



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 17 - 0 4 19
DEC 0 4 2017

REPORT RE:

**NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE FOR
THE LOS ANGELES HOUSING+COMMUNITY INVESTMENT
RENT STABILIZATION DIVISION (Schedule HCID/004)**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, California 90012

Honorable Members:

Transmitted herewith is a proposed new to departmental records disposition schedule for the Los Angeles Housing+Community Investment Department Rent Stabilization Division, Schedule HCID/004. This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Deputy City Attorney Garcelle Embry of our Office at (213) 978-7997.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By

JAMES P. CLARK
Chief Deputy City Attorney

JPC:zc

Transmittal

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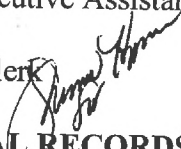
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: July 28, 2017

TO: Honorable Mike Feuer, City Attorney
Room 800, City Hall East

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk



SUBJECT: **NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE
HOUSING + COMMUNITY INVESTMENT DEPARTMENT
RENT STABILIZATION DIVISION (Schedule HCID/004)**

Attached is a proposed new records disposition schedule for the Rent Stabilization Division of the Housing + Community Investment Department. This schedule has been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, and is signed by an authorized designee of the Housing + Community Investment Department and by the City's Records Management Officer for the City Clerk.

Please review these items and submit them with your comments and recommendations to the City Clerk's Office for further processing to the City Council. If you have any questions please contact Todd Gaydowski of my Records Management Division at (213) 473-8449.

HLW:SH:TG
attachments

CITY CLERK - City of Los Angeles		Sch. No.	Department/Bureau	Certified per Sec. 42.3(a) of L.A. Admn. Code: 7/26/17	Page 1
Form Gen. 60 (Rev. 05/08)		HCID/004	Los Angeles Housing + Community Investment Department	By: (Dep. Head) <i>[Signature]</i>	Date 7/21/17
RECORDS RETENTION SCHEDULE (Original Official Records)		Rev. No. 0	Division Rent Stabilization Division	By: (City Clerk, Rec. Mgt. Off.) <i>[Signature]</i>	Date 7/26/17

SCHE D. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
0	ORIGINAL RECORDS									
0007	Investigations & Enforcement Section Rent Complaints (print version) (Retention Code TO = The date the case was opened) (These records are secondary, printed versions of Schedule Item Number 0021 "Investigations & Enforcement Section Rent Complaints". The 0021 electronic version of these records is considered the primary, official record of "Investigations & Enforcement Section Rent Complaints".) Previously retained under LAHD/002 Rev. 3:0007		TO	6	TO+6	DO				
0008	Investigations & Enforcement Section City Attorney Referrals (print version) (Retention Code TO = The date the case was opened) These records are secondary, printed versions of Schedule Item Number 0022 "Investigations & Enforcement Section City Attorney Referrals". The 0022 electronic version of these records is considered the primary, official record of "Investigations & Enforcement Section City Attorney Referrals". Previously retained under LAHD/002 Rev. 3: 0008		TO	6	TO+6	DO				

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Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"
Media Code *: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm
* MEDIA CODES represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.

CITY CLERK		Certified per Sec. 12.3(e) of L.A. Admin. Code:		Page 2
City of Los Angeles	Sch. No.	Department/Bureau	By: (Dept. Head)	Date
Form Gen. 60 (Rev. 11/03)	HCID/004	Los Angeles Housing + Community Investment Department	<i>gag</i>	
RECORDS RETENTION SCHEDULE (Original/Official Records)	Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.)	Date
	0	Rent Stabilization Division		

SCHE D. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o009	Mobile Home Park Task Force (see Schedule Item Number o016 for retention of confidential MHPTF Personnel Files) a) MHPTF Agendas and Meeting Material b) File Copies (Attendance report, Posting Agendas) c) Correspondence d) Tapes / CDs Previously retained under LAHD/002 Rev. 3: o009		CL+2	2	CL+4	DO				
o010	RAC Agendas and Meeting Materials (Retention Code TO = The date of the meeting) Records retained permanently because they provide documentation on the development, approval, implementation of policy, procedures, and law related to the Rent Stabilization Ordinance including the REAP Program. Previously retained under LAHD/002 Rev. 3: o010		TO+3	PE	PE	DO				
o011	RAC Minutes (Retention Code TO = date of the meeting) Records retained permanently because they provide documentation on the development, approval, implementation of policy, procedures, and law related to the Rent Stabilization Ordinance including the REAP Program. Previously retained under LAHD/002 Rev. 3: o011		TO+2	PE	PE	DO				

