

**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'CONS/PUBL'CONS (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

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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