City of Los Angeles

Department Records Disposition Schedules

DEPARTMENT OF AGING

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>/AGE/</td>
<td>DEPARTMENT OF AGING</td>
</tr>
<tr>
<td>/AGE/01/</td>
<td>DEPARTMENT OF AGING/AGING</td>
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</tbody>
</table>
# Departmental Records Disposition Schedule

## Original Records

### Records of: 
/AGE/01/

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title</th>
<th>(Description / Sub Categories / Remarks)</th>
<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
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<tbody>
<tr>
<td>/AGE/01/</td>
<td>O</td>
<td>ORIGINAL RECORDS</td>
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<td>/AGE/01/</td>
<td>O002.</td>
<td>ANNUAL PROGRAM FOR THE AGING (AREA PLAN)</td>
<td>(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-BUDGET B-CORRESPONDENCE C-WORKING PAPERS</td>
<td>TO+5 PE</td>
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<td>/AGE/01/</td>
<td>O003.</td>
<td>AUDIT WORKING PAPERS</td>
<td>(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</td>
<td>AU+3 AU+3</td>
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<td>/AGE/01/</td>
<td>O004.</td>
<td>CALIFORNIA DEPARTMENT OF AGING FILES</td>
<td>RECORD TYPES: A-CORRESPONDENCE B-PROGRAM MANUAL C-PROGRAM MEMO</td>
<td>TO+5 TO+5</td>
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<td>/AGE/01/</td>
<td>O005.</td>
<td>CALIFORNIA SENIOR LEGISLATURE PROPOSALS (BILLS)</td>
<td>RECORD TYPES: A-CORRESPONDENCE B-PROGRAM MANUAL C-PROGRAM MEMO</td>
<td>TO+5 TO+5</td>
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</table>

**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- SU=SUPERCEDED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
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- 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
## Records of: DEPARTMENT OF AGING/AGING

### Sched. No.  Sched. Item No. Record Title (Description / Sub Categories / Remarks) – Retention (YEARS) – Media Code – Record Type

<table>
<thead>
<tr>
<th>Sched. No.</th>
<th>Sched. Item No.</th>
<th>Record Title (Description / Sub Categories / Remarks)</th>
<th>– Retention (YEARS) –</th>
<th>Media Code</th>
<th>Record Type</th>
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<td>/AGE/01/</td>
<td>0006</td>
<td>CALIFORNIA SENIOR LEGISLATURE ELECTIONS</td>
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<td>0007</td>
<td>CORRESPONDENCE AND SUBJECT FILES</td>
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<td>0008</td>
<td>COUNCIL ON AGING ANNUAL REPORT</td>
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<td>0009</td>
<td>DEPOSIT CERTIFICATE</td>
<td>TO+5</td>
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<td>0011</td>
<td>PROJECT FILES</td>
<td>TO+5</td>
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<td>PROJECT FILES (FISCAL)</td>
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<td>0013</td>
<td>REQUEST FOR PROPOSAL</td>
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**Certified per Section 12.3 of Los Angeles Administrative Code**

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- CP = Computer Print Out
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- EL = Electronic File
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- MD = Mag Disk
- MT = Mag Tape
- MC = Microfiche
- MF = Microfil
- 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
### Departmental Records Disposition Schedule

**City of Los Angeles**

**Departmental Records Disposition Schedule**

**Original Records**

**Records of: DEPARTMENT OF AGING/AGING**

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<td>SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM...</td>
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<td>AU+2</td>
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<td>/AGE/01/</td>
<td>O015.</td>
<td>TIMEKEEPING RECORDS</td>
<td>(REQUIRED BY WORKERS' COMP.) RECORD TYPES:</td>
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<td>A-BI-WEEKLY TIME USAGE RECORD</td>
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<td>B-DAILY SIGN IN/OUT LOG</td>
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<td>/AGE/01/</td>
<td>O016.</td>
<td>VERBIAGE/COUNCIL ON AGING NEWSLETTER</td>
<td>(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical</td>
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<td>PE</td>
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<td>C-DELEGATE BALLOTS</td>
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<td>H-TRANSMITTAL AND CONTRACT</td>
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<td>O018.</td>
<td>EARS CLIENT DOCUMENTS</td>
<td>A. Participant Eligibility Forms</td>
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<td>B. Subscriber Agreement Forms</td>
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<td>C. Termination Forms</td>
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**Duplicate Records**

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<td>DUPLICATE RECORD SERIES</td>
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<td>/AGE/01/</td>
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<td>CHRONOLOGICAL CORRESPONDENCE (RECEIVING OFFICE)</td>
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<td>/AGE/01/</td>
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<td>GRANTS TRANSMITTAL (COMPLETION OF PROJECT; CITY CLERK)</td>
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<td>/AGE/01/</td>
<td>D003.</td>
<td>INTER &amp; INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETIN (ORIGINATING OFFICE)</td>
<td>SU</td>
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<td>/AGE/01/</td>
<td>D004.</td>
<td>JOURNAL VOUCHER (CONT 19A) (CONTROLLER) FORM: CONT 19A RECORD TYPES:</td>
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<td>/AGE/01/</td>
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<td>MAYOR'S CONCURRENCE (COUNCIL ACTION)</td>
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<td>/AGE/01/</td>
<td>D007.</td>
<td>RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION) FORM: GEN 62 RECORD TYPES:</td>
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<td>REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES: A-INTERNAL DEMAND TRANSMITTAL-GEN 58 B-REMITTANCE ADVISE-502-A</td>
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