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| <b>CITY CLERK - City of Los Angeles</b>                         | Sch. No. | Department/Bureau | Certified per Sec. 12.3(c) of L.A. Admin. Code: | Page 1 |
| Form Gen. 61 (Rev. 05/08)                                       |          |                   | By: (Dept. Head)                                | Date   |
|   | Rev. No. | Division          |   |        |
| <b>RECORDS RETENTION SCHEDULE</b><br><b>(Duplicate Records)</b> |          |                   | By: (City Clerk, Rec. Mgt. Off.)                | Date   |

| SCHED. ITEM NO. | RECORD SERIES TITLE<br>(OFFICE OF ORIGINAL RECORD)<br>DESCRIPTION & NOTES<br>SUB-ITEMS (A, B, C...) | FORM NO. | RETENTION (YEARS) | MEDIA CODE * |
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**Note:** \* Duplicate records should not be transferred to the City Records Center.

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination  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