

Department Records Disposition Schedules

LOS ANGELES WORLD AIRPORTS

Schedule Number Department Name

/DOA/	LOS ANGELES WORLD AIRPORTS
/DOA/01/	GENERAL MANAGER
/DOA/02/	DEPUTY GENERAL MANAGER
/DOA/03/	DEPUTY GENERAL MANAGER
/DOA/04/	DIRECTOR OF ADMINISTRATION
/DOA/06/	AIRPORT MANAGER
/DOA/07/	PALMDALE
/DOA/08/	BOARD OFFICE
/DOA/09/	CITY ATTORNEY
/DOA/10/	LANDSIDE OPERATIONS
/DOA/101/	LANDSIDE OPERATIONS/PARKING SERVICES
/DOA/11/	CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
/DOA/111/	CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION/INSURANCE SERVICE SECTION
/DOA/12/	BOARD LIAISON
/DOA/13/	CONTRACT ADMINISTRATION
/DOA/14/	PURCHASING
/DOA/15/	ECONOMIC DEVELOPMENT SERVICES
/DOA/20/	PUBLIC RELATIONS BUREAU
/DOA/26/	FINANCIAL MANAGEMENT SYSTEMS
/DOA/30/	PERSONNEL
/DOA/35/	DATA PROCESSING
/DOA/39/	INTERNAL AUDIT DIVISION

Schedule Number Department Name

/DOA/40/	ACCOUNTING - MAIN OFFICE
/DOA/41/	ACCOUNTING - REVENUE
/DOA/42/	ACCOUNTING - PAYROLL
/DOA/43/	ACCOUNTING - ACCOUNTS PAYABLE
/DOA/44/	ACCOUNTING - COST & APPROPRIATION
/DOA/45/	ACCOUNTING - FINANCIAL ANALYSIS
/DOA/46/	ACCOUNTING - GENERAL
/DOA/47/	LANDSIDE OPERATIONS/PARKING AUDIT
/DOA/50/	COMMERCIAL DEVELOPMENT GROUP
/DOA/55/	FACILITIES PLANNING - ADMINISTRATION
/DOA/56/	FACILITIES PLANNING - OPERATIONS
/DOA/60/	ENGINEERING
/DOA/62/	AIRPORTS DEVELOPMENT GROUP (ADG)
/DOA/65/	ENVIRONMENTAL PLANNING
/DOA/70/	VAN NUYS AIRPORT ADMINISTRATION/PROPERTY
/DOA/71/	VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
/DOA/72/	VAN NUYS AIRPORT MAINTENANCE
/DOA/73/	VAN NUYS AIRPORT FLYAWAY TERMINAL
/DOA/74/	VAN NUYS AIRPORT OPERATIONS
/DOA/75/	ONTARIO ADMINISTRATION
/DOA/76/	ONTARIO MAINTENANCE
/DOA/77/	ONTARIO AIRPORT PUBLIC RELATIONS
/DOA/80/	AIRPORT POLICE BUREAU
/DOA/82/	AIRFIELD PERMITS
/DOA/83/	OPERATIONS - LAX
/DOA/84/	OPERATIONS - AIRFIELD - BRADLEY TERMINAL
/DOA/85/	NOISE MANAGEMENT

Schedule Number Department Name

/DOA/86/	RESIDENTIAL SOUNDPROOFING
/DOA/88/	AIRFIELD OPERATIONS/OFFICE OF COMPLIANCE & STANDARDS (AIRFIELD PERMITS)
/DOA/90/	MAINTENANCE
/DOA/91/	ONTARIO AIRFIELD CLEARANCE
/DOA/92/	ONTARIO AIRFIELD OPERATIONS
/DOA/93/	ONTARIO FIRE SAFETY
/DOA/94/	ONTARIO LANDSIDE OPERATIONS
/DOA/95/	ONTARIO PARKING SERVICES/LANDSLIDE
/DOA/96/	ONTARIO POLICE SERVICES

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL MANAGER
/DOA/01/ LOS ANGELES WORLD AIRPORTS

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		
/DOA/01/	O	ORIGINAL RECORDS									
/DOA/01/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOA/01/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N		
/DOA/01/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL			N	N	N		
/DOA/01/	O004.	MONTHLY STATUS REPORT TO THE MAYOR RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOA/01/	O005.	YEARLY APPOINTMENT CALENDARS RECORD TYPES:	TO+2	TO+2			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"

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: DEPUTY GENERAL MANAGER
/DOA/02/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/02/	0	ORIGINAL RECORDS								
/DOA/02/	O001.	CORRESPONDENCE AND SUBJECT FILES (ADMINISTRATION) (DEPUTY GENERAL MANAGER - ADMINISTRATION) RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/02/	O002.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/02/	O003.	CAR LOG RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/02/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N		
/DOA/02/	O005.	CORRESPONDENCE AND SUBJECT FILES (LEGISLATIVE) (ADMINISTRATIVE ASSISTANT - AIRPORTS) RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/02/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: DEPUTY GENERAL MANAGER
/DOA/03/ LOS ANGELES WORLD AIRPORTS

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/DOA/03/	O	ORIGINAL RECORDS										
/DOA/03/	O001.	APPOINTMENT BOOKS RECORD TYPES:	CL+2	CL+2		N	N	N				
/DOA/03/	O002.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N				
/DOA/03/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/DOA/03/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N				
/DOA/03/	O005.	LAX MASTER PLAN RECORD TYPES: Historical	PE	PE		N	Y	N				
/DOA/03/	O006.	MONTHLY STATUS REPORT TO THE GENERAL MANAGER RECORD TYPES:	TO+2	TO+2		N	N	N				

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Departmental Records Disposition Schedule
Original Records

Records of: DEPUTY GENERAL MANAGER
/DOA/03/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C
/DOA/03/	O007.	OFFICE LOGS RECORD TYPES:	CL+2	CL+2		N	N	N
/DOA/03/	O008.	REPORTS AND STUDIES (OUTSIDE CONSULTANTS) RECORD TYPES:	TO+2	TO+2		N	N	N
/DOA/03/	O009.	SHORTHAND NOTES RECORD TYPES:	TO+2	TO+2		N	N	N
/DOA/03/	O010.	TELEPHONE CALLS RECORD TYPES:	CL+2	CL+2		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: DIRECTOR OF ADMINISTRATION
/DOA/04/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type											
			Office	Total				V	H	C	L								
/DOA/04/	O	ORIGINAL RECORDS																	
/DOA/04/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2				N	N	N									
/DOA/04/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	TO+2	TO+2				N	N	N									
/DOA/04/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL				N	N	N									
/DOA/04/	O004.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2				N	N	N									
/DOA/04/	O005.	Request for Proposals - Strategic Planning	EX+2	EX+10	DO			N	N	N									
/DOA/04/	O006.	Contract Files - Strategic Planning	EX+2	EX+10	DO			N	N	N									
/DOA/04/	O007.	Studies / Surveys - Strategic Planning	CO+2	CO+10	DO			N	N	N									
/DOA/04/	O008.	Subpoenas - Strategic Planning Legal Files	CL	CL+10	DO			N	N	N									
/DOA/04/	O009.	Public Records Requests Legal Files	TO	TO+10	DO			N	N	Y									

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: AIRPORT MANAGER
/DOA/06/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/06/	O	ORIGINAL RECORDS								
/DOA/06/	O001.	AIR CARRIER FILE RECORD TYPES: A-AFFIRMATIVE ACTION REQUIREMENTS B-BOARD OF AIRPORT COMMISSIONERS' RESOLUTIONS C-CORRESPONDENCE D-FEDERAL AVIATION ADMINISTRATION REQUIREMENTS E-INSURANCE REQUIREMENTS F-LICENSE/PERMIT/AGREEMENT G-NEWS CLIPPINGS	TE+10	TE+10		N	N	N		
/DOA/06/	O002.	APPOINTMENT BOOKS RECORD TYPES:	CL+2	CL+2		N	N	N		
/DOA/06/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/DOA/06/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N		
/DOA/06/	O005.	LAX MANAGER'S REPORT RECORD TYPES:	AR	AR+2		N	N	N		

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Original Records

Records of: AIRPORT MANAGER
/DOA/06/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L
/DOA/06/	O006.	SIGNATORY AIRLINES LIST RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O007.	STATION MANAGER'S AGENDA RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O008.	STATION MANAGER'S MAILING LIST RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O009.	STATION MANAGER'S MINUTES RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O010.	TELEPHONE LOG RECORD TYPES:	CL+2	CL+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PALMDALE
/DOA/07/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/07/	O	ORIGINAL RECORDS								
/DOA/07/	O001.	AGRICULTURAL STUDIES AND RECORDS RECORD TYPES: A-CORRESPONDENCE B-SURVEY REPORTS	CL+5	CL+5		N	N	N		
/DOA/07/	O002.	CHECKING ACCOUNT FILE RECORD TYPES: A-CANCELLED CHECKS B-MONTHLY STATEMENT	AR+3	AR+5		N	N	N		
/DOA/07/	O003.	CONDEMNATIONS (PROPERTY) RECORD TYPES: A-COMPLAINT IN CONDEMNATION B-DECLARATION OF POSTING C-RELATED CORRESPONDENCE	CL+5	CL+10		N	N	N		
/DOA/07/	O004.	CORRESPONDENCE AND SUBJECT FILES (ADMINISTRATION) RECORD TYPES:	AR+3	AR+3		N	N	N		
/DOA/07/	O005.	DAILY APPOINTMENT BOOK RECORD TYPES:	CL+5	CL+10		N	N	N		
/DOA/07/	O006.	HOUSE DEMOLITION FILE RECORD TYPES:	CL+5	CL+10		N	N	N		

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			Office	Total	Code	V	H	C	L
		A-BIDS B-BOARD ORDERS C-CORRESPONDENCE D-LISTS OF DEMOLISHED HOMES BY ADDRESS, CONTRACTOR, PERMITS E-NEWSPAPER ADS F-PICTURES OF DEMOLISHED HOUSES G-STIPULATED BY SUPERIOR COURT - O.K. TO PROCEED...							
/DOA/07/	O007.	LOS ANGELES COUNTY NOTICES RECORD TYPES: A-BACTERIOLOGICAL EXAMINATION OF WATER B-CODES C-RELATED CORRESPONDENCE D-INSPECTION REPORTS - SUBSTANDARD STRUCTURES E-NOTICE TO DESTROY WEEDS, REMOVE BRUSH, RUBBISH, REFUSE...	CL+5	CL+10		N	N	N	
/DOA/07/	O008.	NEWSPAPER CLIPPINGS REGARDING THE DEVELOPMENT OF PIA (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	CL+10	PE		N	Y	N	
/DOA/07/	O009.	ORDERS FOR MATERIAL OR EQUIPMENT RECORD TYPES: A-PURCHASE ORDERS-A-11 B-SUB-PURCHASE ORDERS-AC-26 C-STORES CATALOG	TO+3	TO+3		N	N	N	
/DOA/07/	O010.	PERSONNEL FOLDERS (OFFICIAL PERSONNEL FOLDERS RETAINED BY AIRPORTS PERSONNEL) RECORD TYPES: A-JOB APPLICANTS, RESUMES, ADS B-JURY DUTY FORMS C-PESTICIDE TRAINING RECORD-74-82 D-PHYSICIANS' ORDERS E-WORK SCHEDULES	TE+2	TE+2		N	N	N	
/DOA/07/	O011.	RECEIPT BOOK (FILMING AT PIA) (AC-27) (TRANSFER TO AIRPORTS ACCOUNTING) FORM: AC-27 RECORD TYPES:	CL	CL		N	N	N	

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/DOA/07/	O012.	KEY CONTROL LOG (P-13) (COPY - LAX MAINTENANCE) FORM: P-13 RECORD TYPES:	TE+1	TE+3		N	N	N	
/DOA/07/	O013.	MONTHLY FIRE SPRINKLER VALVE CHECK LIST RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/07/	O014.	RENT & WATER COLLECTIONS (TENANTS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/07/	O015.	PROSPECTIVE AGRICULTURAL & INDUSTRIAL TENANTS LIST RECORD TYPES:	AR+5	AR+5		N	N	N	
/DOA/07/	O016.	PROSPECTIVE INVESTORS RECORD TYPES:	AR+5	AR+5		N	N	N	
/DOA/07/	O017.	WEATHER REPORTS (U. S. OF COMMERCE; L. A. CO. FLOOD CTRL DISTRICT) RECORD TYPES: A-ANNUAL SUMMARIES OF CLIMATOLOGICAL DATA FOR CALIF. B-RECORD OF CLIMATOLOGICAL OBSERVATIONS C-U. S. DEPARTMENT OF COMMERCE FORM	CL+10	CL+15		N	N	N	
/DOA/07/	O018.	WELLS - DATA AND TEST (DUPLICATE - DEL COMBS AND ROTTMAN) RECORD TYPES:	SU+5	SU+10		N	N	N	

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/DOA/07/	O019.	METER READINGS (WELLS) (SUPPORTING INFO FOR STATE OF CALIFORNIA FORM WR-502) RECORD TYPES:	TO+7	TO+12				N	N	N	
/DOA/07/	O020.	RECORDATION NOTICE (LISTING OF WELLS) (STATE OF CALIF. WATER CONTROL RES. FORM WR-502) RECORD TYPES: Vital	TO+20	TO+25				Y	N	N	
/DOA/07/	O021.	GASOLINE CREDIT SLIPS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2	TO+2				N	N	N	
/DOA/07/	O022.	INJUNCTIONS (PIA) RECORD TYPES:	TE+5	TE+10				N	N	N	
/DOA/07/	O023.	STUDIES AND PLANS REGARDING DEVELOPMENT OF PIA (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-REPORTS B-CORRESPONDENCE C-MAPS D-AGENDAS AND MINUTES	CL	PE				N	Y	N	
/DOA/07/	O024.	ZONING MAPS AND ORDINANCES (FROM CITY OF PALMDALE PLANNING) RECORD TYPES:	SU+2	SU+2				N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PALMDALE
/DOA/07/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code	Record Type V H C L		
/DOA/07/	O025.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: BOARD OFFICE
/DOA/08/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/08/	O	ORIGINAL RECORDS								
/DOA/08/	O001.	AGENDAS - BOARD OF AIRPORT COMMISSIONERS' MEETINGS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/08/	O002.	AGREEMENTS RECORD TYPES: Vital A-CONTRACTS B-LICENSE AGREEMENTS C-LEASES D-LETTER AGREEMENTS E-OPERATING AGREEMENTS	EX			Y	N	N		
/DOA/08/	O003.	BOARD MEETING ATTENDANCE REGISTERS (INCLUDES ORIGINAL ITEMS AND MINUTES) RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/08/	O004.	BOARD OF AIRPORT COMMISSIONER'S PERSONAL INFORMATION RECORD TYPES: A-ADDRESS LISTS B-CONFLICT OF INTEREST C-RESUMES	TE+5	TE+5		N	N	N		
/DOA/08/	O005.	BOARD ORDERS RECORD TYPES: Historical	PE	PE		N	Y	N		
/DOA/08/	O006.	BOND RECORD/AIRPORT REVENUE FUNDS	PE	PE		N	Y	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: BOARD OFFICE
/DOA/08/ LOS ANGELES WORLD AIRPORTS

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			
		RECORD TYPES: Historical										
/DOA/08/	O007.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2			N	N	N			
/DOA/08/	O008.	CASSETTE RECORDING TAPES OF BOARD MEETINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	AR	PE			N	Y	N			
/DOA/08/	O009.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N			
/DOA/08/	O010.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL			N	N	N			
/DOA/08/	O011.	EXPLANATORY NOTES RECORD TYPES:	AR+2	AR+2			N	N	N			
/DOA/08/	O012.	INDEX CARDS (AGREEMENTS/BOARD ACTIONS) RECORD TYPES: Historical	PE	PE			N	Y	N			

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: BOARD OFFICE
/DOA/08/ LOS ANGELES WORLD AIRPORTS

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
/DOA/08/	O013.	LEDGERS/MANUALS (AGREEMENTS) RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/08/	O014.	MINUTES - BOARD MEETINGS (BOUND BOOK) RECORD TYPES: Historical	PE	PE		N	Y	N	
/DOA/08/	O015.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/08/	O016.	RESOLUTIONS RECORD TYPES: Historical	PE	PE		N	Y	N	
/DOA/08/	O017.	SUBSCRIPTIONS LISTS (AGENDAS AND MINUTES) RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/08/	O018.	PUBLICATIONS RECORD TYPES:	TO+5	TO+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY
/DOA/09/ LOS ANGELES WORLD AIRPORTS

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	Code	V	H	C	L				
/DOA/09/	O	ORIGINAL RECORDS												
/DOA/09/	O001.	BUDGET WORKING PAPERS	TO+2	TO+2	DO		N	N	N					
/DOA/09/	O002.	CONTRACTS (EXECUTED ORIGINALS ALSO IN BOARD OFFICE)	EX	EX	DO		N	N	N					
/DOA/09/	O003.	CORRESPONDENCE AND SUBJECT FILES	AR	AR+5	DO		N	N	N					
/DOA/09/	O004.	DAILY TIME REPORTS (CA 166) (SENT TO CITY ATTORNEY'S OFFICE PAYROLL SECTION) FORM: CA 166	CL	CL	DO		N	N	N					
/DOA/09/	O005.	INSURANCE LOGS	CL	CL	DO		N	N	N					
/DOA/09/	O006.	LEASES (EXECUTED ORIGINALS ALSO IN BOARD OFFICE)	EX	EX	DO		N	N	N					
/DOA/09/	O007.	LITIGATION CASE FILES RECORD TYPES: Legal, Confidential	CL	CL+10	DO		N	N	Y					
/DOA/09/	O008.	MONTHLY STATUS REPORTS	TO+2	TO+2	DO		N	N	N					
/DOA/09/	O009.	OPERATING AGREEMENTS (EXECUTED ORIGINALS ALSO IN BOARD OFFICE)	EX	EX	DO		N	N	N					
/DOA/09/	O010.	PERMITS (EXECUTED ORIGINALS ALSO IN BOARD OFFICE)	EX	EX	DO		N	N	N					
/DOA/09/	O011.	TIME SHEETS (ORIGINALS PRIOR TO 2011 IN ACCOUNTING)	TO+1	TO+15	DO		N	N	N					
/DOA/09/	O012.	PUBLIC RECORDS REQUESTS	TO+1	TO+2	DO		N	N	N					

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LANDSIDE OPERATIONS
/DOA/10/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/10/	O	ORIGINAL RECORDS										
/DOA/10/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N				
/DOA/10/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/DOA/10/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N				
/DOA/10/	O004.	GENERAL MANAGER'S MONTHLY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N				
/DOA/10/	O005.	GROUND TRANSPORTATION PASSENGER STATISTICS (4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N				
/DOA/10/	O006.	Parking Tickets - LAX Public Parking Lots (Computer Printed)	TO+1	TO+3	CP	N	N	N				

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LANDSIDE OPERATIONS/PARKING SERVICES
/DOA/101/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			--Media Code		Record Type		
			Office	Total			V	H	C	L
/DOA/101/	0	ORIGINAL RECORDS								
/DOA/101/	0001.	CPCS/Credit & Debit Receipts	TO+2	TO+2		DO				Y

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
/DOA/11/ LOS ANGELES WORLD AIRPORTS

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
/DOA/11/	O	ORIGINAL RECORDS							
/DOA/11/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/11/	O002.	CLAIMS FILE RECORD TYPES: A-LIST OF ADJUSTERS B-CLAIMS FOR DAMAGE C-CORRESPONDENCE D-REQUEST TO INVOICE DAMAGE TO AIRPORT PROPERTY	TO+3	TO+10		N	N	N	
/DOA/11/	O003.	CLAIMS RECAP REPORTS (SUB TITLE B"" MARK AS VITAL PER RETEN SCHEDULE"") RECORD TYPES:	TO+3	TO+10		N	N	N	
/DOA/11/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/11/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/11/	O006.	EVIDENCE OF INSURANCE COVERAGE RECORD TYPES:	TE	PE		N	N	N	
/DOA/11/	O007.	INSURANCE BIDS AND MARKETING FILE RECORD TYPES: A-RELATED CORRESPONDENCE B-ADVERTISEMENTS C-PROPOSALS	TO+3	TO+6		N	N	N	
/DOA/11/	O008.	INSURANCE POLICIES FILE RECORD TYPES: A-RELATED CORRESPONDENCE B-POLICIES	EX+6			N	N	N	
/DOA/11/	O009.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION/INSURANCE SERVICE

/DOA/111/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/111/	O	ORIGINAL RECORDS								
/DOA/111/	O001.	BUDGET PAPERS	TO+2	TO+2	DO					
/DOA/111/	O002.	CORRESPONDENCE AND SUBJECT FILES	TO+2	TO+2	DO					
/DOA/111/	O003.	EVIDENCE OF INSURANCE FORM GEN. 134, 136, 137, 138, 140, 142,	TE+2	TE+10	DO					
/DOA/111/	O004.	INSURANCE BIDS (RFP'S & RFQ'S)	TO+3	TO+3	DO					

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: BOARD LIAISON
/DOA/12/ LOS ANGELES WORLD AIRPORTS

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		
/DOA/12/	O	ORIGINAL RECORDS									
/DOA/12/	O001.	AGENDA AND BACKGROUND REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOA/12/	O002.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2			N	N	N		
/DOA/12/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N		
/DOA/12/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL			N	N	N		
/DOA/12/	O005.	GRANT FILES (UP TO 1982) RECORD TYPES: A-APPLICATIONS B-CORRESPONDENCE C-PROJECTS D-REPORTS	CL+10	CL+10			N	N	N		
/DOA/12/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CONTRACT ADMINISTRATION
/DOA/13/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/13/	O	ORIGINAL RECORDS								
/DOA/13/	O001.	AFFIRMATIVE ACTION Record Type: Added by 99-0108	TO+1	TO+3	DO					
/DOA/13/	O002.	CERTIFICATION FILES Record Type: Added by 99-0108	TO+1	TO+3						
/DOA/13/	O003.	COMPLIANCE FILES Record Type: Added by 99-0108	TO+2	TO+4						
/DOA/13/	O004.	CONCESSION CONTRACTS (EXPIRED) Record Type: Added by 99-0108	TO+1	TO+4						
/DOA/13/	O005.	LOCKER FILES (EXPIRED) Record Type: Added by 99-0108	TO+1	TO+4						
/DOA/13/	O006.	LUGGAGE FILES (EXPIRED) Record Type: Added by 99-0108	TO+1	TO+4						
/DOA/13/	O007.	PRE-QUALIFICATION FILES Record Type: Added by 99-0108	TO+2	TO+4						
/DOA/13/	O008.	PROJECT FILES Record Type: Added by 99-0108	TO+2	TO+4						
/DOA/13/	O009.	PROPOSALS Record Type: Added by 99-0108	TO+2	TO+4	DO					Y
/DOA/13/	O010.	RENTAL CARS (EXPIRED) Record Type: Added by 99-0108	TO+1	TO+3	DO					
/DOA/13/	O011.	RENTAL CAR REPORTS Record Type: Added by 99-0108	TO+3	TO+3	DO					
/DOA/13/	O012.	D/W/MBE GOAL REPORT	TO+2	TO+4	DO					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CONTRACT ADMINISTRATION
/DOA/13/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L

Record Type:
 Added by 99-0108

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PURCHASING
/DOA/14/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L				
/DOA/14/	O	ORIGINAL RECORDS											
/DOA/14/	O001.	BIDS RECORD TYPES: A-BIDS COMPILATION SHEET B-AFFIDAVIT OF ACCOMPANY PROPOSALS OR BIDS C-CHAPTER 11 (ANTITRUST CLAIMS) D-CONTRACT E-COPY OF PURCHASE ORDER F-LOG	EX+5			N	N	N					
/DOA/14/	O002.	F-LOG BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N					
/DOA/14/	O003.	COMMODITY CODE MASTER LIST RECORD TYPES:	TO+2	TO+2		N	N	N					
/DOA/14/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	TO+2	TO+2		N	N	N					
/DOA/14/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N					

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PURCHASING
/DOA/14/ LOS ANGELES WORLD AIRPORTS

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
/DOA/14/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/14/	O007.	PURCHASE ORDER AND LOG RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/14/	O008.	PURCHASE ORDER REQUEST (A-11) FORM: A-11 RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/14/	O009.	SUB-PURCHASE ORDERS AND LOG (AC-26) FORM: AC-26 RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/14/	O010.	YEARLY PURCHASE ORDERS AND LOG (AC-36) FORM: AC-36 RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/14/	O011.	VENDOR BID LIST RECORD TYPES:	AR+2	AR+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ECONOMIC DEVELOPMENT SERVICES
/DOA/15/ LOS ANGELES WORLD AIRPORTS

