

**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 17 - 0 3 0 7

AUG 2 8 2017

REPORT RE:

**PROPOSED UPDATES TO THE DEPARTMENTAL RECORDS  
RETENTION SCHEDULE FOR THE LOS ANGELES ZOO  
(Schedule ZOO/01)**

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

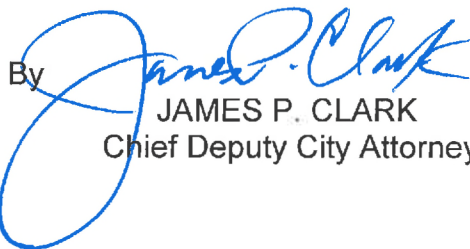
Honorable Members:

Transmitted herewith is the proposed updates to the departmental records retention schedule for the Los Angeles Zoo, Schedule ZOO/01. This Office approves the proposed news 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 Assistant City Attorney Dov S. Lesel of our Office at (213) 978-8154.

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: February 24, 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 UPDATES TO DEPARTMENTAL  
RECORDS DISPOSITION SCHEDULE  
LOS ANGELES ZOO (Schedule ZOO/01)**

Attached are three proposed updates to the records disposition schedule of the Los Angeles Zoo. Three related record types pertaining to admission statistics have been consolidated into a single record series. To reflect this on the schedule the retention of one item is being increased, to be retained permanently, and the other two are being deleted from the schedule. These items have been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, and are signed by an authorized designee of the Zoo and by the City's Records Management Officer for the City Clerk.

Please review these items 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

Form Gen. 60 (Rev. 02/16)

Z00/01	Los Angeles Zoo	By: (Dept. Head) John Lewis <i>Walter</i>	Date 10/20/16
Rev. No. 1	Division Administrative Services	By: (City Clerk, Rec. Mgt. Off.) <i>Yodd Gajkowski</i>	Date 2/9/17

**RECORDS DISPOSITION SCHEDULE**

(Original Official Records)

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					
	<b>Delete Record Series:</b>									
O002	Admission Analysis (Delete)									
O012	Attendance and Revenue Reports (Delete)									
	<b>Revise Record Series</b>									
	<b>From:</b>									
O019	Daily Attendance And Revenue Files		AU + 2	0	AU+2					
	<b>To:</b>									
O019	Daily Attendance And Revenue Files		AU + 2	PE	PE					

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 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.