

MICHAEL N. FEUER CITY ATTORNEY

REPORT NO. R 19-0167

JUN 0 4 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

AMES 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 Hall East 200 N. Main Street Room 800 Los Angeles, CA 90012 (213) 978-8100 Fax (213) 978-8312

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

Original Records

Approved by:

Page 1 Proposed New Departmental Records Dispositioin Schedule Date: July 20, 2017 Date Devartmen 3 **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.	Sched.	Record Title	- Retention	(YEARS)	Media	sedia Rec		
No.	Item No.	(Description / Sub Categories / Remarks)	Office	Total	Code	V.	Ħ	Ĉ
/ENG/80/	0	PROPOSED NEW ORIGINAL RECORD SERIES						
/ENG/80/	O001.	CADASTRAL MAP Formerly ENG/70 0002	SU+10	SU+10	DO	Ν	N	N
/ENG/80/	0002.	COUNCIL DISTRICT MAP - MASTERS TRANSFER TO CITY ARCHIVES - HISTORICAL Formerly ENG/70 0004	AR	PE	DO	N	Y	Ν
/ENG/80/	O003.	FLOOD HAZARD REPORTS Formerly ENG/70 0006	CL+1	CL+15	DO	Ν	Ν	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 0007 and ENG/73 0014	AR	PE	DO	N	Y	N
/ENG/80/	O005.	HISTORICAL MAP INDEX (Publication) Formerty ENG/70 0008	SU+2	SU+2	DO	Ν	Ν	Ν
ÆNG/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. 3.634 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	Ν	N	Ν
RETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLE TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	D EX=EXPIRATION PE=PERMANENT	SU=SUPERCE	DED TE=	TERM	INA	FION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=D MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED (APE.
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

City of Los Angeles

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Proposed New Departmental Records Dispositioin Schedule

Original Records

Date:	July 20,	2017
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Approved by: _______ Department Head

Date

Records Management Officer

Date

Records of: /ENG/80/ PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVELOPMENT & GIS CERTIFIED PER SECTION 12.3 OF THE LOS ANGELES ADMINISTRATIVE CODE

Sched.	Sched. Item	Record Title	– Retention	(YEARS) —	Media	Re	Record		
No.	No.	(Description / Sub Categories / Remarks)	Office	Total	Code	V	H	Ĉ	
		L-ZONING CASES Formerly ENG/70 0009							
NG/80/	O007.	LITIGATION MAPS	TO+10	TO+11	DO	Ν	Ν	Ν	
		(Microfilmed) Formerly ENG/70 0011							
NG/80/	O008.	MAPS	TO+2	TO+PE	DO	Υ	Ν	Ν	
		a. "A" Maps b. Sewer Wye Maps c. Substructure Maps d. " E Maps - Maintenance Modification e. Land Record Maps f. Drainage Maps Formerly ENG/73 O011							
NG/80/	O009.	PARCEL MAP FILE A-BOARD REPORTS B-CONDITIONS OF APPROVALS C-CORRESPONDENCE D-MAPS E-MAP CHECKING FEE RECEIPT-ENG. 3.671 F-SEWERAGE FACILITIES CHARGE-ENG. 3.665 G-SURVEY MONUMENT CASH BOND-ENG. 3.811 Formerly ENG/70 0012	CL+2	CL+10	DO	N	N	Ν	
IG/80/	O010.	PRIVATE STREET FILES A-CORRESPONDENCE B-MAPS Formerly ENG/70 0014	CL+5	CL+15	DO	N	Ν	Ν	
NG/80/	O011.	RECORDED TRACT MAPS (Microfilmed) A-BOARD REPORTS B-CONDITIONS OF APPROVALS C-CORRESPONDENCE D-MAPS E-MAP CHECKING FEE RECEIPTS-ENG. 3.671	CL+2	CL+10	DO	Ν	N	Ν	
RETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELL TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ED EX=EXPIRATION PE=PERMANENT \$	SU=SUPERCE	ded te=	TERN	AINA	TION	
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO= MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED						APE	
	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL							

City of Los Angeles

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Date: July 20, 2017

Proposed New Departmental Records Dispositioin Schedule

Approved by:

Original Records

			Αμριονεά υγ.	Departm	ent Head		Date		
					Management	Officer		<u> </u>	Date
Records of: /ENG/80/		PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVEL	OPMENT & GIS Certified per	SECTION 12.3	OF THE LOS A	NGELES .	4DMI	NIST	RATIVE CO
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)		- Retentior Office	ı (YEARS) — Total	Media Code			Type CL
		F-SEWERAGE FACILITIES CHARGE-ENG. 3.665 G-SURVEY MONUMENT CASH BOND-ENG. 3.811 Formerly ENG/70 0015							
ENG/80/	0012.	RIGHT OF WAY INVESTIGATION (CL = Investigation Completed) Formerly ENG/70 0016		CL	CL+10	DO	Ν	N	N
ENG/80/	O013.	SPECIAL PROJECT MAPS Formerty ENG/70 0017		CL	CL+2	DO	Ν	N	N
ÆNG/80/	O014.	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	Ν	Ν
/ENG/80/	O015.	SURVEY FIELD BOOKS Formerly ENG/73 0013		TO+2	PE	DO	Y	N	N
ENG/80/	O016.	TOPO MAPS (Microfilmed) - Formerly ENG/70 0020		CL	PE	DO	Ν	Ν	N
/ENG/80/	O017.	400 SCALE STREET MAPS (SINGLE AND DOUBLE LINE) (Microfilmed) Formerly ENG/70 0022		SU+2	SU+2	DO	Ν	Ν	N
ENG/80/	O018.	1000 SCALE STREET MAPS (SINGLE AND DOUBLE LINE) Formerly ENG/70 0023		SU+2	SU+2	DO	Ν	N	N
/ENG/80/	O019.	2000 SCALE STREET MAPS (SINGLE AND DOUBLE LINE)		SU+2	SU+2	DO	Ν	N	N
	NTION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLE TO=THE DATE OF THE RECORD, i.e. the "TO DATE" AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DI MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED I	DCUMENT EL=ELECTRO	NIC FILE FM	=FILM MD=MA	g disk n	IT=M	AG T/	