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				
/DOA/15/	O	ORIGINAL RECORD SERIES											
/DOA/15/	O001.	Correspondence and Subject Files (Review for historical importance before purging)	AR+5	AR+10	DO	N	N	N					
/DOA/15/	O002.	Property Acquisitions/Parcel File (Transfer to City Archives) Records Type: Historical	TO+10	PE	DO	N	Y	N					
/DOA/15/	O003.	Land Use Studies - LOS ANGELES	CL	CL+10	DO	N	N	N					
/DOA/15/	O004.	Bids/Request for Proposals	CL	CL+10	DO	N	N	N					
/DOA/15/	O005.	Request for Qualifications	CL	CL+10	DO	N	N	N					
/DOA/15/	O006.	Photos	TO+2	TO+2	DO	N	Y	N					
/DOA/15/	O007.	Maps	CL	PE	DO	N	Y	N					
/DOA/15/	O008.	Drawings Project Plans	CL	CL+2	DO	N	N	N					
/DOA/15/	O009.	Logs (Registers, or similar records lighting permits, certificates of occupancy, issued may include inspection of building activity, daily plan, check utilizes)	CY	CY+5	DO	N	N	N					
/DOA/15/	O010.	Security Logs	CL	CL+2	DO	N	N	N					
/DOA/15/	O011.	Acquisitions/Dispositions	CL	PE	DO	N	N	N					
/DOA/15/	O012.	Abandonment	CL	PE	DO	N	N	N					
/DOA/15/	O013.	Relocation Files Record Type: Legal	CL	PE	DO	N	N	N					
/DOA/15/	O014.	Deed Promissory Notes Record Type: Legal	CL	PE	DO	N	N	N					
/DOA/15/	O015.	Los Split Cases Record Type: Legal	CL	PE	DO	N	N	N					
/DOA/15/	O016.	SUPERVISOR FILES	TO+1	TO+2	DO	N	N	N					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC RELATIONS BUREAU
/DOA/20/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/20/	O	ORIGINAL RECORDS								
/DOA/20/	O001.	AIRPORT PUBLICATIONS AND PRINTED MATERIALS (SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/DOA/20/	O002.	BIOGRAPHIES OF BOARD OF AIRPORT COMMISSIONERS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TE+2	PE		N	Y	N		
/DOA/20/	O003.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/20/	O004.	CORRESPONDENCE AND SUBJECT FILES (TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES:	AR+2	AR+2		N	N	N		
/DOA/20/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N		
/DOA/20/	O006.	EMERGENCY CONTACT LIST RECORD TYPES: Confidential	SU+2	SU+2		N	N	Y		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC RELATIONS BUREAU
/DOA/20/ LOS ANGELES WORLD AIRPORTS

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
/DOA/20/	O007.	EMERGENCY PROCEDURES - LAX, ONT, VYN, PIA RECORD TYPES: Confidential	SU+2	SU+2		N	N	Y
/DOA/20/	O008.	EMPLOYEE NEW BULLETIN (SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N
/DOA/20/	O009.	EMPLOYEE PAYROLL TIME LOG RECORD TYPES:	CL+2	CL+2		N	N	N
/DOA/20/	O010.	FACT SHEETS (SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N
/DOA/20/	O011.	FILMING PROCEDURES RECORD TYPES:	SU+2	SU+2		N	N	N
/DOA/20/	O012.	MAILING LISTS RECORD TYPES:	SU+2	SU+2		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC RELATIONS BUREAU
/DOA/20/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/DOA/20/	O013.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O014.	NOISE ABATEMENT COMPLAINT FILES RECORD TYPES: Legal A-CORRESPONDENCE B-MONTHLY NOISE REPORT SUMMARY	TO+10	TO+10		N	N	N	
/DOA/20/	O015.	PHOTOGRAPHS, SLIDES AND NEGATIVES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O016.	PRESS RELEASES FOR LOS ANGELES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O017.	PRESS RELEASES FOR PALMDALE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O018.	PRESS RELEASES FOR VAN NUYS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O019.	PUBLIC RELATIONS REPORTS	TO+10	PE		N	Y	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC RELATIONS BUREAU
/DOA/20/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type V H C L			
		RECORD TYPES: Historical							
/DOA/20/	O020.	SAFETY RECORD AT LAX (AIRCRAFT) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O021.	PUBLIC RECORDS REQUESTS	TO	TO+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: FINANCIAL MANAGEMENT SYSTEMS
/DOA/26/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/26/	O	Original Record Series										
/DOA/26/	O001.	Contracts - Air IT Legal Files	EX+2	EX+10	DO	N	N	N				
/DOA/26/	O002.	Aviation Statistical Reports - LAWA	TO+2	PE	DO	N	N	N				
/DOA/26/	O003.	Air Traffic Reports	TO+2	PE	DO	N	N	N				
/DOA/26/	O004.	Landing Reports	TO+2	TO+10	DO	N	N	N				
/DOA/26/	O005.	ACI Reports	TO+2	TO+10	DO	N	N	N				
/DOA/26/	O006.	Training Materials/Procedure Manuals	SU+2	SU+2	DO	N	N	N				
/DOA/26/	O007.	Cargo Data Reports	TO+2	TO+10	DO	N	N	N				
/DOA/26/	O008.	RAMS Data Validation Forms	TO+2	TO+10	DO	N	N	N				
/DOA/26/	O009.	Contract - FAMIS Legal Files	EX+2	EX+10	DO	N	N	N				
/DOA/26/	O010.	SAP Upgrade Files	TO+2	TO+10	DO	N	N	N				
/DOA/26/	O011.	Correspondence	TO+2	TO+5	DO	N	N	N				
/DOA/26/	O012.	Requests for Proposals Legal Files	EX+2	EX+10	DO	N	N	N				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PERSONNEL
/DOA/30/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/30/	O	ORIGINAL RECORDS								
/DOA/30/	O001.	ADMINISTRATIVE MANUALS	SU+2	SU+2		N	Y	N		
/DOA/30/	O002.	AFFIRMATIVE ACTION OUTLINES RECORD TYPES: TRAINING OUTLINE - SUPERVISORS	SU+2	SU+2		N	N	N		
/DOA/30/	O004.	APPLICATION FOR EMPLOYMENT FILES RECORD TYPES: Confidential A-NOTICE TO REPORT FOR JOB INTERVIEW-PDAS 27 B-APPLICATION FOR EMPLOYMENT-PDR1 C-STATEMENT OF AVAILABILITY D-CERTIFICATION INTERVIEW REPORT E-STAFF NOTES & CORRESPONDENCE	TO+2	TO+2		N	N	Y		
/DOA/30/	O008.	ATTENDANCE PROGRAMS A. ATTENDANCE CALENDARS B. ATTENDANCE DEVIATIONS C. SICK & ABSENT W/O LEAVE HOUR & INCIDENT ANALYSIS D. ATTENDANCE DEVIATION SUMMARY	TO+2	TO+10		N	N	N		
/DOA/30/	O013.	CERTIFICATION FILES RECORD TYPES: A-REQUEST FOR CERTIFICATION-PDAS 15/PC B-CERTIFICATION LIST-PDAS 4 C-REPORT OF ELIGIBLES D-CERTIFICATION INFORMATION SHEET E-CORRESPONDENCE	TO+2	TO+2		N	N	N		
/DOA/30/	O014.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PERSONNEL
/DOA/30/ LOS ANGELES WORLD AIRPORTS

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
/DOA/30/	O015.	DEPT OF AIRPORTS MINORITY BUSINESS DIRECTORY/POLICY ... (SEND 4 COPIES TO CITY ARCHIVES; REC HAS BEEN DESIGNATED AS HISTORICAL PER RET. SCHEDULE) RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/30/	O019.	EMPLOYEE GRIEVANCE FILE RECORD TYPES: Confidential Legal A-GRIEVANCE INITIATION-GEN 162 B-GRIEVANCE APPEAL-GEN 164 C-EMPLOYEE GRIEVANCE FILE D-GRIEVANCE RESPONSE-GEN 163 E-SUPERVISOR'S RECORD OF INFORMAL DISCUSSION F-STAFF NOTES	CL+2	CL+5		N	N	Y	
/DOA/30/	O026.	ORGANIZATION CHARTS (SEND 4 COPIES TO CITY ARCHIVES; REC HAS BEEN DESIGNATED HISTORICAL PER RET. SCHEDULE) RECORD TYPES:	SU+5	SU+5		N	N	N	
/DOA/30/	O028.	PERSONNEL/EMPLOYEE WORK HISTORY FOLDERS (TRANSFER TO EMPLOYEES NEW DEPT. OR PER DEPT. PER CAO BULLETIN NO. 25) RECORD TYPES: Confidential A-APPLICATIONS FOR EMPLOYMENT-PDR-1 B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE D-IDENTIFICATION PHOTOGRAPHS AND INFORMATION SLIPS E-REQUEST FOR VERIFICATION OF EMPLOYMENT F-NOTICE OF ASSIGNMENT H-TIME OFF/COMPENSATION SLIPS-GEN 68 I-CORRESPONDENCE J-RECEIPT FOR ADMINISTRATIVE MANUAL K-INTERIM REPORT ON PROBATIONARY EMPLOYEE L-NEW EMPLOYEE - PROCESSING RECAP M-SERVICE RECORD QUESTIONNAIRE P-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS...-GEN 16-B R-JURY DUTY CORRESPONDENCE S-APPLICATION FOR PARKING STICKER	TE	TE		N	N	Y	

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Departmental Records Disposition Schedule
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Records of: PERSONNEL
/DOA/30/ LOS ANGELES WORLD AIRPORTS

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	
		T-WORK HISTORY CARDS U-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 V-EMPLOYEE IDENTIFICATION AND EMERGENCY DATA SHEET W-MEMORANDUM								
/DOA/30/	O029.	REVISION DONE 11/2/99 RECORDS STORAGE LIST (STORAGE FACILITY; BEKINS, 808 NO. LA BREA, INGLEWOOD) RECORD TYPES: A-MASTER LIST OF RECORDS IN STORAGE B-LIST BY BUREAU OF RECORDS IN STORAGE C-LIST OF PERSONS AUTHORIZED TO GAIN ACCESS TO RECORDS	SU+10	SU+10		N	N	N		
/DOA/30/	O030.	RECORDS TRANSFER LISTS (GEN 62) FORM: GEN 62 RECORD TYPES:	EX+10			N	N	N		
/DOA/30/	O032.	ROSTER OF AFFIRMATIVE ACTION ADVISORY COMMITTEE MEMBERS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/30/	O033.	SPECIAL PROGRAMS B-TUITION REIMBURSEMENT C-SPECIALIZED TRAINING D-MANAGEMENT DEVELOPMENT SEMINARS	TO+2	TO+2		N	N	N		
/DOA/30/	O034.	REVISION ACCEPTED 11/2/99 SPECIFICATION FOLDERS RECORD TYPES: A-POSITION DESCRIPTION-PDES 3 B-EXAMINATION BULLETINS-PDR20 C-CLASS SPECIFICATIONS D-CIVIL SERVICE COMMISSION MINUTES E-CORRESPONDENCE AND STAFF NOTES	SU+2	SU+2		N	N	N		
/DOA/30/	O035.	DISCIPLINARY FOLDERS A-DISCIPLINARY FOLDERS	TE+5	TE+10		N	N	Y		

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/DOA/30/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L
/DOA/30/	O036.	B-STAFF NOTES C-VIDEO TAPES D-PHOTOGRAPHS SUGGESTION PLAN COMMITTEE FILES RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/30/	O037.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/30/	O038.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: DATA PROCESSING
/DOA/35/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/35/	O	ORIGINAL RECORDS										
/DOA/35/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N				
/DOA/35/	O002.	COMPUTER OPERATIONS MANUALS RECORD TYPES:	SU+3	SU+3		N	N	N				
/DOA/35/	O003.	CORRESPONDENCE AND SUBJECT FILES (REVIEW FOR HISTORICAL IMPORTANCE BEFORE PURGING) RECORD TYPES:	AR+2	AR+2		N	N	N				
/DOA/35/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N				
/DOA/35/	O005.	JOB ROUTING SLIPS RECORD TYPES:	CL+2	CL+2		N	N	N				
/DOA/35/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: DATA PROCESSING
/DOA/35/ LOS ANGELES WORLD AIRPORTS

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
/DOA/35/	O007.	Applications/Resumes non-city employees RECORD TYPES:	TE	TE+10		N	N	Y	
/DOA/35/	O008.	Pre-Authorization Forms for Overtime RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/35/	O009.	Packing Slips (original to Accounting)	TO+2	TO+2		N	N	N	
/DOA/35/	O010.	Cost Accounting Forms for Reimbursement of Cellular Charges (original to Accounting)	TO+2	TO+2		N	N	N	
/DOA/35/	O011.	Declaration of Compliance Forms	TE	TE+8		N	N	N	
/DOA/35/	O012.	Cell Phone Issuance Forms	TE	TE		N	N	N	
/DOA/35/	O013.	Attendance Sign-In and Sign-Out Sheets	TO+2	TO+2		N	N	N	
/DOA/35/	O014.	IMTG Warehouse Inventory Report	SU+2	SU+10	DO	N	N	N	
/DOA/35/	O015.	Contract File Legal File	EX+2	EX+10		N	N	N	
/DOA/35/	O016.	Invoices-Utility (Cellular, Desk, Landline phone Bills Detail (Original Detail, Original Summary to Accounting))	TO+1	TO+15		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: INTERNAL AUDIT DIVISION
/DOA/39/ LOS ANGELES WORLD AIRPORTS

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
/DOA/39/	O	Original Records							
/DOA/39/	O001.	Compliance Audits	AU	PE	DO	N	N	Y	
/DOA/39/	O002.	Financial Audits	AU	PE	DO	N	N	Y	
/DOA/39/	O003.	Performance/Organizational Audits	AU	PE	DO	N	N	Y	
/DOA/39/	O004.	Miscellaneous Audits	AU	PE	DO	N	N	Y	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - MAIN OFFICE
/DOA/40/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/40/	O	ORIGINAL RECORDS								
/DOA/40/	O001.	AIR TRAFFIC COMPARISON REPORTS - MONTHLY RECORD TYPES:	TO+10	TO+20		N	N	N		
/DOA/40/	O002.	AIR TRAFFIC REPORTS (ATR-1) FORM: ATR-1 RECORD TYPES:	TO+5	TO+20		N	N	N		
/DOA/40/	O003.	AIR TRAFFIC REPORT - COMPUTER RUN RECORD TYPES:	TO+5	TO+5		N	N	N		
/DOA/40/	O004.	AIR TRAFFIC REPORT - PASSENGERS (PAX) BY SATELLITE RECORD TYPES:	TO+10	TO+10		N	N	N		
/DOA/40/	O005.	AIR TRAFFIC - TEN YEAR SUMMARY (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/DOA/40/	O006.	AIR TRAFFIC WORK SHEETS - MONTHLY RECORD TYPES:	TO+3	TO+3		N	N	N		
/DOA/40/	O007.	AIRLINE REPORT OF OPERATIONS (AC-7) FORM: AC-7 RECORD TYPES:	TO+5	TO+15		N	N	N		
/DOA/40/	O008.	AIRPORT OPERATORS COUNCIL INTERNATIONAL (AOCI) REPORTS RECORD TYPES:	TO+5	TO+5		N	N	N		
/DOA/40/	O009.	AUDIT REPORTS RECORD TYPES:	TO+3	TO+10		N	N	N		
/DOA/40/	O010.	BUDGET FINAL RECORD TYPES:	TO+10	TO+20		N	N	N		
/DOA/40/	O011.	BUDGET PREPARATION - COMPUTER RUNS RECORD TYPES:	TO+3	TO+3		N	N	N		
/DOA/40/	O012.	BUDGET PROPOSED RECORD TYPES:	TO+5	TO+10		N	N	N		
/DOA/40/	O013.	BUDGET REQUESTS/WORKSHEETS RECORD TYPES:	TO+5	TO+5		N	N	N		
/DOA/40/	O016.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/DOA/40/	O017.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+0/06	TO+7		N	N	N		
/DOA/40/	O018.	DEPRECIATION ANNUAL REPORT	TO+5	TO+10		N	N	N		

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Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - MAIN OFFICE
/DOA/40/ LOS ANGELES WORLD AIRPORTS

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
/DOA/40/	O021.	RECORD TYPES: FINANCIAL REPORT - MONTHLY	TO+2	TO+10		N	N	N	
/DOA/40/	O022.	RECORD TYPES: GASOLINE USAGE REPORTS/TAX REFUND REQUESTS	TO+5	TO+20		N	N	N	
/DOA/40/	O023.	RECORD TYPES: GENERAL LEDGER	CL+5	CL+25		Y	N	N	
/DOA/40/	O024.	RECORD TYPES: Vital INTERNATIONAL CIVIL AIRPORTS ASSOCIATION (ICAA) REPORT	TO+5	TO+5		N	N	N	
/DOA/40/	O025.	RECORD TYPES: INTERNATIONAL CIVIL AIRPORTS ORGANIZATION (ICAO) REPORT	TO+5	TO+5		N	N	N	
/DOA/40/	O026.	RECORD TYPES: LAND ACQUISITION (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Vital Historical	TO+5	PE		Y	Y	N	
/DOA/40/	O027.	RECORD TYPES: PETTY CASH/LUNCHEON CHECK MEMOS	TO+2	TO+2		N	N	N	
/DOA/40/	O028.	RECORD TYPES: PROCEDURES MANUAL	SU	SU+5		N	N	N	
/DOA/40/	O031.	RECORD TYPES: RENT-A-CAR REPORTS	TO+5	TO+5		N	N	N	
/DOA/40/	O032.	RECORD TYPES: REVENUE LANDINGS - COMPUTER RUN	TO+5	TO+5		N	N	N	
/DOA/40/	O033.	RECORD TYPES: REVENUE LANDINGS REPORT (AC-6) FORM: AC-6 RECORD TYPES:	TO+5	TO+20		N	N	N	
/DOA/40/	O034.	RECORD TYPES: TELEPHONE BILLING - COMPUTER RUN	TO+5	TO+5		N	N	N	
/DOA/40/	O035.	RECORD TYPES: TRAVEL AUTHORITY	TO+3	TO+7		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - REVENUE
/DOA/41/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/41/	O	ORIGINAL RECORDS								
/DOA/41/	O001.	AGED ACCOUNTS RECEIVABLE REPORT RECORD TYPES:	TO+3	TO+15		N	N	N		
/DOA/41/	O002.	AIRCRAFT/PLANE PARKING REPORT RECORD TYPES: Vital	TO+3	TO+15		Y	N	N		
/DOA/41/	O003.	BANK STATEMENT AND DEPOSIT SLIPS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N		
/DOA/41/	O004.	BILLING CARDS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N		
/DOA/41/	O005.	BILLS COLLECTIBLE REGISTER RECORD TYPES: Vital	CL+3	CL+15		Y	N	N		
/DOA/41/	O009.	CASH RECEIPTS REGISTER RECORD TYPES:	CL+3	CL+15		N	N	N		

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Departmental Records Disposition Schedule
Original Records

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/DOA/41/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L		
/DOA/41/	O010.	CASH RECEIPTS - SLIPS RECORD TYPES: Vital	TO+3	TO+15			Y	N	N		
/DOA/41/	O011.	CASH TRANSMITTALS RECORD TYPES: Vital	TO+3	TO+15			Y	N	N		
/DOA/41/	O012.	CHECK REGISTER RECORD TYPES:	CL+3	CL+15			N	N	N		
/DOA/41/	O013.	CREDIT MEMOS RECORD TYPES: Vital	TO+3	TO+15			Y	N	N		
/DOA/41/	O014.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCCOUNTING) RECORD TYPES:	CL	CL			N	N	N		
/DOA/41/	O015.	DEPOSIT CERTIFICATE REGISTER RECORD TYPES: Vital	CL+3	CL+15			Y	N	N		

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			Office	Total	Code	V	H	C	L
/DOA/41/	O016.	JOINT USE REPORTS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O017.	JOINT USE REPORTS - TICKETING/SATELLITE 2 RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O018.	JOINT USE REPORTS - TICKETING/SATELLITE 2 RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O019.	PAID INVOICES (AC-8A) FORM: AC-8A RECORD TYPES:	TO+3	TO+15		N	N	N	
/DOA/41/	O020.	PERMITS (AC-27) FORM: AC-27 RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O022.	REVENUE DETAIL JOURNAL RECORD TYPES: Vital	CL+3	CL+15		Y	N	N	
/DOA/41/	O023.	TICKETING/SATELLITE #2 IMPROVEMENTS	TO+3	TO+15		Y	N	N	

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/DOA/41/ LOS ANGELES WORLD AIRPORTS

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			Office	Total				V	H	C	L
RECORD TYPES: Vital											
/DOA/41/	O024.	TRAFFIC COUNT - FEDERAL AVIATION ADMIN. - (LAX, ONT, VNY) (FAA7230) FORM: FAA7230 RECORD TYPES: Vital	TO+10	TO+15			Y	N	N		
/DOA/41/	O025.	TRUST DEPOSIT REGISTER RECORD TYPES: Vital	CL+3	CL+15			Y	N	N		
/DOA/41/	O026.	REVENUE LANDINGS - COMPUTER RUN RECORD TYPES: (Transferred from DOA/40 item 32) added by 99-0108	CL+5	CL+5			N	N	N		
/DOA/41/	O027.	RECEIPT BOOKS	TO+5	TO+15			N	N	N		
/DOA/41/	O028.	PROMISE TO PAY	TO+2	TO+10			N	N	N		
/DOA/41/	O029.	RETURNED CHECKS	TO+2	TO+10			N	N	N		
/DOA/41/	O030.	PASSENGER FACILITIES CHARGES (PFC) - QUARTERLY AUDIT STATEMENTS	TO+2	TO+10			N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - PAYROLL
/DOA/42/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/42/	O	ORIGINAL RECORDS										
/DOA/42/	O001.	DAILY TIME REPORTS RECORD TYPES:	TO+/05	TO+3		N	N	N				
/DOA/42/	O002.	PAYROLL - BI-WEEKLY HOURS SUMMARY RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y				
/DOA/42/	O003.	PAYROLL DISBURSEMENT - BI-WEEKLY RECORD TYPES: Confidential Vital	TO+5	TO+15		Y	N	Y				
/DOA/42/	O004.	PAYROLL DISBURSEMENT WORKSHEET RECORD TYPES: Confidential	TO+5	TO+15		N	N	Y				
/DOA/42/	O005.	PAYROLL MASTER RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y				
/DOA/42/	O006.	PAYROLL RECAP RECORD TYPES:	TO+2	TO+7		N	N	N				

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Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - PAYROLL
/DOA/42/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L
/DOA/42/	O007.	PAYROLL RECONCILIATIONS RECORD TYPES:	TO+2	TO+7		N	N	N	
/DOA/42/	O008.	TIME SHEET SUMMARY RECORD TYPES: Vital	TO+5	TO+15		Y	N	N	
/DOA/42/	O009.	VACATION ACCRUALS RECORD TYPES:	TO+2	TO+7		N	N	N	
/DOA/42/	O010.	VACATION/SICK TIME REPORT RECORD TYPES:	TO+5	TO+10		N	N	N	
/DOA/42/	O011.	PAYROLL DISTRIBUTION RECAP WORKSHEETS RECORD TYPES: (Transferred from DOA/44 item O018) Added by 99-0108	TO+2	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - ACCOUNTS PAYABLE
/DOA/43/ LOS ANGELES WORLD AIRPORTS

