

City of Los Angeles

August 17, 2015

Department Records Disposition Schedules

DEPARTMENT OF AGING

Schedule Number Department Name

/AGE/	DEPARTMENT OF AGING
/AGE/01/	DEPARTMENT OF AGING/AGING

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: DEPARTMENT OF AGING/AGING
/AGE/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/AGE/01/	O	ORIGINAL RECORDS								
/AGE/01/	O001.	ADMINISTRATIVE EXPENSE RECORDS RECORD TYPES: A-AUTHORITY FOR EXPENDITURES-GEN 40 B-CITY STORES INVOICE-GS/MM2 C-DEPOSIT CERTIFICATE-GEN 2 D-ENCUMBRANCE ADJUSTMENT-GEN 36 E-INTERDEPARTMENT ORDER-GEN 34 F-MILEAGE STATEMENT-2053 G-NOTICE OF SCHEDULE PAYMENT-5043 H-PURCHASE ORDER-GS/S2 I-PURCHASE ORDER CHANGE-GS/S6 J-PURCHASE REQUISITION-GS/SIA K-REMITTANCE ADVICE-5042-A L-REQUEST FOR ADJUSTMENT OF APPROPRIATE FUNDS-GEN 105 M-REQUEST FOR PAYMENT-GEN 81 N-STORES MULTIUSE FORM-GS/MMI O-TRAVEL AUTHORITY-GEN 71 P-WORKING PAPERS	AU+3	AU+3		N	N	N		
/AGE/01/	O002.	ANNUAL PROGRAM FOR THE AGING (AREA PLAN) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-BUDGET B-CORRESPONDENCE C-WORKING PAPERS	TO+5	PE		N	Y	N		
/AGE/01/	O003.	AUDIT WORKING PAPERS (3 YEARS AFTER COMPLETION OF RESOLUTION OF QUESTIONED COSTS) RECORD TYPES: A-APPLICATION OF PROJECT GRANTS B-AUDIT REPORT C-CONTRACT AMENDMENTS D-CONTRACTS AND AGREEMENTS E-CORRESPONDENCE F-FINANCIAL STATISTICS	AU+3	AU+3		N	N	N		
/AGE/01/	O004.	CALIFORNIA DEPARTMENT OF AGING FILES RECORD TYPES: A-CORRESPONDENCE B-PROGRAM MANUAL C-PROGRAM MEMO	TO+5	TO+5		N	N	N		
/AGE/01/	O005.	CALIFORNIA SENIOR LEGISLATURE PROPOSALS (BILLS)	TO+5	TO+5		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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
Departmental Records Disposition Schedule
Original Records

Records of: DEPARTMENT OF AGING/AGING
/AGE/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
			Office	Total	Code	V	H	C	L
/AGE/01/	O006.	RECORD TYPES: CALIFORNIA SENIOR LEGISLATURE ELECTIONS	TO+5	TO+5		N	N	N	
/AGE/01/	O007.	RECORD TYPES: A-BALLOTS B-CORRESPONDENCE CORRESPONDENCE AND SUBJECT FILES	TO+5	TO+5		N	N	N	
/AGE/01/	O008.	(INCLUDING COUNCIL ON AGING, INFORMATION AND REFERRAL) RECORD TYPES: COUNCIL ON AGING ANNUAL REPORT	TO+5	PE		N	Y	N	
/AGE/01/	O009.	(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical DEPOSIT CERTIFICATE (GEN 2)	TO+5	TO+10		N	N	N	
/AGE/01/	O011.	FORM: GEN 2 RECORD TYPES: PROJECT FILES	TO+5	TO+8		N	N	N	
/AGE/01/	O012.	(INCLUDES PLANNING UNIT MIS) RECORD TYPES: A-CONTRACTS AND AGREEMENTS B-CONTRACT AMENDMENTS C-CORRESPONDENCE D-EQUIPMENT INVENTORY E-INSURANCE F-LEASE G-REPORTS PROJECT FILES (FISCAL)	AU+3	AU+3		N	N	N	
/AGE/01/	O013.	RECORD TYPES: A-CLOSEOUT B-CONTRACT C-CONTRACT BUDGET MODIFICATION D-CORRESPONDENCE E-INVOICES F-MONTHLY REPORT OF CASH FLOW & REQUEST FOR FUNDS-CDAD-002 G-PAYROLL RECORDS H-REMITTANCE ADVICE-5042-A I-REQUEST FOR PAYMENT-GEN 81 REQUEST FOR PROPOSAL	TO+5	TO+5		N	N	N	
		RECORD TYPES: A-AGENCY PROPOSALS B-APPEAL DECISIONS C-CORRESPONDENCE D-MAILGRAMS E-PROPOSAL APPEALS							

