

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 LEGAL RECORDS	TO+2	TO+12		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		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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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/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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