

**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R17-0420  
DEC 04 2017

REPORT RE:

**NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE FOR  
THE LOS ANGELES HOUSING+COMMUNITY INVESTMENT DEPARTMENT  
HOUSING AND STRATEGIES SERVICES DIVISION (Schedule HCID/011)**

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

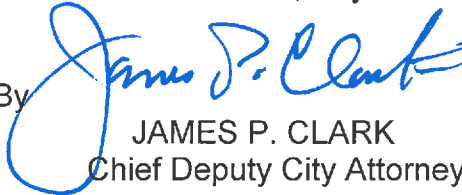
Honorable Members:

Transmitted herewith is a proposed new departmental records disposition schedule for the Los Angeles Housing+Community Investment Department, Housing and Strategies Services, Schedule HCID/011. 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

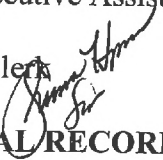
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**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

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  
HOUSING STRATEGIES AND SERVICES DIVISION  
(Schedule HCID/011)**

Attached is a proposed new records disposition schedule for the Housing Strategies and Services 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

<b>CITY CLERK - City of Los Angeles</b>	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 1
Form Gen. 60 (Rev. 05/08)	HCID/011	Los Angeles Housing + Community Investment Department	By: (Dept. Head) 	Date 7-21-17
<b>RECORDS RETENTION SCHEDULE</b> (Original Official Records)	Rev. No. 1	Division Housing, Strategies & Services Division 	By: (City Clerk, Rec. Mgt. Off.) <i>Vodd Snydorvski</i>	Date 7-26-17

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
0	<b>Original Record Series (schedule HCID/011 Rev 0)</b>									
0001	<b>Handworker Program Files</b> (Retention Code CL = The date of the file closed) Clients' applications for Handyworker assistance. Previously retained under HCID/001 rev. 0: 0027		CL+1	13	CL+14	DO				
0002	<b>Handworker Program Unit - Personnel File</b> (Retention Code TE = The date the contractor's contract ended) a) Memos b) Evaluations c) Training (NLT'S Letter) d) Vacation Schedules e) Job Descriptions & Standard of Performance Previously retained under HCID/001 rev. 0: 0025		TE+2	12	TE+14	DO				
0003	<b>Homeownership Mortgage Credit Certificate (MCC) Program Files</b> (Retention Code TO = The date the file was opened) Pre-approvals for City loans for first-time low-income homebuyers. Previously retained under LAHD/001 rev. 1: 0004		TO+3	30	TO+33	DO				

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superceded TE=Termination  
 TO = THE DATE OF THE RECORD, i.e. the "TO DATE"  
 Media Code \*: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm  
 MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH=Photo VT=Video Tape  
 \* **MEDIA CODES** represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.  
 R:\Records Management\Records Disposition & Retention\Schedules\HCID\ schedules\HCID-011 Hsg Strategies & Svcs Div\future version\development docs\HCID-011-o Rev 1 - rev 2017-07-19- DRAFT.doc

<b>CITY CLERK - City of Los Angeles</b>	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 3
Form Gen. 60 (Rev. 05/08)	HCID/011	Los Angeles Housing + Community Investment Department	By: (Dept. Head)	Date
	Rev. No.	Division		
<b>RECORDS RETENTION SCHEDULE</b> (Original Official Records)	1	Housing Strategies & Services Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o010	<b>CRA Asset Management Loan Agreements</b> (Retention Code CO = Loan maturity date or covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:0003		CO	5	CO+5	MF				
o011	<b>CRA Property Management Records</b> (Retention Code AR = End date of that fiscal year) Previously retained under HCID/005 rev. 0:0004		AR	5	AR+5	MF				
o012	<b>CRA Trust Deeds</b> (Retention Code CO = Loan maturity date or covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:0005		CO	10	CO+10	DO				
o013	<b>CRA Trust Deeds Report</b> (Retention Code CO = Loan maturity date or covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:0006		CO	5	CO+5	MF				
o014	<b>CRA Environmental Impacts Report / Architectural Reports</b> (Retention Code CO = Date of completion of project/contract) Previously retained under HCID/005 rev. 0:0007		CO	5	CO + 5	MF				

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<b>CITY CLERK - City of Los Angeles</b>	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 5
Form Gen. 60 (Rev. 05/08)	HCID/011	Los Angeles Housing + Community Investment Department	By: (Dept. Head)	Date
<b>RECORDS RETENTION SCHEDULE</b> (Original Official Records)	Rev. No. 1	Division Housing Strategies & Services Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o021	<b>CRA Housing Loan Agreements</b> (Retention Code CO = Loan maturity date or covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:0014		CO	5	CO + 5	MF				
o022	<b>CRA Monitoring Reports</b> (Retention Code TO = Date of the report) Previously retained under HCID/005 rev. 0:0015		TO	3	TO+3	DO				
o023	<b>CRA Occupancy Reports</b> (Retention Code TO = Date of the report) Previously retained under HCID/005 rev. 0:0016		TO	3	TO+3	DO				
o024	<b>CRA Physical Inspection Reports</b> (Retention Code TO = Date of the inspection) Previously retained under HCID/005 rev. 0:0017		TO	3	TO+3	DO				
o025	<b>CRA Property Management Plans</b> (Retention Code EX = Date of expiration) Previously retained under HCID/005 rev. 0:0018		EX	3	EX+3	DO				
o026	<b>CRA Regulatory Agreements</b> (Retention Code EX = Date of covenant expiration) Previously retained under HCID/005 rev. 0:0019		EX	5	EX + 5	MF				

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<b>RECORDS RETENTION SCHEDULE</b> (Original Official Records)	1	Housing Strategies & Services Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T O R Y	C O N F I D E N T I A L
			OFFICE	CENTER	DESTROY				
o033	<b>CRA Loan Folders</b> (Retention Code CO = Either the loan maturity date or the covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:0026		CO	5	CO+5	DO			
o034	<b>CRA Residual Receipt Folders</b> (Retention Code CO = Either the loan maturity date or the covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:0027		CO	5	CO+5	DO			
o035	<b>CRA Covenant Folders</b> (Retention Code CO = Either the loan maturity date or the covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:0028		CO	5	CO+5	DO			
o036	<b>CRA Original Document Folders</b> (Retention Code CO = Either the loan maturity date or the covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:0029		CO	5	CO+5	DO			
o037	<b>Request for Qualifications(RFQ) &amp; Request for Proposals(RFP) Files</b> (Retention Code CO = Date the Exclusive Negotiation Agreement is signed.) Disposition of city-owned properties.		CO	5	CO+5	DO			

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