

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R17-0230

JUL 17 2017

REPORT RE:

**PROPOSED ADDITION TO DEPARTMENTAL RECORDS DISPOSITION
SCHEDULE FOR DUPLICATE RECORDS LOS ANGELES WORLD AIRPORTS,
CONTRACT SERVICES BUREAU/RISK MANGEMENT DIVISION INSURANCE
SERVICES (Schedule DOA/111)**

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

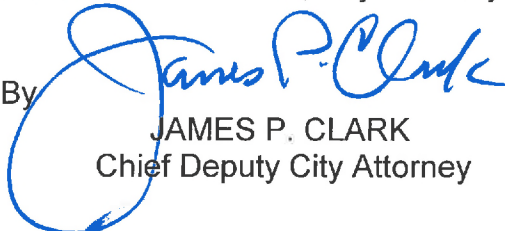
Honorable Members:

Transmitted herewith is the proposed addition to the departmental records disposition schedule for duplicate records for Los Angeles World Airports, Contract Services Bureau/Risk Management Division Insurance Services (DOA/111). This Office approves the proposed revision to the 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 Timothy Dazé of our Office at (424) 646-5010.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By 
JAMES P. CLARK
Chief Deputy City Attorney

JPC:pj
Transmittal

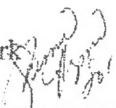
m:\muni counsel\records disposition\lawa\report to council - #7 contract svcs bureau-risk mgmnt div insurance svcs.doc

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: January 10, 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: **PROPOSED ADDITION TO DEPARTMENTAL RECORDS
DISPOSITION SCHEDULE FOR DUPLICATE RECORDS
LOS ANGELES WORLD AIRPORTS
CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
INSURANCE SERVICES (Schedule DOA/111)**

Attached is the proposed addition of Workers Compensation Files (duplicate files) to the records disposition schedule for duplicate records of the Insurance Services Unit of Los Angeles World Airports. This item 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 LAWA and by the City's Records Management Officer for the City Clerk.

Please review this item and return 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 CLE - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(c) of L.A. Admin. Code:	Page
Form Gen. 61 (Rev. 05/08)	DOA/111	AIRPORTS	By: (Dept. Head) <i>Samsan Menguito</i>	Date 11/8/16
	Rev. No.	Division	<i>James McQuinn</i>	10-27-2016
RECORDS RETENTION SCHEDULE (Duplicate Records)		CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIV./INSURANCE SVCS.	By: (City Clerk, Rec. Mgt. Off.) <i>Walter Henderson</i>	Date 1/5/17

SCHED. ITEM NO.	RECORD SERIES TITLE (OFFICE OF ORIGINAL RECORD) DESCRIPTION & NOTES SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS) *	MEDIA CODE
D011	Workers Compensation File		TO+7	DO
	A) Appointment Letter			
	B) Employee Report of Occupational Illness			
	C) Orthopedic Treatment Record			
	D) Outside Medical Reports			
	E) Report of Medical Examination			
	F) Report of Medical History			

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 MI=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.

Walter Henderson
12-9-16