

CITY CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 1
Form Gen. 60 (Rev. 01/07)	LAWA 15	Los Angeles World Airports	By: (Dept. Head) <i>Ramona V. Subert</i>	Date 12-14-07
RECORDS RETENTION SCHEDULE (Duplicate Records)	Rev. No.	Division Economic Development Services	By: (City Clerk, Rec. Mgt. Off.) <i>Yodd Gaydos</i>	Date 12-20-07

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T O R Y	C O N F I D E N T I A L
			OFFICE	CENTER	DESTROY				
D000	Duplicate Record Series								
D001	Agendas (Airport Board Office)		TO+1	TO+1			N	N	N
D002	Application for Travel (Airports Accounting)		TO+1	TO+1			N	N	N
D003	Attendance Deviation Report (Airports Personnel)		TO+1	TO+1			N	N	N
D004	Budget Request (Airports Accounting)		TO+1	TO+1			N	N	N
D005	Chronological Files		AR+5	AR+5			N	N	N
D006	Inter/Intra Departmental Bulletins/Manuals/Notifications/Publications (Originating Office)		SU	SU			N	N	N
D007	Key Applications		TO+1	TO+1			N	N	N
D008	Orders for Equipment, Materials, and Supplies (Airports Accounting; Airports Purchasing; Controller) A-Authority for Expenditures (AFEO Gen. 40) B-Inter-Departmental Orders (IDO) Gen.34 C-Packing Slips for and Delivery Memos D-Purchase Orders (P.O.)-AC-36 E-Purchase Request- A-11 F-Storeroom Requisitions-A-201 G-Sub Purchase Orders-AC-36 H-Yearly Purchase Orders-AC-36 I-Yearly Requisition-Indexed		TO+1	TO+1			N	N	N

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"
Media Code: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm
MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH=Photo VT=Video Tape
C:\Documents and Settings\l031\Desktop\Duplicate Files for Retention.doc

CITY CLERK		Certified per Sec. 12.3(e) of L.A. Admin. Code:		Page 2
<i>City of Los Angeles</i>	Sch. No.	Department/Bureau	Date	
Form Gen. 60 (Rev. 11/03)	LAXA/15		12-14-07	
RECORDS RETENTION SCHEDULE (Duplicate Records)	Rev. No.	Division	Date	
			12-20-07	

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
D009	Petty Cash/Lunch Check Memos (Airports Accounting)		TO+1	TO+1			N	N	N	
D010	Publications & Reference Material from Outside Sources		AR	AR			N	N	N	
D011	Records Retention Schedules (City Clerk, Records Management) A-Duplicate Records B-Original/Official Records		SU	SU			N	N	N	
D012	Relocation Assistance Files (Residential Acquisitions) A-Correspondence		AR+10	AR+10			N	N	N	
D013	Time Off/Compensation Request (Airports Personnel) Gen. 68		TO+1	TO+1			N	N	N	
D014	Work Request (M-6) Airports Maintenance		TO+1	TO+1			N	N	N	
D015	Timesheet (Airports Payroll)		TO+1	TO+1			N	N	N	
D016	Acquisition Files		AR+2	TE			N	N	N	
			TO+1	TO+1			N	N	N	