPORTATION/TIP - BIKEWAYS
/DOT/37/

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			
/DOT/37/	O	ORIGINAL RECORDS										

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 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: TRANSPORTATION/INTERAGENCY COORDINATION (IAC)

/DOT/38/ *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	
/DOT/38/	O	ORIGINAL RECORDS								
/DOT/38/	O001.	STUDIES, REPORTS & ANALYSES RECORD TYPES:	CL	CL+2			N	N	N	
/DOT/38/	O002.	DESIGNS & PLANS RECORD TYPES:	CL	CL+2			N	N	N	
/DOT/38/	O003.	DOWNTOWN PEOPLE MOVER RECORDS (RECORD DELETED AND MOVED TO DOT-39) RECORD TYPES:	CL	CL+5			N	N	N	

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 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: TRANSPORTATION/METRO/LIGHT RAIL COORDINATION
/DOT/39/

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		
/DOT/39/	O	ORIGINAL RECORDS									
/DOT/39/	O001.	DOWNTOWN PEOPLE MOVER RECORDS (RECORD MOVED AND DELETED FROM DOT-38) RECORD TYPES:	CL+5	CL+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
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 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: TRANSPORTATION/CITY-WIDE OPERATIONS
/DOT/43/

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
/DOT/43/	O	ORIGINAL RECORDS						
/DOT/43/	O001.	B-Permit File Folders, work orders, cost sheet and plans Retained for lawsuits & work certificates A. Work Orders B. Cost Sheets C. Plans	TO+5	TO+10	DO	N	N	N
/DOT/43/	O002.	CLASS B-PERMIT DETERMINATION OF CHARGES (1337) (USED FOR LAWSUITS) FORM: 1337 RECORD TYPES: A-COST WORK SHEET	CL+5	CL+10		N	N	N
/DOT/43/	O003.	SCHOOL TRAFFIC ENGINEERING PROGRAM FOR SAFETY (STEPS) II... (RETAINED UNTIL SUPERSEDED BY NEW PLAN.) RECORD TYPES:	SU+10	SU+10		N	N	N
/DOT/43/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/DISTRICT OPERATIONS

/DOT/46/

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				
/DOT/46/	O	ORIGINAL RECORDS											

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"

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 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: TRANSPORTATION/FIELD OPERATIONS/COORDINATION

/DOT/51/ *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	
/DOT/51/	O	ORIGINAL RECORDS								
/DOT/51/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N	
/DOT/51/	O002.	PROJECT INDEX CARDS RECORD TYPES:	TO+3	TO+5			N	N	N	
/DOT/51/	O003.	PROJECT LOG BOOKS RECORD TYPES:	TO+3	TO+5			N	N	N	
/DOT/51/	O004.	SIGNAL CONSTRUCTION PROGRAM (DEPARTMENTAL & CONTRACTORS) (SUB TIT. B-F TO BE DELETED PER REV. 1; RETENTION SCHEDULING CHANGE) RECORD TYPES: A-COMPLETED PROJECT COVER SHEET-DT 255 B-TRAFFIC SIGNAL WORK ORDER-DT 303 C-SIGNAL CONSTRUCTION MAINTENANCE REQUEST-DT 339 D-SIGNAL CONSTRUCTION MANHOURL ESTIMATE-DT 537 E-SIGNAL TIMING CHART F-SIGNAL PLANS	CL+2	CL+2			N	N	N	
/DOT/51/	O005.	F-SIGNAL PLANS SLURRY SEAL PROGRAM FILE (SCHED. ITEM # 5 TO BE DELETED PER REV.1; TRANSFER TO MASTER FILES) RECORD TYPES: A-SLURRY SEAL NOTICE	CL+2	CL+2			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
Original Records

Records of: TRANSPORTATION/FIELD OPERATIONS/COORDINATION
/DOT/51/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code	Record Type V H C L					
			Office	Total							
		B-TEMPORARY PARKING CONTROL ORDER-DT 305									
		C-NOTICE OF SIGN POSTING-DT 100									

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SIGNAL CONSTRUCTION/MAINTENANCE
/DOT/53/

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			
/DOT/53/	0	ORIGINAL RECORDS										
/DOT/53/	0001.	SUPPLEMENTAL REPORT BY FIELD CREW (DT 340) (SENT TO TRANSPORTATION ACCTG SEC. (TD-16)) FORM: DT 340 RECORD TYPES:	CL+2	CL+2		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
Original Records

Records of: TRANSPORTATION/SIGN PAVEMENT MARKING
/DOT/54/

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				
/DOT/54/	O	ORIGINAL RECORDS											
/DOT/54/	O001.	SIGN MAINTENANCE WORK ORDER (DT 1000) (SENT TO TRANSPORTATION RECORD SEC. (TD-13)) FORM: DT 1000 RECORD TYPES:	CL+2	CL+2		N	N	N					
/DOT/54/	O002.	SUPPLEMENTAL REPORT BY FIELD CREW (DT 340) (SENT TO TRANSPORTATION ACCOUNTING (TD-16)) FORM: DT 340 RECORD TYPES:	CL+2	CL+2		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
Original Records

Records of: TRANSPORTATION/BUREAU OF PARKING ENFORCEMENT & INTERSECTION CONTROL
/DOT/60/

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
/DOT/60/	0	ORIGINAL RECORDS						
/DOT/60/	0001.	DAILY CITATION RECAPS RECORD TYPES:	TO+2	TO+2		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

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	
/DOT/61/	0	ORIGINAL RECORDS								
/DOT/61/	0001.	CROSSING GUARD CONTRACTOR CORRESPONDENCE RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/61/	0002.	CROSSING GUARD FILES RECORD TYPES: A-CORRESPONDENCE B-SURVEYS	TO+2	TO+2			N	N	N	
/DOT/61/	0003.	CROSSING GUARD (LAPD) RECORD TYPES:	TO+10	TO+10			N	N	N	
/DOT/61/	0004.	CROSSING GUARD REQUEST FOR PROPOSALS RECORD TYPES:	TO+5	TO+5			N	N	N	
/DOT/61/	0005.	CROSSING GUARD SUBJECT & CORRESPONDENCE FILE RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/61/	0006.	SPECIAL ENFORCEMENT TEAM DAILY SQUAD REPORT RECORD TYPES:	TO+1	TO+1			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

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
/DOT/61/	O007.	SPECIAL ENFORCEMENT TEAM DAILY VEHICLE INSPECTION FILE RECORD TYPES:	TO+1	TO+1		N	N	N
/DOT/61/	O008.	SPECIAL ENFORCEMENT TEAM SUBJECT & CORRESPONDENCE FILES RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	O009.	SPECIAL ENFORCEMENT TEAM TRAFFIC OFFICER - DFARS (DT 5011) FORM: DT 5011 RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	O010.	SPECIAL EVENTS DIVISION COMPLAINT FILE RECORD TYPES:	TO+2	TO+10		N	N	N
/DOT/61/	O011.	SPECIAL EVENTS RECAP FILE RECORD TYPES: A-RECAPS B-WEEKLY ACTIVITY REPORTS	TO+2	TO+2		N	N	N
/DOT/61/	O012.	SPECIAL EVENTS DIVISION EVENT DEPLOYMENT FILE RECORD TYPES:	TO+2	TO+2		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

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
/DOT/61/	0013.	SPECIAL EVENTS DIVISION SPECIAL EVENT PACKAGES RECORD TYPES: A-CORRESPONDENCE B-PERMITS C-PLANS	TO+2	TO+2		N	N	N
/DOT/61/	0014.	SPECIAL EVENTS DIVISION SUBJECT & CORRESPONDENCE FILE RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0015.	SPECIAL OPERATIONS COMMENDATION FILE RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0016.	SPECIAL OPERATIONS EMPLOYEE NAME, ADDRESS, & PHONE # FILE RECORD TYPES:	CL	CL		N	N	N
/DOT/61/	0017.	SPECIAL OPERATIONS EMPLOYEE VACATION FILE RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0018.	SPECIAL OPERATIONS ENFORCEMENT MGR. SUBJECT & CORRES. FILES RECORD TYPES:	AR+1	AR+1		N	N	N
/DOT/61/	0019.	SPECIAL OPERATIONS ENFORCEMENT MGR TRAFFIC OFR MANUAL INFO	TO+2	TO+2		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Media Code	V	H	C
RECORD TYPES:								
/DOT/61/	0020.	SPECIAL OPERATIONS ENFORCEMENT MANAGER TRAINING BULLETINS RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0021.	SPECIAL OPERATIONS ENFORCEMENT MANAGER TRAINING FILE RECORD TYPES: A-BUDGET B-DUTY/ASSIGNMENTS C-HANDOUT MATERIALS D-IMPOUND/APPRAISALS E-NEWSLETTERS F-STATISTICS G-TRAFFIC OFFICERS EXAMINATIONS	TO+2	TO+2		N	N	N
/DOT/61/	0022.	F-STATISTICS SPECIAL OPERATIONS HABITUAL PARKING VIOLATOR FILE RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0024.	SPECIAL OPERATIONS OFFICIAL POLICE GARAGE LISTS RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0025.	SPECIAL OPERATIONS PERSONNEL INFORMATION FILE RECORD TYPES: A-CITY OF LA JOB APPLICATION FORMS-PDR1 B-CORRESPONDENCE	TO+4	TO+4		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

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		
		C-INTERVIEW QUESTIONS-DT 357									
/DOT/61/	0026.	SPECIAL OPERATIONS SPECIAL ENFORCEMENT TEAM FILE RECORD TYPES:	TO+2	TO+10			N	N	N		
/DOT/61/	0027.	SPECIAL OPERATIONS SPECIAL EVENT VOLUNTEER FILE RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOT/61/	0028.	SPECIAL OPERATIONS SPECIAL EVENTS FILE RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOT/61/	0029.	SPECIAL OPERATIONS STAFF MEETING MINUTES RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOT/61/	0030.	SPECIAL OPERATIONS SUBJECT & CORRESPONDENCE FILES RECORD TYPES:	AR+2	AR+2			N	N	N		
/DOT/61/	0031.	TRAINING DIVISION BROCHURES RECORD TYPES:	SU	SU			N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type		
			Office	Total		V	H	C L
/DOT/61/	0032.	TRAINING DIVISION CLASS LECTURES RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0033.	TRAINING DIVISION CLASS SCHEDULES RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0034.	TRAINING DIVISION EQUIPMENT LISTS RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0035.	TRAINING DIVISION FINAL EXAM FILE RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/61/	0036.	TRAINING DIVISION HAZARDOUS MATERIALS FILE RECORD TYPES: A-CITY OF LA STORES MULTI-USE FORMS-GS MMI B-CITY OF LA SUB-PURCHASE ORDERS C-TRAINING BROCHURES D-TRAINING BULLETINS E-TRAINING FILM OUTLINES	TO+2	TO+2		N	N	N
/DOT/61/	0037.	TRAINING DIVISION IN-SERVICE TRAINING FILES RECORD TYPES: A-CLASS LISTS B-CLASS SCHEDULES C-CORRESPONDENCE D-DRIVER QUESTIONNAIRE E-HAND-OUT MATERIALS F-LECTURES	TO+2	TO+2		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SPECIAL OPERATIONS

/DOT/61/ *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	
		G-TESTS H-WORK SCHEDULE ASSIGNMENTS								
/DOT/61/	O038.	F-LECTURES TRAINING DIVISION ROSTERS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/61/	O039.	TRAINING DIVISION SENIORITY ROSTERS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/61/	O040.	TRAINING DIVISION SUBJECT & CORRESPONDENCE FILES RECORD TYPES:	AR+2	AR+2			N	N	N	
/DOT/61/	O041.	TRAINING DIV. TRAFFIC OFFICER/SPECIAL EVENTS ROSTER FILE RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/61/	O042.	TRAINING DIVISION TRAINING FILE RECORD TYPES: A-CLASS SCHEDULES B-CORRESPONDENCE C-ENFORCEMENT OF PKG. RESTRICTIONS GOVERNMENT & UTILITY... D-PARKING CITATION ISSUANCE PROCEDURES E-SIGN IN SHEETS F-TRAINING HAND-OUT MATERIALS	TO+2	TO+2			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/SPECIAL OPERATIONS

/DOT/61/ *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
/DOT/61/	O043.	F-TRAINING HAND-OUT MATERIALS TRAINING DIVISION VIDEO TAPES RECORD TYPES:	SU	SU		N	N	N
/DOT/61/	O044.	TRAINING DIVISION VIDEO TAPES SIGN-OUT SHEETS RECORD TYPES:	TO+4	TO+4		N	N	N
/DOT/61/	O045.	Emergency Response Files	TO+5	TO+7	DO	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
Original Records

Records of: TRANSPORTATION/BUREAU OF FRANCHISE REGULATIONS AND PARKING OPERATIONS

/DOT/62/ *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	
/DOT/62/	O	ORIGINAL RECORDS								
/DOT/62/	0001.	CITY OF LOS ANGELES PARKING VIOLATIONS BUREAU A. Handheld Ticket Writer Tickets B. Hand Written Ticket Booklets (DT 5001)	TO+1	TO+5	DO	N	N	N		
/DOT/62/	0003.	CITY OF L.A. PAYMENT BATCH FILE - PVB A. NOTICE OF DELINQUENT PARKING VIOLATION B. TRP PAYMENT BATCH FORM C. CALCULATOR TAPE D. CITY OF L.A. PARKING VIOLATION-DT-5001 E. SOURCE DOCUMENT FORM	TO+2	TO+5	DO	N	N	N		
/DOT/62/	0004.	TELEPHONE & CORRESPONDENCE FILES A. Citizen Complaints B. City Attorney Claims for Damage C. Complaints D. Correspondence E. Official Business Letters F. Projects G. Work Assignments	TO+2	TO+5	DO	N	N	N		
/DOT/62/	0006.	UNDELIVERABLE PVB MAIL	TO+2	TO+5	DO	N	N	N		
/DOT/62/	0007.	ORS CONTRACTS (Office of Regulatory Services) A. RFP B. RFP Responses C. Contracts	TO+5	TO+10	OD	Y	N	N		
/DOT/62/	0008.	ACS INVOICES (Affiliated Computer Services) A. Invoices	TO+3	TO+5	OD	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
Original Records

Records of: TRANSPORTATION/HABITUAL PARKING VIOLATOR SECTION
/DOT/63/

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	
/DOT/63/	O	ORIGINAL RECORDS								
/DOT/63/	O001.	IMPOUND HEARING PACKAGE RECORD TYPES: A-CERTIFICATE OF NO PROBABLE CAUSE B-MEMOS	TO+2	TO+10			N	N	N	
/DOT/63/	O002.	PARKING MANAGEMENT INFORMATION SYSTEM HOT BOOK RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/63/	O003.	PARKING MANAGEMENT INFORMATION SYSTEM SMART HOT BOOK RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/63/	O004.	TRAFFIC OFFICER DAILY FIELD ACTIVITIES REPORT (LAPD15.25.) FORM: LAPD15.25. RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/63/	O005.	VEHICLE IMPOUND NOTICE (DT 5009) FORM: DT 5009 RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/63/	O006.	VEHICLE INFORMATION SHEET RECORD TYPES:	TO+2	TO+2			N	N	N	

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Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/HABITUAL PARKING VIOLATOR SECTION
/DOT/63/

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
/DOT/63/	O007.	CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM RECORD TYPES:	TO+/03	TO+2		N	N	N	
/DOT/63/	O008.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+1	AR+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/COMMUNICATIONS
/DOT/64/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/DOT/64/	O	ORIGINAL RECORDS								
/DOT/64/	O001.	24-HOUR AUDIO LOGGING COMMUNICATIONS TAPE (RECORDS HAS AN OFFICE RETENTION PERIOD OF 1 WK.) RECORD TYPES:	TO	TO+2			N	N	N	
/DOT/64/	O002.	RADIO/TELEPHONE RECORD LOGS (RECORDS HAS AN OFFICE RETENTION PERIOD OF 1 WK.) RECORD TYPES:	TO	TO+5			N	N	N	
/DOT/64/	O003.	CORRESPONDENCE FILE - INTER/INTRADEPARTMENTAL (REC SERIES IN VARIED MEDIA FORMAT, IE., BOOKS...) RECORD TYPES: A-DAILY ACTIVITIES REPORT B-DAILY RECAP OF COMMUNICATIONS ACTIVITY C-DAMAGED RADIO REPORT D-DATA LOGGER PRINTER E-INVENTORY OF RADIOS F-RADIO CHECK-OUT LOG G-STATISTICAL FILE H-TOW REQUEST SHEET I-CODE 37 SHEET J-LOG FOR CHECKING OUT RADIOS K-COMMUNICATIONS MANUALS	TO+2	TO+2			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/CENTRAL PARKING ENFORCEMENT

/DOT/65 A-F/

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	
/DOT/65 A-F	O	ORIGINAL RECORDS								
/DOT/65 A-F	O001.	ABANDONED VEHICLE RECAP RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O002.	ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O004.	CURRENT SENIORITY LIST - TRAFFIC OFFICERS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O005.	CURRENT WATCH BUMP"" LIST - TRAFFIC OFFICERS"" RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O006.	DAILY WORK SHEET (LAPD 15.26) FORM: LAPD 15.26 RECORD TYPES:	TO+2	TO+2			N	N	N	

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			Office	Total	Code	V	H	C	L	
/DOT/65 A-F	O007.	DIVISIONAL TIME BOOK (LAPD 15.30) FORM: LAPD 15.30 RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O008.	IMPOUND HEARING PACKAGE RECORD TYPES: A-CERTIFICATE OF DETERMINATION OF FINAL PROBABLE CAUSE B-CERTIFICATE OF NO PROBABLE CAUSE C-IMPOUND HEARING REQUEST & RESULTS	TO+2	TO+10			N	N	N	
/DOT/65 A-F	O009.	LOG ON REPORT - DIVISIONAL RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O010.	MONTHLY BREAKDOWN OF STATION/SPECIAL ASSIGNMENT RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O011.	MONTHLY MILEAGE REPORT RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	O012.	MONTHLY PEAK HOUR IMPOUND REPORT RECORD TYPES:	TO+2	TO+2			N	N	N	

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Records of: TRANSPORTATION/CENTRAL PARKING ENFORCEMENT

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			Office	Total	Code	V	H	C	L
/DOT/65 A-F	0013.	MONTHLY RECAP BY AREA RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	0014.	NOTICE OF SIGN POSTING OR REMOVAL REPORT (DT-100) FORM: DT-100 RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	0015.	OFFICER SUBPOENA RECORD (LAPD 15.29) FORM: LAPD 15.29 RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	0016.	PARKING VIOLATIONS BUREAU CITATION INVESTIGATION FORM (DT-5031) FORM: DT-5031 RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	0017.	PRODUCTIVITY PLAN REPORT RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	0018.	SPECIAL EVENT ASSIGNMEMTS RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	0019.	SUPERVISOR'S DAILY LOG	TO+2	TO+2			N	N	N

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			Office	Total	Code	V	H	C	L	
RECORD TYPES:										
/DOT/65 A-F	0020.	SUPERVISOR'S DAILY SQUAD REPORT RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	0021.	SUPERVISOR'S VEHICLE INSPECTION RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	0022.	SUPERVISOR'S WEEKLY RECAP RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	0023.	SURVEY BLOCK MAPS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	0024.	TICKET BOOK SIGN OUT SHEET RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/65 A-F	0025.	TRAFFIC CONTROL REPORT RECORD TYPES:	TO+2	TO+2			N	N	N	

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			Office	Total	Code	V	H	C	L
/DOT/65 A-F	O026.	TRAFFIC OFFICER DAILY FIELD ACTIVITY REPORT LOG (DT-5011/LA) FORM: DT-5011/LA RECORD TYPES:	TO+2	TO+10			N	N	N
/DOT/65 A-F	O027.	VACATION SCHEDULE SHEETS RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	O028.	VEHICLE CONTROL LOG RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	O029.	VEHICLE/EQUIPMENT ASSIGNMENT SIGN OUT SHEET RECORD TYPES:	TO+2	TO+10			N	N	N
/DOT/65 A-F	O030.	VEHICLE IMPOUND CONTROL LOG (LAPD 12.39) FORM: LAPD 12.39 RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/65 A-F	O031.	VEHICLE IMPOUND PACKAGE RECORD TYPES: A-ABANDONED VEHICLE/REQUEST FOR SERVICE-LAPD 15.13 B-CLETS PRINTOUT C-FOLLOW-UP INVESTIGATION-LAPD 03.14 D-IMPOUND NOTICE-DT-5009 E-VEHICLE INVESTIGATION FORM-DT-5010	TO+2	TO+10			N	N	N

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			Office	Total	Code	V	H	C	L		
		F-WARNING PARKING VIOLATION-LAPD 04.10									
/DOT/65 A-F	O032.	F-WARNING PARKING VIOLATION-LAPD 04.10 VEHICLE RELEASE ORDER (DT-5030) FORM: DT-5030 RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOT/65 A-F	O033.	WARNING OF PARKING VIOLATION (DT-04.10) FORM: DT-04.10 RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOT/65 A-F	O034.	WATCH ASSIGNMENT & TIME KEEPING RECORD (LAPD 15.10) FORM: LAPD 15.10 RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOT/65 A-F	O035.	WORK ASSIGNMENTS SHEETS RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOT/65 A-F	O036.	586 - CALL DAILY RECAP RECORD TYPES:	TO+2	TO+2			N	N	N		

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Records of: TRANSPORTATION/VEHICLE INFORMATION PROCESSING UNIT
/DOT/66/

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			Office	Total	Code	V	H	C	L	
/DOT/66/	0	ORIGINAL RECORDS								
/DOT/66/	0001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/66/	0002.	DAILY ACTIVITY LOG RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/66/	0003.	DAILY TIME LOG RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/66/	0004.	DEPT. OF TRANSP. VEH INFO PROCESSING UNIT TELEPHONE LOG RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/66/	0005.	DIVISIONAL TIME BOOK RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/66/	0006.	DR ISSUANCE LOG RECORD TYPES:	TO+2	TO+2			N	N	N	

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			Office	Total	Code	V	H	C
/DOT/66/	O007.	STANDARDIZATION & ACCURACY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/66/	O008.	VEHICLE IMMOBILIZATION IMPOUND RECORD TYPES: A-CALIF. LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEMS PRINTOUTS B-CANCELLATION NOTICES C-DEPARTMENT OF MOTOR VEHICLES PRINTOUTS D-REQUEST FOR VEHICLE IMPOUND REPORT E-VEHICLE/IMMOBILIZATION IMPOUND FORM-DT5010	TO+2	TO+5		N	N	N
/DOT/66/	O009.	WEEKLY ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N

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Records of: TRANSPORTATION/TICKET ANALYSIS
/DOT/67/

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			Office	Total	Code	V	H	C	L		
/DOT/67/	O	ORIGINAL RECORDS									
/DOT/67/	O001.	ABANDONED VEHICLE COMPLAINTS RECORD TYPES:	TO+5	TO+5			N	N	N		
/DOT/67/	O002.	ABANDONED VEHICLE IMPOUNDS RECORD TYPES:	TO+5	TO+5			N	N	N		
/DOT/67/	O003.	BREAKDOWN OF ACTIVITIES RECORD TYPES:	TO+5	TO+5			N	N	N		
/DOT/67/	O004.	MONTHLY RECAPS RECORD TYPES: A-AVERAGE CITATIONS B-CITATIONS ISSUED C-HIGH AREA ACHIEVERS D-TOP ACHIEVERS E-TRAFFIC OFFICERS ACTIVITIES BY ENFORCEMENT AREA	TO+5	TO+5			N	N	N		
/DOT/67/	O005.	PEAK HOUR IMPOUNDS RECORD TYPES:	TO+5	TO+5			N	N	N		
/DOT/67/	O006.	PLACARD AUTHORIZATIONS	SU	SU			N	N	N		