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				
/DOA/43/	O	ORIGINAL RECORDS											
/DOA/43/	O001.	AUTHORITY FOR EXPENDITURE (40) FORM: 40 RECORD TYPES:	TO+2	TO+7		N	N	N					
/DOA/43/	O002.	BILLS - DWP, PUBLIC UTILITIES & TRANSPORTATION RECORD TYPES:	TO+2	TO+5		N	N	N					
/DOA/43/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N					
/DOA/43/	O004.	MILEAGE STATEMENTS RECORD TYPES:	TO+2	TO+5		N	N	N					
/DOA/43/	O005.	PURCHASE DISCOUNTS RECORD TYPES:	TO+2	TO+5		N	N	N					
/DOA/43/	O006.	PROPERTY TAX BILLS-LA COUNTY RECORD TYPES:	TO+5	TO+15		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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - ACCOUNTS PAYABLE
/DOA/43/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type		
			Office	Total	V	H	C	L		
		(Transferred from DOA/40 item 29) added by 99-0108								
/DOA/43/	O007.	REMITTANCE ADVICE RECORD TYPES: (Transferred from DOA/40 item 30) added by 99-0108	TO+3	TO+5	N	N	N			
/DOA/43/	O008.	Invoices (all Divisions)	TO+1	TO+20	DO	N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - COST & APPROPRIATION
/DOA/44/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/44/	O	ORIGINAL RECORDS								
/DOA/44/	O001.	COST LEDGER - ANNUAL RECORD TYPES: Vital	PE	PE		Y	N	N		
/DOA/44/	O002.	COST LEDGER - MONTHLY RECORD TYPES: Vital	CL+2	CL+5		Y	N	N		
/DOA/44/	O003.	COST LEDGER/WORK SHEETS - MONTHLY RECORD TYPES:	TO+2	TO+5		N	N	N		
/DOA/44/	O004.	COST LEDGER/WORK SHEETS - YEARLY RECORD TYPES: Vital	TO+5	TO+15		Y	N	N		
/DOA/44/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N		
/DOA/44/	O006.	DEMAND/COST CODING SHEETS RECORD TYPES:	TO+2	TO+5		N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - COST & APPROPRIATION
/DOA/44/ LOS ANGELES WORLD AIRPORTS

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
/DOA/44/	O007.	DEMAND/COST REGISTER/GENERAL RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O008.	DEMAND REGISTER RECORD TYPES:	TO+2	TO+12		N	N	N	
/DOA/44/	O009.	DEMAND REGISTER BALANCE & EDIT RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O010.	JOURNAL VOUCHERS (AC-2) FORM: AC-2 RECORD TYPES:	TO+3	TO+15		N	N	N	
/DOA/44/	O011.	LABOR COST WORK SHEETS RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O012.	LINE ITEM (YTD) MONTHLY - DETAIL RECORD TYPES:	TO+5	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - COST & APPROPRIATION
/DOA/44/ LOS ANGELES WORLD AIRPORTS

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
/DOA/44/	O013.	LINE ITEM (YTD) - SUMMARY RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O014.	LINE ITEM WORKSHEETS RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O015.	MAINTENANCE AND OPERATION - COST RUNS RECORD TYPES: Vital	TO+6	TO+15		Y	N	N	
/DOA/44/	O016.	MAINTENANCE AND OPERATION - SQUARE FOOT SUMMARY RECORD TYPES:	TO+6	TO+15		N	N	N	
/DOA/44/	O017.	MILEAGE COST CODING RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O019.	STATEMENT OF APPROPRIATION - ANNUAL RECORD TYPES: Vital	PE	PE		Y	N	N	
/DOA/44/	O020.	STATEMENT OF APPROPRIATION - MONTHLY	TO+2	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - COST & APPROPRIATION
/DOA/44/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type V H C L			
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RECORD TYPES:

/DOA/44/	O021.	PASSENGER FACILITIES CHARGES (PFC) - RECEIPTS RECORD TYPES:	TO+5	TO+25	N	N	N
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - FINANCIAL ANALYSIS
/DOA/45/ LOS ANGELES WORLD AIRPORTS

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
/DOA/45/	O	ORIGINAL RECORDS							
/DOA/45/	O001.	FINANCIAL REPORT-ANNUAL Record Type: Historical Transfer to City Archives (Transferred from DOA/40) Added by 99-0108	TO+10	PE				Y	
/DOA/45/	O002.	BOND FUND LEDGER Record Type: Vital (Transferred from DOA/41) Added by 99-0108	TO+3	TO+15				Y	
/DOA/45/	O003.	BOND FUND STATEMENT Record Type: Vital (Transferred from Accounting, DOA/41) Added by 99-0108	TO+3	TO+15				Y	
/DOA/45/	O004.	BOND RECORD Record Type: Vital (Transferred from Accounting, DOA/41) Added by 99-0108	TO+3	TO+15				Y	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - FINANCIAL ANALYSIS
/DOA/45/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/45/	O005.	REVENUE BOND Record Type: Vital (Transferred from DOA/41) Added by 99-0108	TO+3	PE		Y				
/DOA/45/	O006.	BOND INFORMATION	TO+5	TO+15						

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ACCOUNTING - GENERAL
/DOA/46/ LOS ANGELES WORLD AIRPORTS

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				
/DOA/46/	O	ORIGINAL RECORDS											
/DOA/46/	O001.	BUILDING ACCOUNT COST ALLOCATION Record Type: Vital (Transferred from Accounting/Main) Added by 99-0108	CL+5	CL+25				Y					
/DOA/46/	O002.	EQUIPMENT INVENTORY Record Type: (Transferred from Accounting/Main) Added by 99-0108	CL+2	CL+7									
/DOA/46/	O003.	CAPITAL PROJECTS CASH RUN Record Type: (Transferred from Accounting/Main) Added by 99-0108	CL+3	CL+25									
/DOA/46/	O004.	Property Acquisition Files Parcel	PE	PE									

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LANDSIDE OPERATIONS/PARKING AUDIT
/DOA/47/ LOS ANGELES WORLD AIRPORTS

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	V	H	C	L							
/DOA/47/	O	Original Records																		
/DOA/47/	O001.	AUDIT REPORTS	TO+3	TO+10	DO	N	N	N												
/DOA/47/	O002.	CREDIT & DEBIT CARD RECIPITS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O003.	CASHIER'S COLLECTION REPORTS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O004.	MONTHLY STAFFING SCHEDULES	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O005.	PROMISSORY NOTE (copies)	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O006.	NON-REVENUE PROMISSORY NOTES	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O007.	CASH RECEIPTS RECONCILLIATION REPORTS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O008.	CREDIT & DEBIT CARD RECONCILLIATION REPORTS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O009.	MONTHLY BILLING & MANAGEMENT FEE DEDUCTIONS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O010.	DAILY LANE ACTIVITY REPORT	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O011.	DAILY NON-REVENUE REPORT	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O012.	DAILY REVENUE & TICKET SUMMARY	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O013.	VAN NUYS LICENSE PLATES INVENTORY	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O014.	PARKING TICKETS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O015.	CHARGEBACKS (Visa)	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O016.	CHARGEBACKS (Mastercard)	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O017.	CHARGEBACKS (American Express)	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O018.	CHARGEBACKS (Discover)	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O019.	DAILY PROMISSORY NOTE REPORTS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O020.	DAILY PROMISSORY NOTE SWAPPED TICKET ADJUSTMENTS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O021.	SUMMARY OF VOUCHER SALES	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O022.	DISPUTED FEES ACTIVITY	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O023.	EXCEPTION TICKET TRANSACTION REPORTS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O024.	DAILY REVENUE COMPARISON REPORTS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O025.	SUMMARY OF DAILY PARKING RECEIPTS	TO+1	TO+5	DO	N	N	N												
/DOA/47/	O026.	AMERICAN EXPRESS (AMEX) DAILY BANK STATEMENTS	TO+1	TO+5	DO	N	N	N												

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: COMMERCIAL DEVELOPMENT GROUP
/DOA/50/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type					
			Office	Total			V	H	C	L			
/DOA/50/	O	ORIGINAL RECORDS											
/DOA/50/	O001.	CORRESPONDENCE AND SUBJECT FILES (REVIEW FOR HISTORICAL IMPORTANCE BEFORE PURGING)	AR+5	AR+10	DO		N	N	N				
/DOA/50/	O002.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING)	CL	CL	DO		N	N	N				
/DOA/50/	O003.	LAND USE STUDIES - LOS ANGELES	CL+5	CL+10	DO		N	N	N				
/DOA/50/	O004.	PROPERTY ACQUISITIONS/PARCEL FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CORRESPONDENCE B-RECORDED DEEDS C-APPRAISAL REPORT D-POLICY OF TITLE INSURANCE	CL+5	PE	DO		N	Y	N				
/DOA/50/	O005.	CONCESSIONS CONTRACT FILES	EX+2	EX+10	DO		N	N	N				
/DOA/50/	O006.	ACQUISITIONS/DISPOSITIONS Record Types: Vital, Legal	CL	PE	DO		Y	N	N				
/DOA/50/	O007.	ADVERTISING AGREEMENTS	TE+5	TE+10	DO		N	N	N				
/DOA/50/	O008.	BUDGET WORKING PAPERS	TO+2	TO+2	DO		N	N	N				
/DOA/50/	O009.	CONCESSION AGREEMENT FILES	TE+5	TE+10	DO		N	N	N				
/DOA/50/	O010.	CORRESPONDENCE	TO+2	TO+5	DO		N	N	N				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: COMMERCIAL DEVELOPMENT GROUP
/DOA/50/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/DOA/50/	O011.	DRAWINGS/PROJECT PLANS Can be oversized	CL	CL+2	DO	N	N	N	
/DOA/50/	O012.	LAND USE STUDIES	CL+5	CL+5	DO	N	N	N	
/DOA/50/	O013.	LEASE FILES	TE+5	TE+10	DO	N	N	N	
/DOA/50/	O014.	LOGS (Registers, Lighting Permits, Certificates of Occupancy, Building Inspection Activities, Front Desk, Daily Plan)	CL	CL+2	DO	N	N	N	
/DOA/50/	O015.	LOT SPLIT CASES	CL	CL+10	DO	N	N	N	
/DOA/50/	O016.	MAPS	CL	CL+10	DO	N	N	N	
/DOA/50/	O017.	MONTHLY REPORTS	TO+1	TO+2	DO	N	N	N	
/DOA/50/	O018.	OPERATING AGREEMENTS/PERMITS	TE+5	TE+10	DO	N	N	N	
/DOA/50/	O019.	PHOTOS	TO+2	TO+2	PH	N	N	N	
/DOA/50/	O020.	REQUESTS FOR PROPOSALS	CL	CL+10	DO	N	N	N	
/DOA/50/	O021.	REQUESTS FOR QUALIFICATIONS	CL	CL+10	DO	N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: FACILITIES PLANNING - ADMINISTRATION
/DOA/55/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/55/	0	ORIGINAL RECORDS								
/DOA/55/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/55/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Revised by 99-0108	TO+5	TO+25		N	N	N		
/DOA/55/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N		
/DOA/55/	O004.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: FACILITIES PLANNING - OPERATIONS
/DOA/56/ LOS ANGELES WORLD AIRPORTS

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				
/DOA/56/	O	ORIGINAL RECORDS											
/DOA/56/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/DOA/56/	O002.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N					
/DOA/56/	O003.	PROJECT FILES RECORD TYPES: Legal A-ATTENDANCE LIST B-CONTRACT PAYMENTS C-CORRESPONDENCE D-MAILING LIST	CL+10	CL+10		N	N	N					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ENGINEERING
/DOA/60/ LOS ANGELES WORLD AIRPORTS

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
/DOA/60/	O	ORIGINAL RECORDS							
/DOA/60/	O001.	STRUCTURAL CALCULATIONS RECORD TYPES: Vital	PE	PE		Y	N	N	
/DOA/60/	O002.	CONTRACT DOCUMENTS RECORD TYPES: Vital A-PLANS SIGNED BY AIRPORTS ENGINEER B-BID PROPOSAL APPROVED BY CITY ATTY. C-ADDENDA TO CONTRACTS D-CONTRACT CHANGE ORDERS E-NOTICE TO PROCEED F-NOTIFICATIONS OF ACCEPTANCE	PE	PE		Y	N	N	
/DOA/60/	O003.	BIDS RECEIVED LOG RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/60/	O004.	BIDS FROM UNSUCCESSFUL BIDDERS RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/60/	O005.	BIDDERS, LIST OF UNSUCCESSFUL RECORD TYPES:	CL+10	CL+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ENGINEERING
/DOA/60/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type		
			Office	Total	V	H	C	L		
/DOA/60/	O006.	BIDDERS PLAN CHECK OUT LOG RECORD TYPES:	CL+10	CL+10	N	N	N			
/DOA/60/	O007.	CHANGE ORDER BACKUP MATERIAL RECORD TYPES:	CL+10	CL+10	N	N	N			
/DOA/60/	O008.	CORRESPONDENCE AND SUBJECT FILES (EVEN THOUGH NOT SIGNED) RECORD TYPES:	AR+2	AR+2	N	N	N			
/DOA/60/	O009.	RECEIPT, REGISTERED MAIL FOR ADDENDA RECORD TYPES:	CL+10	CL+10	N	N	N			
/DOA/60/	O010.	TEST REPORTS RECORD TYPES: Vital A-SOILS REPORTS B-GEOTECH & HAZMAT REPORTS	PE	PE	Y	N	N			
/DOA/60/	O011.	TIME RECORDS, DAILY SUMMARY RECORD TYPES:	TO+2	TO+2	N	N	N			
/DOA/60/	O012.	TRAFFIC COUNTS RECORD TYPES:	TO+2	TO+2	N	N	N			

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ENGINEERING
/DOA/60/ LOS ANGELES WORLD AIRPORTS

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
		A-CHARTS B-SUMMARY							
/DOA/60/	O013.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/60/	O014.	DAILY INSPECTION REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+0/06	TO+10/06	DO	N	N	N	
/DOA/60/	O015.	ENGINEERING PROJECT FILE RECORD TYPES: A. CORRESPONDENCE C. RFI'S D. TEST RESULTS E. MATERIAL TICKETS	TO+1	TO+11	DO	N	N	N	
/DOA/60/	O016.	ENGINEERING TECH. DATA RECORD TYPES: A. SHOP DRAWINGS (STRUCTURAL DETAILS)	TO+1	PE	DO	N	N	N	
/DOA/60/	O017.	CONSTRUCTION APPROVALS RECORD TYPES:	CO+1	CO+19	DO	N	N	N	
/DOA/60/	O018.	CONSTRUCTION CONTRACTS RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O019.	CONSULTANT CONTRACTS RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O020.	MISC. ENGINEERING PROJECT DOCUMENTATION RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O021.	PROJECT CHANGE ORDERS RECORD TYPES:	CO+1	PE	DO	N	N	N	
/DOA/60/	O022.	PROJECT ESTIMATES/SCHEDULES RECORD TYPES:	CO+1	CO+11	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ENGINEERING
/DOA/60/ LOS ANGELES WORLD AIRPORTS

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
/DOA/60/	O023.	PROJECT INVOICES RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O024.	PROJECT MEETING MINUTES RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O025.	PROJECT PAY REQUESTS RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O026.	PROJECT REPORTS (OTHER THAN GEOTECH/SOILS & HAZMAT) RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O027.	PROJECT SPECIFICATIONS/ADDENDA RECORD TYPES:	CO+1	PE	DO	N	N	N	
/DOA/60/	O028.	PROJECT STUDIES RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O029.	Engineering Drawings Legal Records	TO+2	PE	MC	N	Y	N	
/DOA/60/	O030.	Engineering Aerial Images Legal Records	TO+2	PE	PH	N	Y	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: AIRPORTS DEVELOPMENT GROUP (ADG)
/DOA/62/ LOS ANGELES WORLD AIRPORTS

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
/DOA/62/	O	ORIGINAL RECORD SERIES							
/DOA/62/	O001.	Pre-Contract/Procurement Procurement Initiation (include RFA, Scope or Draft RFB, SAP Requisition) Administrative Requirements Review/Legal Review Charter Section 1022/Meet and Confer Documents Board Report for Authority to Advertise/Advertisement Resolutions (Include Presentation, LABAVN, Green Sheet, NewsPapers) RFP/RFQ/RFB Final Pre-Bid/Pre-Proposal Meeting (Include sign-in sheets, presentations, agenda) Pre-Bid Documents/Questions for Bidders Addenda (Include Q&A's) Statement of Qualifications/Proposals Interview Binders Selection Process Notification Letters (include memo to BOAC/Non-Select/Protest Period) Board Report for Award & Resolutions Form C Miscellaneous	CO	CO+10	DO				
/DOA/62/	O002.	Contract Documents Contract Award Letter, Executed Documents Notice to Proceed (NTP) Payment Bonds & Insurance Certificates Certified List of Subcontractors Subcontracts/Personnel Authorizations (Prime) (Confidential Record) Sub consultants/Personnel Authorizations (Prime) (Confidential Record) Subcontractor Notification/Letter of Concurrence Staffing Plan Travel Authorizations Overtime Authorizations (Confidential Record) Purchase/Expense Authorizations Badge & Vehicle Permits (include contract verification, BTRC, letter of intent) Miscellaneous	CO	CO+10	DO				Y
/DOA/62/	O003.	Task Orders/CGMP Task Order Log Task Orders (numerical) CGMP Log CGMP (numerical) Record of Negotiation Miscellaneous	CO	CO+10	DO				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: AIRPORTS DEVELOPMENT GROUP (ADG)
/DOA/62/ LOS ANGELES WORLD AIRPORTS

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	V	H	C	L	
/DOA/62/	O004.	Contract Deliverables Design Coordination Meeting Notes Design Deliverables/Submittals Design Review Comments Design Packages/Bulletins Deliverable Status Report Miscellaneous	CO	CO+10	DO									
/DOA/62/	O005.	Changes to Contract Contract Potential Change Notices (CNCP)/Potential change Orders (PCC) Change Order Request (COR) Change Orders (CO)/Records of Negotiations Change Directives (CD) Contract Amendments/Approved Change Orders Miscellaneous	CO	CO+10	DO									
/DOA/62/	O006.	Correspondence Incoming Correspondence Outgoing Correspondence Internal Correspondence (Interdepartment Memo) Transmittals (Interdivision) Miscellaneous Correspondence	CO	CO+10	DO									
/DOA/62/	O007.	Contract Meetings (Agenda & Meeting Notes) Weekly Construction Coordination Meetings Safety Meetings Miscellaneous	CO	CO+10	DO									
/DOA/62/	O008.	Contract Controls (Schedules/Estimates/Forecast/Trends) Master Schedule Preliminary Schedule Baseline Schedule Monthly Progress Schedule Three (3) Week Look Ahead Schedule Schedule Management Reports Cost Management Reports Estimates Forecast Trends/Exposure Work Plan Miscellaneous	CO	CO+10	DO									
/DOA/62/	O009.	Contract Accounting Contractor Payment Request	CO	CO+10	DO									Y

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: AIRPORTS DEVELOPMENT GROUP (ADG)
/DOA/62/ LOS ANGELES WORLD AIRPORTS

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	
		Invoices (Include Prime and Subcontractors) Utilization Reports Interdepartmental Orders (IDO's) Certified Payrolls (Confidential Record) Schedule of Values Miscellaneous								
/DOA/62/	O010.	Reports Board Management Status Report Monthly Program Report Monthly Project Progress Report Quarterly Report Finance Report FAA Report Element Report Geotechnical Report Contract Report Site Observation Report Executive Management Cost & Schedule Report Expenditure Report CAO/CLA Reports/Council Report Decision Analysis Report Miscellaneous Report	CO	CO+10	DO					
/DOA/62/	O011.	Contract Engineering Contract Bid Packages Addendums Request for Information (RFI) Submittals/Contractors List of Submittals Daily Report (Contractor) LAWA Daily Inspection Report Field Directive Non-Compliance Notice Preliminary Notice Correction Notice Disruption Notice Permits Project Photos Inspection Request Notice Utility Shutdown Request Job Memorandum Miscellaneous	CO	CO+10	DO					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: AIRPORTS DEVELOPMENT GROUP (ADG)
/DOA/62/ LOS ANGELES WORLD AIRPORTS

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	V	H	C	L	
/DOA/62/	O012.	QC/QA Quality Control/Quality Assurance Contractor Quality Control Program QC/QA Report QC/QA Non-Compliance Notices Code Enforcement Inspection Survey Data Soils Testing/Report Miscellaneous	CO	CO+10	DO									
/DOA/62/	O013.	Environmental Sustainability/LEED Hazmat Surveys Environmental Impact Reports (EIR's) Hazmat Close Out Report SCAQMD Notifications CBA Mitigation Environmental Services Request (ESR) Miscellaneous	CO	CO+10	DO									
/DOA/62/	O014.	Safety Contractor Safety Program Accident Reports (Legal Record) Safety Violations (Legal Record) Material Safety Data Sheets (MSCS) (superceded) Owner Controlled Insurance Program (OCIP) OCIP Daily Reports OCIP Meetings Cal OSHA Documentation Misc Safety Correspondence Inspection Request to Stop Work Loss control Survey Miscellaneous	CO	CO+10	DO									
/DOA/62/	O015.	Special Subject Files/Legal Issues (Legal Record) Claims Stop Notices Audits Public Records Request Bid Protests Memorandum of Agreement (MOA) Memorandum of Understanding (MOU) Miscellaneous	CO	CO+10	DO									

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: AIRPORTS DEVELOPMENT GROUP (ADG)
/DOA/62/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/DOA/62/	O016.	Contract Close Out Letter of Substantial Completion Final Release Forms Including FAA Certifications Warranties/Spare Parts Punch Lists Records Drawings/As-Builts Notice of Completion of Public Works Construction Rorm Operation & Maintenance Manuals (O&M)/Training Temporary Certificate of Occupancy (TCO) Certification of Partial or Final Completion Final Lien Releases Certificate of Occupancy Lessons Learned Report Retention Records Miscellaneous Closeout Documents	CO	CO+10	DO				
/DOA/62/	O017.	Budget Working Papers	TO+2	TO+2	DO				
/DOA/62/	O018.	Bid Receipt Logs	CL+2	CL+10	DO				
/DOA/62/	O019.	Consultant Contract Files	CO+1	CO+10	DO				
/DOA/62/	O020.	Correspondence and Subject Files (Incoming) (Confidential Record)	AR+2	AR+2	DO				Y
/DOA/62/	O021.	Correspondence and Subject Files (Outgoing)	AR+2	AR+2	DO				
/DOA/62/	O022.	Employee Weekly Time Sheets (Confidential Record)	TO+1	TO+1	DO				Y
/DOA/62/	O023.	Pre-Authorization Forms for Overtime	TO+1	TO+2	DO				
/DOA/62/	O024.	Procedures Manual	SU+1	SU+1	DO				
/DOA/62/	O025.	Reports to BOAC	TO+2	TO+10	DO				
/DOA/62/	O026.	Reports Miscellaneous	TO+2	TO+10	DO				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ENVIRONMENTAL PLANNING
/DOA/65/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L				
/DOA/65/	O	ORIGINAL RECORDS											
/DOA/65/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N					
/DOA/65/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/DOA/65/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N					
/DOA/65/	O004.	ENVIRONMENTAL IMPACT REPORTS RECORD TYPES: Legal	CL+10	CL+10		N	N	N					
/DOA/65/	O005.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: VAN NUYS AIRPORT ADMINISTRATION/PROPERTY
/DOA/70/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L				
/DOA/70/	O	ORIGINAL RECORDS											
/DOA/70/	O001.	AIRCRAFT INSURANCE CERTIFICATE RECORD TYPES:	EX+2					N	N	N			
/DOA/70/	O002.	AIRPORT FACILITIES RECORD RECORD TYPES:	AR+3	AR+3				N	N	N			
/DOA/70/	O003.	AIRPORT GUIDE'S LOG BOOK RECORD TYPES:	CL+2	CL+2				N	N	N			
/DOA/70/	O004.	AIRPORT PERMIT RECORD TYPES:	EX+2					N	N	N			
/DOA/70/	O005.	ANSAFONE TAPE AND TRANSCRIPT RECORD TYPES:	TO+2	TO+2				N	N	N			
/DOA/70/	O006.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2				N	N	N			

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: VAN NUYS AIRPORT ADMINISTRATION/PROPERTY
/DOA/70/ LOS ANGELES WORLD AIRPORTS

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
/DOA/70/	O007.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/70/	O008.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/70/	O009.	EQUIPMENT MAINTENANCE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/70/	O010.	GASOLINE FUEL TICKETS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/70/	O011.	VAN NUYS AIRPORT HISTORICAL DATA (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CORRESPONDENCE B-PICTURES C-NEWSPAPER, MAGAZINE AND PUBL'CN CLIPPINGS D-AIRPORT RELATED INTERNAL MEMOS AND REPORTS	AR	PE		N	Y	N	
/DOA/70/	O012.	VAN NUYS AIRPORT OPERATIONS MANUAL RECORD TYPES:	SU+2	SU+2		N	N	N	

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/DOA/70/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type					
			Office	Total	Code	V	H	C	L		
/DOA/70/	O013.	VAN NUYS AIRPORT NEWS RELEASES RECORD TYPES:	SU+2	SU+2		N	N	N			

