

MICHAEL N. FEUER
CITY ATTORNEY

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

REPORT RE:

**PROPOSED ADDITIONS TO RECORDS DISPOSITION SCHEDULE
FOR THE PORT OF LOS ANGELES, ACCOUNTING DIVISION
(Schedule HDX/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:

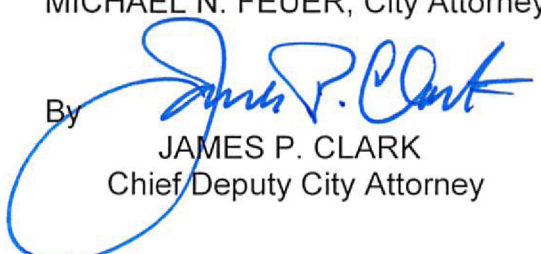
Transmitted herewith are two proposed additions to the records disposition schedule for the Accounting Division of the Port of Los Angeles, Schedule HDX/01. This Office approves the proposed additions to the records disposition schedule and finds that this request has been processed in accordance with Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Deputy City Attorney Minah Park at (310) 732-7708.

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: July 11, 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 ADDITIONS TO RECORDS DISPOSITION SCHEDULE
PORT OF LOS ANGELES / ACCOUNTING DIVISION (HDX/01)**

Attached are two proposed additions to the records disposition schedule of the Accounting Division of the Port of Los Angeles Department. The proposed additions are listed on the last page of the schedule as:

Item 106 – Customer Files
Item 107 - Accounts: Credit & Delinquent

These items were previously listed on the schedule of the Financial Management Division of the Port. The retention time periods are unchanged. These revisions 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 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

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)	HDX/01	LOS ANGELES HARBOR DEPT.	By: (Dept. Head) <i>Mark Bleavin</i>	Date 6-28-18
	Rev. No.	Division		
RECORDS DISPOSITION SCHEDULE (Original Official Records)		ACCOUNTING	By: (City Clerk, Rec. Mgt. Off.) <i>Todd Gaydowski</i>	Date 7/2/18

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	Ledger Masters		4	7	11	DO				
2	Stores Distribution		2	5	7	DO				
3	Shop Overhead Inc. Proof Listing		3	2	5	DO				
4	Payroll Overtime Recap		4	7	11	DO				
5	Backup (Wharfage)		3	5	8	DO				
6	Daybill		2	5	7	DO				
7	Unverified Wharage		2	5	7	DO				
8	Billing Master Changes		3	3	6	DO				
9	Accounts Receivable Billing Register		2	5	7	DO				
10	Memo Billing		3	5	8	DO				
11	Monthly Billing Reports		3	5	8	DO				
12	Daily Total Control Sheets		3	5	8	DO				
13	Deferred Revenue		3	5	8	DO				
14	Comparative Statement of Cash		3	5	8	DO				
15	Demand Budget – Dist. Detail Recap & Proof		2	5	7	DO				

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination

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Form Gen. 60 (Rev. 02/16)		LOS ANGELES HARBOR DEPT.	By: (Dept. Head) <i>Mark Bleavins</i>	Date 6-28-18
	Rev. No.	Division		
RECORDS DISPOSITION SCHEDULE (Original Official Records)		ACCOUNTING	By: (City Clerk, Rec. Mgt. Off.) <i>Todd Gajdoski</i>	Date 7/2/18

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					
16	Demand Req. – Proof by Demand G/L Demand		2	5	7	DO				
17	Analysis of Payroll Labor Dist. Costs		4	8	12	DO				
18	Book Overtime		4	8	12	DO				
19	G/L – Accounts Payable		3	5	8	DO				
20	PO's – Open, Yearly, Transmittals		T+1	2	3	DO				
21	Ledger		2	5	7	DO				
22	Expense Ledger		2	5	7	DO				
23	Class Code Recap		2	7	9	DO				
24	Statement of Conditions of Appropriations		2	5	7	DO				
25	Construction Work Orders		2	7	9	DO				
26	Job Ledger		2	7	9	DO				
27	Payroll Worksheets		4	7	11	DO				
28	ARB		3	5	8	DO				
29	Cash Receipts		3	5	8	DO				
30	Accounts Receivable Transmittal		2	5	7	DO				

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Form Gen. 60 (Rev. 02/16)		LOS ANGELES HARBOR DEPT.	By: (Dept. Head) <i>Mark Bleavin</i>	Date <i>6-28-18</i>
	Rev. No.	Division		
RECORDS DISPOSITION SCHEDULE (Original Official Records)		ACCOUNTING	By: (City Clerk, Rec. Mgt. Off.) <i>Todd Gaydowski</i>	Date <i>7/2/18</i>

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					
31	Advance Monthly Billing (Invoices)		2	5	7	DO				
32	Revenue by Tenants		3	5	8	DO				
33	Travel Authority		3	5	8	DO				
34	LAHIC		4	3	7	DO				
35	I.C.T.F.		4	3	7	DO				
36	AFE Register		3	2	5	DO				
37	Internal Demands		3	5	8	DO				
38	PO Register		2	2	4	DO				
39	G/L – Detail and Accounts Payable		3	7	10	DO				
40	JV Register and Proof Listing		4	7	11	DO				
41	Paid Invoices – Accounts Payable		3	5	8	DO				
42	Paid Purchase Orders		3	2	5	DO				
43	Payroll Payment Records		3	10	13	DO				
44	Time Cards & Time Sheets		3	10	13	DO				
45	Trial Balances		3	5		DO				