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RECORD TYPES:								
/DOT/67/	O007.	PRELIMINARY CITATION COUNTS RECORD TYPES:	TO+5	TO+5		N	N	N
/DOT/67/	O008.	TIME BOOK RECORD TYPES:	TO+5	TO+5		N	N	N
/DOT/67/	O009.	TRAFFIC OFFICERS DEPLOYMENT SCHEDULE RECORD TYPES:	TO+5	TO+5		N	N	N
/DOT/67/	O010.	VEHICLE INVENTORY RECORD TYPES:	SU+2	SU+2		N	N	N
/DOT/67/	O011.	VIOLATION DISTRIBUTION REPORT RECORD TYPES:	TO+5	TO+5		N	N	N

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/DOT/70/	0	ORIGINAL RECORDS								
/DOT/70/	O001.	ABANDONED VEHICLE TASK FORCE RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3			N	N	N	
/DOT/70/	O002.	AFFIRMATIVE ACTION RECORD TYPES: A-AGENDA/MINUTES B-CORRESPONDENCE	AR+3	AR+3			N	N	N	
/DOT/70/	O003.	ANNUAL REPORT RECORD TYPES: A-REPORTS	AR+3	AR+3			N	N	N	
/DOT/70/	O004.	BOOTING RECORD TYPES: A-CORRESPONDENCE B-NEWS CLIPPINGS C-PURCHASE REQUISITION-GS/S1A D-EQUIP. LIST DEVIATION REQUEST-GEN. 112 E-SENATE BILL 1602 F-STORES MULTI USE-GS/MM	TO+2	TO+5			N	N	N	
/DOT/70/	O005.	F-STORES MULTI USE-GS/MM BROPHY & ASSOCIATES RECORD TYPES: A-CORRESPONDENCE	TO+2	TO+5			N	N	N	

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/DOT/70/	O006.	CAL OSHA (CORRESPONDENCE) RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O007.	CITATION CANCELLATION REQUESTS RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+10		N	N	N
/DOT/70/	O008.	CITATIONS - COURT LIAISON RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O009.	CITATIONS - FLEET OPERATOR PROGRAM (OWNER OPERATED) RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O010.	CITATIONS - FLEET OPERATOR PROGRAM (RENTAL & LEASING) RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O011.	CITATION INVESTIGATION RESPONSE (DT-5031) FORM: DT-5031 RECORD TYPES: A-ADMINISTRATIVE CANCELLATION FORM B-CORRESPONDENCE	AR+3	AR+3		N	N	N

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/DOT/70/	0012.	CITATIONS - ISSUING & PROCESSING RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	0013.	CITATIONS (PMIS) RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	0014.	CITY CAR GARAGING RECORD TYPES: A-PERMIT-GARAGING CITY-OWNED VEHICLE AWAY FROM ASSIGNED...-CAO 34 B-OCCASIONAL GARAGING AUTHORIZATION-CAO 36	AR+3	AR+3		N	N	N
/DOT/70/	0015.	CITY POLICIES RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	0016.	CITY SEAL EXEMPTION RECORD TYPES: A-CITY SEAL EXEMPTION-CAO 32	AR+3	AR+3		N	N	N
/DOT/70/	0017.	CLETS/NECS RECORD TYPES: A-AGREEMENT B-CORRESPONDENCE C-USER'S GUIDE	AR+3	AR+3		N	N	N
/DOT/70/	0018.	COIN COLLECTION RECORD TYPES:	TO+2	TO+5		N	N	N

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/DOT/70/	0019.	A-CONTRACT AGREEMENT B-CORRESPONDENCE C-PROCEDURES D-RFP COMMUNICATIONS RECORD TYPES: A-AGENDA/MINUTES B-POLICIES	AR+3	AR+3			N	N	N	
/DOT/70/	0020.	COMPLAINTS (CITIZEN)-CORRES. SIX ENFORCEMENT OFFICES RECORD TYPES:	TO+3	TO+10			N	N	N	
/DOT/70/	0021.	COMPLAINTS (MAYOR/COUNCIL) CORRES. SIX ENFORCEMENT OFFICES RECORD TYPES:	TO+3	TO+10			N	N	N	
/DOT/70/	0022.	CONTRACTS RECORD TYPES: A-CONTRACTS B-CORRESPONDENCE	TO+5	TO+10			N	N	N	
/DOT/70/	0023.	CORRESPONDENCE RECORD TYPES: A-CITY AGENCIES B-GENERAL MANAGER C-OFFICE OF PARKING MANAGEMENT D-TED MIRKOV E-SIX ENFORCEMENT OFFICES F-ROBERT YATES	AR+3	AR+3			N	N	N	

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/DOT/70/	O024.	F-ROBERT YATES CROSSING GUARDS CONTRACTS RECORD TYPES: A-AGREEMENTS B-AMENDMENTS C-REPORTS	TO+5	TO+8		N	N	N
/DOT/70/	O025.	CROSSING GUARD CORRESPONDENCE RECORD TYPES:	TO+5	TO+8		N	N	N
/DOT/70/	O026.	DATACOM INVOICES RECORD TYPES:	TO+5	TO+8		N	N	N
/DOT/70/	O027.	DMV INVOICES RECORD TYPES:	TO+5	TO+8		N	N	N
/DOT/70/	O028.	EMERGENCY OPERATIONS RECORD TYPES: A-CORRESPONDENCE	TO+5	TO+8		N	N	N
/DOT/70/	O029.	FEDERAL ARMORED EXPRESS RECORD TYPES: A-AGREEMENT B-CORRESPONDENCE C-FAX INVOICES	AR+2	AR+5		N	N	N
/DOT/70/	O030.	FEES FOR SERVICE	AR+3	AR+3		N	N	N

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RECORD TYPES: A-CORRESPONDENCE								
/DOT/70/	O031.	FLEET MAINTENANCE MTGS/MINUTES RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O032.	FLEET SERVICE REQUIREMENTS RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O033.	HANDICAP PARKING INFORMATION RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O034.	HELICOPTER USE RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O035.	IDENTIFICATION OF VEHICLES (DOT ONLY) RECORD TYPES: A-CORRESPONDENCE B-ORDINANCES	AR+3	AR+3		N	N	N
/DOT/70/	O036.	IMPLEMENTATION REPORTS RECORD TYPES: A-BROPHY DRAFT REPORT B-CORRESPONDENCE	AR+3	AR+3		N	N	N

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		C-STATUS REPORTS								
/DOT/70/	O037.	IMPLEMENTATION TASK FORCE RECORD TYPES: A-AGENDA/MINUTES B-CORRESPONDENCE C-TASK FORCE PLAN	AR+3	AR+3			N	N	N	
/DOT/70/	O038.	INTERAGENCY COMTE (DOWNTOWN TRAFFIC MGMT. ENFORCE. COMTE) RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3			N	N	N	
/DOT/70/	O039.	LARCHMONT VILLAGE PARKING STRUCTURE RECORD TYPES: A-CORRESPONDENCE B-COUNCIL ACTION C-DOT BOARD REPORTS D-RESOLUTIONS E-T & T RECOMMENDATIONS	AR+3	AR+3			N	N	N	
/DOT/70/	O040.	LEASES RECORD TYPES: A-API ALARM SYSTEMS LEASE B-CORRESPONDENCE C-FLOOR PLANS D-JENNINGS PROPERTIES LEASE E-LEASE AGREEMENTS F-RENTAL REPORT SUMMARY-WPC/8-87	AR+3	AR+10			N	N	N	
/DOT/70/	O041.	F-RENTAL REPORT SUMMARY-WPC/8-87 LEGISLATION RECORD TYPES: A-ASSEMBLY & SENATE BILLS B-BILL AMENDMENTS C-CORRESPONDENCE	AR+3	AR+3			N	N	N	

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/DOT/70/	O042.	LEGISLATION BILL NOTICES RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O043.	LIGHT DUTY RECORD TYPES: A-IOD & LIGHT DUTY AUDIT B-STATUS REPORTS	AR+3	AR+3		N	N	N
/DOT/70/	O044.	LOCAL 347 (UNION) RECORD TYPES: A-CORRESPONDENCE B-MOA - LAPD AND DOT	SU+3	SU+8		N	N	N
/DOT/70/	O045.	LOCKERS INFORMATION RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O046.	LA DODGERS RECORD TYPES: A-FIELD COMMANDER INSTRUCTIONS B-PRESS RELEASES	AR+3	AR+3		N	N	N
/DOT/70/	O047.	LA MARATHON RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O048.	MICLA RECORD TYPES:	AR+3	AR+3		N	N	N

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		A-CORRESPONDENCE B-LIST OF EXPENDITURE								
/DOT/70/	O049.	NEWS BULLETINS (TRAFFIC OFFICER) RECORD TYPES:	AR+3	AR+3			N	N	N	
/DOT/70/	O050.	OFF-STREET PARKING RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3			N	N	N	
/DOT/70/	O051.	OFFICIAL POLICE GARAGES RECORD TYPES: A-CORRESPONDENCE B-LAPD COMMISSION RULES C-TOW STATISTICS	AR+3	AR+3			N	N	N	
/DOT/70/	O052.	OVERTIME RECORD TYPES: A-STATISTICS	AR+3	AR+3			N	N	N	
/DOT/70/	O053.	PARKING ENFORCEMENT POLICIES RECORD TYPES:	AR+3	AR+8			N	N	N	
/DOT/70/	O054.	PARKING ENFORCEMENT POLICIES (HOLIDAYS) RECORD TYPES:	AR+3	AR+8			N	N	N	

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/DOT/70/	O055.	PARKING METERS RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O056.	PARKING PROGRAM - LA RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O057.	PARKING VIOLATIONS BUREAU (PVB) COMPLAINTS RECORD TYPES:	AR+3	AR+10		N	N	N
/DOT/70/	O058.	PEAK HOUR ENFORCEMENT RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O059.	PERMITS RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O060.	PREFERENTIAL PARKING RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O061.	PRODUCTIVITY ACHIEVEMENT/IMPROVEMENTS	AR+3	AR+3		N	N	N

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		RECORD TYPES: A-CORRESPONDENCE B-MAYOR'S PRODUCTIVITY ACHIEVEMENTS							
/DOT/70/	O062.	PUBLIC SAFETY CENTER RECORD TYPES: A-COUNCILMAN FERRELL'S PROPOSAL	AR+3	AR+3			N	N	N
/DOT/70/	O063.	RADIO EQUIPMENT (HARDWARE) RECORD TYPES: A-CONTRACTS B-CORRESPONDENCE C-EQUIPMENT LIST D-MOTOROLA RADIO COVERAGE MAPS	AR+3	AR+3			N	N	N
/DOT/70/	O064.	RADIO FREQUENCY RECORD TYPES: A-CONTRACTS/LEASE AGREEMENTS B-CORRESPONDENCE	SU+3	SU+8			N	N	N
/DOT/70/	O065.	SEXUAL HARASSMENT RECORD TYPES: A-CORRESPONDENCE/QUESTIONNAIRE	AR+3	AR+3			N	N	N
/DOT/70/	O066.	SPECIAL EVENTS RECORD TYPES: A-CORRESPONDENCE B-PARADE PERMIT APPLICATION C-SPECIAL EVENT CRITIQUES	AR+3	AR+3			N	N	N
/DOT/70/	O067.	STOLEN VEHICLE INFORMATION RECORD TYPES: A-CORRESPONDENCE	SU+1	SU+5			N	N	N

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/DOT/70/	O068.	SUMMER YOUTH EMPLOYMENT PROGRAM RECORD TYPES: A-PROGRAM OUTLINE B-REQUESTS FOR SYEP PARTICIPANTS	AR+3	AR+3		N	N	N
/DOT/70/	O069.	TAX AMNESTY PROGRAM RECORD TYPES: A-AB 2000 B-CAO REPORT	AR+3	AR+3		N	N	N
/DOT/70/	O070.	TOW STATISTICS RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O071.	TRAFFIC ADVISORY COMMITTEE RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O072.	TRAFFIC INFORMATION NETWORK RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O073.	TRAFFIC OFFICER ASSAULTS RECORD TYPES: A-CORRESPONDENCE B-LIST OF ASSAULTS	AR+3	AR+10		N	N	N

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/DOT/70/	O074.	TRAFFIC OFFICER PRODUCTIVITY RECORD TYPES: A-CORRESPONDENCE B-COPIES OF CHECKS AND CERTIFICATES	AR+3	AR+3		N	N	N
/DOT/70/	O075.	TRAFFIC OFR. BULLETINS, POSITION DESCRIPTS. & PAYGRADE INFO. RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O076.	TRAFFIC OFFICER GROOMING STANDARDS AND GUIDELINES RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O077.	TRAFFIC OFFICER NEWSLETTERS RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O078.	TRAFFIC OFFICER COMPLAINTS RECORD TYPES:	AR+3	AR+10		N	N	N
/DOT/70/	O079.	TRAFFIC OFFICER TRAINING, RECRUITS & INFORMATION RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O080.	TRAFFIC OFFICER TRANSFER FROM LAPD - DOT RECORD TYPES:	AR+3	AR+3		N	N	N

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A-TRANSFER AGREEMENT									
/DOT/70/	O081.	TRAFFIC OFFICER OF THE QUARTER RECORD TYPES: A-COMMENDATIONS	AR+3	AR+3		N	N	N	
/DOT/70/	O082.	TRAFFIC JUSTICE SYSTEM ENHANCEMENT RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N	
/DOT/70/	O083.	TRAILERS/COACHES RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N	
/DOT/70/	O084.	TRAINING, CONFERENCES, TRAVEL AUTHORITY RECORD TYPES:	AR+3	AR+3		N	N	N	
/DOT/70/	O085.	TRAINING REPORTS, LETTERS & SAMPLES RECORD TYPES:	AR+3	AR+3		N	N	N	
/DOT/70/	O086.	TRANSPORTATION AND TRAFFIC COMMITTEE RECORD TYPES: A-CORRESPONDENCE & REPORTS	AR+3	AR+3		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
Original Records

Records of: TRANSPORTATION/ADMINISTRATION
/DOT/70/

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
/DOT/70/	O087.	UNEMPLOYMENT INSURANCE INFORMATION RECORD TYPES:	AR+3	AR+3		N	N	N
/DOT/70/	O088.	UNUSUAL OCCURRENCES RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O089.	VEHICLE ACCIDENT REVIEW COMMITTEE RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O090.	VEHICLE EQUIPMENT ABUSE RECORD TYPES: A-REPORTS OF EVIDENCE OF EQUIP. ABUSE-GS/FS 36	AR+3	AR+3		N	N	N
/DOT/70/	O091.	VEHICLE INFORMATION PROCESSING UNIT RECORD TYPES: A-CORRESPONDENCE	AR+3	AR+3		N	N	N
/DOT/70/	O092.	VEHICLES - OFFICE OF PARKING MANAGEMENT RECORD TYPES: A-CORRESPONDENCE B-FINANCIAL STATEMENTS C-MONTHLY RECORD OF USAGE	AR+3	AR+3		N	N	N
/DOT/70/	O093.	VENICE BEACH PARKING/ACCESS	AR+3	AR+3		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/ADMINISTRATION
/DOT/70/

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	
		RECORD TYPES: A-CORRESPONDENCE								
/DOT/70/	O094.	WESTFIELD PAVILION SHOPPING CENTER RECORD TYPES: A-CORRESPONDENCE B-MOTION	AR+3	AR+3			N	N	N	
/DOT/70/	O095.	WESTWOOD VILLAGE RECORD TYPES: A-CORRESPONDENCE B-MAPS/DIAGRAMS C-NEWS RELEASE	AR+3	AR+3			N	N	N	
/DOT/70/	O096.	CORRESPONDENCE (OPERATIONAL) RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/70/	O097.	IN PERSON SIGN IN SHEET (RESPONDENTS) (OPERATIONAL) RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/70/	O098.	DAILY HEARING LOG (EMPLOYEE WORK RECORD) (OPERATIONAL) RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/70/	O099.	WEST LA ADJUDICATION SIGN-IN SHEET (EMPLOYEES) (OPERATIONAL) RECORD TYPES:	TO+2	TO+2			N	N	N	

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Records of: TRANSPORTATION/ADMINISTRATION
/DOT/70/

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
/DOT/70/	O100.	DAILY IN-PERSON HEARINGS - ASSIGNMENT LOG (OPERATIONAL) RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **TRANSPORTATION/PROCESSING & INFORMATION SERVICES DIVISION**
/DOT/71/

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	
/DOT/71/	0	ORIGINAL RECORDS								
/DOT/71/	0001.	COMPUTER HARDWARE INVENTORY RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/71/	0002.	COMPUTER SOFTWARE INVENTORY RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/71/	0003.	COMPUTER TRAINING CLASSES RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/71/	0004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N	
/DOT/71/	0005.	MONTHLY RECORD OF USAGE-ASSIGNED CITY VEHICLE (GEN. 49) FORM: GEN. 49 RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/71/	0006.	OCCASIONAL GARAGING AUTHORIZATION (CAO FORM 3) FORM: CAO FORM 3 RECORD TYPES:	TO+2	TO+2			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/PROCESSING & INFORMATION SERVICES DIVISION
/DOT/71/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/DOT/71/	0007.	POOL VEHICLE SIGN OUT SHEET RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/71/	0008.	POOL VEHICLE INVENTORY LOG RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/71/	0009.	RPT. OF CAR WASH COUPON USAGE RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/71/	0010.	REVENUE DISTRIBUTION REPORT - L.A. MUNICIPAL COURT RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/71/	0011.	VEHICLE INVENTORY LOG RECORD TYPES:	TO+2	TO+2			N	N	N

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Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/REGULATIONS ANALYSIS SECTION
/DOT/72/

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	
/DOT/72/	0	ORIGINAL RECORDS								
/DOT/72/	0001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/72/	0002.	INVENTORY PRODUCTIVITY REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/72/	0003.	REPORT OF TRAFFIC CONDITIONS (DT-219 13R) FORM: DT-219 13R RECORD TYPES: A-CORRESPONDENCE B-PETITIONS	TO+3	TO+3			N	N	N	
/DOT/72/	0004.	WORK ORDER INVENTORY REPORT RECORD TYPES:	TO+2	TO+2			N	N	N	

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Records of: TRANSPORTATION/PREFERENTIAL PARKING
/DOT/73/

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	
/DOT/73/	O	ORIGINAL RECORDS								
/DOT/73/	O001.	CORRESPONDENCE & SUBJECT FILES INCOMING RECORD TYPES:	TO+2	TO+5			N	N	N	
/DOT/73/	O002.	MAPS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/73/	O003.	MEETING MINUTES AND NOTES RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/73/	O004.	PERMITS RECORD TYPES: A-PERMIT APPLICATIONS B-VOIDED PERMITS	TO+2	TO+2			N	N	N	
/DOT/73/	O005.	PETITIONS RECORD TYPES:	TO+2	TO+5			N	N	N	
/DOT/73/	O006.	PUBLIC HEARING RECORDS (REC SERIES HAS A VARIED MEDIA FORMAT IE., TAPES) RECORD TYPES:	TO+2	TO+5			N	N	N	

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Records of: TRANSPORTATION/PREFERENTIAL PARKING

/DOT/73/ *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				
		A-OPINION CARDS B-TAPES											
/DOT/73/	O007.	SURVEYS RECORD TYPES: A-DMV LICENSE INFORMATION B-HOUSING INVENTORY C-LICENSE PLATE FIELD DATA	TO+1	TO+2		N	N	N					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/METER REPAIR & MAINTENANCE
/DOT/74/

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	
/DOT/74/	0	ORIGINAL RECORDS								
/DOT/74/	0001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/74/	0002.	METER LOCATION INDEX CARDS RECORD TYPES:	TO+5	TO+5			N	N	N	
/DOT/74/	0003.	REPORT OF SERVICES FILES (DT 500) FORM: DT 500 RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/74/	0004.	SUPPLEMENTAL REPORT BY FIELD CREW (DT 340) FORM: DT 340 RECORD TYPES:	TO+2	TO+2			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/PARKING METER MANAGEMENT
/DOT/75/

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	
/DOT/75/	O	ORIGINAL RECORDS								
/DOT/75/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N	
/DOT/75/	O002.	DAILY PARKING METER REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/75/	O003.	METER PLANNING & ADMINISTRATION SECTION REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N	
/DOT/75/	O004.	PARKING METER PLANNING ZONE EXPANSION FILES (RECORD SERIES HAS A VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-CORRESPONDENCE B-INTER-DEPARTMENTAL CORRESPONDENCE-GEN 160 C-MAPS D-NOTES E-SIGN WORK ORDER-DT 999	TO+2	TO+2			N	N	N	
/DOT/75/	O005.	PARKING METER PLANNING ZONE FILES (REC SERIES HAS A VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-CITY OF L.A. STORES MULTI-USE FORM-GS/MM 1 B-CORRESPONDENCE C-CURB ZONE WORK ORDER-DT 997 D-GENERAL WORK ORDER-DT 301 E-MAPS F-MARKING REMOVAL WORK ORDER-DT 9	TO+2	TO+2			N	N	N	

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Records of: TRANSPORTATION/PARKING METER MANAGEMENT
/DOT/75/

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			Office	Total	Code	V	H	C
/DOT/75/	O006.	G-MARKING WORK ORDER-DT 304 H-NOTES I-SIGN MAINTENANCE WORK ORDER-DT 1000 J-SIGN WORK ORDER-DT 999 PARKING METER PLANNING ZONE MAPS RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/75/	O007.	PARKING METER REVENUE REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/75/	O008.	PARKING METER SECURITY CASE FILES RECORD TYPES:	CL+3	CL+3		N	N	N
/DOT/75/	O009.	PARKING METER SECURITY COIN COUNTING FACILITY - DAILY... RECORD TYPES:	TO+3	TO+3		N	N	N
/DOT/75/	O010.	PARKING METER SECURITY COINS USED IN SALTING-MONTHLY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/75/	O011.	PARKING METER SECURITY COUNTING ROOM - ENTRY/EXIT LOG RECORD TYPES:	TO+3	TO+3		N	N	N

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Records of: TRANSPORTATION/PARKING METER MANAGEMENT
/DOT/75/

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			Office	Total	Code	V	H	C L
/DOT/75/	0012.	PARKING METER SECURITY DAILY COIN COLLECTION CHECKLIST RECORD TYPES:	TO+3	TO+10		N	N	N
/DOT/75/	0013.	PARKING METER SECURITY DAILY COMMUNICATION REPORT LOG RECORD TYPES:	TO+3	TO+10		N	N	N
/DOT/75/	0014.	PARKING METER SECURITY DAILY MISCELLANEOUS BAGS RECORD TYPES:	TO+2	TO+2		N	N	N
/DOT/75/	0015.	PARKING METER SECURITY DAILY PARKING METER COLLECTION REPORT RECORD TYPES:	TO+3	TO+10		N	N	N
/DOT/75/	0016.	PARKING METER SECURITY DAILY SEAL RECORDS RECORD TYPES:	TO+3	TO+10		N	N	N
/DOT/75/	0017.	PARKING METER SECURITY DEPOSIT RECEIPTS RECORD TYPES:	TO+3	TO+10		N	N	N
/DOT/75/	0018.	PARKING METER SECURITY FOREIGN COIN SALES	TO+3	TO+3		N	N	N

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Records of: TRANSPORTATION/PARKING METER MANAGEMENT

/DOT/75/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
RECORD TYPES:										
/DOT/75/	0019.	PARKING METER SECURITY KEY MANAGEMENT CONTROL LOG RECORD TYPES:	SU+2	SU+2			N	N	N	
/DOT/75/	0020.	PARKING METER SECURITY - SECURITY MONITOR RECORD TYPES:	TO+3	TO+10			N	N	N	
/DOT/75/	0021.	WEEKLY ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N	