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

City Clerk/Records Management Division

City of Los Angeles

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Proposed New Departmental Records Dispositioin Schedule

Date: July 20, 2017

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			Approved by:	: Department Head			Date	
Desende	- C -			Records M	Records Management Officer		1	Date
Records /ENG/80	2	PUBLIC WORKS/BUREAU OF ENGINEERING/LAND	DEVELOPMENT & GIS CERTIFIED PER	SECTION 12.3	OF THE LOS A	NGELES A	ADMINISTRA	TIVE CODE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)		– Retention Office	(YEARS) – Total	Media Code	Record Ty V H C	-

Formerty ENG/70 0024

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.o. 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

Page 1 Date: July 20, 2017

Approved by:	Elnu ya	
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	Will Sameasen	10/30 117
	Records Management Officer	l Date

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

Sched.	Sched.	Record Title	- Retention -	Media	Ra	cord	Typ
No.	Item No.	(Description / Sub Categories / Remarks)	YEARS	Code			C
ENG/80/	D	PROPOSED NEW DUPLICATE RECORD SERIES			_		
ENG/80/	D001.	AERIAL PHOTOGRAPHS (KEYED TO THOMAS GUIDE) (ADMINISTRATION DIVISION) Formerty ENG/70 D001	SU	DO	N	Ν	Ν
ENG/80/	D002.	CITY ORDINANCES AND INDEXES (CITY CLERK) Formerty ENG/70 D003	SU	DO	Ν	Ν	Ν
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	Ň	N	N
ENG/80/	D004.	INTER OR INTRA DEPARTMENTAL MANUALS, PUBLICATIONS FREEWAY MA	۳۶ _{SU}	DO	Ν	N	Ν
'ENG/80/	D005.	Formerty CLK/02 D001 MAP CHECKING FEE RECEIPT (BUREAU OF ACCOUNTING) FORM: ENG. 3.671 Formerty ENG/70 D011	TO+5	DO	N	Ν	Ν
'ENG/80/	D006.	MICROFICHE OF COUNTY ASSESSOR DATA (SILVER MASTERS MAINTAINED BY CAO) Formerly CLK/02 D002	SU	DO	Ν	N	Ν
ÆNG/80/	D007.	MICROFILM (ADMINISTRATION DIVISION) A-C.P.C. B-CADASTRAL MAPS C-COASTAL DEVELOPMENT PROJECT D-DEEDS E-DISTRICT MAPS	SU	DO	Ν	Ν	N
RETEN	NTION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PER TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	MANENT SU=SUPER	CEDED TE=	TER	MINA	TION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DI					APE
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

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Proposed New Departmental Records Retention Schedule

Duplicate Records

Date: July 20, 2017

		*	Approved by:						
				Department Head				Date	2
				Records Managemen			Date		
Records ENG/8	-	PUBLIC WORKS/BUREAU OF ENGINEERING/LAND DEVELO		SR SECTION 12.3(E) OF LOS	SANGELES	ADM	INIST	RATIV	E COD
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)		– Retention – YEARS	Media Code			Type CL	
		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	Ν	Ν	Ν	
/ENG/80/	D009.	PHOTOCOPIES OF RECORDED DOCUMENTSS (NON-RECORDED MATERIAL, INFORMATION TRANSFERRED TO COMPUTER) Formetly CLK/02 D004		CL	DO	N	Ν	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 Formarty ENG/70 D015		CL+1	DO	N	N	Ν	
/ENG/80/	D011.	STATE HIGHWAY MAPS (STATE OF CALIFORNIA) Formerty ENG/70 D017		SU	DO	N	Ν	Ν	
RETE	NTION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	EX=EXPIRATION PE=I	PERMANENT SU=SUPERC	CEDED TE	TER	MINA	TION	
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOC MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DO						APE	
RECO	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL							

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City Clerk/Records Management Division

City of Los Angeles

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Proposed New Departmental Records Retention Schedule Date:

Department Head

Approved by:

Duplicate Records

Date: July 20, 2017

Date

Date

Records Management Officer

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

/ENG/8	0/		CERTIFIED PER SECTION 12.3(E) OF LOS AND	GELES A	DM	NIST	RAT	VE CODE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)		Media Code			Тур С	
/ENG/80/	D012.	STREET VACATION MAPS (ADMINISTRATION DIVISION) (MICROFILMED) Formerly ENG/70 D018	CL	DO	N	N	N	
/ENG/80/	D013.	SURVEY MONUMENT CASH BOND (BUREAU OF ACCOUNTING) FORM: ENG. 3.811 Formerty ENG/70 D019	AR	DO	Ν	Ν	N	
/ENG/80/	D014.	VARIANCES (CITY PLANNING) A-CORRESPONDENCE Formerly ENG/70 D023	TO+5	DO	Ν	Ν	N	
/ENG/80/	D015.	ZONING ADMINISTRATION CASES (CITY PLANNING) A-CORRESPONDENCE B-MAPS Formerly ENG/70 D025	CL	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"

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