

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 19-0167
JUN 04 2019

REPORT RE:

**PROPOSED NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULES
FOR THE DEPARTMENT OF PUBLIC WORKS BUREAU OF ENGINEERING
LAND DEVELOPMENT & GEOGRAPHIC INFORMATION SYSTEMS DIVISION
(Schedule ENG/80)**

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

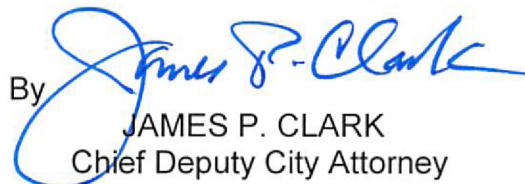
Honorable Members:

Transmitted herewith are the proposed new records disposition schedules for the Department of Public Works, Bureau of Engineering, Land Development and Geographic Information Systems Division, Schedule ENG/80. This Office approves the proposed new records disposition schedules 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 Assistant City Attorney Edward Jordan at (213) 978-8130.

Sincerely,

MICHAEL N. FEUER, City Attorney

By 
JAMES P. CLARK
Chief Deputy City Attorney

JPC:pj
Transmittal


m:\muni counsel\records disposition\pw - boe\council report re boe land development & geographic systems div. eng-80.doc

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 30, 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: **NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE
DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENGINEERING
LAND DEVELOPMENT & GEOGRAPHIC INFORMATION
SYSTEMS DIVISION (Schedule ENG/80)**

Attached are proposed new records disposition schedules for the Bureau of Engineering's Land Development & GIS. These schedules 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 Bureau of Engineering and by the City's Records Management Officer for the City Clerk.

Please review these schedules and submit them 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 of Los Angeles
Proposed New Departmental Records Disposition Schedule
Original Records

Approved by: *Elmallyen*
 Department Head
Will Gaudin 10/30/17
 Records Management Officer Date

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVELOPMENT & GIS
/ENG/80/

CERTIFIED PER SECTION 12.3 OF THE LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention (YEARS)		Media Code	Record Type			
			Office	Total		V	H	C L	
/ENG/80/	O	PROPOSED NEW ORIGINAL RECORD SERIES							
/ENG/80/	O001.	CADASTRAL MAP Formerly ENG/70 O002	SU+10	SU+10	DO	N	N	N	
/ENG/80/	O002.	COUNCIL DISTRICT MAP - MASTERS TRANSFER TO CITY ARCHIVES - HISTORICAL Formerly ENG/70 O004	AR	PE	DO	N	Y	N	
/ENG/80/	O003.	FLOOD HAZARD REPORTS Formerly ENG/70 O006	CL+1	CL+15	DO	N	N	N	
/ENG/80/	O004.	HISTORICAL MAPS TRANSFER TO CITY ARCHIVES - HISTORICAL a. "A" Maps b. Sewer Wye Maps c. Substructure Maps d. "E" Maps - Maintenance Modification e. Land Record Maps f. Drainage Maps Formerly ENG/70 O007 and ENG/73 O014	AR	PE	DO	N	Y	N	
/ENG/80/	O005.	HISTORICAL MAP INDEX (Publication) Formerly ENG/70 O008	SU+2	SU+2	DO	N	N	N	
/ENG/80/	O006.	INDEXES TO FILES A-CITY PLANNING CASES-ENG. 3.678 B-DISTRICT/CADASTRAL MAPS C-DIVISION INDEX MAPS (400 SCALE) D-PARCEL MAP BOOK E-PARCEL STATUS CARDS-ENG. 3.831 F-PERMIT/BOND STATUS CARDS-ENG. 3.819 G-RECORDED PARCEL AND TRACT MAP BOOKS H-RIGHT OF WAY INVESTIGATION INFORMATION CARD-ENG. 3.834 I-RIGHT OF WAY JOB STATUS CARDS-ENG. 3.627 J-STREET VACATION INDEX CARDS-ENG. 3.817 K-TRACT STATUS CARDS-ENG. 3.807	SU+2	SU+2	DO	N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
 TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Proposed New Departmental Records Disposition Schedule
Original Records