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Records of: VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
/DOA/71/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/71/	O	ORIGINAL RECORDS								
/DOA/71/	O001.	AIRCRAFT CURFEW REPORT RECORD TYPES:	AR+2	AR+2		N	N	N		
/DOA/71/	O002.	AIRCRAFT INCIDENT/ACCIDENT REPORT RECORD TYPES: Confidential Legal	AR+5	AR+10		N	N	Y		
/DOA/71/	O003.	AIRCRAFT NOISE COMPLAINTS RECORD TYPES:	TO+2	TO+10		N	N	N		
/DOA/71/	O004.	ARREST REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N		
/DOA/71/	O005.	AUTHORIZED AIRCRAFT FUEL DRIVES RECORDS RECORD TYPES:	TO+3	TO+3		N	N	N		
/DOA/71/	O006.	COMPLAINT APPLICATION REPORT RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y		

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/DOA/71/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L
/DOA/71/	O007.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/71/	O008.	CRIME REPORTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/71/	O009.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/71/	O010.	DISCREPANCY REPORTS RECORD TYPES: Legal	TO+10	TO+10		N	N	N	
/DOA/71/	O011.	DOCUMENT RELEASE REQUESTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/DOA/71/	O012.	EMERGENCY PROCEDURES RECORD TYPES:	SU+2	SU+2		N	N	N	

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			Office	Total	Code	V	H	C	L
/DOA/71/	O013.	EMPLOYEE REPORTS RECORD TYPES:	TE+2	TE+2		N	N	N	
/DOA/71/	O014.	FIELD CITATIONS RECORD TYPES: Legal	TO+3	TO+10		N	N	N	
/DOA/71/	O015.	FIELD INTERVIEW REPORT RECORD TYPES:	TO+3	TO+10		N	N	N	
/DOA/71/	O016.	FLYAWAY PARKING COLLECTION REPORT (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+3	TO+3		N	N	N	
/DOA/71/	O017.	FUEL SPILL REPORTS RECORD TYPES: Legal	TO+5	TO+10		N	N	N	
/DOA/71/	O018.	HOLD HARMLESS REPORTS RECORD TYPES:	TO+5	TO+10		N	N	N	
/DOA/71/	O019.	IMPOUND REPORTS	TO+5	TO+10		N	N	N	

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Records of: VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
/DOA/71/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L		
RECORD TYPES:											
/DOA/71/	O020.	INCIDENT REPORTS RECORD TYPES:	TO+5	TO+10				N	N	N	
/DOA/71/	O021.	INJURY REPORTS RECORD TYPES: Confidential Legal	TO+3	TO+10				N	N	Y	
/DOA/71/	O022.	LOST AND FOUND FILE RECORD TYPES: A-CONTROL FORM B-REPORTS	TO+3	TO+3				N	N	N	
/DOA/71/	O023.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2				N	N	N	
/DOA/71/	O024.	MOVIE CHARGES AND WORK FORM RECORD TYPES:	TO+2	TO+4				N	N	N	
/DOA/71/	O025.	NATIONAL TRANSPORTATION SAFETY BOARD (NTSB) RELEASE RECORD TYPES:	CL+2	CL+2				N	N	N	

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			Office	Total	Code	V	H	C	L
/DOA/71/	O026.	NON-LETHAL CONTROL DEVICES INCIDENT REPORTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/71/	O027.	OFFICER'S LOG BOOKS RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y	
/DOA/71/	O028.	PARKING LOT INVENTORY RECORD RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/71/	O029.	LOST AND FOUND - PROPERTY DAMAGE REPORT RECORD TYPES: Confidential Legal	CL+5	CL+10		N	N	Y	
/DOA/71/	O030.	LOST AND FOUND - PROPERTY OWNER'S NOTIFICATION RECORD TYPES:	TO+10	TO+10		N	N	N	
/DOA/71/	O031.	LOST AND FOUND - PROPERTY TRANSFER RECORD RECORD TYPES:	TO+10	TO+10		N	N	N	

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			Office	Total	Code	V	H	C	L
/DOA/71/	O032.	RUNWAY INSPECTION REPORTS RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DOA/71/	O033.	SECURITY DIVISION WEEKLY REPORT RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DOA/71/	O034.	SECURITY KEY LOG RECORD TYPES: Confidential	CL+2	CL+2		N	N	Y	
/DOA/71/	O035.	SPECIAL OFFICER WORK SCHEDULE RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/71/	O036.	TRAFFIC ACCIDENT REPORT RECORD TYPES: Confidential Legal	TO+5	TO+10		N	N	Y	
/DOA/71/	O037.	TRAFFIC CITATION BOOK RECORDS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/71/	O038.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L
/DOA/71/	O039.	WORKLOAD REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: VAN NUYS AIRPORT MAINTENANCE
/DOA/72/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/72/	O	ORIGINAL RECORDS								
/DOA/72/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/72/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/DOA/72/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N		
/DOA/72/	O004.	DISCREPANCY REPORTS RECORD TYPES: Legal	TO+10	TO+10		N	N	N		
/DOA/72/	O005.	EQUIPMENT MAINTENANCE RECORDS RECORD TYPES: Legal	TO+10	TO+10		N	N	N		
/DOA/72/	O006.	GAS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		

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			Office	Total	Code	V	H	C
/DOA/72/	O007.	INJURY REPORTS RECORD TYPES: Legal	TO+10	TO+10		N	N	N
/DOA/72/	O008.	KEY REQUESTS RECORD TYPES:	TE+2	TE+2		N	N	N
/DOA/72/	O009.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N
/DOA/72/	O010.	SHOP REPAIR CARD RECORD TYPES:	TO+2	TO+2		N	N	N
/DOA/72/	O011.	WORK REQUESTS RECORD TYPES:	TO+2	TO+2		N	N	N

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Records of: VAN NUYS AIRPORT FLYAWAY TERMINAL
/DOA/73/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L			
/DOA/73/	O	ORIGINAL RECORDS										
/DOA/73/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/DOA/73/	O002.	DAILY LOG OF ACTIVITIES AT THE TERMINAL RECORD TYPES:	PE	PE		N	N	N				
/DOA/73/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N				

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			Office	Total	Code	V	H	C	L				
/DOA/74/	O	Original Record Series:											
/DOA/74/	O001.	NON ADDITION RULE	TO+2	TO+8	DO	N	N	N					
/DOA/74/	O002.	CURFEW DOCUMENTATION	TO+2	TO+8	DO	N	N	N					

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Records of: ONTARIO ADMINISTRATION
/DOA/75/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L				
/DOA/75/	O	ORIGINAL RECORDS											
/DOA/75/	O001.	AIRLINE PASSENGER AND FREIGHT TRAFFIC FILES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N					
/DOA/75/	O002.	ALTERNATE, NON-SCHEDULED AND CHARTER OPERATION REPORTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N					
/DOA/75/	O003.	BUDGET WORKING PAPERS RECORD TYPES:	TO+3	TO+3		N	N	N					
/DOA/75/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/DOA/75/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N					
/DOA/75/	O006.	FEDERAL AVIATION ADMIN. MONTHLY SUMMARY RPT. (ONTARIO) RECORD TYPES:	TO+5	TO+5		N	N	N					

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/DOA/75/	O007.	ONTARIO POLICIES AND PROCEDURES RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/75/	O008.	RIGHT OF WAY EASEMENTS RECORD TYPES: Vital Legal	TE+10	TE+10		Y	N	N	
/DOA/75/	O009.	STATION MANAGER AND STEERING COMMITTEE AGENDAS & MINUTES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/75/	O010.	UTILITY BILLING LOG SHEETS RECORD TYPES:	CL+5	CL+5		N	N	N	
/DOA/75/	O011.	VOLUME OF AIR TRAFFIC STATISTIC REPORTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	

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			Office	Total	Code	V	H	C	L	
/DOA/76/	O	ORIGINAL RECORDS								
/DOA/76/	O001.	CONSTRUCTION PROJECTS RECORD TYPES:	CL+5	CL+5		N	N	N		
/DOA/76/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/DOA/76/	O003.	DISCREPANCY REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N		
/DOA/76/	O004.	EMERGENCY POWER UNITS REPORT (WEEKLY AND MONTHLY) RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/76/	O005.	ENVIRONMENTAL FILES RECORD TYPES: A-HAZARDOUS WASTE MATERIAL FORMS B-HAZARDOUS WASTE MATERIAL LOCATIONS C-REPORTS	TO+10	TO+10		N	N	N		
/DOA/76/	O006.	EQUIPMENT MAINTENANCE FILES (EQUIPMENT IS SALVAGED) RECORD TYPES:	TE+2	TE+2		N	N	N		

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		A-VEHICLE MAINTENANCE RECORDS B-VEHICLE OWNERSHIP RECORDS								
/DOA/76/	O007.	GASOLINE MONTHLY REPORT/TICKETS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2	TO+5		N	N	N		
/DOA/76/	O008.	IMPOUND LOT LOGS (COPIES ONTARIO POLICE DEPARTMENT VEHICLE REPORT) RECORD TYPES:	CL	CL+5		N	N	N		
/DOA/76/	O009.	INSPECTION FILES RECORD TYPES:	SU+2	SU+2		N	N	N		
/DOA/76/	O010.	KEY APPLICATION (P-13) FORM: P-13 RECORD TYPES:	TE+2	TE+2		N	N	N		
/DOA/76/	O011.	LITIGATION CASE FILES RECORD TYPES: Legal	CL	CL+10		N	N	N		
/DOA/76/	O012.	PREVENTATIVE MAINT. CHECKLIST ON CRASH & FIRE EQUIPMENT RECORD TYPES:	TO+2	TO+2		N	N	N		

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			Office	Total	Code	V	H	C	L
/DOA/76/	O013.	PUBLIC/PASSENGER COMPLAINTS (MAINTENANCE RELATED) RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/76/	O014.	RUNWAY INSPECTION REPORTS (COPIES SENT TO ONTARIO AIRPORTS ADMINISTRATION & OPERATIONS) RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/76/	O015.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/76/	O016.	WORK REQUESTS (M-6) FORM: M-6 RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/76/	O017.	WORK SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	

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			Office	Total	Code	V	H	C	L			
/DOA/77/	O	ORIGINAL RECORDS										
/DOA/77/	O001.	AIRPORT RELATED ASSOCIATION FILES RECORD TYPES: A-AWARENESS COMMITTEE B-FRIENDS OF ONTARIO AIRPORT C-MANAGERS CLUB D-SALES ASSOCIATION	TE+2	TE+2		N	N	N				
/DOA/77/	O002.	AVIATION HISTORY FILES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-PICTURES B-NEWS ARTICLES C-NEWS RELEASES D-CORRESPONDENCE E-CHRONOLOGY OF ONTARIO	TO+2	PE		N	Y	N				
/DOA/77/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/DOA/77/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N				
/DOA/77/	O005.	NEWS RELEASES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-NEWS RELEASE B-VOLUME MAILING LISTS	TO+2	PE		N	Y	N				
/DOA/77/	O006.	NEWSPAPER ARTICLES - AIRPORT RELATED	TO+2	PE		N	Y	N				

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			Office	Total	V	H	C	L		
(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical										
/DOA/77/	O007.	NOISE ABATEMENT COMPLAINT FILES RECORD TYPES: A-COMMUNITY CORRESPONDENCE B-MONTHLY NOISE REPORT SUMMARY C-NOISE HEARING MAILING LISTS	CL+10	CL+10	N	N	N			
/DOA/77/	O008.	PHOTO FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE	N	Y	N			
/DOA/77/	O009.	PROJECT FILES (PUBLIC RELATIONS ACTIVITIES) RECORD TYPES: A-AGENDA B-CHRONOLOGY OF ONTARIO C-CORRESPONDENCE D-INVITATIONS E-NEWS ARTICLES/BULLETINS/RELEASES F-PICTURES/POSTERS G-TICKETS	CL+2	CL+2	N	N	N			
/DOA/77/	O010.	PROMOTIONAL ADVERTISING MATERIAL RECORD TYPES:	TO+3	TO+5	N	N	N			
/DOA/77/	O011.	PUBLIC RELATIONS REPORTS (COPIES RETAINED BY AIRPORTS PUBLIC RELATIONS) RECORD TYPES: A-WEEKLY ACTIVITY REPORTS B-MONTHLY HIGHLIGHT REPORTS C-PRESS/SPECIAL HANDLING REPORTS	TO+2	TO+2	N	N	N			
/DOA/77/	O012.	PUBLICATIONS WITH ONTARIO FEATURE STORY	TO+2	PE	N	Y	N			

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			Office	Total	Code	V	H	C	L
		(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical							
/DOA/77/	O013.	SPECIAL EVENTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/DOA/77/	O014.	SPEECHES (COPIES RETAINED BY AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/77/	O015.	ONTARIO TOUR HISTORY FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CORRESPONDENCE B-DESCRIPTION OF TOUR C-NEWS RELEASES D-PHOTOGRAPHS E-STATISTICS ON ONTARIO AIRPORT	TO+2	PE		N	Y	N	

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			Office	Total	Code	V	H	C	L				
/DOA/80/	O	ORIGINAL RECORDS											
/DOA/80/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: A-ADMINISTRATION B-AIRFIELD CLEARANCE C-BOARDING SERVICES	AR+2	AR+5		N	N	N					
/DOA/80/	O002.	AIRFIELD DRIVING VIOLATION FIELD CITATIONS (RG-81) FORM: RG-81 RECORD TYPES:	TO+10	TO+10		N	N	N					
/DOA/80/	O003.	ARREST REPORTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y					
/DOA/80/	O004.	ATTENDANCE REPORTS - POLICE BUREAU PERSONNEL RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y					
/DOA/80/	O005.	BACKGROUND INVESTIGATIONS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y					
/DOA/80/	O006.	CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATION SYSTEM MESSAGES RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y					

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/DOA/80/	O007.	CITIZEN COMPLAINT REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/80/	O008.	COURT DISPOSITIONS CRIME REPORTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/80/	O009.	DAILY FIELD ACTIVITY REPORTS (RG-6/81) FORM: RG-6/81 RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/80/	O010.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/80/	O011.	DRIVING TEST RESULTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/80/	O012.	EMPLOYEE REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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/DOA/80/	O013.	FIELD INVESTIGATION CARDS (IDENTIFYING SUSPICIOUS PERSONS) RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/80/	O014.	FIELD TRAINING OFFICER EVALUATIONS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/80/	O015.	FUEL SPILL REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/80/	O016.	IDENTIFICATION BADGE APPLICATIONS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/DOA/80/	O017.	IMPOUND REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/80/	O018.	INCIDENT REPORTS RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DOA/80/	O019.	INJURY REPORTS	TO+2	TO+10		N	N	Y	

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		RECORD TYPES: Confidential Legal								
/DOA/80/	O020.	LOGS RECORD TYPES: Confidential A-BACKGROUND B-CLETS C-COMMUNICATION D-DESK E-EQUIPMENT F-IMPOUND G-LOST & FOUND H-REPORT I-SUPERVISOR J-VEHICLE RELOCATION	TO+2	TO+10		N	N	Y		
/DOA/80/	O021.	LOST AND FOUND REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N		
/DOA/80/	O022.	MANUALS RECORD TYPES: Confidential A-BACKGROUNDS B-SECURITY BUREAU C-SECURITY PROGRAM	SU+2	SU+5		N	N	Y		
/DOA/80/	O023.	OVERTIME REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/80/	O024.	PERSONAL SERVICE CITATION BOOKS (VC40513B..) FORM: VC40513B.. RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y		

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/DOA/80/	O025.	PROPERTY DAMAGE REPORTS RECORD TYPES: Legal	TO	TO+8		N	N	N	
/DOA/80/	O026.	REPORT ON VEHICLES RELOCATED FROM PUBLIC PARKING LOTS RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DOA/80/	O027.	SABOTAGE REPORTS RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	
/DOA/80/	O028.	BUREAU ACTIVITY STATISTICS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/80/	O029.	TRAFFIC REPORTS RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	
/DOA/80/	O030.	VEHICLE ACCIDENT REPORTS RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: AIRPORT POLICE BUREAU
/DOA/80/ LOS ANGELES WORLD AIRPORTS

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
/DOA/80/	O031.	WATCH DEPLOYMENT RECORDS RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	
/DOA/80/	O033.	Internal Affairs Investigations RECORD TYPES: Confidential	TO+1	PE	DO	N	N	Y	
/DOA/80/	O034.	Officer Training Files RECORD TYPES: Confidential	TO+1	PE	DO	N	N	Y	
/DOA/80/	O035.	Officer Academy Records RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O036.	Fiscal Support Unit Forms (Purchase Request)	TO+1	TO+10	DO	N	N	N	
/DOA/80/	O037.	Court Liaison Files RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O038.	Dignitary Protection Details	TO+1	TO+3	DO	N	N	N	
/DOA/80/	O039.	V-Net Surveillance Audio Broadcast RECORD TYPES: Confidential	TO+1	TO+2	VT	N	N	Y	
/DOA/80/	O040.	Detention Logs/Holding Cell Logs RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O041.	Ride Along Applications RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O042.	Police Division Directives RECORD TYPES: Legal	TO+1	TO+10	DO	N	N	N	
/DOA/80/	O043.	GTEU Owners Responsibility Forms	TO+1	TO+5	DO	N	N	N	
/DOA/80/	O044.	Accreditation Application RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O045.	V-Net Surveillance Video Tapes RECORD TYPES: Confidential	TO	TO+3	VT	N	N	Y	
/DOA/80/	O046.	ACRU Records Criminal History (FBI, DOJ, Concessions, & TSA), Court Dispositions, Adjudications, Finger Print Summary Report) RECORD TYPES: Confidential, Legal	TO+4	PE	DO	N	N	Y	
/DOA/80/	O047.	Fingerprint Applications & Results	TO+2	TO+5	DO	N	N	Y	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: AIRPORT POLICE BUREAU
/DOA/80/ LOS ANGELES WORLD AIRPORTS

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

RECORD TYPES: Confidential

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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Departmental Records Disposition Schedule
Original Records

Records of: AIRFIELD PERMITS
/DOA/82/ LOS ANGELES WORLD AIRPORTS/AIRFIELD OPERATIONS/OF1 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			
/DOA/82/	O	Original Record Series:										
/DOA/82/	O001.	Budget Working Papers	SU+2	SU+2	DO	N	N	N				
/DOA/82/	O002.	Correspondence (originating)	TO+2	TO+2	DO	N	N	N				
/DOA/82/	O003.	Correspondence (incoming)	TO+2	TO+2	DO	N	N	N				
/DOA/82/	O004.	Air Carrier Operating Permit Files	EX+1	EX+2	DO	N	N	N				
/DOA/82/	O005.	Fuel Delivery Permit Files	EX+1	EX+2	DO	N	N	N				
/DOA/82/	O006.	Off-Site In-Flight Catering Permit Files	EX+1	EX+2	DO	N	N	N				
/DOA/82/	O007.	Motor Vehicle Operating Permit Files	EX+1	EX+2	DO	N	N	N				
/DOA/82/	O008.	Single Use Operating Permits	EX+1	EX+2	DO	N	N	N				
/DOA/82/	O009.	Monthly Airfield Access Permits	EX+1	EX+2	DO	N	N	N				
/DOA/82/	O010.	Non-Exclusive License Agreement Files	EX+1	EX+2	DO	N	N	N				
/DOA/82/	O011.	Surveys (Originating)	TO+2	TO+5	DO	N	N	N				
/DOA/82/	O012.	Airfield Permits Policy and Procedures Manual	SU	SU+1	DO	N	N	N				
/DOA/82/	O013.	Monthly Reports	SU+2	SU+2	DO	N	N	N				
/DOA/82/	O014.	Permitted Air Carrier List	SU	SU	DO	N	N	N				

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OPERATIONS - LAX
/DOA/83/ LOS ANGELES WORLD AIRPORTS

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		
/DOA/83/	O	ORIGINAL RECORDS									
/DOA/83/	O001.	CORRESPONDENCE AND SUBJECT FILES (ADMINISTRATION) RECORD TYPES:	AR+2	AR+2			N	N	N		
/DOA/83/	O002.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL			N	N	N		
/DOA/83/	O003.	LAX AIRPORT OPERATIONS MANUAL (SEND 4 COPIES TO CITY ARCHIVES; REC HAS BEEN DESIGNATED HISTORICAL PER RET. SCHEDULE) RECORD TYPES:	SU+10	SU+10			N	N	N		
/DOA/83/	O004.	NOTICES TO AIRMAN RECORD TYPES:	CL+10	CL+10			N	N	N		
/DOA/83/	O005.	OPERATIONS LOG BOOKS (COPIES RETAINED AT OPERATIONS) RECORD TYPES:	CL+10	CL+10			N	N	N		
/DOA/83/	O006.	MONTHLY STATUS REPORT	TO+2	TO+2			N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OPERATIONS - LAX
/DOA/83/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type			
			Office	Total				V	H	C	L
RECORD TYPES:											
/DOA/83/	O007.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2				N	N	N	
/DOA/83/	O008.	FILM PERMIT FILES RECORD TYPES:	CL+3	CL+10	DO			N	N	Y	
/DOA/83/	O009.	FILM PERMIT RECEIPT BOOKS RECORD TYPES:	CL+3	CL+10	DO			N	N	N	
/DOA/83/	O011.	SAFE TRAINING RECORDS (verification letters)	TO+3	TO+3	DO			N	N	N	
/DOA/83/	O012.	SAFE HEARING RECORDS	TO+1	TO+10	DO			N	N	N	
/DOA/83/	O013.	AIRPORT OPERATIONS CERTIFICATION MANUAL (FAA AIRPORT CERTIFICATION)	SU	SU	DO			N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OPERATIONS - AIRFIELD - BRADLEY TERMINAL
/DOA/84/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/84/	O	ORIGINAL RECORDS								
/DOA/84/	O001.	BRADLEY TERMINAL OPERATIONS MANUAL (SEND 4 COPIES TO CITY ARCHIVES; MARKED HISTORICAL PER RET SCH) RECORD TYPES:	SU+10	SU+10		N	N	N		
/DOA/84/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/DOA/84/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N		
/DOA/84/	O004.	NOTICES TO AIRMAN (COMPLETION OF PROJECT) RECORD TYPES:	CL+10	CL+10		N	N	N		
/DOA/84/	O005.	OPERATIONS LOG BOOKS (COPIES RETAINED AT OPERATIONS) RECORD TYPES:	CL+10	CL+10		N	N	N		
/DOA/84/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OPERATIONS - AIRFIELD - BRADLEY TERMINAL
/DOA/84/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/DOA/84/	O007.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/84/	O008.	TBIT BAGGAGE CCTB TAPES RECORD TYPES:	TO+1	TO+3	VT	N	N	N	
/DOA/84/	O009.	SUPERVISOR FILES RECORD TYPES:	TO+1	TO+2	DO	N	N	N	
/DOA/84/	O010.	Safe Hearing Records Legal Files	TO+1	TO+10	DO	N	N	Y	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: NOISE MANAGEMENT
/DOA/85/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type						
			Office	Total				V	H	C	L			
/DOA/85/	O	ORIGINAL RECORDS												
/DOA/85/	O001.	AIRLINES VARIANCE PROCEEDINGS RECORD (BOUND COPIES) RECORD TYPES: A-LETTER OF TRANSMITTAL B-VARIANCE REQUEST SUMMARY C-TRANSCRIPT OF PUBLIC TESTIMONY D-ATTENDANCE RECORD (SIGN-IN SHEET)	TE+10	TE+10				N	N	N				
/DOA/85/	O002.	CORRESPONDENCE AND SUBJECT FILES (TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES:	AR+2	AR+2				N	N	N				
/DOA/85/	O003.	DAILY NOISE LEVEL REPORT RECORD TYPES: Legal	TO+10	TO+10				N	N	N				
/DOA/85/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL				N	N	N				
/DOA/85/	O005.	NOISE MONITORING QUARTERLY REPORTS RECORD TYPES: Legal	TO+10	TO+10				N	N	N				
/DOA/85/	O006.	QUARTERLY REPORT OF OPERATING AIRCRAFT LAX RECORD TYPES:	TO+10	TO+10				N	N	N				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: NOISE MANAGEMENT
/DOA/85/ LOS ANGELES WORLD AIRPORTS

