

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GOVERNMENT AFFAIRS
/DOA/061/ 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/061/	O	Original Record Series											
/DOA/061/	O001.	Contract Documents (Contains Legal and Confidential Documents) Contract Award Letter, Executed Documents Notice to Proceed (NTP) Payment Bonds & Insurance Certificates Certified List of Subcontractors Subcontractors/Personnel Authorizations (Prime) (Confidential Record) Sub consultants/Personnel Authorizations (Prime) (Confidential Record) Subcontractor Notification/Letter of Concurrence Staffing Plan Travel Authorizations Purchase/Expense Authorizations Miscellaneous	CO	CO+10	DO	N	N	Y					

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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