Approved by: _____
 Department Head Date

 Records Management Officer Date

Records of: **PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVELOPMENT & GIS**
 /ENG/80/

CERTIFIED PER SECTION 12.3 OF THE LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	- Retention (YEARS) -		Media Code	Record Type			
			Office	Total		V	H	C	L
/ENG/80/	O007.	L-ZONING CASES Formerly ENG/70 O009 LITIGATION MAPS (Microfilmed)	TO+10	TO+11	DO	N	N	N	N
/ENG/80/	O008.	MAPS Formerly ENG/70 O011 a. "A" Maps b. Sewer Wye Maps c. Substructure Maps d. "E" Maps - Maintenance Modification e. Land Record Maps f. Drainage Maps	TO+2	TO+PE	DO	Y	N	N	N
/ENG/80/	O009.	PARCEL MAP FILE Formerly ENG/73 O011 A-BOARD REPORTS B-CONDITIONS OF APPROVALS C-CORRESPONDENCE D-MAPS E-MAP CHECKING FEE RECEIPT-ENG. 3.871 F-SEWERAGE FACILITIES CHARGE-ENG. 3.885 G-SURVEY MONUMENT CASH BOND-ENG. 3.811	CL+2	CL+10	DO	N	N	N	N
/ENG/80/	O010.	PRIVATE STREET FILES Formerly ENG/70 O012 A-CORRESPONDENCE B-MAPS	CL+5	CL+15	DO	N	N	N	N
/ENG/80/	O011.	RECORDED TRACT MAPS (Microfilmed) A-BOARD REPORTS B-CONDITIONS OF APPROVALS C-CORRESPONDENCE D-MAPS E-MAP CHECKING FEE RECEIPTS-ENG. 3.871	CL+2	CL+10	DO	N	N	N	N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
 TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Proposed New Departmental Records Disposition Schedule
Original Records

Approved by: _____
 Department Head Date

 Records Management Officer Date

Records of: **PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVELOPMENT & GIS**
 /ENG/80/

CERTIFIED PER SECTION 12.3 OF THE LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	- Retention (YEARS) -		Media Code	Record Type			
			Office	Total		V	H	C	L
/ENG/80/	0012.	F-SEWERAGE FACILITIES CHARGE-ENG. 3.665 G-SURVEY MONUMENT CASH BOND-ENG. 3.811 Formerly ENG/70 0015 RIGHT OF WAY INVESTIGATION (CL = Investigation Completed) Formerly ENG/70 0016	CL	CL+10	DO	N	N	N	N
/ENG/80/	0013.	SPECIAL PROJECT MAPS Formerly ENG/70 0017	CL	CL+2	DO	N	N	N	N
/ENG/80/	0014.	STREET VACATION PROJECT FILE (CL = Council Adopts or Abandons Project) A-BOARD REPORTS B-BUREAU OF ACCOUNTING C-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 D-CASE ASSIGNMENT-CP 5154 E-CORRESPONDENCE F-MAPS G-ORDINANCES H-PHOTOGRAPHS I-RESOLUTIONS K-WORK ORDER CLOSING NOTICE-ENG. 2.222 Formerly ENG/70 0018	CL+2	CL+5	DO	N	N	N	N
/ENG/80/	0015.	SURVEY FIELD BOOKS Formerly ENG/73 0013	TO+2	PE	DO	Y	N	N	N
/ENG/80/	0016.	TOPO MAPS (Microfilmed) - Formerly ENG/70 0020	CL	PE	DO	N	N	N	N
/ENG/80/	0017.	400 SCALE STREET MAPS (SINGLE AND DOUBLE LINE) (Microfilmed) Formerly ENG/70 0022	SU+2	SU+2	DO	N	N	N	N
/ENG/80/	0018.	1000 SCALE STREET MAPS (SINGLE AND DOUBLE LINE) Formerly ENG/70 0023	SU+2	SU+2	DO	N	N	N	N
/ENG/80/	0019.	2000 SCALE STREET MAPS (SINGLE AND DOUBLE LINE)	SU+2	SU+2	DO	N	N	N	N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION TO=THE DATE OF THE RECORD, I.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Proposed New Departmental Records Disposition Schedule
Original Records