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
/DOA/85/	O007.	STATE NOISE VARIANCE PROCEEDINGS RECORD RECORD TYPES:	TE+10	TE+10		Y	N	N	
/DOA/85/	O008.	LAND USE MITIGATION PROGRAM (LUMP) JURISDICTION CORRESPONDENCE FILES RECORD TYPES: Document files, specific to jurisdiction, containing legally-significant documents created by NMB and others, sorted and filed as appropriate by NMB A. City of Los Angeles B. County of Los Angeles C. City of Inglewood D. City of El Segundo E. City of Ontario	AR+5	AR+15	DO	Y	N	N	
/DOA/85/	O009.	LUMP JURISDICTION RECORD TYPES: Document files, specific to jurisdiction, containing legally-significant documents created by NMB and others, sorted and filed as appropriate by NMB A. City of Los Angeles B. County of Los Angeles C. City of Inglewood D. City of El Segundo E. City of Ontario	AR+5	AR+15	DO	Y	N	N	
/DOA/85/	O010.	LUMP SUBJECT MATTER FILES RECORD TYPES: Document files, containing legally-significant documents created by NMB and others, sorted and filed as appropriate by NMB A. Demonstration Projects B. Lawsuit Records C. Easement Records D. Land Acquisition Data/Statistics E. LUMP Guidelines for Jurisdictions F. LUMP Funding Resolution G. Local Ordinances H. LAWA ANMP'S	AR+5	AR+15	DO	Y	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: NOISE MANAGEMENT
/DOA/85/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C
/DOA/85/	O011.	NON-LAWA AIRPORT FILES RECORD TYPES: Document files, containing documents created by others, sorted and filed as appropriate by NMB	AR+5	AR+15	DO	N	N	N
/DOA/85/	O012.	QUARTERLY NOISE MONITORING "STATE" MAPS RECORD TYPES: Oversized legally-required documents created by NMB A. LAX B. ONT C. VNY	PE+5	PE	DO	Y	N	N
/DOA/85/	O013.	QUARTERLY NOISE MONITORING "COMMUNITY MAPS" RECORD TYPES: Oversized legally-required documents created by NMB A. LAX B. Ontario C. Van Nuys	PE+5	PE	DO	Y	N	N
/DOA/85/	O014.	QUARTERLY NOISE MONITORING REPORTS RECORD TYPES: Oversized legally-required documents created by NMB A. LAX B. ONT C. VNY	PE+5	PE	DO	Y	N	N
/DOA/85/	O015.	QUARTERLY CUMULATIVE NOISE LEVEL WORKBOOKS RECORD TYPES: A.K.A. Cumes Notebooks, legally-required document files created by NMB	PE+5	PE	DO	Y	N	N
/DOA/85/	O016.	TITLE 21 VARIANCE FILES RECORD TYPES: Document files containing legally-required documents created by NMB and others, sorted and filed as appropriate by NMB	PE+15	PE	DO	Y	N	N
/DOA/85/	O017.	LAX MASTER PLAN FILES RECORD TYPES: Document files containing documents created by NMB and others, sorted and filed as appropriate by NMB	TO+2	TO+5	DO	Y	N	N
/DOA/85/	O018.	LAX ADVISORY COMMITTEE RECORD TYPES: Document files containing documents created by NMB and others, sorted and filed as appropriate by NMB	TO+2	TO+5	DO	Y	N	N
/DOA/85/	O019.	VNY ADVISORY COMMITTEE	TO+2	TO+5	DO	Y	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: NOISE MANAGEMENT
/DOA/85/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			--Media Code		Record Type V H C L		
			Office	Total						
		RECORD TYPES: Document files containing documents created by NMB and others, sorted and filed as appropriate by NMB								
/DOA/85/	O020.	ONT ADVISORY COMMITTEE	TO+2	TO+5	DO	Y	N	N		
		RECORD TYPES: Document files containing documents created by NMB and others, sorted and filed as appropriate by NMB								
/DOA/85/	O021.	BOAC RESOLUTION FILE	PE+3	PE	DO	Y	N	N		
		RECORD TYPES: Documents created by DOA-08 pertaining to NMB issues, sorted and filed appropriate by NMB								
/DOA/85/	O022.	HISTORICAL FILES	PE+5	PE	DO	N	Y	N		
		RECORD TYPES: Historical documents important to NMB issues such as system development, environmental policies and special studies.								

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: RESIDENTIAL SOUNDPROOFING
/DOA/86/ LOS ANGELES WORLD AIRPORTS

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				
/DOA/86/	O	ORIGINAL RECORD SERIES											
/DOA/86/	O001.	Bid Proposals - Non Awarded Bids	TO+2	CL+10	DO	N	N	N					
/DOA/86/	O002.	Construction Specifications Lump (Inglewood, El Segundo, Ontario,) Grants	TO+2	CL+10	DO	N	N	N					
/DOA/86/	O003.	Easements Legal Files	TO+2	PE	DO	N	N	N					
/DOA/86/	O004.	Lead Abatement Reports	TO+2	CO+10	DO	N	N	N					
/DOA/86/	O005.	Plans & Field Memos	TO+2	CO+10	DO	N	N	N					
/DOA/86/	O006.	Submittals & Building Permits	TO+2	CO+10	DO	N	N	N					
/DOA/86/	O007.	Prop Files - By Bid Group Legal Files	CL+2	PE	DO	N	N	N					
/DOA/86/	O008.	Prop Photo Records Includes Photographs and Electronic Files	TO+2	TO+5	DO	N	N	N					
/DOA/86/	O009.	Project Files Legal Files	TO+2	PE	DO	N	N	N					
/DOA/86/	O010.	ID Badge Applications (Contractors)	TO+2	TO+5	DO	N	N	Y					
/DOA/86/	O011.	Title Reports (2002 and earlier) (copies)	TO+2	PE	DO	N	N	N					
/DOA/86/	O012.	Construction Files Legal Files	CO+2	CO+10	DO	N	N	N					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: MAINTENANCE
/DOA/90/ LOS ANGELES WORLD AIRPORTS

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	
/DOA/90/	O	ORIGINAL RECORDS								
/DOA/90/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DOA/90/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/DOA/90/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N		
/DOA/90/	O004.	KEY APPLICATION (P-13) FORM: P-13 RECORD TYPES:	TE+2	TE+2		N	N	N		
/DOA/90/	O005.	LOGS RECORD TYPES: A-PURCHASE REQUESTS B-SERVICE AND COMPLAINTS (DAILY) C-SUB-PURCHASE ORDERS	CL+5	CL+15		N	N	N		
/DOA/90/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		

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/DOA/90/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L
/DOA/90/	O007.	PERMITS (SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT) RECORD TYPES:	EX+2			N	N	N	
/DOA/90/	O008.	PREVENTIVE MAINTENANCE MASTER FILE (CARDS) (COMPUTER GENERATED BY AIRPORTS DATA PROCESSING) RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/90/	O009.	PREVENTIVE MAINTENANCE REPORTS/MASTERS (COMPUTER GENERATED BY AIRPORTS DATA PROCESSING) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/90/	O010.	PREVENTIVE MAINTENANCE SPECIAL REPORT REQUESTS (COMPUTER GENERATED BY AIRPORTS DATA PROCESSING) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/90/	O011.	PREVENTIVE MAINTENANCE WORK ORDERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/90/	O012.	PUBLIC INJURY AND PROPERTY DAMAGE REPORTS RECORD TYPES: Confidential Legal A-ESCALATOR ACCIDENTS-M-50 B-OPERATING EQUIPMENT INCIDENT-M-52 C-PROPERTY CONDITION-S-3	TO+5	TO+10		N	N	Y	

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Records of: MAINTENANCE
/DOA/90/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L
/DOA/90/	O013.	SAFETY RECORDS RECORD TYPES: A-SAFETY MEETING REPORTS B-SLIP TESTS C-TAILGATE SAFETY MEETING REPORTS	TO+5	TO+7		N	N	N	
/DOA/90/	O014.	WORK ORDERS (M-70) FORM: M-70 RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y	
/DOA/90/	O015.	WORK REPORTS RECORD TYPES: Confidential Legal	TO+5	TO+10		N	N	Y	
/DOA/90/	O016.	CUSTODIAL ATTENDANCE LOGS RECORD TYPES: added by 99-0108	TO+2	TO+2		N	N	N	
/DOA/90/	O017.	QUALITY CONTROL INSPECTION LOGS RECORD TYPES: added by 99-0108	TO+5	TO+10		N	N	N	
/DOA/90/	O018.	CONSTRUCTION & MAINTENANCE VIDEO SURVEILLANCE TAPES RECORD TYPES: a. maintenance yard b. warehouse added by 99-0108	TO	TO+2	VT	N	N	N	

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/DOA/90/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L
/DOA/90/	O020.	Recycling Weight Slips	CL+2	CL+2	DO				
/DOA/90/	O021.	Salvaged Equipment Records	TO+2	TO+2	DO				
/DOA/90/	O022.	LAX Shuttle Contract Invoices	AR	TO+2	DO				
/DOA/90/	O023.	Vehicle Trip Cards	TO+1	TO+1	DO				
/DOA/90/	O024.	Salvaged Vehicle Records	TO+2	TO+2	DO				
/DOA/90/	O025.	SUPERVISOR FILES	TO+2	TO+2	DO				
/DOA/90/	O026.	Packing Slips (Originals as attachments of Paid Invoices in DOA/41 item O019)	TO+3	TO+15	DO				

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Departmental Records Disposition Schedule
Original Records

Records of: ONTARIO AIRFIELD CLEARANCE
/DOA/91/ LOS ANGELES WORLD AIRPORTS

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			Office	Total			V	H	C	L									
/DOA/91/	O	ORIGINAL RECORDS																	
/DOA/91/	O001.	MONTHLY BADGE VERIFICATION REPORTS Record Type: Added by 99-0108	TO+1	TO+2															
/DOA/91/	O002.	CORRESPONDENCE AND SUBJECT FILES Record Type: Added by 99-0108	TO+1	TO+2															
/DOA/91/	O003.	PHOTO IDENTIFICATION APPLICATIONS Record Type: Added by 99-0108	TO+1	TO+4															
/DOA/91/	O004.	MOTOR VEHICLE PERMIT PROGRAM Record Type: Added by 99-0108	TE	TE+2															
/DOA/91/	O005.	FIXED BASE AIRCRAFT OPERATORS Record Type: Added by 99-0108	TE	TE+2															

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Records of: ONTARIO AIRFIELD CLEARANCE
/DOA/91/ LOS ANGELES WORLD AIRPORTS

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Records of: ONTARIO AIRFIELD OPERATIONS
/DOA/92/ LOS ANGELES WORLD AIRPORTS

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
/DOA/92/	O	ORIGINAL RECORDS							
/DOA/92/	O001.	AIRCRAFT ACCIDENT/INCIDENT REPORT RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O002.	ALTERNATE OPERATIONS RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O003.	DEVIATION LOGS RECORD TYPE: (RUNAWAY CLOSURES) ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O005.	NOTICE TO AIRMEN RECORD TYPE: (NOTAMS) ADDED BY 99-0108	AR	AR+2	DO	Y			

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Original Records

Records of: ONTARIO AIRFIELD OPERATIONS
/DOA/92/ LOS ANGELES WORLD AIRPORTS

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
/DOA/92/	O006.	ONT RUNWAY USAGE STATUS REPORT RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O007.	SELF INSPECTION FORMS RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O008.	FILM PROJECTS-INCLUDES INS ENDORSEMENTS FORM NUMBER:134 AG, 135GL, 136 RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O009.	DUTY LOGS 44/55 (LEGAL HISTORICAL RECORDS) RECORD TYPE: ADDED BY 99-0108	PE	PE	DO				Y
/DOA/92/	O010.	FUEL AND GO LOGS RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				

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Records of: ONTARIO FIRE SAFETY
/DOA/93/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L	
/DOA/93/	O	ORIGINAL RECORDS								
/DOA/93/	O001.	REPORTS REPORT TYPE: a. aircraft incident b. aircraft vs vehicle c. crime report cr-1 d. employee reports e. face sheets screening incidents f. fuel spill reports g. HAZMAT incidents h. journals i. personal injury j. property damage chp 555-03 k. sabotage threat l. traffic collision chp 555-03 m. vehicle impound chp 180 n. boarding officer time p. CFIRS reports q. lost and found ADDED BY 99-0108	AR+2	AR+10					Y	
/DOA/93/	O002.	MEMOS AND CORRESPONDENCE REPORT TYPE: ADDED BY 99-0108	AR+2	AR+10					Y	
/DOA/93/	O003.	TRAINING RECORDS REPORT TYPE: ADDED BY 99-0108	AR+2	AR+10					Y	

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Records of: ONTARIO LANDSIDE OPERATIONS
/DOA/94/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Record Type				
			Office	Total	Code	V	H	C	L
/DOA/94/	O	ORIGINAL RECORDS							
/DOA/94/	O001.	GROUND TRANSPORTATION LICENSE AGREEMENTS AND PROGRAM RECORD TYPE: ADDED BY 99-0108	TE+2	TE+2					
/DOA/94/	O002.	ABANDONED VEHICLE PROGRAM RECORD TYPE: ADDED BY 99-0108	TE	TE+2					
/DOA/94/	O003.	PARKING LOT OPERATIONS/MANAGEMENT CONTRACT RECORD TYPE: ADDED BY 99-0108	TE+2	TE+2					
/DOA/94/	O004.	AIRPORT TRAM OPERATIONS/MANAGEMENT CONTRACT RECORD TYPE: ADDED BY 99-0108	TE+2	TE+2					
/DOA/94/	O005.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: ADDED BY 99-0108	TO+1	TO+2					

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			Office	Total	Code	V	H	C	L
/DOA/94/	O006.	EMPLOYEE LOT PAYMENT AND PROMISSORY NOTE LOGS RECORD TYPE: ADDED BY 99-0108	TO+1	TO+2					
/DOA/94/	O007.	MONTHLY CIRCUIT REPORTS RECORD TYPE: ADDED BY 99-0108	TO+2	TO+3					
/DOA/94/	O008.	GROUND TRANSPORTATION ENFORCEMENT RECORDS RECORD TYPE: ADDED BY 99-0108	TO+2	TO+10					

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Records of: ONTARIO PARKING SERVICES/LANDSLIDE
/DOA/95/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L	
/DOA/95/	O	ORIGINAL RECORDS								
/DOA/95/	O001.	MONTH END STATISTICS RECORD TYPE: a. public parking b. employee parking c. validation log added by 99-0108	PE	PE						
/DOA/95/	O002.	DAILY REPORTS RECORD TYPE: a. ticket and deposit summary b. payroll summary c. validation log added by 99-0108	TO+1	TO+2						
/DOA/95/	O003.	CONTRACT COMPLIANCE REPORTS RECORD TYPE: added by 99-0108	TO+1	TO+2						
/DOA/95/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: added by 99-0108	TO+1	TO+2						

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			Office	Total	V	H	C	L		
/DOA/95/	O005.	COMPUTERIZED DATA/PUBLIC PARKING RECORD TYPE: added by 99-0108	TO+1	TO+2						

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Records of: ONTARIO POLICE SERVICES
/DOA/96/ LOS ANGELES WORLD AIRPORTS

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			Office	Total	Code	V	H	C	L	
/DOA/96/	O	ORIGINAL RECORDS								
/DOA/96/	O001.	AIRPORT SECURITY PROGRAM RECORD TYPE: added by 99-0108	SU	SU						
/DOA/96/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: a. police service b. communications added by 99-0108	AR+2	AR+5						
/DOA/96/	O003.	ALARM SYSTEM-VENDORS, CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+4						
/DOA/96/	O004.	BACKGROUND INVESTIGATION AND LOG RECORD TYPE: added by 99-0108	TO+2	TO+10						Y
/DOA/96/	O005.	ADA CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+4						
/DOA/96/	O006.	CONTRACTS AND BIDS RECORD TYPE: added by 99-0108	TE+2	TE+5						
/DOA/96/	O007.	CHP CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+5						
/DOA/96/	O008.	COURTESY PARKING DISCLOSURES AND LOG RECORD TYPE: added by 99-0108	TO+2	TO+10						
/DOA/96/	O009.	DAILY FIELD ACTIVITY REPORTS AND MONTHLY RECAP RECORD TYPE: added by 99-0108	TO+2	TO+10						
/DOA/96/	O010.	DEPARTMENT OF JUSTICE CORRESPONDENCE	TO+2	TO+5						

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/DOA/96/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/DOA/96/	0011.	RECORD TYPE: added by 99-0108 DEPARTMENT OF TRANSPORTATION CORRESPONDENCE	TO+2	TO+5					
/DOA/96/	0012.	RECORD TYPE: added by 99-0108 DMV CORRESPONDENCE	TO+2	TO+5					
/DOA/96/	0013.	RECORD TYPE: added by 99-0108 DIGNITARY DETAILS	TO+2	TO+2					
/DOA/96/	0014.	RECORD TYPE: added by 99-0108 DIRECTIVES TO OFFICERS	SU	SU					
/DOA/96/	0015.	RECORD TYPE: added by 99-0108 DISPATCH LOG BOOK INDEX	SU	SU					
/DOA/96/	0016.	RECORD TYPE: added by 99-0108 EMPLOYEE REPORTS	TO+2	TO+10					
/DOA/96/	0017.	RECORD TYPE: added by 99-0108 FAA QUARTERLY REPORTS, RULES, AND CORRESPONDENCE	TO+2	TO+10					
/DOA/96/	0018.	RECORD TYPE: added by 99-0108 FAVORABLE COMMUNICATIONS/COMMENDATIONS	TO+2	TO+7					
/DOA/96/	0019.	RECORD TYPE: added by 99-0108 FBI CORRESPONDENCE	TO+2	TO+5					
/DOA/96/	0020.	RECORD TYPE: added by 99-0108 FIELD CITATIONS	TO+8	TO+10					
/DOA/96/	0021.	RECORD TYPE: added by 99-0108 FIELD INVESTIGATION CARDS (IDENTIFYING SUSPICIOUS PERSON) FORM # APB-019	TO+2	TO+10					

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			Office	Total	Code	V	H	C	L
/DOA/96/	O022.	added by 99-0108 FIELD TRAINING EVALUATIONS RECORD TYPE: added by 99-0108	TO+2	TO+10					
/DOA/96/	O023.	FINGERPRINTING-CORRESPONDENCE & INFO RECORD TYPE: added by 99-0108	TO+2	TO+7					
/DOA/96/	O024.	FIREARMS QUALIFICATIONS RECORDS RECORD TYPE: added by 99-0108	TO+2	TO+7					
/DOA/96/	O025.	LEGAL MATTERS RECORD TYPE: added by 99-0108	TO+2	TO+7					
/DOA/96/	O026.	LOGS RECORD TYPE: FORM # VARIOUS added by 99-0108 A. DISPATCH LOGBOOKS B. N-CITS (TRAFFIC CITATIONS) C. POLICE REPORTS D. SUBPOENAS E. SUPERVISION F. WATCH COMMANDERS DAILY REPORTS G. TIMEKEEPING FOR BOARDING OFFICERS	TO+2	TO+7					
/DOA/96/	O027.	LOST AND FOUND LOG AND REPORTS RECORD TYPE: added by 99-0108	TO+2	TO+3					
/DOA/96/	O028.	PARKING CITE APPEALS (CORRESPONDENCE) RECORD TYPE: added by 99-0108	TO+2	TO+8					
/DOA/96/	O029.	PERSONNEL MATTERS RECORD TYPE: added by 99-0108 A. INTERNAL AFFAIRS B. PERSONNEL COMPLAINTS FORMS	TO+2	TO+8					
/DOA/96/	O030.	PURCHASING ACCOUNT INFO-VENDER INFO RECORD TYPE:	TO+2	TO+5					

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			Office	Total	Code	V	H	C	L
/DOA/96/	O031.	added by 99-0108 SUBPOENAS RECORD TYPE: added by 99-0108	TO+2	TO+8					
/DOA/96/	O032.	TABLETOP EXERCISE INFORMATION RECORD TYPE: added by 99-0108	TO+2	TO+5					
/DOA/96/	O033.	TELECOMMUNICATIONS TAPES (ERASE AND TAPE OVER AFTER AUTHORIZATION BY CI RECORD TYPE: added by 99-0108	TO+1	TO+1					Y
/DOA/96/	O034.	TRAINING RECORD TYPE: added by 99-0108	TO+2	TO+5					
/DOA/96/	O035.	UNIFORMS AND EQUIPMENT RECORDS RECORD TYPE: added by 99-0108	TO+2	TO+8					
/DOA/96/	O036.	VEHICLE RECORDS & INFORMATION RECORD TYPE: added by 99-0108	TO+2	TO+8					
/DOA/96/	O037.	WEAPONS AND AMMO RECORDS RECORD TYPE: added by 99-0108	TO+2	TO+8					

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Records of: GENERAL MANAGER
/DOA/01/ LOS ANGELES WORLD AIRPORTS

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/DOA/01/	D	DUPLICATE RECORD SERIES						
/DOA/01/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/01/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+2		N	N	N	
/DOA/01/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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/DOA/01/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/01/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/01/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/01/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUEST - INDEXED	TO+1		N N N
/DOA/01/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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/DOA/01/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/01/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/01/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/01/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/01/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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/DOA/02/	D	DUPLICATE RECORD SERIES			
/DOA/02/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N N N
/DOA/02/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/02/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/02/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/02/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N
/DOA/02/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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/DOA/02/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/02/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/02/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/02/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/02/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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/DOA/02/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/02/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/02/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/02/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/02/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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/DOA/03/	D	DUPLICATE RECORD SERIES						
/DOA/03/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/03/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D005.	GENERAL MANAGERS'S MONTHLY REPORT (AIRPORTS GENERAL MANAGERS) RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D006.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: DEPUTY GENERAL MANAGER
/DOA/03/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/03/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/03/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/03/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/03/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-AC-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/03/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DOA/03/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D013.	PUBL'CONS & REF. MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/03/	D014.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/03/	D015.	REPORTS AND STUDIES FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/03/	D016.	SIGN CODE POLICY (AIRPORTS FACILITIES PLANNING) RECORD TYPES:	SU		N	N	N	
/DOA/03/	D017.	SPEECH MATERIAL (AIRPORT PUBLIC RELATIONS; REC SERIES HAS A VARIED MEDIA FM) RECORD TYPES: A-TRANSPARENCIES B-FILMS C-CORRESPONDENCE	AR		N	N	N	
/DOA/03/	D018.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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/DOA/03/	D019.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/03/	D020.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOA/03/	D021.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N N N

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Records of: DIRECTOR OF ADMINISTRATION
/DOA/04/ LOS ANGELES WORLD AIRPORTS

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/DOA/04/	D	DUPLICATE RECORD SERIES			
/DOA/04/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N N N
/DOA/04/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/04/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/04/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/04/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N
/DOA/04/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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/DOA/04/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/04/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/04/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/04/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN.40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN.34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/04/	D011.	PERSONAL EXPENSE STATEMENTS (GEN.16) (CONTROLLER) FORM: GEN.16 RECORD TYPES:	TO+1		N N N

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/DOA/04/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D013.	PUBL'CONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/04/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN.61 B-ORIGINAL/OFFICIAL RECORDS-GEN.60	SU		N	N	N	
/DOA/04/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/04/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/04/	D017.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: AIRPORT MANAGER
/DOA/06/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/06/	D	DUPLICATE RECORD SERIES			
/DOA/06/	D001.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/06/	D002.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/06/	D003.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/06/	D004.	BULLETINS (ORIGINATING OFFICE) RECORD TYPES: A-INTER/INTRA DEPARTMENTAL BULLETINS B-MANAGEMENT BULLETINS C-SAFETY BULLETINS	SU		N N N
/DOA/06/	D005.	CITY CHARTER (CITY ATTORNEY, LEGISLATIVE SERVICES) RECORD TYPES:	SU		N N N
/DOA/06/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N

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/DOA/06/	D007.	INTER/INTRA DEPT MANUALS/NOTIFICATIONS/PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/06/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/06/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/06/	D010.	MUNICIPAL CODE (CITY ATTORNEY, LEGISLATIVE SERVICES) RECORD TYPES:	SU		N N N
/DOA/06/	D011.	ORDERS FOR EQUIPMENT, MATERIALS & SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING, CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N

