

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. 05/08)			By: (Dept. Head)	Date
	Rev. No.	Division		
RECORDS RETENTION SCHEDULE (Original Official Records)			By: (City Clerk, Rec. Mgt. Off.)	Date

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					

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination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