Approved by: _____
Department Head *Date*

Records Management Officer *Date*

Records of: **PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVELOPMENT & GIS**
 /ENG/80/

CERTIFIED PER SECTION 12.3 OF THE LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	- Retention (YEARS) -		Media Code	Record Type			
			Office	Total		V	H	C	L
		Formerly ENG/70 O024							

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
 TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles
Proposed New Departmental Records Retention Schedule
Duplicate Records**

Approved by:

Edna Yau

Department Head
Tommy Anderson 10/30/17

Records Management Officer Date

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVELOPMENT & GIS

/ENG/80/

CERTIFIED PER SECTION 12.3(E) OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	- Retention - YEARS	Media Code	Record Type V H C L
/ENG/80/	D	PROPOSED NEW DUPLICATE RECORD SERIES			
/ENG/80/	D001.	AERIAL PHOTOGRAPHS (KEYED TO THOMAS GUIDE) (ADMINISTRATION DIVISION) Formerly ENG/70 D001	SU	DO	N N N
/ENG/80/	D002.	CITY ORDINANCES AND INDEXES (CITY CLERK) Formerly ENG/70 D003	SU	DO	N N N
/ENG/80/	D003.	CITY PLAN CASE (CITY PLANNING) A-CORRESPONDENCE B-COUNCIL REPORTS C-MAPS (PRINTS) D-ORDINANCES E-PLANNING AND ENVIRONMENT COMMITTEE REPORTS F-PLANNING REPORT Formerly ENG/70 D004	CL	DO	N N N
/ENG/80/	D004.	INTER-OR INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS ... FREEWAY MAPS Formerly CLK/02 D001	SU	DO	N N N
/ENG/80/	D005.	MAP CHECKING FEE RECEIPT (BUREAU OF ACCOUNTING) FORM: ENG. 3.671 Formerly ENG/70 D011	TO+5	DO	N N N
/ENG/80/	D006.	MICROFICHE OF COUNTY ASSESSOR DATA (SILVER MASTERS MAINTAINED BY CAO) Formerly CLK/02 D002	SU	DO	N N N
/ENG/80/	D007.	MICROFILM (ADMINISTRATION DIVISION) A-C.P.C. B-CADASTRAL MAPS C-COASTAL DEVELOPMENT PROJECT D-DEEDS E-DISTRICT MAPS	SU	DO	N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, I.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles
Proposed New Departmental Records Retention Schedule
Duplicate Records**

Approved by: _____
 Department Head _____ Date _____
 Records Management Officer _____ Date _____

Records of: **PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVELOPMENT & GIS**
 /ENG/80/

CERTIFIED PER SECTION 12.3(E) OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention YEARS	Media Code	Record Type V H C L
		F-DIVISION INDEX G-DIVISION LAND MAPS H-DRAINAGE MAPS I-HISTORICAL MAPS J-LICENSE SURVEY MAPS K-LITIGATION MAPS L-MAP BOOKS M-ORDINANCES N-PARCEL MAPS O-RIGHT OF WAY MAPS P-STREET VACATION MAPS Q-TRACT MAPS R-TOPO MAPS S-WYE MAPS T-ZONE ADMINISTRATION Formerly ENG/70 D012			
/ENG/80/	D008.	MICROFILM OF DISTRICT MAPS Formerly CLK/02 D003	SU	DO	N N N
/ENG/80/	D009.	PHOTOCOPIES OF RECORDED DOCUMENTSS (NON-RECORDED MATERIAL, INFORMATION TRANSFERRED TO COMPUTER) Formerly CLK/02 D004	CL	DO	N N N
/ENG/80/	D010.	RIGHT OF WAY PROJECT FILE (REAL ESTATE DIVISION) A-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 B-CORRESPONDENCE C-LEGAL DESCRIPTIONS D-MAPS E-ORDINANCES F-TITLE SEARCH-ENG. 5.612 Formerly ENG/70 D015	CL+1	DO	N N N
/ENG/80/	D011.	STATE HIGHWAY MAPS (STATE OF CALIFORNIA) Formerly ENG/70 D017	SU	DO	N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
 TO=THE DATE OF THE RECORD, I.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

