

**RETENTION TIME PERIODS
FROM DIVISION 12.3(b) , CITY OF LOS ANGELES
ADMINISTRATIVE CODE**

1. Permanently Preserved:
 - a. Historical records
 - b. Records affecting title to real property or liens
 - c. Records required by Charter or statute
 - d. Minutes, ordinances and resolutions by City Council, Board or Commission

2. Five Years:
 - a. Records exempt from public disclosure by the California Public Records Act
 - b. Records related to any complaint of misconduct by City employee or official
 - c. Records of complaint to, or investigation by, any City Office or Department for correctional, law enforcement, or licensing purposes
 - d. Records used in civil or criminal litigation, including appellate review
 - e. Records prepared in connection with any claim filed against the City

3. Termination Plus Five Years:
 - a. Personnel, medical, hospital, or similar records

4. Two Years:
 - a. The minimum time period for keeping records with the exception of communication tapes. **MOST RECORDS FIT INTO THIS CATEGORY.**

5. Fifteen Months:
 - a. Communication tapes from the Police and Fire Departments

6. Vital Records:
 - a. Records in category (1) of Subsection (b) of Chapter 12, Los Angeles City Administrative Code, states that records shall be retained while current, subject to provisions of Section 12.2(b) (5) of the above Code

7. Retirement Records:
 - a. Records in category (8) of Subsection (b) of Chapter 12, Los Angeles City Administrative Code, states that records shall be retained through the life of the employee, the life of the employee's surviving spouse, and throughout the dependency or the age of minority of the employee's surviving children as provided in the Charter, plus five (5) years