

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				

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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