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 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: TRANSPORTATION/OFF-STREET PARKING DIVISION
/DOT/76/

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	
/DOT/76/	0	ORIGINAL RECORDS								
/DOT/76/	O001.	CONTRACTS RECORD TYPES:	TO+5	TO+5			N	N	N	
/DOT/76/	O002.	DEVELOPMENT PROPOSALS RECORD TYPES:	TO+5	TO+5			N	N	N	
/DOT/76/	O003.	LEASES AND INSURANCE FOR OPERATION RECORD TYPES:	TO+5	TO+10			N	N	N	
/DOT/76/	O004.	LEGAL CONTRACTS - O'MELVENY & MYERS RECORD TYPES:	TO+5	TO+5			N	N	N	
/DOT/76/	O005.	LOT MAINTENANCE RECORD TYPES:	TO+5	TO+5			N	N	N	
/DOT/76/	O006.	LOT OPERATIONS RECORD TYPES:	TO+5	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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/OFF-STREET PARKING DIVISION

/DOT/76/ *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
/DOT/76/	O007.	PARKING LOT FILES RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/76/	O008.	PARKING STUDIES RECORD TYPES:	TO+5	TO+5			N	N	N
/DOT/76/	O009.	PARKING WAIVERS RECORD TYPES:	PE	PE			N	N	N
/DOT/76/	O010.	PROJECT AREA FILES RECORD TYPES:	TO+5	TO+5			N	N	N
/DOT/76/	O011.	SUBJECT FILES RECORD TYPES:	TO+5	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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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

Records of: TRANSPORTATION/PARKING OPERATIONS SUPPORT AND ADJUDICATION

/DOT/77/ *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			
/DOT/77/	O	ORIGINAL RECORD SERIES										
/DOT/77/	O001.	POST IMPOUND HEARING FILES A. IMPOUND HEARING FILE FOLDERS B. AUDIO TAPES C. NO SHOW/CANCELLATION FILES D. TRAFFIC OFFICER SIGN IN SHEET E. APPOINTMENT BOOK F. HEARING IMPOUND DOCKET G. MISC IMPOUND LETTERS	TO+3	TO+3	DO	N	N	N				
/DOT/77/	O002.	MONTHLY EXCEPTION REPORT	TO+3	TO+3	DO	N	N	N				

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/BOARD OF TRANSPORTATION COMMISSIONERS

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

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/DOT/01/	D	DUPLICATE RECORD SERIES			

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/BUREAU OF ADMIN. SVCS

/DOT/10/ *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			
/DOT/10/	D	DUPLICATE RECORD SERIES						
/DOT/10/	D001.	CORRESPONDENCE & SUBJECT FILES (VARIOUS SOURCES) COPIES OF GENERAL CORRESPONDENCE AND REPORTS PREPARED WITHIN THE DEPARTMENT OR RECEIVED FROM OTHER DEPARTMENTS	TO+2	DO	N	N	N	N
/DOT/10/	D002.	REFERENCE DOCUMENTS (VARIOUS SOURCES) DEPARTMENTAL MANUAL, BUDGET MANUAL, EXECUTIVE BUDGET SUMMARY, STRIKE PLAN, ANNUAL REPORT, PERIODIC FINANCIAL REPORTS, GOVERNMENT CODES, ETC.	SU	DO	N	N	N	N
/DOT/10/	D003.	ANNUAL BUDGET REQUESTS (VARIOUS DIVISIONS OF DOT)	TO+2	DO	N	N	N	N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/MASTER FILES
/DOT/12/

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			
/DOT/12/	D	DUPLICATE RECORD SERIES						
/DOT/12/	D001.	INTER AND INTRA-DEPARTMENTAL MANUALS, NOTICES, PUBLICATIONS, BULLETINS, E` (VARIOUS SOURCES)	SU	DO	N	N	N	
/DOT/12/	D002.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (VARIOUS SOURCES)	AR	DO	N	N	N	
/DOT/12/	D003.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK) FORM: GEN. 62	CL	DO	N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 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: TRANSPORTATION/TRAFFIC CONTROL RECORDS
/DOT/13/

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			
/DOT/13/	D	DUPLICATE RECORD SERIES						
/DOT/13/	D001.	INTER/INTRA DEPT'AL MANUALS, PUBL'CNS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOT/13/	D002.	PUBL'CNS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOT/13/	D003.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	
/DOT/13/	D004.	RETRIEVAL REQUEST (DT 19) (TRANSPORTATION, ACCOUNTING) FORM: DT 19 RECORD TYPES:	TO+0/05		N	N	N	
/DOT/13/	D005.	STREET NAME CODES (PRINT-OUT) (TRANSPORTATION, DATA SYSTEMS) RECORD TYPES:	SU		N	N	N	
/DOT/13/	D021.	SIGN INVENTORY (REC SERIES TO BE DELETED PER REVISION #2) RECORD TYPES:	SU		N	N	N	

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 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: TRANSPORTATION/PARKING METER MANAGEMENT

/DOT/75/

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	
		RECORD TYPES:								
/DOT/75/	O019.	PARKING METER SECURITY KEY MANAGEMENT CONTROL LOG RECORD TYPES:	SU+2	SU+2			N	N	N	
/DOT/75/	O020.	PARKING METER SECURITY - SECURITY MONITOR RECORD TYPES:	TO+3	TO+10			N	N	N	
/DOT/75/	O021.	WEEKLY ACTIVITY REPORTS RECORD TYPES:	TO+2	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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/OFF-STREET PARKING DIVISION
/DOT/76/

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		
/DOT/76/	O	ORIGINAL RECORDS									
/DOT/76/	O001.	CONTRACTS RECORD TYPES:	TO+5	TO+5			N	N	N		
/DOT/76/	O002.	DEVELOPMENT PROPOSALS RECORD TYPES:	TO+5	TO+5			N	N	N		
/DOT/76/	O003.	LEASES AND INSURANCE FOR OPERATION RECORD TYPES:	TO+5	TO+10			N	N	N		
/DOT/76/	O004.	LEGAL CONTRACTS - O'MELVENY & MYERS RECORD TYPES:	TO+5	TO+5			N	N	N		
/DOT/76/	O005.	LOT MAINTENANCE RECORD TYPES:	TO+5	TO+5			N	N	N		
/DOT/76/	O006.	LOT OPERATIONS RECORD TYPES:	TO+5	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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/OFF-STREET PARKING DIVISION

/DOT/76/

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
/DOT/76/	O007.	PARKING LOT FILES RECORD TYPES:	TO+2	TO+2			N	N	N
/DOT/76/	O008.	PARKING STUDIES RECORD TYPES:	TO+5	TO+5			N	N	N
/DOT/76/	O009.	PARKING WAIVERS RECORD TYPES:	PE	PE			N	N	N
/DOT/76/	O010.	PROJECT AREA FILES RECORD TYPES:	TO+5	TO+5			N	N	N
/DOT/76/	O011.	SUBJECT FILES RECORD TYPES:	TO+5	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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TRANSPORTATION/PARKING OPERATIONS SUPPORT AND ADJUDICATION
/DOT/77/

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
/DOT/77/	O	ORIGINAL RECORD SERIES						
/DOT/77/	O001.	POST IMPOUND HEARING FILES A. IMPOUND HEARING FILE FOLDERS B. AUDIO TAPES C. NO SHOW/CANCELLATION FILES D. TRAFFIC OFFICER SIGN IN SHEET E. APPOINTMENT BOOK F. HEARING IMPOUND DOCKET G. MISC IMPOUND LETTERS	TO+3	TO+3	DO	N	N	N
/DOT/77/	O002.	MONTHLY EXCEPTION REPORT	TO+3	TO+3	DO	N	N	N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/BOARD OF TRANSPORTATION COMMISSIONERS

/DOT/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/DOT/01/	D	DUPLICATE RECORD SERIES			

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/BUREAU OF ADMIN. SVCS

/DOT/10/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>			
/DOT/10/	D	DUPLICATE RECORD SERIES						
/DOT/10/	D001.	CORRESPONDENCE & SUBJECT FILES (VARIOUS SOURCES) COPIES OF GENERAL CORRESPONDENCE AND REPORTS PREPARED WITHIN THE DEPARTMENT OR RECEIVED FROM OTHER DEPARTMENTS	TO+2	DO	N	N	N	
/DOT/10/	D002.	REFERENCE DOCUMENTS (VARIOUS SOURCES) DEPARTMENTAL MANUAL, BUDGET MANUAL, EXECUTIVE BUDGET SUMMARY, STRIKE PLAN, ANNUAL REPORT, PERIODIC FINANCIAL REPORTS, GOVERNMENT CODES, ETC.	SU	DO	N	N	N	
/DOT/10/	D003.	ANNUAL BUDGET REQUESTS (VARIOUS DIVISIONS OF DOT)	TO+2	DO	N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/MASTER FILES

/DOT/12/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>			
/DOT/12/	D	DUPLICATE RECORD SERIES						
/DOT/12/	D001.	INTER AND INTRA-DEPARTMENTAL MANUALS, NOTICES, PUBLICATIONS, BULLETINS, E" (VARIOUS SOURCES)	SU	DO	N	N	N	
/DOT/12/	D002.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (VARIOUS SOURCES)	AR	DO	N	N	N	
/DOT/12/	D003.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK) FORM: GEN. 62	CL	DO	N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/TRAFFIC CONTROL RECORDS
/DOT/13/

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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/DOT/13/	D022.	IBM CARDS SIGN INVENTORY (REC SERIES TO BE DELETED PER REVISION #2) RECORD TYPES:	SU		N N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/PAYROLL
/DOT/14/

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			
/DOT/14/	D	DUPLICATE RECORD SERIES						
/DOT/14/	D001.	AUTHENTICICATION & APPROVAL COMPUTER VERIFICATION PRINTOUT (CONTROLLER)	TO+0/06	CP	N	N	N	
/DOT/14/	D002.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS & NOTICES (VARIOUS SOURCES)	SU	DO	N	N	N	
/DOT/14/	D003.	MILEAGE STATEMENTS (2053) (CONTROLLER) FORM: 2053	TO+1	DO	N	N	N	
/DOT/14/	D004.	PAYROLL/PERSONNEL CHANGE DOCUMENTS (GEN. 41) (DOT PERSONNEL) FORM: GEN. 41	TO+1	DO	N	N	N	
/DOT/14/	D005.	PAYROLL & REIMBURSEMENT CERTIFICATIONS (71) (CONTROLLER) FORM: 71	TO+1	DO	N	N	N	
/DOT/14/	D006.	PAYROLL/REIMBURSEMENT REGISTER (5035) (CONTROLLER) FORM: 5035 RECORD TYPES:	AU+5	DO	N	N	N	
/DOT/14/	D007.	PAYROLL/REIMBURSEMENT WORKSHEET (5039) (CONTROLLER) FORM: 5039	AU+2	DO	N	N	N	
/DOT/14/	D008.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM NON-CITY SOURCES (VARIOUS SOURCES)	AR	DO	N	N	N	
/DOT/14/	D009.	SALARY CHANGE ROSTER (5040N) (DOT PERSONNEL) FORM: 5040N	TO+0/06	DO	N	N	N	
/DOT/14/	D010.	SUPPLEMENTAL RETROACTIVE PAY (CONTROLLER)	TO+1	DO	N	N	N	
/DOT/14/	D011.	PAYROLL SALARY TABLE (CONTROLLER)	TO+1	DO	N	N	N	

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

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Records of: TRANSPORTATION/PERSONNEL
/DOT/15/

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
/DOT/15/	D	DUPLICATE RECORD SERIES			
/DOT/15/	D001.	BI-WEEKLY SICK LEAVE ROSTER (CONTROLLER) RECORD TYPES:	TO+1		N N N
/DOT/15/	D002.	BI-WEEKLY VACATION ROSTER (CONTROLLER) RECORD TYPES:	TO+2		N N N
/DOT/15/	D003.	UNFILLED POSITION REPORT (WANG) (TRANSPORTATION/PERSONNEL; ORIGINATED FROM DEPARTMENT ORGANIZATION CHART) RECORD TYPES:	TO+2		N N N
/DOT/15/	D004.	IDENTIFICATION TABLES (DT-170) (TRANSPORTATION/COORDINATION) FORM: DT-170 RECORD TYPES:	TO+0/05		N N N
/DOT/15/	D005.	INTER & INTRA-DEPARTMENT MANUALS, PUBL'NS BULLETINGS... (VARIOUS AGENCIES AND/OR CITY DEPARTMENT) RECORD TYPES:	SU		N N N
/DOT/15/	D006.	MASTER SPREAD SHEETS (WANG)	SU		N N N

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Records of: TRANSPORTATION/PERSONNEL
/DOT/15/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		(TRANSPORTATION/PERSONNEL; ORIGINATED FROM DEPARTMENT ORGANIZATION CHART) RECORD TYPES:			
/DOT/15/	D007.	ORGANIZATION BY DIVISION NUMBERS AND DIVISION TITLES (WANG) (TRANSPORTATION/PERSONNEL; ORIGINATED FROM DEPARTMENT ORGANIZATION CHART) RECORD TYPES:	SU		N N N
/DOT/15/	D008.	ORGANIZATIONAL LISTING (WANG) (TRANSPORTATION/PERSONNEL; ORIGINATED FROM DEPARTMENT ORGANIZATION CHART) RECORD TYPES:	SU		N N N
/DOT/15/	D009.	PAYROLL SALARY TABLE (CONTROLLER) RECORD TYPES:	SU		N N N
/DOT/15/	D010.	POSITION NUMBERS ISSUED (WANG) (TRANSPORTATION/PERSONNEL; ORIGINATED FROM DEPARTMENT ORGANIZATION CHART) RECORD TYPES:	SU		N N N
/DOT/15/	D011.	PUBL'NS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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Records of: TRANSPORTATION/PERSONNEL
/DOT/15/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOT/15/	D012.	SALARY CHANGE ROSTER (5049) (CONTROLLER) FORM: 5049 RECORD TYPES:	TO+0/05		N N N
/DOT/15/	D013.	STORES MULTI-USE FORM (GS/MM1) (GENERAL SERVICES/STORES) FORM: GS/MM1 RECORD TYPES:	TO+1		N N N
/DOT/15/	D014.	SUBSTITUTE/IN LIEU/COUNCIL FILE AUTHORITIES (WANG) (TRANSPORTATION/PERSONNEL; ORIGINATED FROM DEPARTMENT ORGANIZATION CHART) RECORD TYPES:	SU		N N N

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Records of: TRANSPORTATION/ACCOUNTING
/DOT/16/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOT/16/	D	DUPLICATE RECORD SERIES			
/DOT/16/	D001.	ACCOUNTING DOCUMENTS (CONTROLLER; GENERAL SERVICES; PURCHASING AGENT) RECORD TYPES: A-INTER-DEPARTMENTAL ORDER-GEN. 34/33 B-APPROPRIATION-CAO 22 C-ALLOTMENT-CAO 21 D-TRANSFER OF APPROPRIATION-GEN. 104 E-ENCUMBRANCE ADJUSTMENT-GEN. 36 F-REVENUE REFUND-GEN. 56 G-AUTHORITY FOR EXPENDITURE-GEN. 40/32 H-TRAVEL AUTHORITY-GEN. 71/73 I-DEPOSIT CERTIFICATE-GEN. 2/4 J-PURCHASE CHANGE ORDERS-GS/S6 K-REQUEST FOR ANNUAL PURCHASE AGREEMENT-DS 1B L-PURCHASE ORDER-GS/S2	TO+3		N N N
/DOT/16/	D002.	CONTRACTS (COMMUNITY TRANSIT PROGRAMS) (APPROPRIATION ACCOUNTING/TRANSPORTATION; DESTROY AFTER COMPLETION OF AUDIT) RECORD TYPES:	SU		N N N
/DOT/16/	D003.	CONTRACTS (VENDORS) (PURCHASING AGENT) RECORD TYPES: A-CORRESPONDENCE B-REQUEST TO ENCUMBER FUNDS-GEN 106/108			N N N
/DOT/16/	D004.	CONTRACT WORKING PAPERS (SPECIAL GAS TAX, PROP. A AND OTHER PROJECTS FUNDED BY OUTSIDE SOURCES) RECORD TYPES:	AR+3		N N N

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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		
/DOT/16/	D005.	GENERAL FUND RECEIPT LEDGER (5025) (CONTROLLER) FORM: 5025 RECORD TYPES:	TO+2		N	N	N
/DOT/16/	D006.	INTER & INTRA-DEPT. MANUALS, BULLETINS, PUBL'CN, NOTICES... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N
/DOT/16/	D007.	INTERNAL DEMANDS (GEN. 1C) (CONTROLLER) FORM: GEN. 1C RECORD TYPES: A-INTERNAL DEMAND TRANSMITTAL-GEN. 5 B-INVOICE COLLECTABLE	TO+3		N	N	N
/DOT/16/	D008.	INTERNAL DEMAND (TRUST FUND) (GEN. 1C) (CONTROLLER) FORM: GEN. 1C RECORD TYPES: A-INVOICES B-INTERNAL DEMAND TRANSMITTAL-GEN. 5	TO+5		N	N	N
/DOT/16/	D009.	JOURNAL VOUCHERS (F-02) (CONTROLLER; STORES) FORM: F-02 RECORD TYPES: A-NOTICE OF JOURNAL VOUCHER CHARGES-A-15 B-INVOICES C-INTER-DEPARTMENTAL SUB ORDERS-GEN. 34A D-SUMMARY SHEETS	TO+3		N	N	N
/DOT/16/	D010.	PURCHASE ORDERS (PROJECT) (GS/S2) (PURCHASING AGENT; CONTROLLER; SPECIAL GAS TAX, PROP A AND OTHER PROJECTS FUNDED BY OUTSIDE SOURCES) FORM: GS/S2 RECORD TYPES: A-NOTICE OF SCHEDULE PAYMENT-5043	AU+3		N	N	N
/DOT/16/	D011.	PURCHASE ORDERS (RECEIVING REPORT) (GS/S2)	TO+3		N	N	N

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Records of: TRANSPORTATION/ACCOUNTING
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		(PURCHASING AGENT; CONTROLLER) FORM: GS/S2 RECORD TYPES: A-NOTICE OF SCHEDULE OF PAYMENT-5043			
/DOT/16/	D012.	PURCHASE REQUISITIONS (GS-S1A) (GENERAL SERVICES/PURCHASING AGENT) FORM: GS-S1A RECORD TYPES:	TO+2		N N N
/DOT/16/	D013.	REMITTANCE ADVICE (5042A) (CONTROLLER) FORM: 5042A RECORD TYPES:	TO+5		N N N
/DOT/16/	D014.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES: A-PETTY CASH VOUCHER-GEN 17 B-SUB PURCHASE ORDER-GEN 9	TO+5		N N N
/DOT/16/	D015.	REQUEST FOR PAYMENT (NUMERICAL) (GEN 81) (TRANSPORTATION) FORM: GEN 81 RECORD TYPES:	TO+2		N N N
/DOT/16/	D016.	REQUEST FOR PAYMENTS (PROJECT FILES) (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES: A-INVOICES B-PACKING SLIPS C-SUB PURCHASE ORDER-GEN. 9	AU+3		N N N
/DOT/16/	D017.	REQUEST FOR PAYMENT (TRUST FUND) (GEN. 81) (CONTROLLER) FORM: GEN. 81 RECORD TYPES: A-INVOICES	TO+5		N N N

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Records of: TRANSPORTATION/ACCOUNTING
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOT/16/	D018.	SPECIAL COST VOUCHER (DT 18) (ACCOUNTING/TRANSPORTATION) FORM: DT 18 RECORD TYPES:	AU+3		N N N
/DOT/16/	D019.	STATEMENT OF CONDITION OF APPROPRIATION (CONTROLLER) RECORD TYPES:	TO+2		N N N
/DOT/16/	D020.	STATEMENT OF CONDITION OF APPROPRIATION (PARKING) (CONTROLLER) RECORD TYPES:	TO+5		N N N
/DOT/16/	D021.	STATEMENT OF CONDITION OF APPROPRIATIONS (PROJECT FILES) (CONTROLLER) RECORD TYPES:	AU+3		N N N
/DOT/16/	D022.	STORES MULTI-USE FORM (GS/MM1) (GEN. STORES) FORM: GS/MM1 RECORD TYPES: A-PACKING SLIP	TO+3		N N N
/DOT/16/	D023.	SUB-PURCHASE ORDERS (GEN 9) (PURCHASING AGENT/GENERAL SERVICES) FORM: GEN 9 RECORD TYPES:	TO+4		N N N

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Records of: TRANSPORTATION/ACCOUNTING
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOT/16/	D024.	SUB PURCHASE ORDERS (PROJECT) (GEN 9) (PURCHASING AGENT; CONTROLLER) FORM: GEN 9 RECORD TYPES: A-INTER DEPARTMENTAL ORDER-GEN 34	AU+3		N N N
/DOT/16/	D025.	WORK ORDERS (TRANSPORTATION/RECORDS) RECORD TYPES: A-ENGINEERING WORK ORDERS-DT 302 B-GENERAL WORK ORDER-DT 301 C-MARKING WORK ORDER-DT 304 D-SIGN WORK ORDER-DT 999 E-TRAFFIC SIGNAL W.O.-DT 303 F-MARKING REMOVAL W.O.-DT 9	TO+5		N N N
/DOT/16/	D026.	F-MARKING REMOVAL W.O.-DT 9 BAIL REFUND RECORDS (DATACOM; DOT ACCOUNTING; SUB TIT B RECORDS ARE KEPT 5 YRS IN OFFICE & DESTROYED AFTER 5 YEARS) RECORD TYPES: A-BAIL REFUND B-BAIL REFUND CHECKS (COPY)	TO+3		N N N
/DOT/16/	D027.	RETURNED CHECK LIST (CONTROLLER'S OFFICE) RECORD TYPES:	TO+3		N N N
/DOT/16/	D028.	PAYMENT VOUCHER - RETURNED CHECKS (CONTROLLER'S OFFICE) RECORD TYPES:	AU+3		N N N
/DOT/16/	D029.	SPECIAL PARKING RECORDS (DOT PARKING MANAGEMENT) RECORD TYPES:	AU+3		N N N

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		A-LEASE CONTRACT B-DAILY COIN COLLECTION BATCH			
/DOT/16/	D030.	PREFERENTIAL PARKING RECORDS RECORD TYPES: A-PAYMENT BATCHES	AU+3		N N N

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Records of: TRANSPORTATION/MATERIAL CONTROL

/DOT/17/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/DOT/17/	D	DUPLICATE RECORD SERIES						
/DOT/17/	D001.	PURCHASE ORDERS (GENERAL SERVICES DEPARTMENT)	TO+2	DO	N	N	N	
/DOT/17/	D002.	CONTRACTS (GENERAL SERVICES DEPARTMENT)	TO+5	DO	N	N	N	
/DOT/17/	D003.	EQUIPMENT INVENTORY (CWEIS) (INFORMATION TECHNOLOGY AGENCY))	TO+2	DO	N	N	N	
/DOT/17/	D004.	PURCHASING CARD RECEIPTS (Controller)	TO+2	DO	N	N	N	

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Records of: TRANSPORTATION/PLANNING
/DOT/21/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOT/21/	D	DUPLICATE RECORD SERIES			
/DOT/21/	D001.	TRANSPORTATION STUDIES, CORRESPONDENCE AND MAPS (ORIGINATING OFFICE; RECORD SERIES HAS VARIED MEDIA CODE MAPS) RECORD TYPES:	TO+5		N N N
/DOT/21/	D002.	TRAFFIC IMPACT REPORTS, ENVIRONMENTAL IMPACT REPORTS (LEAD AGENCY) RECORD TYPES:	TO+10		N N N