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/DOA/06/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D013.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D014.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/06/	D015.	RECORDS MANAGEMENT PROCEDURES MANUAL RECORD TYPES:	SU+2		N	N	N	
/DOA/06/	D016.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/06/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/06/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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/DOA/06/	D019.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: PALMDALE
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/DOA/07/	D	DUPLICATE RECORD SERIES			
/DOA/07/	D001.	AGREEMENTS, CONTRACTS, LEASES, AND PERMITS (AIRPORTS - BOARD OF AIRPORT COMMISSIONERS) RECORD TYPES:			N N N
/DOA/07/	D002.	APPRAISALS (PIA) (AIRPORTS - PROPERTY; C"" - REFERS TO COMPLETION OF PALMDALE"" INTERNATIONAL AIRPORT PROJECT) RECORD TYPES: A-BUILDINGS B-LAND C-WATER SYSTEMS	CL+2		N N N
/DOA/07/	D003.	BUDGET AND FINANCIAL REPORTS (AIRPORTS - ACCOUNTING) RECORD TYPES: A-REQUESTS B-WORKSHEETS C-YEAR-TO-DATE EXPENDITURES	TO+2		N N N
/DOA/07/	D004.	ENVIRONMENTAL IMPACT STATEMENTS/REPORTS (AIRPORTS - ENVIRONMENTAL PLANNING) RECORD TYPES:	CL+10		N N N
/DOA/07/	D005.	EXPENSE REPORTS (CONTROLLER; AIRPORTS - ACCOUNTING) RECORD TYPES: A-APPLICATION FOR TRAVEL-015-22895 B-CASH PURCHASE MEMOS-015-22540 C-LONG DISTANCE PHONE REPORTS-015-22620 D-MILEAGE STATEMENT-2053 E-PERSONAL EXPENSE STATEMENT-GEN. 16	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: PALMDALE
/DOA/07/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/07/	D006.	FILMING PERMITS (AC-27) (AIRPORTS - ACCOUNTING) FORM: AC-27 RECORD TYPES:	TO+3		N	N	N	
/DOA/07/	D007.	INSURANCE FILE (A1, 2 3,) (AIRPORTS - ADMINISTRATION) FORM: A1, 2 3, RECORD TYPES: A-LESSEES-B1, 2, 3, B-VENDORS-4, AND D C-PERMITTEES			N	N	N	
/DOA/07/	D008.	INVENTORY - YEARLY LISTING (AIRPORTS - ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/07/	D009.	MAJOR CAPITAL PROJECTS FILE (AIRPORTS - FACILITIES PLANNING) RECORD TYPES: A-DESCRIPTION OF PROJECT B-DRAWINGS/MAPS C-PROJECTED COMPLETION DATE D-BUDGET ALLOCATIONS	SU		N	N	N	
/DOA/07/	D010.	MAPS (AIRPORTS - ENGINEERING) RECORD TYPES:	SU		N	N	N	
/DOA/07/	D011.	ORDERS FOR MATERIAL, EQUIPMENT, OR SERVICES (AIRPORTS - PURCHASING; AIRPORTS PALMDALE; ORIGINATING OFFICE) RECORD TYPES: A-A. F. E.'S-GEN. 40 B-PURCHASE ORDERS-AC-36 C-PURCHASE REQUISITIONS-A-11 D-STOREROOM REQUISITIONS-A-201 E-SUB-PURCHASE ORDERS-AC-26	TO+2		N	N	N	
/DOA/07/	D012.	INTER/INTRA DEPT MANUALS, NOTICES, BULLETINS & PUBL'CONS	SU		N	N	N	

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Records of: PALMDALE
/DOA/07/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
(ORIGINATING OFFICE) RECORD TYPES:					
/DOA/07/	D013.	REF. MATERIAL & PUBL'CONS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/07/	D014.	TIME OFF/COMPENSATION REPORTS (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOA/07/	D015.	VENDOR LIST (AIRPORTS PURCHASING) RECORD TYPES:	SU		N N N
/DOA/07/	D016.	WORK ORDER REQUESTS (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+2		N N N

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Records of: BOARD OFFICE
/DOA/08/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/08/	D	DUPLICATE RECORD SERIES						
/DOA/08/	D001.	ADMINISTRATIVE AND MUNICIPAL CODES (CITY ATTORNEY) RECORD TYPES:	SU		N	N	N	
/DOA/08/	D002.	AGENDAS (AIRPORTS BOARD OFFICE; EXTRA COPIES) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D003.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D004.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D005.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: BOARD OFFICE
/DOA/08/ LOS ANGELES WORLD AIRPORTS

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
/DOA/08/	D007.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTICES/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/08/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/08/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/08/	D010.	MINUTES (BOARD MEETINGS) (AIRPORTS BOARD OFFICE; EXTRA COPIES) RECORD TYPES:	TO+1		N N N
/DOA/08/	D011.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N

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Records of: BOARD OFFICE
/DOA/08/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/08/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D013.	PUBL'CONS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/08/	D014.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/08/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/08/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/08/	D017.	TIME OFF/COMPENSATION REQUEST (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D018.	WEEKLY CREW TIME SHEETS (5054) (CONTROLLER) FORM: 5054 RECORD TYPES:	TO+2		N	N	N	

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/DOA/08/	D019.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N N N
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City of Los Angeles
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Records of: CITY ATTORNEY
/DOA/09/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/09/	D	DUPLICATE RECORD SERIES			
/DOA/09/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N N N
/DOA/09/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/09/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/09/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/09/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N
/DOA/09/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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/DOA/09/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/09/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/09/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/09/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/09/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DOA/09/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D013.	PUBL'CONS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/09/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/09/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/09/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/DOA/09/	D019.	WORK REQUESTS	TO+1	DO	N N N
/DOA/09/	D020.	Application for Travel (Airport Accounting) 015-22395	TO+1	DO	N N N

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Records of: LANDSIDE OPERATIONS
/DOA/10/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/10/	D	DUPLICATE RECORD SERIES			
/DOA/10/	D001.	GROUND TRANSPORTATION CONTRACTS (AIRPORTS BOARD OFFICE) RECORD TYPES: A-RELATED CORRESPONDENCE			N N N
/DOA/10/	D002.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/10/	D003.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/10/	D004.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASING; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-A-11 C-SUB PURCHASE ORDER-AC-26 D-WORK ORDER-M-6	TO+1		N N N
/DOA/10/	D005.	PERSONAL EXPENSE STATEMENTS (GEN-16) (CONTROLLER) FORM: GEN-16 RECORD TYPES:	TO+1		N N N
/DOA/10/	D006.	PUBLICATIONS - OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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Records of: LANDSIDE OPERATIONS
/DOA/10/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/10/	D007.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN-61 B-ORIGINAL/OFFICIAL RECORDS-GEN-60	SU		N N N
/DOA/10/	D008.	REFERENCE MATERIAL - OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/10/	D009.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/10/	D010.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/10/	D011.	TIME OFF/COMPENSATION REQUEST (GEN-68) (AIRPORTS PERSONNEL) FORM: GEN-68 RECORD TYPES:	TO+1		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: LANDSIDE OPERATIONS/PARKING SERVICES
/DOA/101/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/DOA/101/	D	DUPLICATE RECORD SERIES			

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
/DOA/11/ LOS ANGELES WORLD AIRPORTS

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
/DOA/11/	D	DUPLICATE RECORD SERIES			
/DOA/11/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N N N
/DOA/11/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/11/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/11/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/11/	D005.	CONSTRUCTION PROJECT FILE (AIRPORTS ENGINEERING) RECORD TYPES: A-CORRESPONDENCE B-SPECIFICATIONS C-SUBCONTRACTORS' LIST	CL+2		N N N
/DOA/11/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
/DOA/11/ LOS ANGELES WORLD AIRPORTS

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
/DOA/11/	D007.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/11/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/11/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/11/	D010.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/11/	D011.	OFFICIAL STATEMENTS - ALL AIRPORT REVENUE BOND ISSUES (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/11/	D012.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
/DOA/11/ LOS ANGELES WORLD AIRPORTS

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
/DOA/11/	D013.	D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N
/DOA/11/	D014.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N N N
/DOA/11/	D015.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES RECORD TYPES:	AR		N N N
/DOA/11/	D016.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N N N
/DOA/11/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/11/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N

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Records of: CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
/DOA/11/ LOS ANGELES WORLD AIRPORTS

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
/DOA/11/	D019.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1	N	N N
/DOA/11/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1	N	N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION/INSURANCE SERVICE
/DOA/111/ LOS ANGELES WORLD AIRPORTS

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
/DOA/111/	D	DUPLICATE RECORD SERIES			
/DOA/111/	D001.	AGENDAS	TE+1	DO	
/DOA/111/	D002.	BUDGET REQUESTS	TE+1	DO	
/DOA/111/	D003.	CORRESPONDENCE	TE+1	DO	
/DOA/111/	D004.	INTRA/INTER DEPARTMENT BULLETINS/MANUALS	TE+1	DO	
/DOA/111/	D005.	SAFETY ISSUES	TE+1	DO	
/DOA/111/	D006.	TRAVEL AUTHORITY FORM GEN. 73	TE+1	DO	
/DOA/111/	D007.	TRAINING REQUESTS	TE+1	DO	
/DOA/111/	D008.	QTRLY. REPORTS	TE+1	DO	
/DOA/111/	D009.	WEEKLY TIMESHEETS	TE+1	DO	
/DOA/111/	D010.	WORKERS' COMPENSATION ISSUES	TE+1	DO	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: BOARD LIAISON
/DOA/12/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/12/	D	DUPLICATE RECORD SERIES						
/DOA/12/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/12/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D006.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: BOARD LIAISON
/DOA/12/ LOS ANGELES WORLD AIRPORTS

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
/DOA/12/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/12/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/12/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/12/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/12/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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City of Los Angeles
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Duplicate Records

Records of: BOARD LIAISON
/DOA/12/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/12/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D013.	PUBLICATIONS & REF. MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/12/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/12/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/12/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/12/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
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Records of: BOARD LIAISON
/DOA/12/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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City of Los Angeles
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Records of: CONTRACT ADMINISTRATION
/DOA/13/ LOS ANGELES WORLD AIRPORTS

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
/DOA/13/	D	DUPLICATE RECORDS			
/DOA/13/	D001.	BOARD AGENDA Record Type: DOA/08 Added by 99-0108	TO+1		
/DOA/13/	D002.	BOARD REPORT Record Type: DOA/08 Added by 99-0108	TO+2		
/DOA/13/	D003.	BOARD RESOLUTION Record Type: DOA/08 Added by 99-0108	TO+2		
/DOA/13/	D004.	AUTHORITY FOR EXPENDITURE Record Type: DOA/43 Added by 99-0108	TO+4		
/DOA/13/	D005.	CHRONOLOGICAL FILES Record Type: DOA/ Added by 99-0108	TO+4		
/DOA/13/	D006.	ONGOING STATUS CHANGE Record Type: DOA/09 Added by 99-0108	TO+4		
/DOA/13/	D007.	PROPOSALS Record Type: DOA/13 Added by 99-0108	TO+4		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
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Records of: PURCHASING
/DOA/14/ LOS ANGELES WORLD AIRPORTS

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
/DOA/14/	D	DUPLICATE RECORD SERIES			
/DOA/14/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N N N
/DOA/14/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/14/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/14/	D004.	AUTHORITY FOR EXPENDITURE (AFE) AND LOG (GEN. 40) (CONTROLLER) FORM: GEN. 40 RECORD TYPES:	TO+5		N N N
/DOA/14/	D005.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/14/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N

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/DOA/14/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/14/	D007.	INTER-DEPARTMENTAL ORDER (IDO) AND LOG (GEN. 34) (CONTROLLER) FORM: GEN. 34 RECORD TYPES:	TO+5		N N N
/DOA/14/	D008.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/14/	D009.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/14/	D010.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/14/	D011.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/14/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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Records of: PURCHASING
/DOA/14/ LOS ANGELES WORLD AIRPORTS

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
/DOA/14/	D013.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) FORM: 015-22620 RECORD TYPES:	TO+1		N N N
/DOA/14/	D014.	PUBL'CONS & REF. MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/14/	D015.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N N N
/DOA/14/	D016.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/14/	D017.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/14/	D018.	TIMEOFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOA/14/	D019.	TRANSMITTAL SHEETS	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
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Records of: PURCHASING
/DOA/14/ LOS ANGELES WORLD AIRPORTS

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
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(AIRPORTS ACCOUNTING) RECORD TYPES:

/DOA/14/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N N N
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Records of: PUBLIC RELATIONS BUREAU
/DOA/20/ LOS ANGELES WORLD AIRPORTS

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
/DOA/20/	D	DUPLICATE RECORD SERIES			
/DOA/20/	D001.	AIRLINE STATISTICAL REPORT (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/20/	D002.	APPLICATION FOR TRAVEL (015-22895) (CONTROLLER) FORM: 015-22895 RECORD TYPES:	TO+2		N N N
/DOA/20/	D003.	ATTENDANCE DEVIATION SUMMARY (PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/20/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/20/	D005.	DEPARTMENTAL MANUALS, NOTICES AND BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/20/	D006.	GENERAL MANAGERS MONTHLY REPORT (GENERAL MANAGER) RECORD TYPES:	TO+1		N N N

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Records of: PUBLIC RELATIONS BUREAU
/DOA/20/ LOS ANGELES WORLD AIRPORTS

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
/DOA/20/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2	N	N N
/DOA/20/	D008.	KEY APPLICATIONS (P-13) (MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1	N	N N
/DOA/20/	D009.	MILEAGE STATEMENTS (2053) FORM: 2053 RECORD TYPES:	TO+2	N	N N
/DOA/20/	D010.	ONTARIO PRESS RELEASE (ONTARIO PUBLIC RELATIONS OFFICE) RECORD TYPES:	TO+1	N	N N
/DOA/20/	D011.	ORDERS FOR EQUIPMENT, MATERIAL AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS-AC-36 E-PURCHASE-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1	N	N N

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Records of: PUBLIC RELATIONS BUREAU
/DOA/20/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/20/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D013.	PETTY CASH RECORDS/LUNCHEON CHECK MEMOS (015-22540) (CONTROLLER) FORM: 015-22540 RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D014.	REFERENCE MATERIAL AND PUBLICATIONS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/20/	D015.	STORES STOCK CATALOG (PURCHASING) RECORD TYPES:	SU		N	N	N	
/DOA/20/	D016.	SURPLUS PUBLICATIONS AND PRINTED MATERIALS (PUBLIC RELATIONS OFFICE MATERIALS) RECORD TYPES:	AR		N	N	N	
/DOA/20/	D017.	TELEPHONE BILL (015-22620) (ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D018.	TIME OFF/COMPENSATION REQUESTS (GEN. 68) (PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	

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Records of: PUBLIC RELATIONS BUREAU
/DOA/20/ LOS ANGELES WORLD AIRPORTS

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/DOA/20/	D019.	WORK REQUEST (M-6) (MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+2		N N N
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Records of: FINANCIAL MANAGEMENT SYSTEMS
/DOA/26/ LOS ANGELES WORLD AIRPORTS

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
/DOA/26/	D	Duplicate Record Series			
/DOA/26/	D001.	Supervisor Personnel Files	TE		
/DOA/26/	D002.	FPG Policy	SU+2		
/DOA/26/	D003.	LAWA Policies	SU		
/DOA/26/	D004.	Correspondence	TO+2		
/DOA/26/	D005.	Budget Documents	SU+2		

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Records of: PERSONNEL
/DOA/30/ LOS ANGELES WORLD AIRPORTS

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
/DOA/30/	D	DUPLICATE RECORD SERIES			
/DOA/30/	D001.	ADMINISTRATIVE REPORTS (ORIGINAL TO MAYOR'S OFFICE) RECORD TYPES: A-QUARTERLY RPTS TO THE MAYOR'S SMALL BUSINESS ASSIST. OFFICE B-MINORITY & WOMEN BUSINESS ENTERPRISE PRGM APPROVAL FROM FAA	AR		N N N
/DOA/30/	D002.	BUDGET REQUESTS (ORIGINAL TO AIRPORTS ACCOUNTING) RECORD TYPES:	SU+2		N N N
/DOA/30/	D003.	CIVIL SERVICE COMMISSION MINUTES (PERSONNEL DEPT., CIVIL SVC. COMM. BOARD OFFICE) RECORD TYPES:	TO+3		N N N
/DOA/30/	D004.	INJURY/ACCIDENT REPORT FILES (ORIGINATING OFFICE) RECORD TYPES: A-LAPD TRAFFIC ACCIDENT REPORT B-DEPARTMENT OF AIRPORTS VEHICLE ACCIDENT REPORT C-DRIVERS REPORT OF VEHICLE ACCIDENT &/OR PROPERTY DAMAGE	TO+10		N N N
/DOA/30/	D005.	INVOICES (AIRPORTS ACCOUNTING, ACCOUNTS PAYABLE) RECORD TYPES: A-BEKINGS (RECORDS STORAGE FACILITY) B-RAYTHEON (WORD PROCESSING EQUIPMENT) C-IBM (WORD PROCESSING EQUIPMENT)	AR		N N N
/DOA/30/	D006.	INTER/INTRA DEPT'L BULLETINS & NOTICES, MANUALS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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Records of: PERSONNEL
/DOA/30/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/30/	D007.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/DOA/30/	D008.	NATIONAL SAFETY COUNCIL REPORTS (NON-RECORD MATERIAL RECEIVED FROM OUTSIDE SOURCES) RECORD TYPES: A-CONGRESS MEETING REPORTS B-DATA SHEETS	SU		N N N
/DOA/30/	D009.	OCCUPATIONAL SAFETY REPORT (NON-RECORD MATERIAL RECEIVED FROM OUTSIDE SOURCES) RECORD TYPES:	TO+5		N N N
/DOA/30/	D010.	ORDERS FOR EQUIPMENT, SUPPLIES, MATERIALS (AIRPORTS PURCHASING; CONTROLLER; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE REQUEST-A-11 B-SUB-PURCHASE ORDERS-A-26 C-YEARLY PURCHASE ORDERS-A-36 D-STOREROOM REQUISITION-A-201 E-PACKING SLIPS F-WORK REQUEST-M-6 G-KEY REQUEST	TO+1		N N N
/DOA/30/	D011.	F-WORK REQUEST-M-6 PAYROLL RECORDS (AIRPORTS ACCOUNTING, PAYROLL) RECORD TYPES: A-BI-WEEKLY SUMMARY OF HOURS B-PAYROLL MASTER	TO+1		N N N

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Records of: PERSONNEL
/DOA/30/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DOA/30/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/30/	D013.	PUBL'CONS & REF MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/30/	D014.	RECORDS DESTRUCTION PROGRAM (GEN 48) (CITY CLERK, MAIN OFFICE; ORIGINAL RETAINED IN COUNCIL FILE) FORM: GEN 48 A-REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS B-CONSOLIDATED REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECS-GEN. 48A	TO+10		N	N	N	
/DOA/30/	D015.	RECORDS RETENTION SCHEDULE (GEN 60/GEN) (CITY CLERK, REC. MGMT. OFFICE) FORM: GEN 60/GEN RECORD TYPES:	SU		N	N	N	
/DOA/30/	D016.	RESULTS OF MEDICAL EXAMS (PERSONNEL, MEDICAL SERVICES) RECORD TYPES:	TO+5		N	N	N	
/DOA/30/	D017.	WORKERS COMPENSATION COST SURVEY (PERSONNEL, WORKERS COMPENSATION) RECORD TYPES:	TO+5		N	N	N	

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Records of: DATA PROCESSING
/DOA/35/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/35/	D	DUPLICATE RECORD SERIES						
/DOA/35/	D001.	AGENDAS (AIRPROTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/35/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D006.	INTER/INTRA DEPT. BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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/DOA/35/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/35/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/35/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/35/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN.40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN.34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/35/	D011.	PERSONAL EXPENSE STATEMENTS (GEN.16) (CONTROLLER) FORM: GEN.16 RECORD TYPES:	TO+1		N N N

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/DOA/35/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D013.	PUBL'CONS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/35/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN.61 B-ORIGINAL/OFFICIAL RECORDS-GEN.60	SU		N	N	N	
/DOA/35/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/35/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/35/	D017.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Departmental Records Disposition Schedule
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Records of: DATA PROCESSING
/DOA/35/ LOS ANGELES WORLD AIRPORTS

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
/DOA/35/	D019.	Budget Books	TO+2	BK	N N N
/DOA/35/	D020.	DA Contracts	EX+1	DO	N N N
/DOA/35/	D021.	Cell Phone Invoice	TO+2	DO	N N N
/DOA/35/	D022.	Correspondence (originating)	TO+2	DO	N N N
/DOA/35/	D023.	Correspondence	TO+2	DO	N N N
/DOA/35/	D024.	Hiring Selection Packages	TO+2	DO	N N N
/DOA/35/	D025.	Organization Charts	SU	DO	N N N
/DOA/35/	D026.	Overtime Sheets	TO+2	DO	N N N
/DOA/35/	D027.	Payroll Adjustments	TO+2	DO	N N N
/DOA/35/	D028.	Position Control Form (SAP)	SU	DO	N N N
/DOA/35/	D029.	Time Sheets	TO+2	DO	N N N
/DOA/35/	D030.	Records Transfer Lists	PE	DO	N N N
/DOA/35/	D031.	Supervisor Files A-Applications/Resumes B-Notice of assignments C-Customs Application D-Security Badge Applications E-FLSA Form F-Annual Evaluations G-Training Certificates	TE	DO	N N N
/DOA/35/	D032.	Position Descriptions	SU	DO	N N N
/DOA/35/	D033.	Subject Files	TO+2	DO	N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - MAIN OFFICE
/DOA/40/ LOS ANGELES WORLD AIRPORTS

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
/DOA/40/	D	DUPLICATE RECORD SERIES			
/DOA/40/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N N N
/DOA/40/	D002.	AIRFIELD PASSENGER BUS REPORTS (AIRPORTS MAINTENANCE) RECORD TYPES:	TO+10		N N N
/DOA/40/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/40/	D004.	AUTOMOBILE TRAFFIC REPORT (AIRPORTS ENGINEERING) RECORD TYPES:	TO+2		N N N
/DOA/40/	D005.	BOARD RESOLUTIONS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+5		N N N
/DOA/40/	D006.	FLYAWAY BUS PASSENGER REPORT (AIRPORTS LANDSIDE OPERATIONS) RECORD TYPES:	TO+5		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - MAIN OFFICE
/DOA/40/ LOS ANGELES WORLD AIRPORTS

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
/DOA/40/	D007.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	SU		N N N
/DOA/40/	D008.	IMPERIAL TERMINAL OPERATIONS REPORT (AC7A) (AIRPORTS OPERATIONS) FORM: AC7A RECORD TYPES:	CL+3		N N N
/DOA/40/	D009.	INTER/INTRA DEPT'L BULLETINS, MANUALS, PUBL'CONS, NOTIFI'NS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/40/	D010.	KEY APPLICATIONS (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/40/	D011.	LEASES, OPERATING AGREEMENTS, LICENSE AGREEMENTS (AIRPORTS BOARD OFFICE) RECORD TYPES:			N N N
/DOA/40/	D012.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-PACKING SLIPS AND DELIVERY MEMOS B-PURCHASE ORDERS (P. O.)-AC-36 C-PURCHASE ORDER CHANGES-DS6A	TO+1		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: ACCOUNTING - MAIN OFFICE
/DOA/40/ LOS ANGELES WORLD AIRPORTS

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
/DOA/40/	D013.	D-SUB-PURCHASE ORDERS-AC-26 E-STOREROOM REQUISITIONS-A-201 F-YEARLY PURCHASE ORDERS-AC-36 G-YEARLY REQUEST - INDEXED ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N N N
/DOA/40/	D014.	PUBL'CONS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/40/	D015.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N N N
/DOA/40/	D016.	SIGNATORY AIRLINES LIST (AIRPORTS - LAX MANAGER) RECORD TYPES:	SU+2		N N N
/DOA/40/	D017.	TIME/OFF COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOA/40/	D018.	TRAIN REPORT - ONTARIO AIRPORT (AIRPORTS - ONTARIO) RECORD TYPES:	TO+2		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - MAIN OFFICE
/DOA/40/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/40/	D019.	VEHICLE IMPOUND REPORTS (AIRPORTS SECURITY) RECORD TYPES:	TO+10		N	N	N	
/DOA/40/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - REVENUE
/DOA/41/ LOS ANGELES WORLD AIRPORTS

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
/DOA/41/	D	DUPLICATE RECORD SERIES			
/DOA/41/	D001.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/41/	D002.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N N N
/DOA/41/	D003.	PUBL'CONS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - PAYROLL
/DOA/42/ LOS ANGELES WORLD AIRPORTS

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
/DOA/42/	D	DUPLICATE RECORD SERIES			
/DOA/42/	D001.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFI'CNS/PUBL'ONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/42/	D002.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N N N
/DOA/42/	D003.	PUBLICATIONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - ACCOUNTS PAYABLE
/DOA/43/ LOS ANGELES WORLD AIRPORTS