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CITY CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 3
Form Gen. 60 (Rev. 05/08)	HCID/004	Los Angeles Housing + Community Investment Department	By: (Dept. Head)	Date
	Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.)	Date
RECORDS RETENTION SCHEDULE (Original Official Records)	0	Rent Stabilization Division		

SCHE D. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			V I T A L	H I S T O R Y	C O N F I D E N T I A L	L E G A L
			OFFICE	CENTER	DESTROY				
o012	RAC File Copies (Retention Code TO = date of the meeting) Payroll, Posting Agendas Previously retained under LAHD/002 Rev. 3: o012		TO+2	2	TO+4	DO			
o013	RAC Correspondence (Retention Code TO = date correspondence was received) Previously retained under LAHD/002 Rev. 3: o013		TO+2	2	TO+4	DO			
o014	RAC Commissioners' Personnel Files (Retention Code TE = date the commissioner was replaced, resigned, etc.) (Confidential personal information on Commissioners such as home and work phone numbers and mailing address.) Previously retained under LAHD/002 Rev. 3: o014		TE+2	2	TE+4	DO			X
o015	RAC Recordings Records retained permanently because they provide documentation on the development, approval, implementation of policy, procedures, and law related to the Rent Stabilization Ordinance including the REAP Program. Previously retained under LAHD/002 Rev. 3: o015		CL+3	PE	PE	OP			

Retention Code:

Media Code *:

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

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CITY CLERK		Certified per Sec. 12.3(e) of L.A. Admin. Code:		Page 4
City of Los Angeles		Department/Bureau		Date
Form Gen. 60 (Rev. 11/03)		Los Angeles Housing + Community Investment Department		Date
RECORDS RETENTION SCHEDULE (Original/Official Records)		Division		Date
		Rent Stabilization Division		
Sch. No.		By: (Dept. Head)		
HCID/004		By: (City Clerk, Rec. Mgt. Off.)		
Rev. No.				
0				

SCHE D. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o016	Mobile Home Park Task Force (Confidential Documents) (Retention Code CL = The date the case was Closed) a) Task Force Member's Personnel File (Confidential personal information on Task Force Members such as home and work phone numbers and mailing address.) Previously retained under LAHD/002 Rev. 3: o016		CL+2	2	CL+4	DO			X	
o017	RAC Meeting Attendance Reports (compiled quarterly) (Retention Code TO = date the quarterly report is compiled) Previously retained under LAHD/002 Rev. 3: o017		TO+2	2	TO+4	DO				
o018	RSO Luxury Exemption Case Files (Retention Code CL = The date the case was Closed) Records retained permanently because they result in permanent exemptions from the RSO		CL+2	PE	PE	DO				
o019-A	Landlord Declaration Cases-Ellis (Retention Code CL = The date the case was Closed) Records retained permanently because the properties involved provide critical background information for future new construction that will be/are subject to the RSO(Ellis Replacement Units); provide a statistical history of RSO units removed and/or demolished; and provide historical and statistical records of City of LA housing stock (RSO and non-RSO). Previously retained under LAHD/002 Rev. 3: o019		CL+2	PE	PE	DO				

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CITY CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 5
Form Gen. 60 (Rev. 05/08)	HCID/004	Los Angeles Housing + Community Investment Department	By: (Dept. Head)	Date
RECORDS RETENTION SCHEDULE (Original Official Records)	Rev. No. 0	Division Rent Stabilization Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHE D. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o019-B	Landlord Declaration Cases - Non-Ellis (Retention Code CL = The date the case was Closed) Previously retained under LAHD/002 Rev. 3; o019		CL+2	13	CL+15	DO				
o020	RSO Determinations (Retention Code CO = date of determination / case resolution) Records retained permanently because the properties involved provide critical background information for future new construction that will be/are subject to the RSO(Ellis Replacement Units); provide a statistical history of RSO units removed and/or demolished; and provide historical and statistical records of City of LA housing stock (RSO and non-RSO). Previously retained under LAHD/002 Rev. 3; o020		CO+10	PE	PE	DO				
o021	Investigations & Enforcement Section Rent Complaints (electronic version) (Retention Code CL = The date the case was closed) (This is the primary, official record of "Investigations & Enforcement Section Rent Complaints". A similar, printed version of these records is kept as Schedule Item Number o007, but is retained in-office for a limited time period as it is only a secondary version of the records.) Previously retained under LAHD/002 Rev. 3; o021		CL+3	7	CL+10	EL				

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City of Los Angeles		Department/Bureau		Date
Form Gen. 60 (Rev. 11/03)		Los Angeles Housing + Community Investment Department		Date
RECORDS RETENTION SCHEDULE (Original/Official Records)		Division Rent Stabilization Division		Date
Sch. No. HCID/004		By: (Dept. Head)		
Rev. No. 0		By: (City Clerk, Rec. Mgt. Off.)		