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Records of: TRANSPORTATION/DATA SYSTEMS

/DOT/26/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/DOT/26/	D	DUPLICATE RECORD SERIES			

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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: TRANSPORTATION/RATES AND FRANCHISE DIVISION
/DOT/31/

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			
/DOT/31/	D	DUPLICATE RECORD SERIES						
/DOT/31/	D001.	INTER-INTRA DEPARTMENTAL MANUALS, BULLETINS, PULICATIONS AND NOTICES (ORIGINATING OFFICE)	SU	DO	N	N	N	
/DOT/31/	D002.	LIBRARY BOOKS, PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSI (VARIOUS SOURCES)	AR	DO	N	N	N	
/DOT/31/	D003.	BOARD ORDERS (VARIOUS SOURCES)	SU	DO	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: TRANSPORTATION/REGULATION AND ENFORCEMENT
/DOT/33/

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
/DOT/33/	D	DUPLICATE RECORD SERIES			
/DOT/33/	D001.	BOARD ORDERS (RATES AND FRANCHISE) RECORD TYPES:	SU		N N N
/DOT/33/	D002.	INSURANCE ENDORSEMENTS (CITY ATTORNEY'S OFFICE; RECORDS TRANSFER'D TO ORIG RECORD DOT 33 ITEM #13) RECORD TYPES: A-VEHICLE LISTS	TO+10		N N N
/DOT/33/	D003.	INTER & INTRA DEPT'L MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/33/	D004.	PUBL'NS & REFERENCE MATERIALS REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/33/	D005.	TAXI DECAL PRINTOUTS (REGULATION & ENFORCENMT; INFO RETAINED ON ORIG DRIVER PERMITS) RECORD TYPES:	SU		N N N
/DOT/33/	D006.	TAXI PERMIT PRINTOUTS (REGULATION & ENFORCENMT; INFO RETAINED ON ORIG DRIVER PERMITS) RECORD TYPES:	SU		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: TRANSPORTATION/REGULATION AND ENFORCEMENT
/DOT/33/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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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: TRANSPORTATION/DESIGN DIVISION
/DOT/34/

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			
/DOT/34/	D	DUPLICATE RECORD SERIES						
/DOT/34/	D001.	SUBJECT CORRESPONDENCE (DIV. LETTERS TO PUBLIC/PRIVATE AGENCIES, FIRMS...) RECORD TYPES:	TO+3		N	N	N	
/DOT/34/	D002.	PLANS (PRINTS) OF PUBLIC/PRIVATE IMPROVEMENT PROJECTS RECORD TYPES:	CL+2		N	N	N	
/DOT/34/	D003.	DAILY TIMEKEEPING RECORDS RECORD TYPES:	TO+1		N	N	N	
/DOT/34/	D004.	PLAN PROCESSING REVIEW COMMENT SHEETS PER COMPLETED... (DT-379) (REVIEWS ON VARIOUS IMPROVEMENT PROJECTS) FORM: DT-379 RECORD TYPES:	CL+3		N	N	N	
/DOT/34/	D005.	ENGINEERING WORK ORDERS (DT-302) FORM: DT-302 RECORD TYPES:	CL+1		N	N	N	
/DOT/34/	D006.	GENERAL WORK ORDERS (AS BUILT) (DT-301) FORM: DT-301 RECORD TYPES:	CL+1		N	N	N	

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 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: TRANSPORTATION/DESIGN DIVISION
/DOT/34/

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
/DOT/34/	D007.	MICROFILM COPIES OF SUPERCEDED GEOMETRIC PLANS (USED IN LAWSUITS) RECORD TYPES:	TO+10		N N N
/DOT/34/	D008.	PUBLICATIONS & REFERENCE MATERIALS RECORD TYPES:	TO+2		N N N
/DOT/34/	D009.	PROJECT FILES & CORRESPONDENCES RECORD TYPES:	CL+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
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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: TRANSPORTATION/AUTOMATED SURVEILLANCE & CONTROL (ATSAC)
/DOT/36/

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
/DOT/36/	D	DUPLICATE RECORD SERIES			
/DOT/36/	D001.	COUNCIL MOTIONS/TRANSPORTATION COMMISSION (KEPT WITH COMMISSION MINUTES TD-01) RECORD TYPES:	AR		N N N
/DOT/36/	D002.	INTER/INTRA DEPT'L MANUALS, PUBL'CNS, BULLETINS & NOTICES RECORD TYPES:	AR		N N N
/DOT/36/	D003.	PUBL'CNS & REFERENCE MATERIAL FRM OUTSIDE SOURCES RECORD TYPES:	AR		N N N
/DOT/36/	D004.	SUBJECT FILES AND CORRESPONDENCE RECORD TYPES:	AR		N N N
/DOT/36/	D005.	CONTRACTS (KEPT WITH ACCOUNTING TD-16) RECORD TYPES:	AR		N N N
/DOT/36/	D007.	FINANCIAL RECORDS - ESTIMATES - EXPENDITURES (KEPT WITH ACCOUNTING; TD-16) RECORD TYPES:	AR		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: **TRANSPORTATION/AUTOMATED SURVEILLANCE & CONTROL (ATSAC)**
/DOT/36/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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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: TRANSPORTATION/TIP - BIKEWAYS
/DOT/37/

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
/DOT/37/	D	DUPLICATE RECORD SERIES			
/DOT/37/	D001.	PUBLICATIONS & REFERENCE MATERIALS (SCAG, LACTC & OTHER AGENCY) RECORD TYPES:	SU+2		N N N
/DOT/37/	D002.	CORRESPONDENCE (VARIOUS DEPARTMENTS & AGENCIES) RECORD TYPES:	TO+5		N N N
/DOT/37/	D003.	ANNUAL REPORTS E.G. (LACTC, SCAG, CAO) RECORD TYPES: A-HIGHWAY PERFORMANCE MONITORING B-SURVEY (HPMS), RTIP & CIP C-BIKEWAYS FUNDING SUBMITTAL D-LACTC	TO+10		N N N
/DOT/37/	D004.	BICYCLE ADVISORY COMMITTEE (BAC) (BAC) RECORD TYPES: A-MEETING MINUTES	TO+5		N N N
/DOT/37/	D005.	BIKEWAYS PLANS (GEOMETRIC DESIGN) RECORD TYPES:	CL+5		N N N
/DOT/37/	D006.	WEEKLY WORK REPORTS (DT-17) (ACCOUNTING) FORM: DT-17 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
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 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: TRANSPORTATION/TIP - BIKEWAYS

/DOT/37/ *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
/DOT/37/	D007.	DAILY TIME SHEETS (5051) (PAYROLL) FORM: 5051 RECORD TYPES:	TO+5		N N N
/DOT/37/	D008.	SUBJECT FILES (FOR INTERNAL (SECTION) USE ONLY) RECORD TYPES:	TO+10		N N N
/DOT/37/	D009.	PROJECT FILES (POLICE DEPARTMENT; SURVEY (DOT); GEOMETRIC DESIGN; RECORDS SERIES HAS A VARIED MEDIA, IE., MAPS) RECORD TYPES: A-ACCIDENT REPORTS B-TRAFFIC COUNTS C-PLANS D-MAPS F-CORRESPONDENCE	CL+5		N N N
/DOT/37/	D010.	FOLIAGE TRIMMING REQUEST, AND WORK ORDERS (DT-685) (CUSTODIAN OF RECORDS) FORM: DT-685 RECORD TYPES: A-SIGN WORK ORDER-DT-999 B-GENERAL WORK ORDER-DT-301 C-ENGINEERING WORK ORDER-DT-302 D-MARKING WORK ORDER-DT-304 E-SIGN FABRICATION WORK ORDER-DT-311 F-CURB ZONE WORK ORDER-DT-997 G-MARKING REMOVAL WORK ORDER-DT-9 F-CURB ZONE WORK ORDER-DT-997	TO+5		N N N

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 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: TRANSPORTATION/INTERAGENCY COORDINATION (IAC)

/DOT/38/ *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
/DOT/38/	D	DUPLICATE RECORD SERIES			
/DOT/38/	D001.	CORRESPONDENCE (INCLUDES CORRES. ON MAJOR TRANSIT, FREEWAY & ST IMPROVEMENT PROJ. PROPOSED...) RECORD TYPES:	AR+2		N N N
/DOT/38/	D002.	STUDIES, REPORTS & ANALYSIS (SUBMITTED BY AGENCIES NAMED IN NOTE #1, AS WELL AS OTHER PUBLIC & PRIVATE...) RECORD TYPES:	AR+2		N N N
/DOT/38/	D003.	DESIGNS & PLANS (SUBMITTED BY AGENCIES NAMED IN NOTE #1, AS WELL AS OTHER PUBLIC & PRIVATE...) RECORD TYPES:	AR+2		N N N
/DOT/38/	D004.	AGREEMENTS & CONTRACTS (CITY CLERK) RECORD TYPES:	AR		N N N
/DOT/38/	D005.	LEGISLATIVE REVIEW FILES (CITY LEGISLATIVE ANALYST) RECORD TYPES:	TO+4		N N N
/DOT/38/	D006.	COMMITTEE, BOARD, ETC. AGENDAS/MINUTES	TO+3		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/INTERAGENCY COORDINATION (IAC)

/DOT/38/ *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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(LACTC, CALTRANS, ET AL.) RECORD TYPES:

/DOT/38/	D007.	DOWNTOWN PEOPLE MOVER RECORDS (THIS OFFICE RETAINS CUSTODIANSHIP OF THESE RECORDS FOR THE CITY UNTIL FURTHER NOTICE) RECORD TYPES:	CL		N N N
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/DOT/38/	D008.	REQUEST FOR PROPOSALS & RELATED AGREEMENT & CONTRACT DOCS (CITY CLERK) RECORD TYPES:	AR		N N N
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/DOT/38/	D009.	WORK ORDERS (INCLUDES WORK ORDER FORM #'S DT9, DT301, DT302, DT304...; LADOT CUSTODIAN OF RECS) RECORD TYPES:	AR		N N N
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/DOT/38/	D010.	WEEKLY WORK REPORTS (DT 17) (LADOT ACCOUNTING) FORM: DT 17 RECORD TYPES:	TO+2		N N N
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/DOT/38/	D011.	DAILY TIME SHEETS (5051) (LADOT PAYROLL) FORM: 5051 RECORD TYPES:	TO+2		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: TRANSPORTATION/METRO/LIGHT RAIL COORDINATION
/DOT/39/

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
/DOT/39/	D	DUPLICATE RECORD SERIES			
/DOT/39/	D001.	PROJECT FILES (CHRONOLOGICALLY BASED FILES FOR DESIGN & CONSTRUCTION OF THE METRO/LIGHT RAIL PROJ.) RECORD TYPES:	TO+3		N N N
/DOT/39/	D002.	CONTRACT PLANS & SPECIFICATIONS (DRAFT) (PLNS & SPECIFCNS FOR METRO RAIL & LIGHT RAIL PROJ; ORIG PLNS LOCATED AT RTD...) RECORD TYPES:	TO+3		N N N
/DOT/39/	D003.	CONTRACT PLANS & SPECIFICATIONS (FINAL) (PLNS & SPECIFCNS FOR METRO RAIL & LIGHT RAIL PROJ; ORIG PLNS LOCATED AT RTD...) RECORD TYPES:	CL+3		N N N
/DOT/39/	D004.	WORK ORDERS (VARIOUS WORK ORDERS INVOLVED IN THE CONSTRUCTION OF THE METRO RAIL...) RECORD TYPES:	TO+3		N N N
/DOT/39/	D005.	WEEKLY WORK REPORTS (DT-17) (ACCOUNTING) FORM: DT-17 RECORD TYPES:	TO+3		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 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: TRANSPORTATION/CITY-WIDE OPERATIONS
/DOT/43/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/DOT/43/	D	DUPLICATE RECORD SERIES			
/DOT/43/	D001.	B-PERMIT NOTIFICATIONS (CONTRACT ADMINISTRATION) RECORD TYPES:	TO+5		N N N
/DOT/43/	D002.	B-PERMIT PROJECT FILES (ST. MAINTENANCE; DOT RECS; DOT/ACCT'G) RECORD TYPES: A-SIGN WORK ORDER-TD-999 B-CURB ZONE WORK ORDER-DT-997 C-SIGN FABRICATION WORK ORDER-DT-311 D-MARKING REMOVAL WORK ORDER-DT-9 E-GENERAL WORK ORDER-DT-301 F-PLANS G-MARKING WORK ORDER-DT-304 H-ENGINEERING WORK ORDER-DT-302 I-CORRESPONDENCE	TO+2	DO	N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/DISTRICT OPERATIONS

/DOT/46/

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			
/DOT/46/	D	DUPLICATE RECORD SERIES						
/DOT/46/	D001.	CORRESPONDENCE & SUBJECT FILES (ORIGINAL IN MASTER FILE TD-12) RECORD TYPES:	TO+2		N	N	N	
/DOT/46/	D002.	TRAFFIC CONTROL REPORTS (TCR) W/DATA (ORIGINAL IN MASTER FILE TD-12) RECORD TYPES:	TO+2		N	N	N	
/DOT/46/	D003.	TRAFFIC SIGNAL PLANS (TRAFFIC CONTROL RECORDS TD-13) RECORD TYPES:	SU		N	N	N	
/DOT/46/	D004.	TRAFFIC GEOMETRIC PLANS (TRAFFIC CONTROL RECORDS TD/13) RECORD TYPES:	SU		N	N	N	
/DOT/46/	D005.	TRAFFIC SIGNAL TIMING CHARTS (TRAFFIC CONTROL RECORDS TD/13) RECORD TYPES:	SU		N	N	N	
/DOT/46/	D006.	WORK ORDERS 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
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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: **TRANSPORTATION/DISTRICT OPERATIONS**
/DOT/46/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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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: TRANSPORTATION/FIELD OPERATIONS/COORDINATION
/DOT/51/

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
/DOT/51/	D	DUPLICATE RECORD SERIES			
/DOT/51/	D001.	CYCLIC MAINTENANCE LISTINGS (TRANSP. RECORDS SECTION) RECORD TYPES:	TO+4		N N N
/DOT/51/	D002.	GENERAL WORK ORDERS (DT 301) (SCHED. ITEM #2 TO BE DELETED PER REV. 1; TRANSP/REC SECTION) FORM: DT 301 RECORD TYPES:	TO+1		N N N
/DOT/51/	D003.	INTER/INTRADEPT'AL MANUALS, PUBL'NS, BULLETINS & NOTICES (SCHED. ITEM #3 TO BE DELETED PER REV. 3; ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/51/	D004.	PUBL'NS & REFERENCE MATERIALS (RECEIVED FROM OUTSIDE SVCS) (SCHED. ITEM #4 TO BE DELETED PER REV. 1; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/51/	D005.	SIGN WORK ORDERS (DT 999) (SCHED. ITEM #5 TO BE DELETED PER REV. 1; TRANSP/REC SECTION) FORM: DT 999 RECORD TYPES:	TO+1		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: TRANSPORTATION/SIGNAL CONSTRUCTION/MAINTENANCE
/DOT/53/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/DOT/53/	D	DUPLICATE RECORD SERIES			

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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: TRANSPORTATION/SIGN PAVEMENT MARKING
/DOT/54/

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
/DOT/54/	D	DUPLICATE RECORD SERIES			

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/BUREAU OF PARKING ENFORCEMENT & INTERSECTION CONTROL

/DOT/60/ **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			
/DOT/60/	D	DUPLICATE RECORD SERIES						
/DOT/60/	D001.	CITY OF L.A. TIME OFF/COMPENSATION REQUEST FILE (GEN 68) (DOT PAYROLL UNIT) FORM: GEN 68 RECORD TYPES:	TO+1		N	N	N	
/DOT/60/	D002.	CHANGE OF DAILY TIME & WORK REPORT (DT 148) (DOT PAYROLL UNIT) FORM: DT 148 RECORD TYPES:	TO+1		N	N	N	
/DOT/60/	D003.	CORRESPONDENCE AND MEMOS (ORIGINATOR) RECORD TYPES:	TO+0/05		N	N	N	
/DOT/60/	D004.	DAILY TIME SHEET FILE (5051) (DOT PAYROLL UNIT) FORM: 5051 RECORD TYPES:	TO+1		N	N	N	
/DOT/60/	D005.	DEPARTMENT OF TRANSPORTATION ORGANIZATION CHARTS (DOT ADMINISTRATIVE SERVICES DIV.) RECORD TYPES:	SU		N	N	N	
/DOT/60/	D006.	INTER/INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, NOTICES... (ORIGINATING OFFICE) RECORD TYPES:	SU		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: TRANSPORTATION/BUREAU OF PARKING ENFORCEMENT & INTERSECTION CONTROL

/DOT/60/ *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
/DOT/60/	D007.	PARKING MGMT INFORMATION SYSTEM (PMIS) COMPUTER PRINTOUTS (PARKING MANAGEMENT INFORMATION SYSTEM COMPUTER) RECORD TYPES:	SU		N N N
/DOT/60/	D008.	PUBLICATIONS & REFERENCE MATERIAL (ORIGINATOR; NON RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/60/	D009.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 60/61 RECORD TYPES:	SU+2		N N N
/DOT/60/	D010.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIV.; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DOT/60/	D011.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 48 RECORD TYPES:	AR+2		N N N
/DOT/60/	D012.	SUBJECT FILES (ORIGINATOR) RECORD TYPES:	TO+1		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: TRANSPORTATION/BUREAU OF PARKING ENFORCEMENT & INTERSECTION CONTROL
/DOT/60/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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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: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

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
/DOT/61/	D	DUPLICATE RECORD SERIES			
/DOT/61/	D001.	CORRESPONDENCE & SUBJECT FILE (ORIGINATING OFFICE) RECORD TYPES:	TO+1		N N N
/DOT/61/	D002.	CROSSING GUARD AUDIT REPORT FILE (DOT ACCOUNTING DIV.) RECORD TYPES:	TO+1		N N N
/DOT/61/	D003.	CROSSING GUARD CONTRACTS FILE (CITY CLERK) RECORD TYPES:	TO+1		N N N
/DOT/61/	D004.	CROSSING GUARD MONTHLY TIME SHEET FILE (DOT ACCOUNTING DIV.) RECORD TYPES:	TO+1		N N N
/DOT/61/	D005.	INTER/INTRA DEPT'L MANUALS, PUBL'NS, NOTICES, MEMOS,... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/61/	D006.	PARKING MGMT INFORMATION SYSTEM (PMIS) COMPUTER PRINTOUTS (PARKING MANAGEMENT INFORMATION SYSTEM COMPUTER) RECORD TYPES:	SU		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: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

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
/DOT/61/	D007.	PUBL'CONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (ORIGINATOR; NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOT/61/	D008.	RECORDS RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN. 60 & RECORD TYPES:	SU+2		N	N	N	
/DOT/61/	D009.	RECORDS TRANSFER LISTS (GEN. 62) (CITY CLERK RECORDS MANAGEMENT DIV.; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	
/DOT/61/	D010.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN. 48) (CITY CLERK RECORDS MANAGEMENT DIV.) FORM: GEN. 48 RECORD TYPES:	CL+1		N	N	N	
/DOT/61/	D011.	SPECIAL ENFORCEMENT INTER/INTRA DEPT'L CORRES & SUBJECT... (ADDRESSEE) RECORD TYPES:	TO+1		N	N	N	
/DOT/61/	D012.	SPECIAL ENFORCEMENT NOTICES, MEMOS, BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	TO+1		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: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

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
/DOT/61/	D013.	SPECIAL ENFORCEMENT VEHICLE IMPOUND IMMOBILIZATION FILE (DT 5010) (DOT AREA PARKING ENFORCEMENT OFFICES) FORM: DT 5010 RECORD TYPES:	TO+1		N N N
/DOT/61/	D014.	SPECIAL EVENTS DIVISION CORRESPONDENCE FILE (ORIGINATING OFFICE) RECORD TYPES: A-CORRESPONDENCE B-MEMOS C-COUNCIL MOTIONS	TO+1		N N N
/DOT/61/	D015.	SPECIAL EVENTS DIVISION OVERTIME HISTORY REPORT PRINTOUTS (INFORMATION SERVICES DEPT.) RECORD TYPES:	TO+0/03		N N N
/DOT/61/	D016.	SPECIAL OPERS. CITY OF LA TIME OFF COMPENSATION REQUEST FILE (GEN. 68) (DOT PAYROLL UNIT) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOT/61/	D017.	SPECIAL OPERATIONS CORRESPONDENCE & SUBJECT FILES (ADDRESSEE) RECORD TYPES:	TO+1		N N N
/DOT/61/	D018.	SPECIAL OPERATIONS CROSSING GUARDS FILE (CROSSING GUARD COORDINATOR) RECORD TYPES:	TO+1		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: TRANSPORTATION/SPECIAL OPERATIONS

/DOT/61/ *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			
/DOT/61/	D019.	SPECIAL OPERATIONS DAILY, WEEKLY, MONTHLY RECAPS (PARKING ENFORCEMENT BUREAU) RECORD TYPES:	TO+1		N	N	N	
/DOT/61/	D020.	SPECIAL OPERATIONS WEEKLY ACTIVITY REPORTS (PARKING ENFORCEMENT BUREAU) RECORD TYPES:	TO+1		N	N	N	
/DOT/61/	D021.	TRAINING DIVISION AREA BOUNDARY MAPS (LAPD) RECORD TYPES:	TO+1		N	N	N	
/DOT/61/	D022.	TRAINING DIVISION HANDOUT MATERIALS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOT/61/	D023.	TRAINING DIVISION PERSONNEL INFORMATION FILES (TRANSFER TO PERSONNEL SVS. DIV.) RECORD TYPES: A-CITY OF LA APPLICATION FOR EMPLOYMENT-PDR 1 B-DUTY CERTIFICATE-PDAS 43 C-OFFICE MEMOS-GEN. 53 D-PERSONNEL PRINTOUTS E-TIME REPORTS F-WORK SCHEDULE ASSIGNMENT	TE		N	N	N	
/DOT/61/	D024.	F-WORK SCHEDULE ASSIGNMENT TRAINING DIVISION POSITION DESCRIPTION FILE (PDES 3) (DOT PERSONNEL SERVICE DIVISION) FORM: PDES 3 RECORD TYPES:	TO+1		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: TRANSPORTATION/SPECIAL OPERATIONS
/DOT/61/

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			
/DOT/61/	D025.	TRAINING DIVISION SPECIAL EVENT FILE (SUB TIT. A/PKG ENFORCEMENT AREA OFFICE., SUB TIT. B/DOT PER SVCS.) RECORD TYPES: A-AREA DEPLOYMENT LISTS B-AREA ROSTERS C-TRAFFIC OFFICER SENIORITY	TO+1		N	N	N	
/DOT/61/	D026.	TRAINING DIVISION TIME REPORT FILE (DOT PAYROLL UNIT) RECORD TYPES:	TO+1		N	N	N	
/DOT/61/	D027.	TRAINING DIV. WATCH CMDR. GUIDE FOR CONTROL OF DISASTERS... (LAPD) RECORD TYPES:	SU		N	N	N	
/DOT/61/	D028.	SPECIAL OPERATIONS NOTICE TO CORRECT DEFICIENCIES FILE (FG 78) (DOT PERSONNEL SERVICES DIV.) FORM: FG 78 RECORD TYPES:	TO+2		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: TRANSPORTATION/BUREAU OF FRANCHISE REGULATIONS AND PARKING OPERATIONS

