

**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R17-0229

JUL 17 2017

REPORT RE:

**PROPOSED ADDITIONS TO DEPARTMENTAL RECORDS DISPOSITION  
SCHEDULE FOR THE LOS ANGELES FIRE DEPARTMENT  
FIRE PREVENTION AND PUBLIC SAFETY DIVISION  
(Schedule FIR/500)**

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 the proposed additions to the departmental records disposition schedule for the Los Angeles Fire Department, Fire Prevention and Public Safety Division, Schedule FIR/500. 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 Senior Assistant City Attorney Carlos De La Guerra of our Office at (213) 978-8380.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By

JAMES P. CLARK  
Chief Deputy City Attorney

JPC:cl

Transmittal


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CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: SEP 02 2016

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: **ADDITIONS TO DEPARTMENTAL  
RECORDS DISPOSITION SCHEDULE  
LOS ANGELES FIRE DEPARTMENT  
FIRE PREVENTION AND PUBLIC SAFETY (Schedule FIR/500)**

Attached are two proposed additions to the records disposition schedule of the Los Angeles Fire Department's Fire Prevention and Public Safety Division. These items have 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 Fire Department and by the City's Records Management Officer for the City Clerk.

Please review these items and submit it 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. 12.3(c) of L.A. Admin. Code:	Page 1
Form Gen. 60 (Rev. 02/16)	FIR/500	Fire	By: (Dept. Head) <i>[Signature]</i>	Date 8/31/2016
RECORDS DISPOSITION SCHEDULE (Original Official Records)	Rev. No.	Division Fire Prevention and Public Safety	By: (City Clerk, Rec. Mgt. Off.) <i>[Signature]</i>	Date 8/31/2016

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	L E G A L
			OFFICE	CENTER	DESTROY					
36	Underground Storage Tank Records (Hard Copy)		SU		SU	DO				
37	Underground Storage Tank Records (Electronic)		PE		PE	EL				

Retention Code: AU=Audit AR=Annual Review CA=Canceled CI=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination  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