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
/DOA/43/	D	DUPLICATE RECORD SERIES			
/DOA/43/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N N N
/DOA/43/	D002.	CONTRACTS (AIRPORTS BOARD OFFICE) RECORD TYPES:			N N N
/DOA/43/	D003.	DEMANDS (81) (CONTROLLER) FORM: 81 RECORD TYPES:	TO+20		N N N
/DOA/43/	D004.	DEMANDS - INTERNAL (1-C) (CONTROLLER) FORM: 1-C RECORD TYPES:	TO+20		N N N
/DOA/43/	D005.	ENCUMBRANCE ADJUSTMENTS (36) (CONTROLLER) FORM: 36 RECORD TYPES:	TO+5		N N N
/DOA/43/	D006.	INTER-DEPARTMENTAL ORDERS (CONTROLLER) RECORD TYPES:	TO+8		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - ACCOUNTS PAYABLE
/DOA/43/ LOS ANGELES WORLD AIRPORTS

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
/DOA/43/	D007.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/43/	D008.	LEASES, OPERATING AGREEMENTS AND LICENSE AGREEMENTS (AIRPORTS BOARD OFFICE) RECORD TYPES:			N N N
/DOA/43/	D009.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N N N
/DOA/43/	D010.	PERSONAL EXPENSE STATEMENTS (CONTROLLER) RECORD TYPES:	TO+5		N N N
/DOA/43/	D011.	PUBL'CONS AND REF MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/43/	D012.	TRAVEL AUTHORITIES (71) (CONTROLLER) FORM: 71 RECORD TYPES:	TO+7		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - ACCOUNTS PAYABLE
/DOA/43/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - COST & APPROPRIATION
/DOA/44/ LOS ANGELES WORLD AIRPORTS

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
/DOA/44/	D	DUPLICATE RECORD SERIES			
/DOA/44/	D001.	BOARD RESOLUTIONS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+5		N N N
/DOA/44/	D002.	FLYAWAY BUS PASSENGER REPORT (AIRPORTS LANDSIDE OPERATIONS) RECORD TYPES:	TO+5		N N N
/DOA/44/	D003.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/44/	D004.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N N N
/DOA/44/	D005.	PUBL'CNS & REF. MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - FINANCIAL ANALYSIS
/DOA/45/ LOS ANGELES WORLD AIRPORTS

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
/DOA/45/	D	DUPLICATE RECORD SERIES			

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ACCOUNTING - GENERAL
/DOA/46/ LOS ANGELES WORLD AIRPORTS

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
/DOA/46/	D	DUPLICATE RECORD SERIES			

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: COMMERCIAL DEVELOPMENT GROUP
/DOA/50/ LOS ANGELES WORLD AIRPORTS

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
/DOA/50/	D	DUPLICATE RECORD SERIES			
/DOA/50/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N N N
/DOA/50/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/50/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/50/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/50/	D005.	CHRONOLOGICAL FILES (AIRPORTS PROPERTIES) RECORD TYPES:	AR+10		N N N
/DOA/50/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: COMMERCIAL DEVELOPMENT GROUP
/DOA/50/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/50/	D007.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/50/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/50/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/50/	D010.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/50/	D011.	ORDERS FOR EQUIPMENT, MATERIALS, AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEALRY REQUESTS - INDEXED	TO+1		N N N

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/DOA/50/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D013.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D014.	PUBL'CONS & REF. MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/50/	D015.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N	N	N	
/DOA/50/	D016.	RELOCATION ASSISTANCE FILES (PUBLIC WORKS) RECORD TYPES: A-CORRESPONDENCE	AR+10		N	N	N	
/DOA/50/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/50/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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/DOA/50/	D019.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOA/50/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N N N
/DOA/50/	D021.	REQUEST FOR PROPOSAL (RFP) - CONCESSION	TO+2		N N N
/DOA/50/	D022.	APPLICATION FOR TRAVEL	TO+1	DO	N N N
/DOA/50/	D023.	BUDGET REQUESTS	TO+2	DO	N N N
/DOA/50/	D024.	CHRONOLOGICAL FILES	AR+10	DO	N N N
/DOA/50/	D025.	CORRESPONDENCE	CL+10	DO	N N N
/DOA/50/	D026.	MILEAGE STATEMENTS	TO+1	DO	N N N
/DOA/50/	D027.	ORDERS FOR EQUIPMENT	TO+1	DO	N N N
/DOA/50/	D028.	PERSONAL EXPENSE ACCOUNT	TO+1	DO	N N N
/DOA/50/	D029.	PETTY CASH	TO+1	DO	N N N
/DOA/50/	D030.	PUBLICATION/REFERENCE MANUALS (FROM OUTSIDE SOURCES)	AR	DO	N N N
/DOA/50/	D031.	TIME OFF/COMPENSATION REQUESTS	TO+1	DO	N N N
/DOA/50/	D032.	WORK REQUESTS	TO+1	DO	N N N
/DOA/50/	D033.	TIMESHEETS	CL+4	DO	N N N
/DOA/50/	D034.	DRAWINGS & SPECIFICATIONS	CL+4	DO	N N N
/DOA/50/	D035.	INVOICING AND PAYMENTS	TO+2	DO	N N N
/DOA/50/	D036.	REQUEST FOR BIDS	CL+10	DO	N N N

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/DOA/50/	D037.	REQUEST FOR PROPOSALS	CL+10	DO	N	N	N	
/DOA/50/	D038.	REQUEST FOR QUALIFICATIONS	CL+10	DO	N	N	N	
/DOA/50/	D039.	REQUEST FOR SPECIALIZED TRAINING	TO+1	DO	N	N	N	
/DOA/50/	D040.	RECORDS RETENTION TRANSFER LISTS	SU	DO	N	N	N	
/DOA/50/	D041.	RECORDS RETENTION SCHEDULES	SU	DO	N	N	N	

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/DOA/55/	D	DUPLICATE RECORD SERIES			
/DOA/55/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N N N
/DOA/55/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/55/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/55/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/55/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N
/DOA/55/	D006.	INTER/INTRA DEPT BULLETINS, MANUALS, NOTIFI'NS, PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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/DOA/55/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/55/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/55/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/55/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS INDEXED F-STOREROOM REQUISITIONS-A-201	TO+1		N N N
/DOA/55/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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/DOA/55/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/55/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/55/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/55/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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/DOA/56/	D	DUPLICATE RECORD SERIES			
/DOA/56/	D001.	BOARD OF AIRPORT COMMISSIONER'S AGENDAS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/56/	D002.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	AR+2		N N N
/DOA/56/	D003.	CONTRACT PAYMENT RECORDS (AIRPORTS ACCOUNTING) RECORD TYPES: A-CORRESPONDENCE B-REQUESTS FOR PAYMENTS C-CHANGE ORDERS	CL		N N N
/DOA/56/	D004.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFI'CNS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/56/	D005.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/56/	D006.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASING; AIRPORTS MAINTENANCE) RECORD TYPES:	TO+1		N N N

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/DOA/56/	D007.	A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-AC-11 C-SUB-PURCHASE ORDER-AC-26 D-WORK ORDER-M-6 PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N
/DOA/56/	D008.	PUBLICATIONS - OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/56/	D009.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N N N
/DOA/56/	D010.	REFERENCE MATERIAL - OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/56/	D011.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/56/	D012.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N

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/DOA/56/	D013.	TERMINAL ONE DRAWINGS AND SPECIFICATIONS (AIRPORTS ENGINEERING) RECORD TYPES: A-BLUEPRINTS B-CONSTRUCTION PROGRESS REPORTS C-SPECIFICATIONS	CL		N	N	N	
/DOA/56/	D014.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	

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/DOA/60/	D	DUPLICATE RECORD SERIES			
/DOA/60/	D001.	ANNUAL REPORT (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	TO+1		N N N
/DOA/60/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/60/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/60/	D004.	BOARD OF AIRPORT COMMISSIONERS MEETINGS (AIRPORTS BOARD OFFICE) RECORD TYPES: A-MEETING AGENDA B-MEETING MINUTES C-RESOLUTIONS	SU		N N N
/DOA/60/	D005.	BUDGET (AIRPORTS ACCOUNTING) RECORD TYPES: A-BUDGET REQUESTS B-PRELIMINARY BUDGET C-FINAL BUDGET	TO+2		N N N
/DOA/60/	D006.	CITY COUNCIL RESOLUTIONS (CITY CLERK) RECORD TYPES:	AR+2		N N N

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/DOA/60/	D007.	COMPUTER PROGRAMS (DATA SERVICES BUREAU COMPUTER SYSTEM; WATER & POWER COMPUTER SYSTEM) RECORD TYPES: A-ATMS WORD PROCESSING B-CPS DATA PROCESSING C-TSO DATA PROCESSING	SU		N N N
/DOA/60/	D008.	GENERAL MANAGERS'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N
/DOA/60/	D009.	INTER/INTRA DEPT. BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/60/	D010.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/60/	D011.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/60/	D012.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N

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/DOA/60/	D013.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/60/	D014.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D015.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D016.	PUBL'CONS AND REF. MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/60/	D017.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/60/	D018.	RECORDS TRANSFER LISTS (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ENGINEERING
/DOA/60/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/60/	D019.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/60/	D020.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/60/	D021.	TENANT CONTRACTS (AIRPORTS BOARD OFFICE) RECORD TYPES: A-EXECUTED LEASES B-EXECUTED AGREEMENTS C-EXECUTED CONTRACTS	EX+2		N N N
/DOA/60/	D022.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOA/60/	D023.	VITAL RECORDS INFORMATION SHEET (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES:	SU		N N N
/DOA/60/	D024.	WORK REQUEST (M-6) (AIRPORTS, MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N N N

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/DOA/60/	D025.	PROJECT OPERATIONS & MAINTENANCE MANUALS RECORD TYPES:	CO+11	DO	N	N	N	N

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Records of: AIRPORTS DEVELOPMENT GROUP (ADG)
/DOA/62/ LOS ANGELES WORLD AIRPORTS

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/DOA/62/	D	DUPLICATE RECORD SERIES			
/DOA/62/	D001.	Annual Report	TO+1	DO	Y
/DOA/62/	D002.	Applications for Travel	TO+1	DO	
/DOA/62/	D003.	Board of Airport Commissioners Meetings a) Meeting Agendas b) Meeting Minutes c) Board Resolutions/Orders	SU	DO	
/DOA/62/	D004.	Budget a) Budget b) Preliminary Budget c) Final Approved Budget	TO+2	DO	
/DOA/62/	D005.	City Council Resolutions/Ordinances	AR+2	DO	
/DOA/62/	D006.	Computer Program Information	SU	DO	
/DOA/62/	D007.	Correspondence	TO+2	DO	
/DOA/62/	D008.	Inter/Intra Department Bulletins/Notifications/Publications	SU	DO	
/DOA/62/	D009.	Key Application (C&M) Form P-13	TO+2	DO	
/DOA/62/	D010.	Mileage Statement Form 2053	TO+1	DO	
/DOA/62/	D011.	Orders for Equipment, Materials, and Supplies a) Authority for Expenditure (AFE) b) Inter-Departmental Orders (IDO) c) Purchase Orders (PO) d) Packing Slips and Delivery Memos e) Purchase Requests f) Yearly Purchase Orders g) Stores Requisitions	TO+1	DO	
/DOA/62/	D012.	Personal Expense Statement Form Gen 16	TO+1	DO	
/DOA/62/	D013.	Petty Cash/Luncheon Check memos Form 015-22620	TO+1	DO	
/DOA/62/	D014.	Project Operations & Maintenance Manuals	CO+10	DO	
/DOA/62/	D015.	Publication & Reference Materials From Outside Sources	AR	DO	

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/DOA/62/	D016.	Records Retention Schedules	SU	DO	
/DOA/62/	D017.	Supervisor Files a) Applications/Resumes b) Notice of assignment c) Customs Applications d) Security Badge Applications e) FLSA Form f) Annual Evaluation g) Training Certifications	TE	DO	
/DOA/62/	D018.	Records Transfer Lists Form Gen 62	CL	DO	
/DOA/62/	D019.	Telephone Bills	SU	DO	
/DOA/62/	D020.	Tenant Contracts a) Executed Leases b) Executed Agreements c) Executed Contracts	EX+2	DO	
/DOA/62/	D021.	Time Off/compensation Request Form Gen 68	TO+1	DO	
/DOA/62/	D022.	Vital Record Information Sheet	SU	DO	
/DOA/62/	D023.	Work Request Form M-6	TO+1	DO	

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/DOA/65/	D	DUPLICATE RECORD SERIES			
/DOA/65/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N N N
/DOA/65/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/65/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/65/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/65/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N
/DOA/65/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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/DOA/65/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/65/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/65/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/65/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/65/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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/DOA/65/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/65/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/65/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/65/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/65/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: VAN NUYS AIRPORT ADMINISTRATION/PROPERTY
/DOA/70/ LOS ANGELES WORLD AIRPORTS

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/DOA/70/	D	DUPLICATE RECORD SERIES			
/DOA/70/	D001.	AIRPORT LEASES (AIRPORTS BOARD OFFICE) RECORD TYPES:			N N N
/DOA/70/	D002.	ATTENDANCE DEVIATION REPORTS (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/70/	D003.	BACKGROUND INVESTIGATIONS (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/70/	D004.	FEDERAL AVIATION ADMINISTRATION TRAFFIC RECORDS (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/70/	D005.	GASOLINE RECONCILIATION (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/70/	D006.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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/DOA/70/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/70/	D008.	MAPS AND CHARTS (AIRPORTS ENGINEERING) RECORD TYPES:	SU		N N N
/DOA/70/	D009.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASING; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-A-11 C-SUB PURCHASE ORDER-AC-26 D-WORK ORDER-M-6	TO+1		N N N
/DOA/70/	D010.	PAYROLL MASTER AND TIME LOG (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/70/	D011.	PERSONAL EXPENSE STATEMENTS (FG-16) (CONTROLLER) FORM: FG-16 RECORD TYPES:	TO+1		N N N
/DOA/70/	D012.	PHOTOGRAPHS AND SLIDES (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	AR		N N N

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/DOA/70/	D013.	PUBLICATIONS - OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/70/	D014.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-FG-61 B-ORIGINAL/OFFICIAL RECORDS-FG-60	SU		N N N
/DOA/70/	D015.	REFERENCE MATERIAL - OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/70/	D016.	REQUEST TO INVOICE DAMAGE TO AIRPORT PROPERTY (AIRPORTS RISK MANAGEMENT) RECORD TYPES:	TO+2		N N N
/DOA/70/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/70/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/70/	D019.	TIME OFF/COMPENSATION REQUEST (FG-68)	TO+1		N N N

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(AIRPORTS PERSONNEL) FORM: FG-68 RECORD TYPES:

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Records of: VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
/DOA/71/ LOS ANGELES WORLD AIRPORTS

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
/DOA/71/	D	DUPLICATE RECORD SERIES			
/DOA/71/	D001.	AIRPORT COMMISSION RESOLUTIONS (AIRPORTS BOARD OFFICE) RECORD TYPES:	SU		N N N
/DOA/71/	D002.	BACKGROUND INVESTIGATION (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/71/	D003.	INTER/INTRA DEPT. BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/71/	D004.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/71/	D005.	KEY APPLICATION (AIRPORTS MAINTENANCE) RECORD TYPES:	TO+1		N N N
/DOA/71/	D006.	KEY ISSUANCE FORM (AIRPORTS MAINTENANCE) RECORD TYPES:	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
/DOA/71/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/71/	D007.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASE; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-A-11 C-SUB PURCHASE ORDER-AC-26 D-WORK ORDER-M-6	TO+1		N N N
/DOA/71/	D008.	PERSONAL EXPENSE STATEMENTS (FG-16) (CONTROLLER) FORM: FG-16 RECORD TYPES:	TO+1		N N N
/DOA/71/	D009.	PUBL'CONS & REF MATERIALS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/71/	D010.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N N N
/DOA/71/	D011.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/71/	D012.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N

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/DOA/71/	D013.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N N N

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Records of: VAN NUYS AIRPORT MAINTENANCE
/DOA/72/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/72/	D	DUPLICATE RECORD SERIES			
/DOA/72/	D001.	GAS REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/72/	D002.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/72/	D003.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/72/	D004.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASING; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-A-11 C-SUB PURCHASE ORDER-AC-26 D-WORK ORDER-M-6	TO+1		N N N
/DOA/72/	D005.	PERSONAL EXPENSE STATEMENTS (FG-16) (CONTROLLER) FORM: FG-16 RECORD TYPES:	TO+1		N N N
/DOA/72/	D006.	PERSONNEL RECORDS (AIRPORTS PERSONNEL) RECORD TYPES:	TE+2		N N N

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/DOA/72/	D007.	PETTY CASH/LUNCHEON CHECK MEMOS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/72/	D008.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/72/	D009.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N N N
/DOA/72/	D010.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/72/	D011.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/72/	D012.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N

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Records of: VAN NUYS AIRPORT FLYAWAY TERMINAL
/DOA/73/ LOS ANGELES WORLD AIRPORTS

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/DOA/73/	D	DUPLICATE RECORD SERIES			
/DOA/73/	D001.	BANK DEPOSIT SLIPS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/73/	D002.	DAILY CASH COLLECTION REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES: A-FLYAWAY PARKING LOT REVENUE B-FLYAWAY TICKET SALES	TO+2		N N N
/DOA/73/	D003.	DAILY PASSENGER STATISTICS (AIRPORTS LANDSIDE OPERATIONS) RECORD TYPES:	TO+2		N N N
/DOA/73/	D004.	DISTRIBUTION OF DEPOSIT SLIPS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/73/	D005.	DRIVERS SIGN-IN SHEET (AIRPORTS LANDSIDE OPERATIONS) RECORD TYPES:	TO+2		N N N
/DOA/73/	D006.	EMPLOYEE PASSBOOK SIGN-UP SHEET (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N

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/DOA/73/	D007.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/73/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/73/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/73/	D010.	MONEY COUNT SLIPS (AIRPORTS ACCOUNTING) RECORD TYPES:	CL		N N N
/DOA/73/	D011.	MONEY DROP SLIPS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/73/	D012.	ORDERS FOR MATERIAL, EQUIPMENT AND SUPPLIES (AIRPORTS ACCOUNTING) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS	TO+1		N N N

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/DOA/73/	D013.	D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED PUBL'CONS & REF MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/73/	D014.	RECEIPT FOR UNVERIFIED DEPOSIT (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D015.	SALES SUMMARY - VAN NUYS/LOS ANGELES FLYAWAY BUS SERVICE (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D016.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/73/	D017.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/73/	D018.	TICKET COUNT (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	

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/DOA/73/	D019.	TICKET SALES RECEIPT BOOK (AC-1) (AIRPORTS ACCOUNTING) FORM: AC-1 RECORD TYPES:	TO+2	N	N N
/DOA/73/	D020.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1	N	N N
/DOA/73/	D021.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1	N	N N

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Records of: ONTARIO ADMINISTRATION
/DOA/75/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DOA/75/	D	DUPLICATE RECORD SERIES						
/DOA/75/	D001.	AGED ACCOUNTS RECEIVABLE REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D002.	AGREEMENTS (AIRPORTS BOARD OFFICE) RECORD TYPES:			N	N	N	
/DOA/75/	D003.	ATTENDANCE DEVIATION REPORTS (AIRPORTS PERSONNEL/DATA PROCESSING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D004.	BOARD OF AIRPORT COMMISSIONERS' AGENDAS AND MINUTES (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/75/	D005.	BOARD OF AIRPORT COMMISSIONERS' CORRESPONDENCE (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/75/	D006.	BUDGETARY LINE ITEM REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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/DOA/75/	D007.	COMPUTER PRINTOUT OF PAYROLL MASTERS (AIRPORTS PAYROLL/DATA PROCESSING) RECORD TYPES:	TO+2		N N N
/DOA/75/	D008.	CONTRACTS (AIRPORTS BOARD OFFICE) RECORD TYPES:	EX+5		N N N
/DOA/75/	D009.	CURRENT FISCAL YEAR BUDGET (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/75/	D010.	EMPLOYEE JOB DESCRIPTIONS (PERSONNEL DEPARTMENT) RECORD TYPES:	SU+2		N N N
/DOA/75/	D011.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+2		N N N
/DOA/75/	D012.	INDICATOR OF WORKLOAD REPORTS (ONTARIO) (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N

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/DOA/75/	D013.	INTER/INTRA DEPT'AL MANUALS, NOTICES, BULLETINS & PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/75/	D014.	LABOR AND MATERIAL COST REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D015.	LEASES (AIRPORTS BOARD OFFICE) RECORD TYPES:	EX+5		N	N	N	
/DOA/75/	D016.	LOGGING OF COMMUTER FLIGHTS TO LAX BY DEPT AIRPORT EMPLOYEES (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D017.	MONTHLY ONTARIO STATUS REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D018.	PARKING PERMIT RECEIPTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D019.	PASSENGER TRAFFIC COMPARISON REPORTS	TO+2		N	N	N	

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		(AIRPORTS ACCOUNTING) RECORD TYPES:			
/DOA/75/	D020.	PERMITS (AIRPORTS BOARD OFFICE) RECORD TYPES:	EX+5		N N N
/DOA/75/	D021.	PERSONAL EXPENSE STATEMENTS (GEN.16) (AIRPORTS ACCOUNTING) FORM: GEN.16 RECORD TYPES:	TO+2		N N N
/DOA/75/	D022.	PERSONAL INJURY REPORTS (AIRPORTS PERSONNEL/SAFETY) RECORD TYPES:	TO+5		N N N
/DOA/75/	D023.	PERSONAL TELEPHONE BILLING LOGS AND MEMORANDUMS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/75/	D024.	PERSONNEL/EMPLOYEE FOLDERS (PERSONNEL DEPARTMENT) RECORD TYPES:	TE+2		N N N
/DOA/75/	D025.	PERSONNEL REQUESTS FOR CERTIFICATION (AIRPORTS PERSONNEL) RECORD TYPES:	TO+2		N N N

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/DOA/75/	D026.	PETTY CASH LOGS/LUNCHEON CHECK MEMOS (15-22540) (AIRPORTS ACCOUNTING) FORM: 15-22540 RECORD TYPES:	CL+2		N	N	N	
/DOA/75/	D027.	PUBL'CONS & REF & MATERIAL REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/75/	D028.	RIGHT OF WAY LICENSES (AIRPORTS BOARD OFFICE) RECORD TYPES:	EX+5		N	N	N	
/DOA/75/	D029.	RUNWAY INSPECTION REPORTS (AIRPORTS MAINTENANCE - ONTARIO) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D030.	SUB-PURCHASE ORDERS (A-11 AC-26) (AIRPORTS PURCHASING) FORM: A-11 AC-26 RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D031.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	

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/DOA/75/	D032.	VEHICLE PARKING AND GROUND ACCESS REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D033.	WORK ORDERS (M-6) (AIRPORTS ACCOUNTING) FORM: M-6 RECORD TYPES:	CL+2		N	N	N	

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/DOA/76/	D	DUPLICATE RECORD SERIES			
/DOA/76/	D001.	ACCIDENT AND DAMAGE REPORTS (ONTARIO AIRPORT OPERATIONS) RECORD TYPES:	TO+2		N N N
/DOA/76/	D002.	AIRLINE GATE ASSIGNMENTS (ONTARIO AIRPORT OPERATIONS) RECORD TYPES:	SU		N N N
/DOA/76/	D003.	ALPHA AND NUMERIC YEARLY ORDER RUN (AIRPORTS DATA PROCESSING) RECORD TYPES:	SU		N N N
/DOA/76/	D004.	BUDGET FILES (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N N N
/DOA/76/	D005.	CAPITAL IMPROVEMENT PROJECTS RECORD TYPES: A-BIDS SUBMITTED B-WORK ORDER NUMBER REQUESTS	CL+5		N N N
/DOA/76/	D006.	EQUIPMENT INVENTORY (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N