/DOT/62/ *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			
/DOT/62/	D	DUPLICATE RECORD SERIES						
/DOT/62/	D001.	CITY OF LOS ANGELES PARKING VIOLATIONS BUREAU A. Handheld Ticket Writer Tickets B. Hand Written Ticket Booklets (DT 5001)	TO+5	DO	N	N	N	
/DOT/62/	D002.	PARKING VIOLATIONS BUREAU / ACS (Affiliated Computer Services) A. Invoices	TO+5	OD	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: TRANSPORTATION/HABITUAL PARKING VIOLATOR SECTION
/DOT/63/

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
/DOT/63/	D	DUPLICATE RECORD SERIES			
/DOT/63/	D001.	INTER/INTRA DEPT'L MANUALS, PUBL'NS, NOTICES, MEMOS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/63/	D002.	PARKING MANAGEMENT INFO SYSTEM (PMIS) COMPUTER PRNTOUTS RECORD TYPES:	TO+0/01		N N N
/DOT/63/	D003.	PUBL'NS & REF. MATERIAL RECIEVED FROM OUTSIDE SOURCES (ORIGINATOR; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/63/	D004.	RECORDS RETENTION SCHEDULES (GEN60/GEN6) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN60/GEN6 RECORD TYPES:	SU+1		N N N
/DOT/63/	D005.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIVISION; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DOT/63/	D006.	REQUEST AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48)	CL+1		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"

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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: TRANSPORTATION/HABITUAL PARKING VIOLATOR SECTION
/DOT/63/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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(CITY CLERK, RECORDS MANAGEMENT DIVISION; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED)
 FORM: GEN 48 RECORD TYPES:

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: TRANSPORTATION/COMMUNICATIONS
/DOT/64/

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
/DOT/64/	D	DUPLICATE RECORD SERIES			
/DOT/64/	D001.	CHANGE OF DAILY TIME AND WORK REPORT (DOT PAYROLL UNIT) RECORD TYPES:	TO+1		N N N
/DOT/64/	D002.	CITY OF L.A. TIME OFF/COMPENSATION REQUEST FILE (GEN 68) (DOT PAYROLL UNIT) FORM: GEN 68 RECORD TYPES:	TO+1		N N N
/DOT/64/	D003.	CORRESPONDENCE AND SUBJECT FILES (ADDRESSEE) RECORD TYPES:	AR+2		N N N
/DOT/64/	D004.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS, NEWSLTRS (ORIGINATOR) RECORD TYPES:	SU		N N N
/DOT/64/	D005.	PAYROLL CORRECTION FILE (DT 148) (DOT PAYROLL UNIT) FORM: DT 148 RECORD TYPES:	TO+1		N N N
/DOT/64/	D006.	PAYROLL SUPPORT DOCUMENT FILE (ADM & MGMT SVCS DIV; PER DEPT WKRS COMP; CTR) RECORD TYPES:	TO+1		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: TRANSPORTATION/COMMUNICATIONS

/DOT/64/ *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
		A-CERTIFICATE OF JURY SERVICE B-CIVILIAN RETURN TO DUTY REPORT-PD GHSD C-CORRESPONDENCE D-DUTY CERTIFICATE E-EMPLOYEE REPORT OF OCCUPATIONAL ILLNESS OR INJURY-GEN 166 F-EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE-CO 205 G-MEDICAL CORRESPONDENCE H-MEDICAL INFORMATION CERTIFICATE I-RECORD OF EMPLOYEE STATUS CHANGE-DT 682 J-REQUEST FOR LEAVE OF ABSENCE-GEN 38 K-TRIAL JURY SUMMONS L-WORK SCHEDULE ASSIGNMENT SHEET			
/DOT/64/	D007.	PERSONNEL INFORMATION FILE (PER DEPT; DOT PER SVCS DIVISION) RECORD TYPES: A-APPLICATION FOR EMPLOYMENT B-ATTENDANCE RECORD C-CANDIDATE RATING FORM D-CORRESPONDENCE E-DISCIPLINARY PAY STATUS AGREEMENT F-EMPLOYEE EVALUATION REPORT-PDAS 28 G-FOLLOW UP REPORT ON PROBATIONARY EMPLOYEE-DT 968 H-NOTICE TO CORRECT DEFICIENCIES-GEN 78 I-REQUEST TO FILL VACANCY-DT 681 J-SICK LEAVE AUDIT REPORT K-SUMMARY OF CANDIDATES RATING-DT 3001 L-SUPERVISOR'S ATTENDANCE COUNSELING RECORD M-SUPERVISOR'S RESPONSE - SICK LEAVE DETAIL REPORT	TO+4		N N N
/DOT/64/	D008.	PUBL'CONS, REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (ORIGINATOR; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/64/	D009.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 60/61 RECORD TYPES:	SU+2		N N N
/DOT/64/	D010.	RECORDS TRANSFER LISTS (GEN 62)	CL		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: TRANSPORTATION/COMMUNICATIONS
/DOT/64/

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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(CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 62 RECORD TYPES:

/DOT/64/	D011.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MANAGEMENT DIV; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN 48 RECORD TYPES:	CL+1		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: TRANSPORTATION/CENTRAL PARKING ENFORCEMENT
/DOT/65 A-F/

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
/DOT/65 A-F	D	DUPLICATE RECORD SERIES			
/DOT/65 A-F	D001.	CORRESPONDENCE AND SUBJECT FILES (ADDRESSEE) RECORD TYPES:	AR+2		N N N
/DOT/65 A-F	D002.	DAILY CITATION RECAP RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D003.	DEPARTMENT OF TRANSPORTATION ORGANIZATION CHART (DOT ADMINISTRATIVE SERVICES DIV.) RECORD TYPES:	TO+5		N N N
/DOT/65 A-F	D004.	DRIVER TROUBLE REPORT (GS/FS 270) (DEPT. OF GEN. SERVICES - FLEET SERVICES) FORM: GS/FS 270 RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D005.	HIGH ACHIEVER REPORT (PARKING ENFORCEMENT BUREAU) RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D006.	INTER/INTRA DEPARTMENTAL MANUALS, PULICATIONS,... (ORIGINATING OFFICE) RECORD TYPES:	SU		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: TRANSPORTATION/CENTRAL PARKING ENFORCEMENT

/DOT/65 A-F/

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			
/DOT/65 A-F	D007.	MONTHLY RECAP REPORT (PARKING ENFORCEMENT BUREAU) RECORD TYPES:	TO+1		N	N	N	
/DOT/65 A-F	D008.	NUMBER OF CITATIONS REPORTED BY 13 CAO REPORTING PERIODS (PARKING ENFORCEMENT BUREAU) RECORD TYPES:	TO+1		N	N	N	
/DOT/65 A-F	D009.	PARKING MANAGEMENT INFORMATION SYSTEM COMPUTER PRINTOUTS (PARKING VIOLATIONS BUREAU) RECORD TYPES:	TO+0/05		N	N	N	
/DOT/65 A-F	D010.	PAYROLL VARIATION FORM (DT 148) (DOT PAYROLL UNIT) FORM: DT 148 RECORD TYPES:	TO+1		N	N	N	
/DOT/65 A-F	D011.	PEAK HOUR REPORT (PARKING ENFORCEMENT BUREAU) RECORD TYPES:	TO+1		N	N	N	
/DOT/65 A-F	D012.	PERSONNEL INFORMATION FILE (OFFICE OF THE CITY ATTORNEY; WORKERS' COMP; PERSONNEL DEPT...) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORT-FORM GEN. 88 B-DUTY CERTIFICATE-PDAS-43 C-EMPLOYEE EVALUATION REPORT-PDAS-28	TO+4		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: TRANSPORTATION/CENTRAL PARKING ENFORCEMENT
/DOT/65 A-F/

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
		D-INJURY OR ILLNESS-FORM GEN. 166 E-FOLLOW-UP REPORT ON PROBATIONARY EMPLOYEE-DT-968 F-NOTICE OF COMMENDATION-FORM GEN. 79 G-NOTICE OF CORRECT DEFICIENCIES-FORM GEN. 78			
/DOT/65 A-F	D013.	F-NOTICE OF COMMENDATION-FORM GEN. 79 PREFERENTIAL PARKING DISTRICT MAPS (OPM PREFERENTIAL PARKING SECTION) RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D014.	PUBLICATIONS & REFERENCE MATERIAL RECEIVE FORM OUTSIDE... (ORIGINATOR; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/65 A-F	D015.	RECORD OF EMPLOYEE STATUS CHANGE (DT 682) (DOT PERSONNEL SERVICES DIV.) FORM: DT 682 RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D016.	RECORDS RETENTION SCHEDULES (GEN. 60) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 60 RECORD TYPES:	SU+1		N N N
/DOT/65 A-F	D017.	RECORDS RETENTION SCHEDULES (GEN. 61) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN. 61 RECORD TYPES:	SU+1		N N N
/DOT/65 A-F	D018.	RECORDS TRANSFER LIST (GEN. A62) (CITY CLERK, RECORDS MANAGEMENT DIVISION; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED)	CL		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: TRANSPORTATION/CENTRAL PARKING ENFORCEMENT

/DOT/65 A-F/

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
FORM: GEN. A62 RECORD TYPES:					
/DOT/65 A-F	D019.	REPORTING DISTRICT STREET INDEX GUIDE (0069) (OPM PARKING MANAGEMENT ADMIN.) FORM: 0069 RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D020.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN. 48) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN. 48 RECORD TYPES:	TO+2		N N N
/DOT/65 A-F	D021.	SPECIAL EVENT LOG (OPM SPECIAL EVENTS SECTION) RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D022.	STATION - SPECIAL TIME REPORT (PARKING ENFORCEMENT BUREAU) RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D023.	STORES MULTI-USE FORM (GS/MM18508) (DOT MATERIAL CONTROL DIV.) FORM: GS/MM18508 RECORD TYPES:	TO+1		N N N
/DOT/65 A-F	D024.	STREET CLEANING MAPS (DEPT. OF PUBLIC WORKS, ST. MAINT DIV.) RECORD TYPES:	TO+1		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: TRANSPORTATION/CENTRAL PARKING ENFORCEMENT
/DOT/65 A-F/

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
/DOT/65 A-F	D025.	TIME OFF/COMPENSATION REQUEST (FORM GEN.) (DOT PAYROLL UNIT) FORM: FORM GEN. RECORD TYPES:	TO+1/05		N N N
/DOT/65 A-F	D026.	TIME REPORT (9005) (DOT PAYROLL UNIT) FORM: 9005 RECORD TYPES:	TO+1/05		N N N
/DOT/65 A-F	D027.	UNUSUAL OCCURRENCE LOG (PARKING ENFORCEMENT BUREAU) RECORD TYPES:	TO+2		N N N
/DOT/65 A-F	D028.	VEHICLE INVESTIGATION FORMS (LAPD 03.07) (LAPD - R & I DIVISION) FORM: LAPD 03.07 RECORD TYPES:	TO+1		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: TRANSPORTATION/VEHICLE INFORMATION PROCESSING UNIT
/DOT/66/

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
/DOT/66/	D	DUPLICATE RECORD SERIES			
/DOT/66/	D001.	CALIF LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)... (STATE OF CALIFORNIA CLETS COMPUTER SYSTEM) RECORD TYPES:	TO+0/01		N N N
/DOT/66/	D002.	INTER-INTRA DEPT'L MANUALS, PUBL'NS, NOTICES, MEMOS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/66/	D003.	PERSONNEL INFORMATION FILE (ATY; DOT PERSONNEL DIV. WORKERS COMP...) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORTS-GEN 88 B-EMPLOYEE EVALUATION REPORTS-PDAS 28 C-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 D-FOLLOW-UP REPORT OF PROBATIONARY EMPLOYEE-DT 968 E-NOTICE OF COMMENDATION-GEN 79 F-NOTICE TO CORRECT DEFICIENCIES-GEN 78 G-WORK SCHEDULE ASSIGNMENTS	TO+4		N N N
/DOT/66/	D004.	F-NOTICE TO CORRECT DEFICIENCIES-GEN 78 PUBL'NS & REF. MATERIAL RECEIVED FROM OUTSIDE SOURCES (ORIGINATOR; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/66/	D005.	RECORDS RETENTION SCHEDULES (GEN 60, 61) (CITY CLERK RECORDS MANAGEMENT DIVISION) FORM: GEN 60, 61 RECORD TYPES:	SU+2		N N N

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

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Records of: TRANSPORTATION/VEHICLE INFORMATION PROCESSING UNIT
/DOT/66/

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			
/DOT/66/	D006.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORDS MANAGEMENT DIVISION; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/DOT/66/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK RECORDS MANAGEMENT DIVISION) FORM: GEN 48 RECORD TYPES:	CL+1		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: TRANSPORTATION/TICKET ANALYSIS

/DOT/67/ *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
/DOT/67/	D	DUPLICATE RECORD SERIES			
/DOT/67/	D001.	ANNUAL WORK PROGRAM (CAO-25) (CITY ADMINISTRATIVE OFFICER) FORM: CAO-25 RECORD TYPES:	TO+2		N N N
/DOT/67/	D002.	BEAT MAPS (DOT - DISTRICT ENFORCEMENT OFFICE) RECORD TYPES:	SU		N N N
/DOT/67/	D003.	BUDGET RECORDS (CAO; DOT; GSD) RECORD TYPES: A-BUDGET REQUEST/REDUCTION PACKAGE-CAO-696B B-ORGANIZATION CHARTS C-REQUEST FOR CITY SEAL EXEMPTION-CAO-32 D-REQUEST FOR COMMUNICATION SERVICES-CAO-40 E-REQUEST FOR EQUIPMENT LIST DEVIATION-GEN-112	TO+5		N N N
/DOT/67/	D004.	CORRESPONDENCE AND SUBJECT FILES (ADDRESSEE) RECORD TYPES:	AR+1		N N N
/DOT/67/	D005.	INTER/INTRA DEPT'AL MANUALS, PUBL'NS, NOTICES, BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/67/	D006.	MEMORANDUMS OF UNDERSTANDING	SU		N N N

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

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Records of: TRANSPORTATION/TICKET ANALYSIS
/DOT/67/

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
(CITY ADMINISTRATIVE OFFICER) RECORD TYPES:					
/DOT/67/	D007.	PERSONNEL UTILIZATION REPORT (CAO-26) (CITY ADMINISTRATIVE OFFICER) FORM: CAO-26 RECORD TYPES:	TO+2		N N N
/DOT/67/	D008.	PUBL'NS & REF MATERIAL RECEIVED FROM OUTSIDE SOURCES (ORIGINATOR; NON RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/67/	D009.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N N N
/DOT/67/	D010.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIV.; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DOT/67/	D011.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 48 RECORD TYPES:	CL+1		N N N
/DOT/67/	D012.	STREET CLEANING MAPS (BUREAU OF STREET MAINTENANCE) RECORD TYPES:	SU		N N N

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Records of: TRANSPORTATION/ADMINISTRATION

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/DOT/70/	D	DUPLICATE RECORD SERIES			
/DOT/70/	D001.	BUDGET (CAO) (CITY ADMINISTRATIVE OFFICER) FORM: CAO RECORD TYPES: A-BUDGET REQUEST REDUCTION PKG.-696B B-CORRESPONDENCE-CAO C-PACKAGE RANKING-696C D-REVENUE ESTIMATE ANALYSIS E-REQ. CHG. ADD OR DELETE OF PROGRAM ELEMENT OR SUBACTIVITY	AR+3		N N N
/DOT/70/	D002.	EQUIPMENT REQUESTS/RECEIPTS (GENERAL SERVICES DEPT.) RECORD TYPES: A-CORRESPONDENCE B-INVOICES C-PURCHASE ORDER CHANGE-GS/S6 D-PURCHASE REQUISITION-GS/S1A E-STORES MULIT USE	AR+3		N N N
/DOT/70/	D003.	EMPLOYMENT AUTHORITY/APPROPRIATION (CITY ADMINISTRATIVE OFFICER) RECORD TYPES: A-CAO REPORTS-CAO 649/649A B-CORRESPONDENCE	AR+3		N N N
/DOT/70/	D004.	FACILITIES - GENERAL INFORMATION (ADDRESSEE) RECORD TYPES: A-CORRESPONDENCE	AR+3		N N N
/DOT/70/	D005.	FACILITIES - STATUS REPORT & COMMITTEE REPORTS (GENERAL SERVICES) RECORD TYPES:	AR+3		N N N

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/DOT/70/	D006.	FACILITIES - CENTRAL, 510 E. COMMERCIAL ST. (BLDG & SAFETY; ADDRESSEE; CITY CLERK; FIRE DEPT. GEN ...) RECORD TYPES: A-CORRECTION NOTICE-G-49 B-CORRESPONDENCE C-COUNCIL ACTION & COMTE. RPTS D-FIRE/LIFE SAFETY VIOLATION-F-340-C E-INITIAL STUDY & CHECKLIST-GEN 159 F-MUNICIPAL FACILITIES COMTE RPTS G-NEGATIVE DECLARATION-GEN 157 H-NOTICE OF DETERMINATION-GEN 156 I-ORDER TO COMPLY-CONS 20 J-REQUEST FOR ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION-COM 31 K-SITE PHOTOS & MAPS L-TRACT MAPS M-TRANSMITTAL-CAO 649D N-REPORT FROM CAO-CAO 649	AR+3		N N N
/DOT/70/	D007.	FACILITIES - CENTRAL, 1060 N. VIGNES (CITY PLANNING; GEN SERVICES, ADDRESSEE; CITY CLERK...) RECORD TYPES: A-ARCHITECTURAL PLANS, SITE MAPS, PLOT PLANS B-BUILDING LEASE C-BUILDING REPAIR OR SERVICE REQUESTS-GEN 113 D-COMMUNICATIONS REQUESTS-G.S. C-7 E-CORRESPONDENCE F-COUNCIL ACTION AND COMMITTEE REPORTS G-MUNICIPAL FACILITIES COMMITTEE REPORTS H-NEGATIVE DECLARATION-GEN 157 I-NOTICE OF DETERMINATION-GEN 156 J-PHOTOS K-REPORT FROM CAO-CAO 649 L-TRANSMITTAL-CAO 649D	AR+3		N N N
/DOT/70/	D008.	FACILITIES - HOLLYWOOD 6601 SANTA MONICA BLVD. (CITY PLANNING; GEN SERVICES; ADDRESSEE; CITY CLERK...) RECORD TYPES: A-ARCHITECTURAL PLANS/PLOT PLANS/MAPS B-BUILDING LEASE C-BUILDING REPAIR OR SERVICE REQUEST-GEN 113 D-COMMUNICATIONS REQUESTS-G.S. C-7 E-CORRESPONDENCE F-COUNCIL ACTION & COMMITTEE REPORTS G-MUNICIPAL FACILITIES COMMITTEE REPORTS H-NEGATIVE DECLARATION-GEN 157	AR+3		N N N

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		I-NOTICE OF DETERMINATION-GEN 156 J-PHOTOS K-POLICE PERMIT RENEWAL-C. CLK 1004 L-REPORT FROM CAO-CAO 649 M-TRANSMITTAL-CAO 649D			
/DOT/70/	D009.	FACILITIES - PIPER TECH OPM - 555 RAMIREZ (ADDRESSEE; CITY CLERK; CITY PLANNING; GEN SERVICES) RECORD TYPES: A-CORRESPONDENCE B-COUNCIL ACTION & COMMITTEE REPORTS C-FLOOR PLANS D-MUNICIPAL FACILITIES COMTE REPORTS E-SITE MAPS	AR+3		N N N
/DOT/70/	D010.	SOUTHERN - 7510 S. FIGUEROA (CITY PLANNING; GEN SERVICES: CITY CLERK; CAO...) RECORD TYPES: A-ARCHITECTURAL PLANS/PLOT PLANS/MAPS B-BUILDING LEASE C-BUILDING REPAIR OR SERVICE REQUEST-GEN 113 D-COMMUNICATIONS REQUESTS-G.S. C-7 E-CORRESPONDENCE F-COUNCIL ACTION & COMMITTEE REPORTS G-MUNICIPAL FACILITIES COMMITTEE REPORTS H-NEGATIVE DECLARATION-GEN 157 I-NOTICE OF DETERMINATION-GEN 156 J-PHOTOS K-POLICE PERMIT RENEWAL-C. CLK 1004 L-REPORT FROM CAO-CAO 649 M-REQ. FOR ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION-B&S COM 31 N-TRANSMITTAL-CAO 649D	AR+3		N N N
/DOT/70/	D011.	FACILITIES - WESTERN, 1845 S. PONTIUS (CITY PLANNING; GEN SERVICES; ADDRESSEE; CITY CLERK...) RECORD TYPES: A-ARCHITECTURAL PLANS/PLOT PLANS/MAPS B-BUILDING LEASE C-BUILDING REPAIR OR SERVICE REQUEST-GEN 113 D-COMMUNICATIONS REQUESTS-G.S. C-7 E-CORRESPONDENCE F-COUNCIL ACTION & COMMITTEE REPORTS G-MUNICIPAL FACILITIES COMMITTEE REPORTS H-PHOTOS I-POLICE PERMIT RENEWAL-C. CLK 1004 J-REPORT FROM CAO-CAO 649	AR+3		N N N

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/DOT/70/	D012.	K-REQ. FOR ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION-B&S COM 31 L-TRANSMITTAL-CAO 649D FACILITIES - PIPER TECH, OPM - 555 RAMIREZ (ADDRESSEE; CITY CLERK; CITY PLANNING; CAO) RECORD TYPES: A-CORRESPONDENCE B-COUNCIL ACTION & COMMITTEE REPORTS C-FLOOR PLANS	AR+3		N N N
/DOT/70/	D013.	TRANSMITTAL (CAO 649D) (CITY ADMINISTRATIVE OFFICER) FORM: CAO 649D RECORD TYPES:	AR+3		N N N
/DOT/70/	D014.	FACILITIES - WESTERN, 2055 SEPULVEDA & VICTORIA STATION (CITY PLANNING; GEN SERVICES; ADDRESSEE; CITY CLERK...) RECORD TYPES: A-ARCHITEC. PLANS/PLOT PLANS/SITE MAPS B-BUILDING LEASE C-BUILDING REPAIR OR SERVICE REQUEST-GEN 113 D-COMMUNICATIONS REQUESTS-G.S. C-7 E-CORRESPONDENCE F-COUNCIL ACTION & COMMITTEE REPORTS G-MUNICIPAL FACILITIES COMMITTEE REPORTS H-NEGATIVE DECLARATION-GEN 157 I-NOTICE OF DETERMINATION-GEN 156 J-PHOTOS K-POLICE PERMIT RENEWAL-C. CLK 1004 L-REPORT FROM CAO-CAO 649 M-REQUEST FOR ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION-COM 31 N-TRANSMITTAL-CAO 649D	AR+3		N N N
/DOT/70/	D015.	FACILITIES - WILSHIRE, 3450 WILSHIRE BLVD. (CITY PLANNING; GEN SERVICES; ADDRESSEE; CITY CLERK...) RECORD TYPES: A-ARCHITECTURAL PLANS/PLOT PLANS/MAPS B-BUILDING LEASE C-BUILDING REPAIR OR SERVICE REQUEST-GEN 113 D-COMMUNICATIONS REQUESTS-G.S. C-7 E-CORRESPONDENCE F-COUNCIL ACTION & COMMITTEE REPORTS G-MUNICIPAL FACILITIES COMMITTEE REPORTS H-NEGATIVE DECLARATION-GEN 157	AR+3		N N N