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Form Gen. 60 (Rev. 02/16)		LOS ANGELES HARBOR DEPT.	By: (Dept. Head) <i>Mark Blewett</i>	Date 6-28-18
	Rev. No.	Division		
RECORDS DISPOSITION SCHEDULE (Original Official Records)		ACCOUNTING	By: (City Clerk, Rec. Mgt. Off.) <i>Yodd Jaydownski</i>	Date 7/2/18

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					
46	General Ledgers		P		P	DO				
47	Financial Reports		P		P	DO				
48	Billing Invoices		3	5	8	DO				
49	Remittance Advices – Alpha Files		2		2	DO				
50	Stores Order Reports (Recaps, Proofs, Register)		2	2	4	DO				
51	Budget Payroll Reports (Proof Listings, Recaps, Distribution)		3	10	13	DO				
52	Budget Authority Register		5	5	10	DO				
53	Billing Records		3	5	8	DO				
54	Payment Vouchers		3	5	8	DO				
55	Billing (Wharfage) Statements		5	5	10	DO				
56	G/L Subsidiary Ledgers		5	P	P	DO				
57	Budget Sub-Ledgers Register		3	5	8	DO				
58	Budget Ledger		3	P	P	DO				
59	Work Order Ledger		3	7	10	DO				
60	Maintenance Work Order Ledger		3	6	10	DO				

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Form Gen. 60 (Rev. 02/16)		LOS ANGELES HARBOR DEPT.	By: (Dept. Head) <i>Mark Bleavin</i>	Date <i>6-29-18</i>
	Rev. No.	Division		
RECORDS DISPOSITION SCHEDULE (Original Official Records)		ACCOUNTING	By: (City Clerk, Rec. Mgt. Off.) <i>Yochel Gaydowski</i>	Date <i>7/2/18</i>

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					
61	Budget Journal Voucher		2	7	9	DO				
62	G/L Journal Voucher		2	7	9	DO				
63	Billing AWO's		2	5	7	DO				
64	Purchase Receipts		2	2	4	DO				
65	Cash Reports		2	5	7	DO				
66	Billing Paid Bills		2	5	7	DO				
67	Revenue Statistics Report		3	5	8	DO				
68	Accommodation Work Orders		2	5	7	DO				
69	Depreciation Records		P		P	DO				
70	Property Ledgers		P		P	DO				
71	Property Schedules		P		P	DO				
72	Billing Contract Files		P		P	DO				
73	Tax Revenue Call		P		P	DO				
74	Contracts & Permits (General, Agreements)		T+5	P	P	DO				
75	Correspondence by Subject		3	2	5	DO				

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			OFFICE	CENTER	DESTROY					
76	Minutes of Staff Meetings		3	7	10	DO				
77	Travel Authority & Expense Reports		3	2	5	DO				
78	Receiving Reports		3	5	8	DO				
79	Purchase Request/Purchase Orders		3	5	8	DO				
80	Personal Service Agreements		T+5	P	P	DO				
81	Equipment Rentals		2	2	4	DO				
82	Payroll Internal Demands		2	6	8	DO				
83	Outstanding POs		T+1	6	7	DO				
84	Tenant		T	P	P	DO				
85	Tenant Gross Receipt Reports		T	P	P	DO				
86	Policies & Procedures		5	10	15	DO				
87	LAHD Insurance		5	P	P	DO				
88	Credit Cards (Visa, Telephones)		T+2	P	P	DO				
89	Cash Receipts – Lockbox		4	10	14	DO				
90	Cash REceipts – Over The Counter		4	10	14	DO				

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			OFFICE	CENTER	DESTROY					
91	Accounts Receivable Working Files		2	5	7	DO				
92	Accounts Receivable Aged Trial Balances		2	7	9	DO				
93	Accounts Receivable Journal Vouchers		2	7	9	DO				
94	Accounts Receivable Bank Deposits (BAMTRAC)		2	7	9	DO				
95	Accounts Receivable Journal Write-Offs		2	7	9	DO				
96	Accounts Receivable Internal Demands		2	7	9	DO				
97	Accounts Receivable Returned Checks (NSF's)		2	7	9	DO				
98	Accounts Receivable G/L Reconciliation		2	7	9	DO				
99	Accounts Receivable Cash Reconciliation		2	7	9	DO				
100	Accounts Receivable Extracts (Period to Date Journals)		2	5	7	DO				
101	Internal Vouchers		3	5	8	DO				
102	Petty Cash Vouchers		3	P	P	DO				
103	Accounts Payable Balancing Reports		3	2	5	DO				
104	Utilities		5	5	10	DO				
105	Funds Available For Fiscal Year		2	P	P	DO				

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			OFFICE	CENTER	DESTROY					
106	Customer Files		1	P	P	DO				
107	Accounts: Credit & Delinquent		2	8	10	DO				

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