

**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 19 - 0 1 6 5  
JUN 0 4 2019

**REPORT RE:**

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR THE  
DEPARTMENT OF CITY PLANNING, OFFICE OF HISTORIC RESOURCES  
(Schedule DCP/800)**

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 new records disposition schedule for the Department of City Planning, Office of Historic Resources, Schedule DCP/800. This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Deputy City Attorney Donna Wong at (213) 978-8064.

Sincerely,

MICHAEL N. FEUER, City Attorney

By   
JAMES P. CLARK  
Chief Deputy City Attorney

JPC:pj  
Transmittal


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

DATE: ~~November~~ 20, 2018

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 NEW RECORDS DISPOSITION SCHEDULE  
SCHEDULE DCP/800  
OFFICE OF HISTORIC RESOURCES  
DECLINED CULTURAL HERITAGE COMMISSION CASES**

Attached is a proposed new records disposition schedule for the City Planning Department's Office of Historic Resources. 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 Department and by the City's Records Management Officer for the City Clerk.

Please review this schedule 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:TG  
attachments

<b>CITY CLERK - City of Los Angeles</b>	Sch. No.	Department/Bureau	Certified per Sec. 12.3(c) of L.A. Admin. Code:	Page 1
Form Gen. 60 (Rev. 05/08)	800	City Planning	By: (Dept. Head) Vincent P. Bertoni <i>V. Bertoni</i>	Date 11/13/18
<b>RECORDS RETENTION SCHEDULE</b> (Original Official Records)	Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.) <i>Yael Gendrovski</i>	Date 11/14/18
		Office of Historic Resources		

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					
1	Declined Cultural Heritage Commission Cases		TO+1	PE						
	A-Application									
	B-Minutes									
	C-Correspondence									
	D-Determination letters									
	E-Photos									
	F-Articles									
	G. Technical Reports									
	H. Presentations									
	I. Staff Reports									

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.