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		I-NOTICE OF DETERMINATION-GEN 156 J-PHOTOS K-POLICE PERMIT RENEWAL L-REPORT FROM CAO-CAO 649 M-REQUEST FOR ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION-COM 31 N-TRANSMITTAL-CAO 649D			
/DOT/70/	D016.	FACILITIES - VALLEY, 6100 WOODLEY AVENUE (CITY PLANNING; GEN SERVICES; ADDRESSEE; CITY CLERK...) RECORD TYPES: A-ARCHITECTURAL PLANS/PLOT PLANS/MAPS B-BUILDING LEASE C-BUILDING REPAIR OR SERVICE REQUEST-GEN 113 D-COMMUNICATIONS REQUESTS-G.S C-7 E-CORRESPONDENCE F-COUNCIL ACTION & COMMITTEE REPORTS G-MUNICIPAL FACILITIES COMMITTEE REPORTS H-NEGATIVE DECLARATION-GEN 157 I-NOTICE OF DETERMINATION-GEN 156 J-PHOTOS K-POLICE PERMIT RENEWAL-C. CLK 1004 L-REPORT FROM CAO-CAO 649 M-TRANSMITTAL-CAO 649D	AR+3		N N N
/DOT/70/	D017.	FACILITIES - VALLEY, 12544 SATICOY SOUTH (CITY PLANNING; GEN SERVICES; ADDRESSEE; CITY CLERK...) RECORD TYPES: A-ARCHITECTURAL PLANS/PLOT PLANS/SITE MAPS B-BUILDING LEASE C-BUILDING REPAIR OR SERVICE REQUEST-GEN 113 D-COMMUNICATIONS REQUESTS-G.S. C-7 E-CORRESPONDENCE F-COUNCIL ACTION & COMMITTEE REPORTS G-MUNICIPAL FACILITIES COMMITTEE REPORTS H-NEGATIVE DECLARATION-GEN 157 I-NOTICE OF DETERMINATION-GEN 156 J-PHOTOS K-POLICE PERMIT RENEWAL-C. CLK 1004 L-REPORT FROM CAO-CAO 649 M-TRANSMITTAL-CAO 649D	AR+3		N N N
/DOT/70/	D018.	FACILITIES - TRAILERS (BLDG & SAFETY; CITY PLANNING; ADDRESSEE; PUBLIC WORKS...) RECORD TYPES: A-CENTRAL - 510 E. COMMERCIAL B-VALLEY - 6100 WOODLEY AVENUE	AR+3		N N N

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		C-SOUTHERN - 7510 S. FIGUEROA						
/DOT/70/	D019.	MEMORANDA OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES: A-ADMINISTRATIVE B-BUILDING TRADES/SUPERV. BLDG TRADES C-CLERICAL D-PROF. ENGRG & SCIENTIFIC E-SAFETY/SECURITY F-SERVICEMEN & CRAFTSMEN G-SUPERV. BLUE COLLAR H-SUPERV. WHITE COLLAR I-TECHNICAL UNIT F-SERVICEMEN & CRAFTSMEN	AR+3		N	N	N	
/DOT/70/	D020.	MUNICIPAL CODE AMENDMENTS (CITY CLERK) RECORD TYPES: A-CORRESPONDENCE B-ORDINANCES C-AMENDMENTS	AR+3		N	N	N	
/DOT/70/	D021.	PERSONNEL APPOINTMENTS (PERSONNEL SERVICES DIVISION) RECORD TYPES: A-CORRESPONDENCE B-PRINTOUTS	AR+3		N	N	N	
/DOT/70/	D022.	PERSONNEL CORRESPONDENCE (PERSONNEL SERVICES DIVISION) RECORD TYPES:	AR+3		N	N	N	
/DOT/70/	D023.	PERSONNEL ELIGIBLE LISTS (PERSONNEL DEPARTMENT) RECORD TYPES:	AR+3		N	N	N	
/DOT/70/	D024.	PERSONNEL POSITION DESCRIPTIONS	AR+3		N	N	N	

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		(PERSONNEL DEPARTMENT) RECORD TYPES: A-ADMINISTRATIVE ASSISTANT B-CLERICAL C-PARKING ADMINISTRATOR D-PARKING ENFORCEMENT BUREAU E-PARKING MGMT. & REGULATIONS			
/DOT/70/	D025.	PERSONNEL - REQUESTS FOR CERTS & TRNG. (PERSONNEL SERVICES DIVISION) RECORD TYPES: A-RECORD OF EMPLOYEE STATUS CHG.-DT682 B-REQUEST FOR CERTIFICATION-DT681	AR+3		N N N
/DOT/70/	D026.	PERSONNEL - WORK SCHEDULES (PAYROLL DIVISION) RECORD TYPES: A-FORMAT FOR REPORTING WORK WEEK B-WORK SCHEDULE ASSIGNMENT FORM	AR+3		N N N
/DOT/70/	D027.	PHONE INSTALLATION (GENERAL SERVICES) RECORD TYPES: A-COMMUNICATIONS SERVICES REQUEST-GS/C7 B-TELEPHONE SERVICE REQUEST-GS/C3	AR+3		N N N
/DOT/70/	D028.	PURCHASE ORDERS/REQUISITIONS (GENERAL SERVICES) RECORD TYPES: A-PURCHASE ORDER FOR RADIO COMMUN. B-PURCHASE REQUISITIONS-GS/S1A C-REQ. FOR EQUIP. LIST DEVIATION-GEN 112 D-SUB PURCHASE ORDERS-GEN 9-5-75	AR+3		N N N
/DOT/70/	D029.	CLAIM FOR DAMAGES RECORD TYPES:	TO+2		N N N
/DOT/70/	D030.	CHRONOLOGICAL FILES RECORD TYPES:	TO+1		N N N

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/DOT/70/	D031.	CERTIFICATE OF DETERMINATION OF PROBABLE CAUSE (RESPONDENT) RECORD TYPES:	CL+2		N	N	N	
/DOT/70/	D032.	HEARING EXAMINERS REPORT/NOTICE OF DECISION (RESPONDENT) RECORD TYPES:	CL+2		N	N	N	
/DOT/70/	D033.	NOTICE OF DECISION FOR BOOT/TOW HEARING (RESPONDENT) RECORD TYPES:	CL+2		N	N	N	
/DOT/70/	D034.	STATEMENT OF RIGHTS & RESPONSIBILITIES (LOCKHEED/MARTIN) RECORD TYPES:	CL+2		N	N	N	
/DOT/70/	D035.	CORRESPONDENCE (ADDRESSEE) RECORD TYPES:	CL+2		N	N	N	
/DOT/70/	D036.	DOT BOOT/TOW DOCUMENTS (LOCKHEED/MARTIN) RECORD TYPES:	CL+2		N	N	N	

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/DOT/70/	D037.	MUNICIPAL COURT DOCUMENTS RECORD TYPES: A-ORDER DISMISSING APPEAL B-CLERKS NOTICE OF DEFAULT RE APPEAL CIV M-304 C-NOTICE OF APPEAL 6N615R3-CI 49 D-NOTICE OF DECISION PARKING APPEAL CIV M-1007 E-NOTICE OF APPEALS - PARKING CIV M-1005 F-PROOF OF SERVICE OF NOTICE OF APPEAL - PARKING CIV M-1006	CL+2		N	N	N		
/DOT/70/	D038.	ATTORNEY INVOICES (DOT ACCOUNTING) RECORD TYPES:	CL+3		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"

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 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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Records of: TRANSPORTATION/PROCESSING & INFORMATION SERVICES DIVISION

/DOT/71/ *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
/DOT/71/	D	DUPLICATE RECORD SERIES			
/DOT/71/	D001.	CITATION ISSUANCE FILES (TICKET ANALYSIS; PARKING MANAGEMENT INFORMATION SYSTEM COMPUTER) RECORD TYPES: A-CITATIONS ISSUED REPORT PARKING MANAGEMENT INFO. SYSTEM B-REPORTS (PMIS)	TO+2		N N N
/DOT/71/	D002.	CITATION REVENUE DEPOSIT REPORT (DOT-ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOT/71/	D003.	CITY OF LOS ANGELES STORES MULTI USE FORM (GS/MM) (DOT MATERIAL CONTROL DIVISION; GENERAL STORES) FORM: GS/MM RECORD TYPES:	TO+2		N N N
/DOT/71/	D004.	CITY OF LOS ANGELES REQUEST FILE (GEN. 68) (DOT ADMINISTRATIVE & MANAGEMENT SERVICES DIVISION) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOT/71/	D005.	CHANGE OF DAILY TIME AND WORK REPORT FILE (DT 148) (ADMINISTRATIVE & MANAGEMENT SERVICES DIVISION) FORM: DT 148 RECORD TYPES:	TO+1		N N N
/DOT/71/	D006.	CORRESPONDENCE & SUBJECT FILE (ADDRESSEE) RECORD TYPES:	AR+2		N N N

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Records of: TRANSPORTATION/PROCESSING & INFORMATION SERVICES DIVISION

/DOT/71/ **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
/DOT/71/	D007.	DAILY TIME SHEET FILE (5051) (ADMINISTRATIVE & MANAGEMENT SERVICES DIVISION) FORM: 5051 RECORD TYPES:	TO+0/05		N N N
/DOT/71/	D008.	DEPARTMENT OF TRANSPORTATION ORGANIZATION CHARTS (DEPARTMENT OF TRANSPORTATION; ADMINISTRATIVE SERVICE DIVISION) RECORD TYPES:	SU		N N N
/DOT/71/	D009.	DRIVER TROUBLE REPORT (GS/FS 270) (DEPARTMENT OF GENERAL SERVICES; FLEET SERVICES DIVISION) FORM: GS/FS 270 RECORD TYPES:	SU		N N N
/DOT/71/	D010.	INTER/INTRA DEPT'AL MANUALS, PUBL'NS NOTICES, MEMOS,... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/71/	D011.	LEGISLATION FILES (OFFICE OF THE CHIEF LEGISLATIVE ANALYST) RECORD TYPES:	TO+2		N N N
/DOT/71/	D012.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

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/DOT/71/ *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
/DOT/71/	D013.	PARKING MANAGEMENT INFORMATION SYSTEM PRINTOUTS (PARKING MANAGEMENT INFORMATION SYSTEM COMPUTER) RECORD TYPES:	SU		N N N
/DOT/71/	D014.	PAYROLL SUPPORT DOCUMENT FILE (ADMINISTRATIVE & MANAGEMENT DIV; PERSONNEL DEPT; WORKERS COMP...) RECORD TYPES: A-CERTIFICATE OF JURY SERVICE B-CIVILIAN RETURN TO DUTY REPORT-PD GHSD C-CORRESPONDENCE D-DUTY CERTIFICATE E-EMPLOYEE REPORT OF OCCUPATIONAL ILLNESS OR INJURY-GEN. 166 F-MEDICAL CORRESPONDENCE G-MEDICAL INFORMATION CERTIFICATE-GEN. 91 H-RECORD OF EMPLOYEE STATUS CHANGE-DT 682 I-REQUEST FOR LEAVE OF ABSENCE-GEN. 38 J-TRIAL JURY SUMMONS K-WORK SCHEDULE ASSIGNMENT SHEET	TO+0/05		N N N
/DOT/71/	D015.	PERSONNEL INFORMATION FILE (PERSONNEL DEPARTMENT; DOT PERSONNEL SERVICE DIV...) RECORD TYPES: A-APPLICATION FOR EMPLOYMENT B-ATTENDANCE RECORD C-CANDIDATE RATING FORM D-CORRESPONDENCE E-DISCIPLINARY PAY STATUS AGREEMENT F-EMPLOYEE EVALUATION REPORT-PDAS 28 G-FOLLOW UP REPORT ON PROBATIONARY EMPLOYEE-DT-968 H-NOTICE TO CORRECT DEFICIENCIES-GEN.78 I-SICK LEAVE AUDIT REPORT J-SUMMARY OF CANDIDATES RATING-DT-3001 K-SUPERVISOR'S ATTENDANCE COUNSELLING RECORD L-SUPERVISOR'S RESPONSE - SICK LEAVE DETAIL REPORT	TO+4		N N N
/DOT/71/	D016.	PMIS MULTI OWNER SUMMARY REPORT (PARKING MANAGEMENT INFORMATION SYSTEM COMPUTER) RECORD TYPES:	TO+0/01		N N N

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Records of: TRANSPORTATION/PROCESSING & INFORMATION SERVICES DIVISION

/DOT/71/ *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
/DOT/71/	D017.	PMIS OPEN TICKET REPORTS (PARKING MANAGEMENT INFORMATION SYSTEM COMPUTER) RECORD TYPES:	TO+0/02		N N N
/DOT/71/	D018.	PUBL'NS & REF. MATERIAL RECEIVED FORM OUTSIDE SOURCES (ORIGINATOR; NON-RECORD MATERIAL.) RECORD TYPES:	AR		N N N
/DOT/71/	D019.	RECORDS RETENTION SCHEDULES (GEN.60 GEN) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN.60 GEN RECORD TYPES:	SU+2		N N N
/DOT/71/	D020.	RECORDS TRANSFER LISTS (GEN.62) (CITY CLERK, RECORDS MANAGEMENT DIVI; DESTORY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN.62 RECORD TYPES:	CL		N N N
/DOT/71/	D021.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN. 48) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN. 48 RECORD TYPES:	CL+1		N N N
/DOT/71/	D022.	REVENUE DISTRIBUTION REPORT (DOT-ACCOUNTING DIVISION) RECORD TYPES:	TO+2		N N N
/DOT/71/	D023.	REVENUE DISTRIBUTION REPORT L. A. MUNICIPAL COURT	TO+2		N N N

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Records of: TRANSPORTATION/PROCESSING & INFORMATION SERVICES DIVISION
/DOT/71/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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(PROCESSING & INFORMATION SERVICES DIVISION PARKING SYSTEM COORDINATOR) RECORD TYPES:

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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Records of: TRANSPORTATION/REGULATIONS ANALYSIS SECTION

/DOT/72/ *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			
/DOT/72/	D	DUPLICATE RECORD SERIES						
/DOT/72/	D001.	COMPLAINT AND INVESTIGATION FORMS (PARKING VIOLATIONS BUREAU) RECORD TYPES:	TO+2		N	N	N	
/DOT/72/	D002.	COMPUTER PRINTOUTS (INFORMATION SERVICES DIV. COMPUTER SYSTEM) RECORD TYPES:	TO+0/05		N	N	N	
/DOT/72/	D003.	FOLIAGE TRIMMING REQUEST (DT 685) (DOT - BUREAU OF ADMINISTRATIVE SERVICES) FORM: DT 685 RECORD TYPES:	TO+1		N	N	N	
/DOT/72/	D004.	INTER/INTRA DEPT'L MANUALS, PUBL'NS, NOTICES, MEMOS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOT/72/	D005.	PUBL'NS & REF MATERIAL RECEIVED FROM OUTSIDE SOURCES (ORIGINATOR; NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOT/72/	D006.	RECORDS RETENTION SCHEDULES (GEN 60/GEN) (CITY CLERK - RECORDS MANAGEMENT DIV.) FORM: GEN 60/GEN RECORD TYPES:	SU+2		N	N	N	

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Records of: TRANSPORTATION/REGULATIONS ANALYSIS SECTION

/DOT/72/ *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			
/DOT/72/	D007.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK - RECORDS MANAGEMENT DIV; DESTROY AFTER ALL RECORDS HAVE BEEN DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/DOT/72/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK - RECORDS MANAGEMENT DIV) FORM: GEN 48 RECORD TYPES:	CL+1		N	N	N	
/DOT/72/	D009.	WORK ORDERS GOLDENROD COPY (DT 999 7R-) (DOT - BUREAU OF ADMINISTRATIVE SERVICES) FORM: DT 999 7R- RECORD TYPES:	TO+2		N	N	N	

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

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Records of: TRANSPORTATION/PREFERENTIAL PARKING

/DOT/73/ *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		
/DOT/73/	D	DUPLICATE RECORD SERIES					
/DOT/73/	D001.	CORRESPONDENCE AND SUBJECT FILES OUTGOING (ADDRESSEE) RECORD TYPES:	AR+2		N	N	N
/DOT/73/	D002.	INTER/INTRA DEPARTMENTAL PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N
/DOT/73/	D003.	PARKING MANAGEMENT INFO SYSTEM COMPUTER PRINTOUTS (PARKING VIOLATIONS BUREAU) RECORD TYPES:	TO+0/05		N	N	N
/DOT/73/	D004.	PUBL'NS & REF MATERIAL RECEIVED FROM OUTSIDE SOURCES (ORIGINATOR; NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N
/DOT/73/	D005.	RECORDS RETENTION SCHEDULES (GEN 60/ GE) (CITY CLERK RECORDS MANAGEMENT DIVISION) FORM: GEN 60/ GE RECORD TYPES:	SU+2		N	N	N
/DOT/73/	D006.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORDS MGMT DIV; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN 62	CL		N	N	N

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Records of: TRANSPORTATION/PREFERENTIAL PARKING

/DOT/73/ *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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RECORD TYPES:

/DOT/73/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK RECORDS MGMT DIV.) FORM: GEN 48 RECORD TYPES:	CL+1		N N N
/DOT/73/	D008.	WORK ORDERS (DT-999) (DOT SCHEDULING, COORDINATION) FORM: DT-999 RECORD TYPES:	TO+4		N N N

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Records of: TRANSPORTATION/METER REPAIR & MAINTENANCE
/DOT/74/

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
/DOT/74/	D	DUPLICATE RECORD SERIES			
/DOT/74/	D001.	CITY OF L. A. STORES MULTI-USE FORM (GS/MM1 DS7) (DOT MATERIAL CONTROL) FORM: GS/MM1 DS7 RECORD TYPES:	TO+1		N N N
/DOT/74/	D002.	CORRESPONDENCE & SUBJECT FILES (ADDRESSEE) RECORD TYPES:	AR+2		N N N
/DOT/74/	D003.	GENERAL WORK ORDERS (DT 301) (DOT - COORDINATION SECTION) FORM: DT 301 RECORD TYPES:	TO+1		N N N
/DOT/74/	D004.	INTER/INTRA DEPT'L MANUALS, PUBL'NS, NOTICES, MEMOS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/74/	D005.	PARKING METER TRANSFER FILES (DT 291) (DOT - ACCOUNTING DIVISION) FORM: DT 291 RECORD TYPES:	TO+1		N N N
/DOT/74/	D006.	PUBL'NS & REF MATERIAL RECEIVED FROM OUTSIDE SOURCES (ORIGINATOR; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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Records of: TRANSPORTATION/METER REPAIR & MAINTENANCE

/DOT/74/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/DOT/74/	D007.	RECORDS RETENTION SCHEDULES (GEN 61/GEN) (CITY CLERK RECORDS MANAGEMENT DIVISION) FORM: GEN 61/GEN RECORD TYPES:	SU+2		N N N
/DOT/74/	D008.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORDS MANAGEMENT DIV.; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DOT/74/	D009.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK RECORDS MANAGEMENT DIVISION) FORM: GEN 48 RECORD TYPES:	CL+1		N N N

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

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Records of: TRANSPORTATION/PARKING METER MANAGEMENT
/DOT/75/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOT/75/	D	DUPLICATE RECORD SERIES			
/DOT/75/	D001.	CONTRACT FILES (DOT - MATERIAL CONTROL DIV.) RECORD TYPES:	TO+3		N N N
/DOT/75/	D002.	DEPARTMENT OF TRANSPORTATION ORGANIZATION CHARTS (DOT - ADMINISTRATIVE SERVICES DIV.) RECORD TYPES:	SU		N N N
/DOT/75/	D003.	INTER/INTRA DEPART'AL MANUALS, BULLETINS, NOTICES, NEWSLTRS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/75/	D004.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/DOT/75/	D005.	METER PLANNING REPORTS (METER PLANNING SECTION) RECORD TYPES:	TO+1		N N N
/DOT/75/	D006.	METER REPAIR PERIOD REPORTS (METER REPAIR AND MAINTENANCE SECTION) RECORD TYPES:	TO+1		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: TRANSPORTATION/PARKING METER MANAGEMENT

/DOT/75/ *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			
/DOT/75/	D007.	METER REVENUE FILES (METER SECURITY SECTION) RECORD TYPES:	TO+1		N	N	N	
/DOT/75/	D008.	METER SECURITY REPORTS (METER SECURITY SECTION) RECORD TYPES:	TO+1		N	N	N	
/DOT/75/	D009.	NOTICES, NEWSLETTER, MEMOS (ORIGINATING OFFICE) RECORD TYPES:	TO+5		N	N	N	
/DOT/75/	D010.	PARKING MANAGEMENT INFORMATION SYSTEM COMPUTER PRINTOUTS (PARKING MANAGEMENT INFORMATION COMPUTER SYSTEM) RECORD TYPES:	TO+0/03		N	N	N	
/DOT/75/	D011.	PARKING METER SECURITY CRIME REPORTS - YEARLY (L.A.P.D.) RECORD TYPES:	TO+5		N	N	N	
/DOT/75/	D012.	PARKING METER SECURITY DAILY MISCELLANEOUS BAGS (DOT - ACCOUNTING DIV.) 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
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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: TRANSPORTATION/PARKING METER MANAGEMENT

/DOT/75/ *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
/DOT/75/	D013.	PARKING METER SECURITY FEDERAL ARMORED EXPRESS BILLINGS (DOT ACCOUNTING DIV.) RECORD TYPES:	TO+3		N N N
/DOT/75/	D014.	PARKING METER SECURITY MONTHLY PRODUCTION REPORT (DOT - PARKING MANAGEMENT ADMINISTRATION) RECORD TYPES:	TO+5		N N N
/DOT/75/	D015.	PARKING METER SECURITY ORDERS FOR MATERIAL OR EQUIPMENT (DOT - MATERIAL CONTROL DIV.) RECORD TYPES: A-PURCHASE ORDER-DS-2 B-PURCHASE REQUISITION-DS-1A C-STORE MULTI-USE FORM-GS/MM1	TO+2		N N N
/DOT/75/	D016.	PKG. METER SECURITY ORDER FOR SUPPLIES - STORES MULTI USE... (GS/MM1) (DOT - MATERIAL CONTROL DIV.) FORM: GS/MM1 RECORD TYPES:	TO+2		N N N
/DOT/75/	D017.	PARKING METER SECURITY POSITION DESCRIPTION (PERSONNEL DEPARTMENT) RECORD TYPES:	TO+0/05		N N N
/DOT/75/	D018.	PARKING METER SECURITY REVENUE REPORT (DOT - OPM ADMINISTRATIVE OFF.) RECORD TYPES:	TO+5		N N N
/DOT/75/	D019.	PARKING METER SECURITY WATCH COMMANDERS REPORT	TO+3		N N N

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Departmental Records Disposition Schedule
Duplicate Records

Records of: TRANSPORTATION/PARKING METER MANAGEMENT

/DOT/75/ *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
(DOT - OPM ADMINISTRATIVE OFF.) RECORD TYPES:					
/DOT/75/	D020.	PERSONNEL FILES - SECTIONAL (DOT - PERSONNEL SERVICES DIV; TRANSFER TO PERSONNEL SERVICES DIV.) RECORD TYPES: A-CHANGE OF STATUS-GEN 43 B-EMPLOYEE EVALUATION REPORT-PDAS 528 C-TIME OFF COMPENSATION REQUEST-GEN 43	TE		N N N
/DOT/75/	D021.	PUBL'NS & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (ORIGINATING OFFICE; NON-RECORD MATERIAL) RECORD TYPES:	SU		N N N
/DOT/75/	D022.	PURCHASE ORDER FILES (DOT - MATERIAL CONTROL DIV.) RECORD TYPES:	TO+3		N N N
/DOT/75/	D023.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 60/61 RECORD TYPES:	SU+2		N N N
/DOT/75/	D024.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIV.; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DOT/75/	D025.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 48 RECORD TYPES:	CL+1		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: TRANSPORTATION/PARKING METER MANAGEMENT