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/DOA/76/	D007.	FEDERAL AVIATION ADMINISTRATION CIRCULAR MANUAL (NON-RECORD) RECORD TYPES:	SU		N N N
/DOA/76/	D008.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/76/	D009.	ORDERS FOR MATERIAL OR EQUIPMENT RECORD TYPES: A-INVOICES, PACKING SLIPS AND DELIVERY MEMORANDUMS B-PURCHASE ORDERS-AC-36 C-PURCHASE REQUISITIONS-A-116 D-SUB-PURCHASE ORDERS-AC-26	TO+2		N N N
/DOA/76/	D010.	PUBL'CONS REF. MATERIALS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/76/	D011.	TENANT LEASE FILES (AIRPORTS BOARD OFFICE) RECORD TYPES: A-CORRESPONDENCE B-LEASES			N N N
/DOA/76/	D012.	TIME OFF/COMPENSATION REQUEST (AIRPORTS PERSONNEL) RECORD TYPES:	TO+2		N N N

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/DOA/76/	D013.	TUITION REIMBURSEMENT AND SPECIAL TRAINING (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/76/	D014.	VENDOR LIST (AIRPORTS PURCHASING) RECORD TYPES:	SU		N	N	N	

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/DOA/77/	D	DUPLICATE RECORD SERIES			
/DOA/77/	D001.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/77/	D002.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/77/	D003.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/77/	D004.	EMERGENCY PRESS PROCEDURES - ONTARIO (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N N N
/DOA/77/	D005.	FILMING PROCEDURES (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N N N
/DOA/77/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N

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/DOA/77/	D007.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/77/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/77/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/77/	D010.	LOS ANGELES INTERNATIONAL AIRPORT FACT FILE (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N N N
/DOA/77/	D011.	NEWS RELEASES - LOS ANGELES INTERNATIONAL AIRPORT (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	TO+1		N N N
/DOA/77/	D012.	NOISE MONITORING SYSTEM READ-OUTS/REPORTS (AIRPORTS NOISE ABATEMENT) RECORD TYPES:	TO+1		N N N

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/DOA/77/	D013.	NOISE LAW SUITS (AIRPORTS CITY ATTORNEY) RECORD TYPES:	CL		N	N	N	
/DOA/77/	D014.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/77/	D015.	PALMDALE AIRPORT FACT FILE (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D016.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D017.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D018.	PUBLIC RELATION REPORTS: LUNCHEON MEMOS (015-22640) (AIRPORTS ACCOUNTING) FORM: 015-22640 RECORD TYPES:	AR+1		N	N	N	

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/DOA/77/	D019.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/77/	D020.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N N N
/DOA/77/	D021.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/77/	D022.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/77/	D023.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOA/77/	D024.	VAN NUYS AIRPORT FACT FILE (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N N N

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/DOA/77/	D025.	VOLUME OF AIR TRAFFIC REPORT - ONTARIO (ONTARIO AIRPORT ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/DOA/77/	D026.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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/DOA/80/	D	DUPLICATE RECORD SERIES						
/DOA/80/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/80/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D006.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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/DOA/80/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/80/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/80/	D009.	ORDERS FOR EQUIPMENT, MATERIALS & SUPPLIES (AIRPORTS ACCOUNTING; PURCHASING; CONTROLLER; AND MAINTENANCE) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN.40 B-INTER-DEPARTMENTAL ORDERS (IOD)-GEN.34 C-PACKING SLIPS & DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUEST-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-SUB PURCHASE ORDERS ON YEARLY P.O.S-AC-26 I-WORK ORDER-M-6 J-YEARLY PURCHASE ORDERS-AC-36 K-YEARLY REQUEST - INDEXED	TO+1		N N N
/DOA/80/	D010.	PERSONAL EXPENSE STATEMENTS (GEN.16) (CONTROLLER) FORM: GEN.16 RECORD TYPES:	TO+1		N N N
/DOA/80/	D011.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DOA/80/	D012.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES RECORD TYPES:	AR		N	N	N	
/DOA/80/	D013.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN.61 B-ORIGINAL/OFFICIAL RECORDS-GEN.60	SU		N	N	N	
/DOA/80/	D014.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/80/	D015.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/80/	D016.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D017.	Grievance Forms FORM: 163/164	TO+5	DO	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

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Records of: AIRFIELD PERMITS
/DOA/82/ LOS ANGELES WORLD AIRPORTS/AIRFIELD OPERATIONS/OF1 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
/DOA/82/	D	Duplicate Record Series:			
/DOA/82/	D001.	Board Agendas	TO+2	DO	N N N
/DOA/82/	D002.	Board Reports	TO+2	DO	N N N
/DOA/82/	D003.	Board Resolution	TO+2	DO	N N N
/DOA/82/	D004.	Correspondence	TO+2	DO	N N N
/DOA/82/	D005.	Weekly Time Sheets	TO+2	DO	N N N
/DOA/82/	D006.	Invoices	TO+2	DO	N N N
/DOA/82/	D007.	Budget	TO+2	DO	N N N
/DOA/82/	D008.	Budget Working Papers	TO+2	DO	N N N
/DOA/82/	D009.	Requisitions - Stores	TO+2	DO	N N N
/DOA/82/	D010.	Requisitions - Office Supplies	TO+2	DO	N N N
/DOA/82/	D011.	Records Retention Schedules	SU+1	DO	N N N
/DOA/82/	D012.	Records Retention Transfer Lists	TO+2	DO	N N N
/DOA/82/	D013.	Personnel Files	TE+1	DO	N N N
/DOA/82/	D014.	Work Requests	CO+2	DO	N N N
/DOA/82/	D015.	Requests for Training	CO+2	DO	N N N
/DOA/82/	D016.	Tuition Reimbursement	CO+2	DO	N N N

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Records of: OPERATIONS - LAX
/DOA/83/ LOS ANGELES WORLD AIRPORTS

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
/DOA/83/	D	DUPLICATE RECORD SERIES			
/DOA/83/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N N N
/DOA/83/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/83/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/83/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/83/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N
/DOA/83/	D006.	INTER/INTRA DEPT'L BULLETINS/ MANUALS/ NOTIFI'CONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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Records of: OPERATIONS - LAX
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/83/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/83/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/83/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/83/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB-PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/83/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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Records of: OPERATIONS - LAX
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DOA/83/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D013.	PUBL'CONS & REF. MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/83/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/83/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/83/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/83/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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/DOA/83/	D019.	AIRPORT CERTIFICATION MANUAL - DRAFTS (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	SU		N N N
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Records of: OPERATIONS - AIRFIELD - BRADLEY TERMINAL
/DOA/84/ LOS ANGELES WORLD AIRPORTS

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
/DOA/84/	D	DUPLICATE RECORD SERIES			
/DOA/84/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N N N
/DOA/84/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/84/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
/DOA/84/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/84/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N
/DOA/84/	D006.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/84/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N N N
/DOA/84/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N N N
/DOA/84/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/84/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING: AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDER (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N N N
/DOA/84/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DOA/84/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D013.	PUBL'CONS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/84/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/84/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/84/	D016.	TELEPHONE BILL (AIRPORT ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/84/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: NOISE MANAGEMENT
/DOA/85/ LOS ANGELES WORLD AIRPORTS

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
/DOA/85/	D	DUPLICATE RECORD SERIES			
/DOA/85/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+0/03		N N N
/DOA/85/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
/DOA/85/	D003.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
/DOA/85/	D004.	INTER/INTRA DEPT'L MANUALS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DOA/85/	D005.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N N N
/DOA/85/	D006.	ORDERS FOR EQUIPMENT, SUPPLIES, MATERIAL (AIRPORTS ACCOUNTING; ACCTG (COMPUTER PRINTOUT); MAINTENANCE; PURCHASING; CONTROLLER)	TO+1		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-GEN. 40 B-INVENTORY LIST OF EQUIPMENT C-KEY APPLICATION-P-13 D-PURCHASE ORDER-AC-36 E-PURCHASE REQUEST-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB-PURCHASE ORDER-AC-26 H-WORK REQUEST-M-6			
/DOA/85/	D007.	PERSONAL EXPENSE STATEMENT (GEN-16) (CONTROLLER) FORM: GEN-16 RECORD TYPES:	TO+1		N N N
/DOA/85/	D008.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22540) (AIRPORTS ACCOUNTING) FORM: 015-22540 RECORD TYPES:	TO+1		N N N
/DOA/85/	D009.	PUBL'CONS & OFFICE MATERIAL FROM OUTSIDE SOURCES (ORIGINATING OFFICE; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DOA/85/	D010.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N N N
/DOA/85/	D011.	STORES STOCK CATALOG (AIRPORTS PURCHASING) RECORD TYPES:	SU		N N N

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Records of: NOISE MANAGEMENT
/DOA/85/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DOA/85/	D012.	TELEPHONE BILL (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/85/	D013.	TIME OFF/COMPENSATION REQUESTS (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: AIRFIELD OPERATIONS/OFFICE OF COMPLIANCE & STANDARDS (AIRFIELD PERMITS)
/DOA/88/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/DOA/88/	D	DUPLICATE RECORD SERIES			
/DOA/88/	D001.	Purchase Orders Authority for Expenditures, Invoices, Stores Requisitions	TO+2	DO	
/DOA/88/	D002.	Publications & Reference Materials from Outside Sources	TO+2	DO	
/DOA/88/	D003.	Records Transfer Lists	PE	DO	
/DOA/88/	D004.	Work Request	TO+2	DO	
/DOA/88/	D005.	Time Sheets	TO+1	DO	
/DOA/88/	D006.	Payroll Adjustments	TO+1	DO	
/DOA/88/	D007.	Time Off/Compensation Request Form Gen 68	SU	DO	
/DOA/88/	D008.	Records Retention Schedules Form Gen 60/61	SU	DO	
/DOA/88/	D009.	Agendas (BOAC)	TO+1	DO	
/DOA/88/	D010.	Surveys (outside sources)	TO+2	DO	
/DOA/88/	D011.	Reference Materials & Publications Received from Outside Sources	TO+2	DO	
/DOA/88/	D012.	Supervisor Files (Personnel)	TE	DO	
/DOA/88/	D013.	Budget	TO+2	DO	
/DOA/88/	D014.	BOAC Reports	TO+1	DO	
/DOA/88/	D015.	BOAC Resolutions	SU	DO	
/DOA/88/	D016.	Correspondence	TO+2	DO	
/DOA/88/	D017.	Requests for Specialized Training	TO+2	DO	
/DOA/88/	D018.	Tuition Reimbursement	TO+2	DO	

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Duplicate Records

Records of: MAINTENANCE
/DOA/90/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/90/	D	DUPLICATE RECORD SERIES						
/DOA/90/	D001.	ACQUISITION AREA FILES (AIRPORTS PROPERTY) RECORD TYPES: A-DEMOLITION AND BID FILES B-INSPECTION APPLICATIONS AND REPORTS C-PERMITS, RELEASES AND AGREEMENTS	TO+10		N	N	N	
/DOA/90/	D002.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/90/	D003.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/90/	D004.	ATTENDANCE DEVIATION REPORTS (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/90/	D005.	BRITISH THERMAL UNITS MONTHLY REPORTS (M-62) (AIRPORTS ACCOUNTING) FORM: M-62 RECORD TYPES:	TO+15		N	N	N	
/DOA/90/	D006.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	

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Records of: MAINTENANCE
/DOA/90/ LOS ANGELES WORLD AIRPORTS

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
/DOA/90/	D007.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1	N	N N
/DOA/90/	D008.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU	N	N N
/DOA/90/	D009.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU	N	N N
/DOA/90/	D010.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1	N	N N
/DOA/90/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1	N	N N
/DOA/90/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1	N	N N

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Records of: MAINTENANCE
/DOA/90/ LOS ANGELES WORLD AIRPORTS

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			
/DOA/90/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/90/	D014.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/90/	D015.	REPORTS OF INDUSTRIAL FUEL BURNED (MONTHLY) (AIRPORTS CENTRAL UTILITY PLANT) RECORD TYPES:	TO+10		N	N	N	
/DOA/90/	D016.	REQUESTS TO INVOICE (WORK DONE FOR OTHERS) (M-42) (AIRPORTS ACCOUNTING) FORM: M-42 RECORD TYPES:	TO+5		N	N	N	
/DOA/90/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/90/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/90/	D019.	THEFT AND ACCIDENT RECORDS (MAINTENANCE)	TO+10		N	N	N	

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Departmental Records Disposition Schedule
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Records of: MAINTENANCE
/DOA/90/ LOS ANGELES WORLD AIRPORTS

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
		(AIRPORTS SECURITY) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORTS-GEN. 88 B-LOSS OR THEFT OF AIRPORT PROPERTY-S-1 C-VEHICLE ACCIDENT REPORTS			
/DOA/90/	D020.	TIME OFF/COMPENSATION REQUESTS (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N
/DOA/90/	D021.	ORDERS FOR EQUIPMENT, MATERIALS, AND SUPPLIES RECORD TYPES: (DOA/90) Airports Accounting, Airports Purchasing, Controller a. Authority for Expenditure (AEF) GEN. 40 b. Inter-Departmental Orders (IDO) GEN. 34 c. Packing Slips & Delivery Memos d. Purchase Orders AC-36 e. Purchase Requests A-11 f. Storeroom Requisitions A-201 g. Sub-Purchase Orders AC-26 h. Yearly Purchase Orders AC-26 i. Yearly Requests - Indexed Added by 99-0108	TO+1		N N N
/DOA/90/	D022.	BID SPECIFICATIONS RECORD TYPES: DOA/90 Added by 98-1207	TO+1		N N N
/DOA/90/	D023.	OVERTIME SUMMARY RECORD TYPES: DOA/90 Added by 98-1207	TO+1		N N N

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Departmental Records Disposition Schedule
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Records of: ONTARIO AIRFIELD CLEARANCE
/DOA/91/ LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/91/	D	DUPLICATE RECORD SERIES			

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ONTARIO AIRFIELD OPERATIONS
/DOA/92/ LOS ANGELES WORLD AIRPORTS

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
/DOA/92/	D	DUPLICATE RECORD SERIES			
/DOA/92/	D001.	APPLICATION FOR TRAVEL FORM NUMBER: GEN.73 RECORD TYPE: (DOA-ACT) Added by: 99-0108	TO+2		
/DOA/92/	D002.	ATTENDANCE DEVIATION REPORT RECORD TYPE: (DOA-PER) Added by: 99-0108	TO+2		
/DOA/92/	D003.	BUDGET REQUESTS FORM NUMBER: AB-2, 4-7, PER-1 RECORD TYPE: (DOA-ACT) Added by: 99-0108	TO+2		
/DOA/92/	D004.	INTER/INTRA DEPARTMENT MANUALS RECORD TYPE: (DOA-OO) Added by: 99-0108	SU+0		
/DOA/92/	D005.	MILEAGE STATEMENT	TO+2		

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Duplicate Records

Records of: ONTARIO AIRFIELD OPERATIONS
/DOA/92/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		RECORD TYPE: (DOA-ACT) Added by: 99-0108			
/DOA/92/	D006.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES RECORD TYPE: (DOA-ACT) Added by: 99-0108 A. AUTHORITY FOR EXPENDITURE (AFE) B. INTER DEPARTMENT ORDERS C. PACKING SLIPS AND DELIVERY MEMOS D. PURCHASE REQUEST F. STOREROOM REQUEST G. SUB PURCHASE ORDERS H. YEARLY PURCHASE ORDERS I. YEARLY REQUISITIONS	TO+2		
/DOA/92/	D007.	PERSONAL EXPENSE STATEMENTS RECORD TYPE: (DOA-CTR) Added by: 99-0108	TO+2		
/DOA/92/	D008.	RECORDS RETENTION SCHEDULES RECORD TYPE: (DOA-CLK) Added by: 99-0108	SU		
/DOA/92/	D009.	ACTIVE CONSTRUCTION PROJECTS RECORD TYPE: (DOA-ENG) Added by: 99-0108	TE+2		

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Records of: ONTARIO AIRFIELD OPERATIONS
/DOA/92/ LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/92/	D010.	OPERATING AGREEMENTS AND GENERAL INFORMATION RECORD TYPE: (DOA-OO) Added by: 99-0108	TE+2		
/DOA/92/	D011.	LANDING FEES RECORD TYPE: (DOA-ACT) Added by: 99-0108	TO+2		
/DOA/92/	D012.	COMPLETED DISCREPANCY REPORTS (DR'S) RECORD TYPE: (DOA-OO) Added by: 99-0108	TO+2		

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Records of: ONTARIO FIRE SAFETY
/DOA/93/ LOS ANGELES WORLD AIRPORTS

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/DOA/93/	D	DUPLICATE RECORD SERIES			
/DOA/93/	D001.	EQUIPMENT, MATERIALS, SUPPLIES RECORD TYPE: (DOA-ACT) a. authority for expenditure GEN-32 b. purchase requests A-11 c. budget request d. sub purchase 015-22950 e. proximity clothing/safety boot added by 99-0108	TO+2		
/DOA/93/	D002.	INVENTORY RECORD TYPE: DOA-ACT a. fire station b. apparatus (fire) c. radios/beepers/telephones d. airport I.D. check list e. office equipment added by 99-0108	TO+2		

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Records of: ONTARIO LANDSIDE OPERATIONS
/DOA/94/ LOS ANGELES WORLD AIRPORTS

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/DOA/94/	D	DUPLICATE RECORD SERIES			
/DOA/94/	D001.	ORDERS FOR EQUIPMENT, MATERIALS, AND SUPPLIES RECORD TYPE: DOA/PUR a. purchase order (yearly) AC-36 b. purchase request A-11 added by 99-0108	TO+2		
/DOA/94/	D002.	BUDGET REQUEST RECORD TYPE: DOA/ added by 99-0108	TO+2		
/DOA/94/	D003.	DISCREPENCY REPORT RECORD TYPE: DOA/MAT added by 99-0108	TO+1		
/DOA/94/	D004.	PERSONAL EXPENSE STATEMENTS FORM NO. GEN-16 RECORD TYPE: DOA/CTR added by 99-0108	TO+2		
/DOA/94/	D005.	RECORDS RETENTION SCHEDULES RECORD TYPE: DOA/ADM a. duplicate records GEN-61 b. original records GEN-60 added by 99-0108	SU		
/DOA/94/	D006.	PERSONNEL DOCUMENTS RECORD TYPE: DOA/ACT added by 99-0108	CL		
/DOA/94/	D007.	BRINKS/DEPOSIT SLIPS RECORD TYPE: DOA/ACT added by 99-0108	TO+2		

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Records of: ONTARIO PARKING SERVICES/LANDSLIDE
/DOA/95/ LOS ANGELES WORLD AIRPORTS

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/DOA/95/	D	DUPLICATE RECORD SERIES			
/DOA/95/	D001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D002.	LAX/PARKING MEETING MINUTES RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D003.	LAX/PARKING AND GROUND ACCESS REPORTS RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D004.	REFUND LETTERS RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D005.	LAX PUBLIC PARKING MGMT FEES MONTHLY REPORT	TO+1		

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Records of: ONTARIO PARKING SERVICES/LANDSLIDE
/DOA/95/ LOS ANGELES WORLD AIRPORTS

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		RECORD TYPE: DOA/ added by 99-0108			
/DOA/95/	D006.	PROMISSORY NOTES RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D008.	ORDERS FOR EQUIPMENT, MATERIALS SUPPLIES RECORD TYPE: (DOA-OO) added by 99-0108 A. AUTHORITY FOR EXPENDITURE (AFE) B. PACKING SLIPS AND DELIVERY MEMOS C. PURCHASE ORDERS D. PURCHASE REQUEST E. SUB PURCHASE ORDERS F. YEARLY PURCHASE ORDERS G. YEARLY REQUISITIONS H. PURCHASE RECORDS	TO+2		
/DOA/95/	D009.	DISCREPANCY REPORTS/MAINTENANCE REQUEST RECORD TYPE: (DOA-OO) added by 99-0108	TO+1		

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/DOA/96/	D	DUPLICATE RECORD SERIES			
/DOA/96/	D001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: DOA/ a. police services b. communications added by 99-0108	TO+2		
/DOA/96/	D002.	AIRPORT CERTIFICATION MANUAL RECORD TYPE: DOA/ONT added by 99-0108	TO+2		
/DOA/96/	D003.	ACAMS RECORD TYPE: DOA/ONT added by 99-0108	TE+7		
/DOA/96/	D004.	AIRFIELD CLEARANCE CORRESPONDENCE FORM NO. PERS-86 RECORD TYPE: DOA/PER added by 99-0108	TO+10		

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/DOA/96/	D005.	AIREX INFORMATION RECORD TYPE: DOA/ONT added by 99-0108	TO+7		
/DOA/96/	D006.	ATTENDANCE DEVIATIONS RECORD TYPE: DOA/PER added by 99-0108	TO+2		
/DOA/96/	D007.	BLOOD BANK CORRESPONDENCE RECORD TYPE: DOA/ONT added by 99-0108	TO+2		
/DOA/96/	D008.	BOARD AGENDA ITEMS RECORD TYPE: DOA/ATY added by 99-0108	TO+4		
/DOA/96/	D009.	BUDGET REQUESTS RECORD TYPE: DOA/ACT added by 99-0108	TO+2		

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/DOA/96/	D010.	BUSINESS TASK FORCE COMMITTEE FILES RECORD TYPE: DOA/ONT added by 99-0108	TO+4		
/DOA/96/	D011.	CHARTERS - AIRPORT INFO RECORD TYPE: DOA/ONT added by 99-0108	TO+7		
/DOA/96/	D012.	DISASTER PREPAREDNESS INFORMATION RECORD TYPE: DOA/ONT added by 99-0108	TO+2		
/DOA/96/	D013.	DISCREPANCY REPORT RECORD TYPE: DOA/ONT added by 99-0108	TO+2		
/DOA/96/	D014.	DOCUMENT RELEASE REQUESTS RECORD TYPE: DOA/ATY added by 99-0108	TO+2		

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/DOA/96/	D015.	DOA TRAFFIC COLLISION REPORTS RECORD TYPE: DOA/RM added by 99-0108	TO+2		
/DOA/96/	D016.	GROUND TRANSPORTATION RECORD TYPE: DOA/ONT added by 99-0108	TO+10		
/DOA/96/	D017.	INVENTORY RECORD TYPE: DOA/ACT added by 99-0108 A. EQUIPMENT B. FURNITURE C. VEHICLES D. WEAPONS/AMMUNITION (FORM #APB013)	TO+2		
/DOA/96/	D018.	KEYS - INFORMATION RECORD TYPE: DOA/ONT added by 99-0108	TO+10		
/DOA/96/	D019.	MAINT & CONSTRUCTION RECORD TYPE: DOA/ENG added by 99-0108	TO+4		

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/DOA/96/	D020.	NOTICE TO AIRMEN (NOTAHS) RECORD TYPE: DOA/ONT added by 99-0108	TO+2		
/DOA/96/	D021.	ORDERS FOR MATERIALS, EQUIPMENT & SUPPLIES RECORD TYPE: DOA/ACT VARIOUS FORM # added by 99-0108 A. AUTHORITY FOR EXPENDITURE (GEN 32) B. DELIVERY MEMOS C. MATERIALS REQUISITIONS (FORM # 015-2000) D. PACKING SLIPS E. PURCHASE RECORDS (015-22812) F. PURCHASE REQUESTS (A-11) G. SUB-PURCHASE ORDERS H. YEARLY AUTHORITIES FOR EXPENDITURES I. YEARLY SUB-PURCHASE ORDERS J. YEARLY PURCHASE REQUESTS (GEN 32)	TO+2		
/DOA/96/	D022.	PAYROLL (INFORMATION & CORRESPONDENCE) RECORD TYPE: DOA/ACT added by 99-0108	TO+2		
/DOA/96/	D023.	PERSONNEL RECORD TYPE: FORM NO. PB-16 DOA/PER A. AFFIRMATIVE ACTION B. CERTIFICATION INTERVIEWS	TO+2		

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		C. GRIEVANCES D. TRAINING added by 99-0108			
/DOA/96/	D024.	RECORDS RETENTION SCHEDULES RECORD TYPE: DOA/ADN added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	SU		
/DOA/96/	D025.	RISK MANAGEMENT CORRESPONDENCE & INFO RECORD TYPE: DOA/RM added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+10		
/DOA/96/	D026.	REQUESTS FOR KEYS/GATE OPENERS/PAGERS RECORD TYPE: DOA/ONT added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+2		
/DOA/96/	D027.	SUPERVISOR'S WORK FILES RECORD TYPE: DOA/DO added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+2		

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/DOA/96/	D028.	TELECOMMUNICATION PROJECTS RECORD TYPE: DOA/TEL A. COMPUTER AIDED DISPATCH SYSTEM B. CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM C. 800 NHZ D. RADIO REPAIR REQUESTS E. RADIOS F. TELEPHONES added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+2		
/DOA/96/	D029.	TELEPHONE BILLS RECORD TYPE: DOA/ONT added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+2		

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