

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate 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) -- Office	Media Code	Record Type V H C L
/DOA/111/	D	DUPLICATE RECORD SERIES			
/DOA/111/	D001.	AGENDAS	TE+1	DO	
/DOA/111/	D002.	BUDGET REQUESTS	TE+1	DO	
/DOA/111/	D003.	CORRESPONDENCE	TE+1	DO	
/DOA/111/	D004.	INTRA/INTER DEPARTMENT BULLETINS/MANUALS	TE+1	DO	
/DOA/111/	D005.	SAFETY ISSUES	TE+1	DO	
/DOA/111/	D006.	TRAVEL AUTHORITY FORM GEN. 73	TE+1	DO	
/DOA/111/	D007.	TRAINING REQUESTS	TE+1	DO	
/DOA/111/	D008.	QTRLY. REPORTS	TE+1	DO	
/DOA/111/	D009.	WEEKLY TIMESHEETS	TE+1	DO	
/DOA/111/	D010.	WORKERS' COMPENSATION ISSUES	TE+1	DO	
/DOA/111/	D011.	WORKERS COMPENSATION FILE A) Appointment Letter B) Employee Report of Occupational Illness C) Orthopedic Treatment Record D) Outside Medical Reports E) Report of Medical Examination F) Report of Medical History	TO+7	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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