/DOT/75/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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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: TRANSPORTATION/OFF-STREET PARKING DIVISION
/DOT/76/

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
/DOT/76/	D	DUPLICATE RECORD SERIES			
/DOT/76/	D001.	COMMUNITY PLANS (DEPT. OF CITY PLANNING) RECORD TYPES:	SU		N N N
/DOT/76/	D002.	ELECTRIC BILLINGS (DOT ACCOUNTING DIVISION) RECORD TYPES:	TO+5		N N N
/DOT/76/	D003.	HOLLYWOOD PARKING REVENUE (DOT ACCOUNTING DIVISION) RECORD TYPES:	TO+3		N N N
/DOT/76/	D004.	INTER/INTRA DEPT'L MANUALS, PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOT/76/	D005.	LEASES FOR OPERATIONS (VARIOUS) RECORD TYPES:	TO+5		N N N
/DOT/76/	D006.	PUBL'NS & REFERENCE LEASES FOR DEVELOPMENT RECORD TYPES:	PE		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: TRANSPORTATION/OFF-STREET PARKING DIVISION
/DOT/76/

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
/DOT/76/	D007.	LEASE REVENUE REPORTS (DOT ACCOUNTING DIVISION) RECORD TYPES:	TO+5		N N N
/DOT/76/	D008.	PARKING METER MAINTENANCE (PARKING METER SHOP) RECORD TYPES:	TO+5		N N N
/DOT/76/	D009.	PARKING STUDY CONTRACTS (CITY CLERK'S OFFICE) RECORD TYPES:	TO+10		N N N
/DOT/76/	D010.	PMIS COMPUTER PRINTOUTS (PARKING MANAGEMENT INFO SYSTEM (PMIS) PC SYSTEM) RECORD TYPES:	SU		N N N
/DOT/76/	D011.	PUBL'NS & REF MATERIAL RECEIVED FROM OUTSIDE SOURCES (ORIGINATOR; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOT/76/	D012.	RECORDS RETENTION SCHEDULES (GEN 60/GEN) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 60/GEN RECORD TYPES:	SU+2		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: TRANSPORTATION/OFF-STREET PARKING DIVISION
/DOT/76/

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
/DOT/76/	D013.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIV; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DOT/76/	D014.	RECREATION & PARK LANDSCAPE MAINTENANCE (DEPARTMENT OF RECREATION & PARKS) RECORD TYPES:	TO+8		N N N
/DOT/76/	D015.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 61 & 4) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 61 & 4 RECORD TYPES:	CL+1		N N N
/DOT/76/	D016.	WATER BILLINGS (DOT ACCOUNTING DIVISION) RECORD TYPES:	TO+5		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: TRANSPORTATION/PARKING OPERATIONS SUPPORT AND ADJUDICATION
/DOT/77/

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			
/DOT/77/	D	DUPLICATE RECORD SERIES						
/DOT/77/	D001.	ACS HEARING LOGS A. Daily Hearing Transmittal Log B. Mail in Declaration Docket C. Daily in Person Hearing Calendar D. Reschedules Hearing Log E. Hearing Delivery Log		DO	N	N	N	
/DOT/77/	D002.	OFFICE ADMINISTRATION FILES A. Purchase Order / Purchase Requisition B. Office Supply Packing Slip / Receipt C. Office Machine Supply Order / Invoice / Receipt D. Office Machine Repair Order / Invoice / Receipt		DO	N	N	N	

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City of Los Angeles

April 28, 2016

Department Records Disposition Schedules **LOS ANGELES HARBOR DEPARTMENT**

Schedule Number Department Name

/HDX/	LOS ANGELES HARBOR DEPARTMENT
/HDX/01/	LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING
/HDX/02/	LOS ANGELES HARBOR DEPARTMENT / BOARD OF HARBOR COMMISSIONERS
/HDX/03/	LOS ANGELES HARBOR DEPARTMENT / CITY ATTORNEY
/HDX/04/	LOS ANGELES HARBOR DEPARTMENT / ENGINEERING
/HDX/05/	LOS ANGELES HARBOR DEPARTMENT / ENVIRONMENTAL MANAGEMENT
/HDX/06/	LOS ANGELES HARBOR DEPARTMENT / EXECUTIVE DIRECTOR/MANAGEMENT
/HDX/07/	LOS ANGELES HARBOR DEPARTMENT / FISHING VESSEL SECTION
/HDX/08/	LOS ANGELES HARBOR DEPARTMENT / COMMUNITY RELATIONS
/HDX/09/	LOS ANGELES HARBOR DEPARTMENT / INFORMATION TECHNOLOGY
/HDX/10/	LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/11/	LOS ANGELES HARBOR DEPARTMENT / MANAGEMENT SERVICES
/HDX/12/	LOS ANGELES HARBOR DEPARTMENT / MARINA OPERATIONS
/HDX/13/	LOS ANGELES HARBOR DEPARTMENT / MARKETING
/HDX/14/	LOS ANGELES HARBOR DEPARTMENT / HUMAN RESOURCES
/HDX/15/	LOS ANGELES HARBOR DEPARTMENT / PLANNING & STRATEGY
/HDX/16/	LOS ANGELES HARBOR DEPARTMENT / PORT PILOT
/HDX/17/	LOS ANGELES HARBOR DEPARTMENT / PORT WARDEN
/HDX/18/	LOS ANGELES HARBOR DEPARTMENT / REAL ESTATE
/HDX/19/	LOS ANGELES HARBOR DEPARTMENT / CONTRACTS & PURCHASING
/HDX/20/	LOS ANGELES HARBOR DEPARTMENT / RISK MANAGEMENT
/HDX/21/	LOS ANGELES HARBOR DEPARTMENT / WHARFINGER

Schedule Number ***Department Name***

/HDX/22/	LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION MANAGEMENT
/HDX/23/	LOS ANGELES HARBOR DEPARTMENT / FINANCIAL MANAGEMENT
/HDX/24/	LOS ANGELES HARBOR DEPARTMENT / DEBT & TREASURY
/HDX/25/	LOS ANGELES HARBOR DEPARTMENT / HOMELAND SECURITY DIVISION

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

/HDX/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	
/HDX/01/	O	ORIGINAL RECORDS								
/HDX/01/	O001.	LEDGER MASTERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11			N	N	N	
/HDX/01/	O002.	STORES DISTRIBUTION (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			N	N	N	
/HDX/01/	O003.	SHOP OVERHEAD INC. SHOP PROOF LISTING. (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5			N	N	N	
/HDX/01/	O004.	PAYROLL OVERTIME RECAP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11			N	N	N	
/HDX/01/	O005.	BACKUP (WHARFAGE) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8			N	N	N	
/HDX/01/	O006.	DAYBILL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			N	N	N	
/HDX/01/	O007.	UNVERIFIED WHARFAGE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			N	N	N	
/HDX/01/	O008.	BILLING MASTER CHANGES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6			N	N	N	
/HDX/01/	O009.	ACCOUNTS RECEIVABLE BILLING REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			N	N	N	
/HDX/01/	O010.	MEMO BILLING (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8			N	N	N	
/HDX/01/	O011.	MONTHLY BILLING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8			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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING
/HDX/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
/HDX/01/	0012.	DAILY TOTAL CONTROL SHEETS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	0013.	DEFERRED REVENUE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	0014.	COMPARATIVE STATEMENT OF CASH (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	0015.	DEMAND BUDGET - DIST. DETAIL RECAP & PROOF (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	0016.	DEMAND REQ. - PROOF BY DEMAND G/L DEMAND (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	0017.	ANALYSIS OF PAYROLL LABOR DIST. COSTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+12		N	N	N	
/HDX/01/	0018.	BOOK OVERTIME (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+12		N	N	N	
/HDX/01/	0019.	GENERAL LEDGER - ACCOUNTS PAYABLE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	0020.	PO'S - OPEN, YEARLY, TRANSMITTALS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+1	TE+3		N	N	N	
/HDX/01/	0021.	MISCELLANEOUS LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	0022.	EXPENSE LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	0023.	CLASS CODE RECAP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N	

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Departmental Records Disposition Schedule
Original Records

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

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			Office	Total		V	H	C L
/HDX/01/	0024.	STATEMENT OF CONDITIONS OF APPROPRIATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N
/HDX/01/	0025.	CONSTRUCTION WORK ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	0026.	JOB LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	0027.	PAYROLL WORKSHEETS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11		N	N	N
/HDX/01/	0028.	ARB (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/01/	0029.	CASH RECEIPTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/01/	0030.	ACCOUNTS RECEIVABLE TRANSMITTAL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N
/HDX/01/	0031.	ADVANCE MONTHLY BILLING (INVOICES) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N
/HDX/01/	0032.	REVENUE BY TENANTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/01/	0033.	TRAVEL AUTHORITY (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/01/	0034.	LAHIC (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+7		N	N	N
/HDX/01/	0035.	I.C.T.F.	TO+4	TO+7		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

/HDX/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 Code	Record Type			
			Office	Total		V	H	C	L
		(RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:							
/HDX/01/	O036.	AFE REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/01/	O037.	INTERNAL DEMANDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O038.	PO REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N	
/HDX/01/	O039.	GENERAL LEDGER - DETAIL AND ACCOUNTS PAYABLE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/01/	O040.	JV REGISTER AND PROOF LISTING (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11		N	N	N	
/HDX/01/	O041.	PAID INVOICES - ACCOUNTS PAYABLE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O042.	PAID PURCHASE ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/01/	O043.	PAYROLL PAYMENT RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N	
/HDX/01/	O044.	TIME CARDS AND TIME SHEETS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N	
/HDX/01/	O045.	TRIAL BALANCES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O046.	GENERAL LEDGERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
	O047.	FINANCIAL REPORTS	PE	PE		N	N	N	

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Departmental Records Disposition Schedule
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/HDX/01/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total		V	H	C	L
/HDX/01/		(RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:							
/HDX/01/	0048.	BILLING INVOICES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	0049.	REMITTANCE ADVICES - ALPHA FILE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N	
/HDX/01/	0050.	STORES ORDER REPORTS (RECAPS, PROOFS, REGISTER) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N	
/HDX/01/	0051.	BUDGET PAYROLL RPTS. (PROOF LISTING, RECAPS, DISTRIBUTION) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N	
/HDX/01/	0052.	BUDGET AUTHORITY REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N	
/HDX/01/	0053.	BILLING RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	0054.	PAYMENT VOUCHERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	0055.	BILLING (WHARFAGE) STATEMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N	
/HDX/01/	0056.	GENERAL LEDGER - SUBSIDIARY LEDGERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N	
/HDX/01/	0057.	BUDGET SUB-LEDGERS REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	0058.	BUDGET LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE		N	N	N	

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			Office	Total		V	H	C	L
/HDX/01/	O059.	WORK ORDER LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/01/	O060.	MAINTENANCE WORK ORDER LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/01/	O061.	BUDGET JOURNAL VOUCHER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N	
/HDX/01/	O062.	GENERAL LEDGER - JOURNAL VOUCHER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N	
/HDX/01/	O063.	BILLING AWO'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O064.	PURCHASE RECEIPTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N	
/HDX/01/	O065.	CASH REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O066.	BILLING PAID BILLS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O067.	REVENUE STATISTICS REPORT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O068.	ACCOMMODATION WORK ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O069.	DEPRECIATION RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
/HDX/01/	O070.	PROPERTY LEDGERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	

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

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			Office	Total	Code	V	H	C L
/HDX/01/	0071.	PROPERTY SCHEDULES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/01/	0072.	BILLING CONTRACT FILES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/01/	0073.	TAX REVENUE CALL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/01/	0074.	CONTRACTS AND PERMITS (GENERAL) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+5	PE		N	N	N
/HDX/01/	0075.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N
/HDX/01/	0076.	MINUTES OF STAFF MEETINGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10		N	N	N
/HDX/01/	0077.	TRAVEL AUTHORITY AND EXPENSE REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N
/HDX/01/	0078.	RECEIVING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/01/	0079.	PURCHASE ORDERS/REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/01/	0080.	PERSONAL SERVICE AGREEMENT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+5	PE		N	N	N
/HDX/01/	0081.	EQUIPMENT RENTALS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N

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Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

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

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			Office	Total		V	H	C L
/HDX/01/	0082.	PAYROLL INTERNAL DEMANDS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+8		N	N	N
/HDX/01/	0083.	OUTSTANDING PO'S (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+1	TE+7		N	N	N
/HDX/01/	0084.	TENANT (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE		N	N	N
/HDX/01/	0085.	TENANT GROSS RECEIPT REPORTS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE		N	N	N
/HDX/01/	0086.	POLICIES/PROCEDURES (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15		N	N	N
/HDX/01/	0087.	LAHD INSURANCE (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N
/HDX/01/	0088.	CREDIT CARDS (VISA, TELEPHONE) (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+2	PE		N	N	N
/HDX/01/	0089.	CASH RECEIPTS - LOCKBOX RECORD TYPES:	TO+4	TO+14		N	N	N
/HDX/01/	0090.	CASH RECEIPTS OVER THE COUNTER RECORD TYPES:	TO+4	TO+14		N	N	N
/HDX/01/	0091.	ACCOUNTS RECEIVABLE WORKING FILES RECORD TYPES:	TO+2	TO+7		N	N	N
/HDX/01/	0092.	ACCOUNTS RECEIVABLE AGED TRIAL BALANCES RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	0093.	ACCOUNTS RECEIVABLE JOURNAL VOUCHERS	TO+2	TO+9		N	N	N

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			Office	Total		V	H	C L
		RECORD TYPES:						
/HDX/01/	O094.	ACCOUNTS RECEIVABLE BANK DEPOSITS (BAMTRAC) RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	O095.	ACCOUNTS RECEIVABLE JOURNAL WRITE-OFFS RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	O096.	ACCOUNTS RECEIVABLE INTERNAL DEMANDS RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	O097.	ACCOUNTS RECEIVABLE RETURNED CHECKS (NSF'S) RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	O098.	ACCOUNTS RECEIVALBE G/L RECONCILIATION RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	O099.	ACCOUNTS RECEIVABLE CASH RECONCILIATION RECORD TYPES:	TO+2	TO+9		N	N	N
/HDX/01/	O100.	ACCOUNTS RECEIVABLE EXTRACTS RECORD TYPES:	TO+2	TO+7		N	N	N
/HDX/01/	O101.	INTERNAL VOUCHERS RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/01/	O102.	PETTY CASH VOUCHERS RECORD TYPES: ADDED BY 98-0729	TO+5	PE		N	N	N
/HDX/01/	O103.	ACCOUNTS PAYABLE BALANCING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Added by 99-1650	TO+3	TO+5	DO	N	N	N
/HDX/01/	O104.	UTILITIES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+5	TO+10	DO	N	N	N

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			Office	Total	Code	V	H	C	L	
/HDX/01/	O105.	FUNDS AVAILABLE FOR FISCAL YEAR (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) Money speent during fiscal year for Harbor Department.	TO+2	PE	DO	N	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / BOARD OF HARBOR COMMISSIONERS
/HDX/02/

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			Office	Total	Code	V	H	C L
/HDX/02/	0	ORIGINAL RECORDS						
/HDX/02/	0001.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	PE	PE		Y	Y	N
/HDX/02/	0002.	TERMINAL FACILITIES (BERTHING ASSIGNMENTS) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TE	PE		N	Y	N
/HDX/02/	0003.	IMPROVEMENTS/DEVELOPMENTS (CONTRACTS/SPECS.) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/02/	0004.	INSURANCE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	TE+2		N	N	N
/HDX/02/	0005.	SALARY RESOLUTION/AMENDMENT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N
/HDX/02/	0006.	POLA FOREIGN OFFICES (AGRTS.) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / BOARD OF HARBOR COMMISSIONERS

/HDX/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
/HDX/02/	O007.	PERSONNEL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4			N	N	N
/HDX/02/	O008.	RESOLUTIONS/HONORARY AWARDS/PRESENTATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+10	PE			N	Y	N
/HDX/02/	O009.	AGENDA SYNOPSIS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+9	PE			N	Y	N
/HDX/02/	O010.	BOARD MEETINGS - GENERAL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	PE	PE			N	Y	N
/HDX/02/	O011.	BOARD MINUTES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	PE	PE			N	Y	N
/HDX/02/	O012.	ORDERS/PERMITS/LEASES/TARIFFS/CONTRACTS/SPECIFICATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TE	PE			N	Y	N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / BOARD OF HARBOR COMMISSIONERS

/HDX/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
/HDX/02/	0013.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+8		N	N	N
/HDX/02/	0014.	POLICIES/PROCEDURES OF BOARD (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+10	PE		N	Y	N
/HDX/02/	0015.	ACQUIRED PROPERTY/BUILDINGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+10	PE		N	Y	N
/HDX/02/	0016.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TE	PE		N	Y	N
/HDX/02/	0017.	FUNDS (BUDGET) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N
/HDX/02/	0018.	BHC - SECRETARY (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N
/HDX/02/	0019.	REVOCABLE PERMITS	TE	TE+5		N	N	N

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/HDX/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
(RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:								
/HDX/02/	O020.	BERTHING ASSIGNMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	TE+5		N	N	N
/HDX/02/	O021.	ORGANIZATIONS/MEMBERSHIPS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N
/HDX/02/	O022.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		N	N	N
/HDX/02/	O023.	HARBOR COMMISSIONERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CITY ATTORNEY
/HDX/03/

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	
/HDX/03/	0	ORIGINAL RECORDS								
/HDX/03/	0001.	GENERAL CORRESPONDENCE/MEMOS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10			N	N	N	
/HDX/03/	0002.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	TE+10			N	N	N	
/HDX/03/	0003.	REPORTS/STUDIES/SURVEYS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE ORE WAREHOUSE) RECORD TYPES: Vital	TO+5	TO+10			Y	N	N	
/HDX/03/	0004.	UNCOLLECTIBLES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE			N	N	N	
/HDX/03/	0005.	LITIGATION CLAIMS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE			Y	N	N	
/HDX/03/	0006.	TRAVEL AUTHORITY/EXPENSES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3			N	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / CITY ATTORNEY
/HDX/03/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code	Record Type V H C L			
			Office	Total					
/HDX/03/	O007.	LEASES/PERMITS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE	TE+10		Y	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / ENGINEERING

/HDX/04/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type		
			Office	Total	V	H	C	L		
/HDX/04/	O	ORIGINAL RECORDS								
/HDX/04/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10			N	N	N	
/HDX/04/	O002.	SPECIFICATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE+5	PE			Y	N	N	
/HDX/04/	O003.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN SCH) RECORD TYPES: Vital Historical	TE+1	PE			Y	Y	N	
/HDX/04/	O004.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN SCH) RECORD TYPES: Vital Historical	TO+5	PE			Y	Y	N	
/HDX/04/	O005.	PERMITS/LEASES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+10	PE			Y	Y	N	

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/HDX/04/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C L
/HDX/04/	0006.	LEASES (CC'S) AND CORRESPONDENCE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/04/	0007.	CORRESPONDENCE ON WORK ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+5	TO+8		Y	N	N
/HDX/04/	0008.	CAPITAL IMPROVEMENT PROJECTS (MAJOR) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+5	PE		N	N	N
/HDX/04/	0009.	RAILROADS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN SCH) RECORD TYPES: Vital Historical	TE	PE		Y	Y	N
/HDX/04/	0010.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+5		N	N	N
/HDX/04/	0011.	PURCHASE ORDERS/REQUISITIONS/AFE'S/RECEIVING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+2	TO+5		N	N	N
/HDX/04/	0012.	BUDGET (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N

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/HDX/04/

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			Office	Total	Code	V	H	C	L
/HDX/04/	O013.	ENGINEERING DRAWINGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
/HDX/04/	O014.	CONSULTANT RECORD TYPES:	CL	CL+5		N	N	N	

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Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ENVIRONMENTAL MANAGEMENT
/HDX/05/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media			Record Type		
			Office	Total	Code	V	H	C	L	
/HDX/05/	0	ORIGINAL RECORDS								
/HDX/05/	0001.	GENERAL ADMINISTRATION (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE			N	N	N	
/HDX/05/	0002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TE+2	PE			Y	Y	N	
/HDX/05/	0003.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2			N	N	N	
/HDX/05/	0004.	PURCHASE ORDERS/REQUISITIONS/AFE'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2			N	N	N	
/HDX/05/	0005.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+5	PE			N	Y	N	
/HDX/05/	0006.	PROJECTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TE+1	PE			Y	Y	N	

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/HDX/05/

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			Office	Total	Code	V	H	C	L	
/HDX/05/	0007.	ENVIRONMENTAL ASSESSMENT REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			N	N	N	
/HDX/05/	0008.	ENVIRONMENTAL NEGATIVE DECLARATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15			N	N	N	
/HDX/05/	0009.	ENVIRONMENTAL EXEMPTIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15			N	N	N	
/HDX/05/	0016.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6			N	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / EXECUTIVE DIRECTOR/MANAGEMENT

/HDX/06/ *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		
/HDX/06/	0	ORIGINAL RECORDS									
/HDX/06/	0001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			N	N	N		
/HDX/06/	0002.	PRESENTATIONS/SPEECHES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4			N	N	N		
/HDX/06/	0003.	GOALS AND OBJECTIVES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+5			N	N	N		
/HDX/06/	0004.	ADMINISTRATION/LAHD (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+5			N	N	N		
/HDX/06/	0005.	ASSOCIATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4			N	N	N		
/HDX/06/	0006.	GOVERNMENT (CITY, STATE, FEDERAL) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4			N	N	N		

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/HDX/06/	O007.	PORT AND TERMINALS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4			N	N	N
/HDX/06/	O008.	LITIGATION (ATTORNEY OPINIONS, CLAIMS, ETC.) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+3	TO+11			Y	N	N
/HDX/06/	O009.	LEGISLATION (STATE, ASSEMBLY, FED. BILLS) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+5			N	N	N
/HDX/06/	O010.	AGREEMENTS/CONTRACTS (DUPLICATES, SCHED TO BE REVISED. ORIGINALS ARE HDX-2-1 PE) RECORD TYPES: Vital	TO+1	TO+1			Y	N	N
/HDX/06/	O011.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+16			N	N	N
/HDX/06/	O012.	PURCHASE ORDERS/REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6			N	N	N

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/HDX/06/ *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
/HDX/06/	O013.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+3	PE		N	Y	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / FISHING VESSEL SECTION

/HDX/07/ *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
/HDX/07/	0	ORIGINAL RECORDS						
/HDX/07/	O001.	ACTIVE COMMERCIAL FISHING VESSELS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/07/	O002.	INACTIVE COMMERCIAL FISHING VESSELS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/07/	O003.	FLAT RATE VESSELS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/07/	O004.	MISCELLANEOUS VESSELS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / COMMUNITY RELATIONS
/HDX/08/

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		
/HDX/08/	0	ORIGINAL RECORDS									
/HDX/08/	0001.	GENERAL CORRESPONDENCE/MEMOS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			N	N	N		
/HDX/08/	0002.	REPORTS/STUDIES/SURVEYS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15			N	N	N		
/HDX/08/	0003.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE	TE+10			Y	N	N		
/HDX/08/	0004.	ASSOCIATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5			N	N	N		
/HDX/08/	0005.	TRAVEL AUTHORITY/EXPENSES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5			N	N	N		
/HDX/08/	0006.	PURCHASE ORDERS/REQUISITIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3			N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / COMMUNITY RELATIONS
/HDX/08/