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
Departmental Records Disposition Schedule
Original Records

Records of: DEPARTMENT OF AGING/AGING
/AGE/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
			Office	Total	Code	V	H	C	L
/AGE/01/	O014.	F-PROPOSAL RECOMMENDATION G-REQUEST FOR PROPOSAL (RFP) H-SUMMARY OF RFP AWARDS SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM... RECORD TYPES: A-CLIENT ASSESSMENT B-CLIENT INTAKE FORM C-EMPLOYABILITY PLAN D-JOB DESCRIPTION E-LETTER OF AGREEMENT F-MEDICAL EXAMINATION G-PERSONAL ACTION H-SUPERVISOR'S EVALUATION	AU+2	AU+5		N	N	N	
/AGE/01/	O015.	TIMEKEEPING RECORDS (REQUIRED BY WORKERS' COMP.) RECORD TYPES: A-BI-WEEKLY TIME USAGE RECORD B-DAILY SIGN IN/OUT LOG	AU+2	AU+5		N	N	N	
/AGE/01/	O016.	VERBIAGE/COUNCIL ON AGING NEWSLETTER (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/AGE/01/	O017.	WHITE HOUSE CONFERENCE FILES RECORD TYPES: A-COMMUNITY FORUM PACKAGES B-CORRESPONDENCE C-DELEGATE BALLOTS D-FISCAL E-REGISTRATION FORMS F-REGIONAL RECOMMENDATIONS G-RESOLUTIONS H-TRANSMITTAL AND CONTRACT	TO+5	TO+5		N	N	N	
/AGE/01/	O018.	EARS CLIENT DOCUMENTS A. Participant Eligibility Forms B. Subscriber Agreement Forms C. Termination Forms	TO+3	TO+5	DO	N	N	Y	

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
Departmental Records Disposition Schedule
Duplicate Records

Records of: DEPARTMENT OF AGING/AGING
/AGE/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/AGE/01/	D	DUPLICATE RECORD SERIES						
/AGE/01/	D001.	CHRONOLOGICAL CORRESPONDENCE (RECEIVING OFFICE) RECORD TYPES:	TO+5		N	N	N	
/AGE/01/	D002.	GRANTS TRANSMITTAL (COMPLETION OF PROJECT; CITY CLERK) RECORD TYPES: A-AGENDA B-CLA REPORTS C-REPORTS	TO+8		N	N	N	
/AGE/01/	D003.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETI... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/AGE/01/	D004.	JOURNAL VOUCHER (CONT 19A) (CONTROLLER) FORM: CONT 19A RECORD TYPES: A-GENERAL LEDGER JOURNAL VOUCHER-CONT 19	AU+3		N	N	N	
/AGE/01/	D005.	MAYOR'S CONCURRENCE (COUNCIL ACTION) (CITY CLERK) RECORD TYPES:	TO+5		N	N	N	
/AGE/01/	D006.	PUBLICATION & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	TO+5		N	N	N	
/AGE/01/	D007.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGNT. DIVISION) FORM: GEN 62 RECORD TYPES:	TO+10		N	N	N	
/AGE/01/	D008.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES: A-INTERNAL DEMAND TRANSMITTAL-GEN 58 B-REMITTANCE ADVISE-502-A	AU+3		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