SCHE D. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
0022	<p>Investigations & Enforcement Section City Attorney Referrals (electronic version) (Retention Code CL = The date the case was closed)</p> <p>(This is the primary, official record of "Investigations & Enforcement Section City Attorney Referrals". A similar, printed version of these records is kept as Schedule Item Number 0008, but is retained in-office for a limited time period as it is only a secondary version of the records.)</p> <p>Previously retained under LAHD/002 Rev. 3: 0022</p>		CL+3	7	CL+10	EL				
0023	<p>Capital Improvement Rent Adjustment Case Files (Retention Code CL = The date the case was Closed)</p> <p>Previously retained under LAHD/002 Rev. 3: 0023</p>		CL+2	8	CL+15	DO				
0024	<p>Primary Renovation Rent Adjustment Case Files (Retention Code CL = The date the case was Closed)</p> <p>Records retained permanently because they result in permanent rent increases.</p> <p>Previously retained under LAHD/002 Rev. 3: 0024</p>		CL+2	PE	PE	DO				
0025	<p>Just and Reasonable Cases (Retention Code CL = The date the case was Closed)</p> <p>Records retained permanently because they result in permanent rent increases.</p> <p>Previously retained under LAHD/002 Rev. 3: 0025</p>		CL+2	PE	PE	DO				

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Form Gen. 60 (Rev. 05/08)	HCID/004	Los Angeles Housing + Community Investment Department	By: (Dept. Head)	Date
	Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.)	Date
RECORDS RETENTION SCHEDULE (Original Official Records)	0	Rent Stabilization Division		

SCHE D. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o026	Substantial Renovation Exemptions (Retention Code CL = The date the case was Closed) Records retained permanently because they result in permanent exemptions from the RSO		CL+2	PE	PE	DO				
o027	Previously retained under LAHD/002 Rev. 3: o026 Non-Profit Case Files (Retention Code CL = The date the case was Closed)		CL+3	65	CL+68	DO				
o028-A	Previously retained under LAHD/002 Rev. 3: o027 Re-Rental Applications - Ellis (Retention Code CL = The date the case was Closed) Records retained permanently because it provides documentation that the property that had a permanent exemption from the RSO was removed based upon the owner's filing. Future owners will be subject to the RSO based upon this document that is attached to the land.		CL+3	PE	PE	DO				
o028-B	Previously retained under LAHD/002 Rev. 3: o028 Re-Rental Applications - Non-Ellis (Retention Code CL = The date the case was Closed)		CL+3	12	CL+15	DO				

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City of Los Angeles	Sch. No.	Department/Bureau	By: (Dept. Head)
Form Gen. 60 (Rev. 11/03)	HCID/004	Los Angeles Housing + Community Investment Department	Date
RECORDS RETENTION SCHEDULE (Original/Official Records)	Rev. No.	Division	By: (City Clerk, Rec. Mat. Off.)
	0	Rent Stabilization Division	Date

SCHE D. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o029	Seismic Retrofit Work (Retention Code CL = The date the case was Closed)		CL+2	18	CL+20	DO				
o030	Affordable Housing Accommodations Exemption (Retention Code CL = The date the case was Closed)		CL+3	62	CL+65	DO				
o031	Ellis Replacement Affordable Exemption (Retention Code CL = The date the case was Closed) Records retained permanently because the properties involved provide critical background information for future new construction that will be/are subject to the RSO(Ellis Replacement Units); provide a statistical history of RSO units removed and/or demolished; and provide historical and statistical records of City of LA housing stock (RSO and non-RSO).		CL+3	PE	PE	DO				
o032	Ellis Owner Occupancy Exemption Records retained permanently because they result in permanent exemptions from the RSO (Retention Code CL = The date the case was Closed)		CL+3	PE	PE	DO				
o033	Rehabilitation Work (Retention Code CL = The date the case was Closed)		CL+3	12	CL+15	DO				
o034	Rent Registry Files (Retention Code CL = The date the case was Closed)		CL+3	10	CL+13	DO				
o035	Buyout Agreement Case Files (Retention Code CL = The date the case was Closed)		CL+3	10	CL+13	DO				

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