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
/HDX/08/	O007.	BROCHURE/MEDIA (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N
/HDX/08/	O008.	PHOTOS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N
/HDX/08/	O009.	BIOGRAPHIES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / INFORMATION TECHNOLOGY
/HDX/09/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type		
			Office	Total	V	H	C	L		
/HDX/09/	0	ORIGINAL RECORDS								
/HDX/09/	0001.	GENERAL CORRESPONDENCE/MEMOS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3			N	N	N	
/HDX/09/	0002.	PURCHASE ORDERS/REQUISITIONS/BIDS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+3	TO+3			Y	N	N	
/HDX/09/	0003.	BILLINGS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3			N	N	N	
/HDX/09/	0004.	MASTER PLAN (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	PE	PE			Y	Y	N	
/HDX/09/	0005.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	PE	PE			Y	Y	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE

/HDX/10/ *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		
/HDX/10/	O	ORIGINAL RECORDS									
/HDX/10/	O001.	WORK ORDERS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N		
/HDX/10/	O002.	COST STATUS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N		
/HDX/10/	O003.	ADVANCE NOTICE OF CHANGE OF CLASSIFICATION ON TERMINATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N		
/HDX/10/	O004.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N		
/HDX/10/	O005.	DAILY LOGS AND SCHEDULES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N		
/HDX/10/	O006.	REPORTS/STUDIES/SURVEYS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/10/

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
/HDX/10/	O007.	ASSIGNMENT NUMBERS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O008.	AUTHORIZATION FOR OVERTIME WORK (ORIGINALS) (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O009.	BERTH FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O010.	BEARING PILE INSPECTIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O011.	CLOSING MEMO (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O012.	CONTRACT SPECIFICATIONS (CC'S) (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/10/

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
/HDX/10/	O013.	DELIVERY RECEIPTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O014.	EQUIPMENT CARDS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O015.	EQUIPMENT RENTAL REPORTS (CC'S) (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O016.	JOB NUMBER FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O017.	LITIGATION FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O018.	OVERTIME (CC'S) (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O019.	PETTY CASH	TO+5	TO+5		N	N	N

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

Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE

/HDX/10/ *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
(RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:								
/HDX/10/	O020.	PURCHASE ORDERS/REQUESTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O021.	RADIO LOG (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O022.	REQUEST FOR EQUIPMENT/SHOP WORK (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O023.	REQUEST FOR PURCHASE (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O024.	REQUEST FOR TIME OFF (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O025.	REQUEST FOR SUB-PURCHASE ORDERS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/10/

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
/HDX/10/	O026.	SAFETY COMMITTEE MEETINGS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O027.	SUBJECT FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O028.	TAILGATE SAFETY MEETING (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O029.	TIME CARDS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O030.	VENDORS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O031.	WATER FOR STREET SWEEPER DAILY LOG (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE

/HDX/10/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C
/HDX/10/	O032.	WHARF DAMAGE FILE (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O033.	WORK AUTHORIZATION - ANNUAL MINOR MAINTENANCE (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N
/HDX/10/	O034.	SHIP LOGS (RECORDS ARE KEPT AT THE MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: LOS ANGELES HARBOR DEPARTMENT / MANAGEMENT SERVICES
/HDX/11/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L		
/HDX/11/	0	ORIGINAL RECORDS									
/HDX/11/	0001.	GENERAL CORRESPONDENCE BY SUBJECT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: (Records are kept at the HDX main office or warehouse) Revised by 99-0408	TO+3	TO+8			N	N	N		
/HDX/11/	0002.	AGREEMENTS/CONTRACTS/SPECIFICATIONS (CC'S) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: (Records are kept at the HDX main office or warehouse) Revised by 99-0408	TO+3	TO+8			N	N	N		
/HDX/11/	0003.	CONTRACT COMPLIANCE (RECS KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8			N	N	N		
/HDX/11/	0004.	MBE - WBE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4			N	N	N		
/HDX/11/	0005.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6			N	N	N		
/HDX/11/	0006.	BUDGET (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4			N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: LOS ANGELES HARBOR DEPARTMENT / MANAGEMENT SERVICES

/HDX/11/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L
/HDX/11/	O007.	RECEIVING REPORTS/PURCHASE ORDERS/AFE'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N	
/HDX/11/	O008.	SUGGESTION PLAN MATERIAL RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/11/	O009.	EMPLOYEE SUGGESTIONS RECORD TYPES:	TO+4	TO+20		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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / MARINA OPERATIONS
/HDX/12/

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
/HDX/12/	0	ORIGINAL RECORDS						
/HDX/12/	0001.	CLOSED SLIP ASSIGNMENT AGREEMENTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE		Y	N	N
/HDX/12/	0002.	CHECK AND CASH RECEIPTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/12/	0003.	SECURITY SHIFT REPORTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+3		N	N	N
/HDX/12/	0004.	ADMINISTRATION/GENERAL (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+9		N	N	N
/HDX/12/	0005.	OPERATIONS, GENERAL (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/12/	0006.	DEVELOPMENT, GENERAL (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+12		N	N	N

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

Records of: LOS ANGELES HARBOR DEPARTMENT / MARINA OPERATIONS
/HDX/12/

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
/HDX/12/	O007.	CANCELLED SLIP APPLICATION CARDS (3 X 5"")" (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
/HDX/12/	O008.	TEMPORARY ENTRY AND USE PERMITS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+/05	TO+12		Y	N	N	
/HDX/12/	O009.	MAINTENANCE WORK ORDERS RECORD TYPES:	TO+2	TO+3/05		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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / MARKETING

/HDX/13/ *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	
/HDX/13/	0	ORIGINAL RECORDS								
/HDX/13/	0001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5			N	N	N	
/HDX/13/	0002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+10	PE			Y	Y	N	
/HDX/13/	0003.	TRIP FILE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3			N	N	N	
/HDX/13/	0004.	SPECIAL EVENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3			N	N	N	
/HDX/13/	0005.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3			N	N	N	
/HDX/13/	0006.	PROGRAMS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2			N	N	N	

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Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / MARKETING

/HDX/13/ *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
/HDX/13/	O007.	PORT BROCHURES/DOMESTICS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N
/HDX/13/	O008.	FOREIGN BROCHURES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N
/HDX/13/	O009.	PURCHASE ORDERS/REQUESTS/AFE'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+3		N	N	N
/HDX/13/	O010.	TELEXES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N
/HDX/13/	O011.	TARIFF (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	AR	PE		N	N	N
/HDX/13/	O012.	EXPENSE STATEMENTS RECORD TYPES:	TO+3	TO+6		N	N	N

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Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / MARKETING
/HDX/13/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) --</i>		<i>--Media Code</i>	<i>Record Type V H C L</i>				
			<i>Office</i>	<i>Total</i>						

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Records of: LOS ANGELES HARBOR DEPARTMENT / HUMAN RESOURCES
/HDX/14/

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	
/HDX/14/	O	ORIGINAL RECORDS								
/HDX/14/	O001.	EMPLOYEE FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential Vital	PE	PE		Y	N	Y		
/HDX/14/	O002.	GENERAL FILES (RECORDS ARE KEPT AT HE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N		
/HDX/14/	O003.	AFFIRMATIVE ACTION (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N		
/HDX/14/	O004.	BARGAINING UNITS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y		
/HDX/14/	O005.	BUDGET (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE		N	N	N		
/HDX/14/	O006.	EMPLOYEE RELATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y		

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Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / HUMAN RESOURCES
/HDX/14/

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
/HDX/14/	0007.	EMPLOYMENT INQUIRIES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N
/HDX/14/	0008.	FORMS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N
/HDX/14/	0009.	INTERVIEW APPLICATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+1	TO+1		N	N	Y
/HDX/14/	0010.	MANAGEMENT MEETINGS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+7		N	N	N
/HDX/14/	0011.	ORGANIZATION CHARTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE		N	N	N
/HDX/14/	0012.	SALARIES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y

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Records of: LOS ANGELES HARBOR DEPARTMENT / HUMAN RESOURCES

/HDX/14/ *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
/HDX/14/	0013.	SPECIALIZED OUTSIDE TRAINING (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		N	N	N
/HDX/14/	0014.	TRAINING (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N
/HDX/14/	0015.	TUITION REIMBURSEMENT (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		N	N	N
/HDX/14/	0016.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N
/HDX/14/	0017.	GRIEVANCES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y
/HDX/14/	0018.	CLASS SPECIFICATION (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N
/HDX/14/	0019.	CERTIFICATIONS/SELECTION PACKAGES	TO+2	PE		N	N	Y

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/HDX/14/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L		
		(RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential									
/HDX/14/	0020.	PUBLICATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	AR	AR			N	N	Y		
/HDX/14/	0021.	POLICIES/PROCEDURES/GUIDELINES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE			N	N	Y		
/HDX/14/	0022.	REPORTS/STUDIES/SURVEYS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE			N	N	Y		
/HDX/14/	0023.	DISCRIMINATION COMPLAINTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE			N	N	Y		
/HDX/14/	0024.	BOARD LETTERS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5			N	N	N		

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

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Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / PLANNING & STRATEGY
/HDX/15/

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	
/HDX/15/	O	ORIGINAL RECORDS								
/HDX/15/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15			N	N	N	
/HDX/15/	O002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+5	PE			Y	Y	N	
/HDX/15/	O003.	GRANTS/PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+5	PE			Y	Y	N	
/HDX/15/	O004.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15			N	N	N	
/HDX/15/	O005.	PROCEDURES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3			N	N	N	
/HDX/15/	O006.	DAILY LETTER FILES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13			N	N	N	

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			Office	Total	Code	V	H	C	L	
/HDX/15/	O007.	JOURNALS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13			N	N	N	
/HDX/15/	O008.	PURCHASE ORDERS/REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			N	N	N	
/HDX/15/	O009.	PROJECTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+12			N	N	N	
/HDX/15/	O010.	PORT WASTER PLAN W/ALL AMNDMNTS ACTNS BY THE CA COASTAL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE			Y	N	N	
/HDX/15/	O011.	RISK MANAGEMENT PLAN (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE			Y	N	N	
/HDX/15/	O012.	PORT DEVELOPMENT COMMITTEE RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+3	TO+13			Y	N	N	

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/HDX/15/

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			Office	Total	Code	V	H	C	L
/HDX/15/	O013.	ZONING CONSISTENCY FILES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE		Y	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / PORT PILOT
/HDX/16/

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	
/HDX/16/	O	ORIGINAL RECORDS								
/HDX/16/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+10	TO+10			N	N	N	
/HDX/16/	O002.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+5	PE			N	Y	N	
/HDX/16/	O003.	PILOT LOGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+10	PE			Y	Y	N	
/HDX/16/	O004.	PILOT ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+10	PE			N	Y	N	
/HDX/16/	O005.	PILOT SLIPS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: UPDATED BY 98-1119	TO+7	TO+7			N	N	N	
/HDX/16/	O006.	PILOT RULES AND REGULATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE			Y	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / PORT PILOT
/HDX/16/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type		
			Office	Total		V	H	C L
/HDX/16/	O007.	BUDGET RESUME (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+5	TO+5		Y	N	N
/HDX/16/	O008.	COAST GUARD LETTERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N
/HDX/16/	O009.	CORPS OF ARMY ENGINEERS LETTERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N
/HDX/16/	O010.	ANCHORAGE CONTROL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N
/HDX/16/	O011.	SHIP MASTER RELATIONSHIP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N
/HDX/16/	O012.	RECENT DOCK CONSTRUCTION PRE-PLANS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N

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

**Records of: LOS ANGELES HARBOR DEPARTMENT / PORT WARDEN
/HDX/17/**

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type				
			Office	Total		V	H	C	L	
/HDX/17/	O	ORIGINAL RECORDS								
/HDX/17/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O002.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O003.	OPERATIONAL LOGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O004.	PATROLS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O005.	TRAINING (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O006.	PERSONNEL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE	DO	N	N	N		
/HDX/17/	O007.	GENERAL PERMITS: DIVING PERMITS, VENDOR PERMITS, ETC. (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O008.	WHARF DAMAGE REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O009.	MOTION PICTURE PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O010.	PARKING PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O011.	SPECIAL PERMITS/EXPLOSIVE PERMITS/DANGEROUS CARGO ... (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N		
/HDX/17/	O012.	PURCHASE ORDERS/PURCHASE REQUISITIONS/AFE'S/EXPENSE STATEMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5	DO	N	N	N		
/HDX/17/	O013.	VISITOR SIGN-IN LOG (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / REAL ESTATE
/HDX/18/

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	
/HDX/18/	0	ORIGINAL RECORDS								
/HDX/18/	0001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+11			N	N	N	
/HDX/18/	0002.	PERMITS/LEASES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TE+/05	PE			Y	Y	N	
/HDX/18/	0003.	AGREEMENTS/CONTRACTS/CONSULTANTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TE	PE			Y	Y	N	
/HDX/18/	0004.	COASTAL DEVELOPMENT PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+1	PE			Y	Y	N	
/HDX/18/	0005.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2			N	N	N	
/HDX/18/	0006.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+2	PE			N	Y	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / REAL ESTATE

/HDX/18/ *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
/HDX/18/	0007.	GRANT DEEDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	PE			N	N	N
/HDX/18/	0008.	MAJOR PROJECTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2			N	N	N
/HDX/18/	0009.	ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN. SCH.) RECORD TYPES: Historical	TE+/05	PE			N	Y	N
/HDX/18/	0010.	PROPERTY LEASES/PERMITS/DENIED WITHDRAWN (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+/05	PE			N	Y	N
/HDX/18/	0011.	REVOCABLE PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN SCH) RECORD TYPES: Vital Historical	TE+/05	PE			Y	Y	N
/HDX/18/	0012.	BERTHING ASSIGNMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE	TE+10			Y	N	N

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / REAL ESTATE
/HDX/18/

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
/HDX/18/	O013.	VENDORS PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE+/05	TE+10/5		Y	N	N	
/HDX/18/	O014.	ACQUISITION FOR LAND (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N	
/HDX/18/	O015.	CRANE ASSIGNMENT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+/05	TE+10/5		N	N	N	
/HDX/18/	O016.	PROPOSALS RECORD TYPES:	TO+2	TO+10		N	N	N	
/HDX/18/	O017.	SUSPENSE FILE	TO+5	PE	DO	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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CONTRACTS & PURCHASING
/HDX/19/

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	
/HDX/19/	0	ORIGINAL RECORDS								
/HDX/19/	0001.	GENERAL CORRESPONDENCE BY SUBJECT General correspondence by subject filed alphabetically in the form of memos, letters, and procedures.	TO+2	TO+2			N	N	N	
/HDX/19/	0003.	PURCHASE ORDERS/BACKUPS Copies of forms for purchase orders and backup material such as catalogs and descriptions of products.	TO+5	TO+5			N	N	N	
/HDX/19/	0004.	VENDOR APPLICATIONS New vendor information.	AR+3	AR+3			N	N	N	
/HDX/19/	0005.	CONTRACTS - FORMAL Purchase Orders or Yearly Purchase Orders for goods or services over \$100,000.	TO+5	PE			N	N	N	
/HDX/19/	0006.	CONTRACTS - ANNUAL Annual contracts for goods or services under \$100,000.	TO+5	PE			N	N	N	
/HDX/19/	0008.	TIMESHEETS - DUPLICATE Copies of Division's daily timesheets. Originals are maintained in Accounting.	TO+3	TO+3			N	N	N	
/HDX/19/	0009.	DAILY PETTY CASH REPORTS Emergency cash spending at Berth 161.	TO+2	TO+2			N	N	N	
/HDX/19/	0010.	TRANSMITTALS Reporting to the Controller and Accounting of Regular and Yearly Purchase Orders.	TO+2	TO+2			N	N	N	
/HDX/19/	0011.	SALVAGE Memos and letters pertaining to the salvage of Harbor Department equipment (office equipment, cranes, vehicles, etc.)	TO+5	TO+7			N	N	N	
/HDX/19/	0012.	PROOF OF ADVERTISEMENT Advertisements of Port bids, formal bids, and salvage bids placed in various newspapers.	TO+5	PE			N	N	N	
/HDX/19/	0013.	STORES ORDERS Forms used to issue stock to Department.	TO+5	TO+7			N	N	N	
/HDX/19/	0014.	BOARD AGREEMENTS	TO+5	PE			N	N	Y	
/HDX/19/	0015.	EXECUTIVE AGREEMENTS	TO+3	PE			N	N	Y	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / RISK MANAGEMENT
/HDX/20/

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
/HDX/20/	O	ORIGINAL RECORDS						
/HDX/20/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+7		N	N	N
/HDX/20/	O002.	AGREEMENTS/CONTRACTS/SPECS/PURCHASE ORDERS/REVOCABLE ... (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE	PE		Y	N	N
/HDX/20/	O003.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+7		N	N	N
/HDX/20/	O004.	PROGRAM PROPOSALS (SAFETY/INSURANCE) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	TE+5		N	N	N
/HDX/20/	O005.	LAHD INSURANCE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+5	PE		Y	N	N
/HDX/20/	O006.	CHRONO (CC) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N

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

**Records of: LOS ANGELES HARBOR DEPARTMENT / RISK MANAGEMENT
/HDX/20/**

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	
/HDX/20/	0007.	ACCIDENT RECORDS (INJURY REPORTS) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE			N	N	N	
/HDX/20/	0008.	COMPUTER REPORTS (LOST TIME INJURY COST) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10			N	N	N	
/HDX/20/	0009.	INJURY - CAL OSHA LOG (REC ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE			N	N	N	
/HDX/20/	0010.	DRIVERS LICENSE INFORMATION (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13			N	N	N	
/HDX/20/	0011.	BUDGET (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10			N	N	N	
/HDX/20/	0012.	POLICIES/PROCEDURES RECORD TYPES:	TO+2	TO+4			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / RISK MANAGEMENT

/HDX/20/ *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
/HDX/20/	O013.	REQUEST FOR PROPOSALS RECORD TYPES:	TE	PE		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / WHARFINGER

/HDX/21/ *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	
/HDX/21/	0	ORIGINAL RECORDS								
/HDX/21/	0001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4			N	N	N	
/HDX/21/	0002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE			N	N	N	
/HDX/21/	0003.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE			N	N	N	
/HDX/21/	0004.	CODES (RECS ARE KEPT IN THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE			N	N	N	
/HDX/21/	0005.	VESSELS (MARINE EXC.) (RECS ARE KEPT IN THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE			N	N	N	
/HDX/21/	0006.	TENANTS/BERTH OPERATORS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7			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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / WHARFINGER
/HDX/21/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code	Record Type V H C L			
			Office	Total					
/HDX/21/	O007.	WHARFINGER MANIFESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	N N N				
/HDX/21/	O008.	CONTAINER REPORTS RECORD TYPES:	TO+2	TO+5	N N N				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION MANAGEMENT
/HDX/22/

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	
/HDX/22/	0	ORIGINAL RECORDS								
/HDX/22/	0001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N	
/HDX/22/	0002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL	PE			N	N	N	
/HDX/22/	0003.	SPECIFICATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL	PE			N	N	N	
/HDX/22/	0004.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+10	TO+20			N	N	N	
/HDX/22/	0005.	PURCHASE ORDERS/REQUISITIONS/AFE'S RECEIVING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N	
/HDX/22/	0006.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	AR+2	AR+2			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION MANAGEMENT**
/HDX/22/

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

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / FINANCIAL MANAGEMENT

/HDX/23/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type		
			Office	Total		V	H	C L
/HDX/23/	0	ORIGINAL RECORDS						
/HDX/23/	0001.	GENERAL CORRESPONDENCE BY SUBJECT (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+3	TO+3	DO	N	N	N
/HDX/23/	0002.	STAFF MEETINGS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+3	TO+10	DO	N	N	N
/HDX/23/	0003.	FINANCIAL ANALYSIS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+1	PE	DO	N	N	N
/HDX/23/	0004.	CUSTOMER FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+1	PE	DO	N	N	N
/HDX/23/	0005.	ACCOUNTS - CREDIT / DELINQUENT	TO+2	TO+10	DO	N	N	N
/HDX/23/	0006.	POLICIES & PROCEDURES	TO+1	PE	DO	N	N	N
/HDX/23/	0007.	GENERAL LEDGERS - CASH DISTRIBUTION ANALYSIS	TO+1	PE	DO	N	N	N
/HDX/23/	0008.	FUND LEDGER - CASH DISTRIBUTION ANALYSIS	TO+1	PE	DO	N	N	N
/HDX/23/	0009.	HARBOR REVENUE CASH RECONCILIATION	TO+1	TO+10	DO	N	N	N
/HDX/23/	0010.	CUSTOMER FILES - ACCOUNTS WRITTEN OFF	TO+1	PE	DO	N	N	N
/HDX/23/	0011.	AVAILABLE FUNDS CONTROL	TO+2	PE	DO	N	N	N
/HDX/23/	0012.	BUDGET TO ACTUALS	TO+2	PE	DO	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
Original Records**

Records of: LOS ANGELES HARBOR DEPARTMENT / DEBT & TREASURY
/HDX/24/

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
/HDX/24/	O	ORIGINAL RECORDS						
/HDX/24/	O001.	TAX RETURNS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/24/	O002.	COP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL+2	CL+2		N	N	N
/HDX/24/	O003.	BONDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	AR	PE		N	N	N
/HDX/24/	O004.	CITY DEPARTMENTS CORRESPONDENCE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL+2	CL+4		N	N	N
/HDX/24/	O005.	LOANS/GRANTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL+2	PE		N	N	N
/HDX/24/	O006.	AUDITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		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
Original Records**

Records of: LOS ANGELES HARBOR DEPARTMENT / DEBT & TREASURY

/HDX/24/ *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
/HDX/24/	O007.	GENERAL CORRESPONDENCE BY SUBJECT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/24/	O008.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE		N	N	N	
/HDX/24/	O009.	BUDGET (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	PE	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / HOMELAND SECURITY DIVISION
/HDX/25/

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	
/HDX/25/	O	ORIGINAL RECORD SERIES:								
/HDX/25/	O001.	General Correspondence General correspondence by subject filed alphabetically in the form of memos, letters, and procedures	TO+5	TO+5	DO	N	N	N		
/HDX/25/	O002.	Travel Authority & Expenses Copies of travel authorizations and expense reports	TO+2	TO+5	DO	N	N	N		
/HDX/25/	O003.	Purchase Requisitions / Purchase Orders Copies of purchase requests and orders (forms)	TO+2	TO+5	DO	N	N	N		
/HDX/25/	O004.	Events (hosted events, visits by elected officials) Events hosted by HLS	TO+2	TO+5	DO	N	N	N		
/HDX/25/	O005.	Facilities / Terminals / Marinas Information on terminals and FSO's	TO+10	PE	DO	Y	N	Y		
/HDX/25/	O006.	Budget / Financial Information on the current and previous year's budgets	TO+5	PE	DO	N	N	N		
/HDX/25/	O007.	Emergency Managemetn / Emergency Preparedness Information on upcoming and past events, workshops events	TO+5	TO+10	DO	Y	N	N		
/HDX/25/	O008.	Business Resumption Plans & Training Information on the resilience plan	TO+2	PE	DO	Y	N	Y		
/HDX/25/	O009.	Security Projects (OSJ, JCIF, TWIC) Correspondence on different security projects around the Port	TO+5	PE	DO	N	N	Y		
/HDX/25/	O010.	Grants Information on grants received for projects at the Port	TO+3	PE	DO	N	N	Y		

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES HARBOR DEPARTMENT / EXECUTIVE DIRECTOR/MANAGEMENT

/HDX/06/ *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
/HDX/06/	D	DUPLICATE RECORD SERIES			
/HDX/06/	D001.	AGREEMENTS/CONTRACTS (HDX/2 0001 PE) RECORD TYPES: Vital	TO+1	DO	Y N N

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