

Department Records Disposition Schedules

ANIMAL SERVICES

Schedule Number Department Name

/DAR/	ANIMAL SERVICES
/DAR/01/	ANIMAL SERVICES/ADMINISTRATION - ACCOUNTING
/DAR/02/	ANIMAL SERVICES/ADMINISTRATION - PERSONNEL
/DAR/03/	ANIMAL SERVICES/ADMINISTRATION - PUBLIC RELATIONS
/DAR/04/	ADMINISTRATIVE HEARINGS
/DAR/11/	ANIMAL SERVICES/EAST VALLEY VETERINARY MEDICAL SERVICES
/DAR/13/	ANIMAL SERVICES/EAST VALLEY SHELTER
/DAR/21/	ANIMAL SERVICES/ANN STREET VETERINARY MEDICAL SERVICES
/DAR/23/	ANIMAL SERVICES/NORTH CENTRAL SHELTER
/DAR/31/	ANIMAL SERVICES/11TH AVE. VETERINARY MEDICAL SERVICES
/DAR/33/	ANIMAL SERVICES/SOUTH CENTRAL SHELTER
/DAR/41/	ANIMAL SERVICES/WEST LOS ANGELES VETERINARY MEDICAL SERVICES
/DAR/43/	ANIMAL SERVICES/WEST LOS ANGELES SHELTER
/DAR/51/	ANIMAL SERVICES/HARBOR VETERINARY MEDICAL SERVICES
/DAR/53/	ANIMAL SERVICES/HARBOR SHELTER
/DAR/61/	ANIMAL SERVICES/WEST VALLEY VETERINARY MEDICAL SERVICES
/DAR/63/	ANIMAL SERVICES/WEST VALLEY SHELTER
/DAR/72/	ANIMAL SERVICES/ANIMAL MGMT. INFO. CENTER
/DAR/00/	ANIMAL SERVICES/ADMINISTRATION

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/ADMINISTRATION - ACCOUNTING
/DAR/01/

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	
/DAR/01/	O	ORIGINAL RECORDS								
/DAR/01/	O001.	BAD CHECK FILES/WRITE-OFF REDEEMED (AR127) FORM: AR127 RECORD TYPES: A-REQUEST FOR PAYMENT-G81-81A B-REMITTANCE ADVICE-5042A C-TRANSMITTAL-AR129 D-CITY OF L.A. RECEIPT-G30 E-T # LOG BOOK F-BAD CHECK CARDS	AU+2	AU+2		N	N	N		
/DAR/01/	O002.	F-BAD CHECK CARDS CONDITION OF ACCOUNTS RECORD TYPES: A-GENERAL FUND RECEIPT LEDGER-5025 B-INTERNAL DEMAND-G1C C-INTERNAL DEMAND TRANSMITTAL-G5A D-JOURNAL VOUCHER-CONTR 19A E-STATE OF CONDITION APPROPRIATION-I00023J F-AUTHORITY FOR EXPENDITURE-G40 G-SALES TAX REPORT-A193003A H-EXPENDITURE PROGRAM-CAO 20	AU+2	AU+2		N	N	N		
/DAR/01/	O003.	F-AUTHORITY FOR EXPENDITURE-G40 DEPARTMENT RECEIPTS RECORD TYPES: A-POUND RECEIPT-AR21A B-MISCELLANEOUS RECEIPTS-AR 128 C-VETERINARY MEDICAL (VMF) YELLOW-AR411 D-PERMIT FEE (BLUE)-AR68	AU+2	AU+2		N	N	N		
/DAR/01/	O004.	DEPOSIT CERTIFICATE (G2AR) FORM: G2AR RECORD TYPES: A-DEPOSIT CHECK SHEET-AR7	AU+2	AU+2		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/DAR/01/

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		B-INITIAL BATCH CONTROL REPORT-COMP. PRINTOUT C-BANK DEPOSIT SLIP-R24 D-BATCH RECAP SHEET-D287 E-BATCH REGISTER F-DAILY REGISTER G-BANK PRINTOUT-ER127								
/DAR/01/	O005.	F-DAILY REGISTER PERMIT RECORDS (AR72A) FORM: AR72A RECORD TYPES: A-APPLICATION FOR PERMIT-AR73A B-SENTRY DOG TRAINERS APPLICATION-AR 408A	AU+2	AU+2		N	N	N		
/DAR/01/	O006.	REFUNDS RECORD TYPES: A-7710 CLAIM FOR REFUND-AR303 B-VMF RECEIPTS-AR411 C-GENERAL FUND-G64 D-REQUEST FOR PAYMENT-G81-81A E-REMITTANCE ADVICE-G5042A F-REFUND LISTINGS	AU+2	AU+2		N	N	N		
/DAR/01/	O007.	F-REFUND LISTINGS SPECIAL REFUNDS RECORD TYPES: A-BATCH REPORTS-COMPUTER PRINTOUT B-OVERPAYMENT LISTINGS-COMPUTER PRINTOUT C-BANK STATEMENT (CHECKING ACCOUNT) D-REMITTANCE ADVICE-G5042A E-REQUEST FOR PAYMENT-G81-81A F-CANCELLED CHECK	AU+2	AU+2		N	N	N		
/DAR/01/	O008.	F-CANCELLED CHECK SURGERY 7710 FILE	AU+2	AU+2		N	N	N		

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		RECORD TYPES: A-LITTERS-AR314 B-GENERAL MAILER-AR481 C-FORFEITURE D-TRANSFER								
/DAR/01/	0009.	TRANSACTION/OPERATING EXPENSE FILE RECORD TYPES: A-REQUEST FOR PAYMENTS-G8181A B-REMITTANCE ADVICE-G5042A C-602 ACCOUNTS D-TRAVEL AUTHORITY-G71 E-PERSONAL EXPENSE-G16 F-416 GOVT MEETING G-443 UNIFORM H-601 OFFICE & ADMINISTRATION EQUIPMENT I-730 OFFICE FURNITURE J-734 TRANSFER OF EQUIPMENT-G112 K-735 OPERATING EQUIPMENT-G112 L-PETTY CASH-G45 M-REQUEST FOR REIMBURSEMENT PETTY CASH-AR120 N-CLAIM FOR REIMBURSEMENT-G130 O-AFE PRIVATE VET SERVICES-AR117 P-MEDICAL SUPPLIES ORDERS-G-9 Q-INTERDEPARTMENTAL ORDER-G34 R-INTERDEPARTMENTAL SUP ORDER-G34A S-ENCUMBER FUNDS-G106	AU+2	AU+2		N	N	N		

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Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/ADMINISTRATION - PERSONNEL
/DAR/02/

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	
/DAR/02/	O	ORIGINAL RECORDS								
/DAR/02/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/DAR/02/	O002.	PERSONNEL FOLDER (TRANSFER TO NEW DEPT. OR TO PERSONNEL DEPT.(PER CAO RULE 10)) RECORD TYPES: Confidential A-APPLICATION FOR EMPLOYMENT-PDR-1 B-AUTOMOBILE ACCIDENT REPORT-G-88 C-EMERGENCY REFERRAL CARD-D-78 D-EMPLOYEE CHANGE OF ADDRESS-D-54 E-EMPLOYEE EVALUATION-PDAS-28 F-EMPLOYEE EXIT INTERVIEW-D-15 G-EMPLOYEE REPORT OF OCCUPATIONAL INJURY AND ILLNESS-G-166 H-MILEAGE ENDORSEMENT-D-70 I-MILITARY ORDERS J-NOMINATION FOR EMERGENCY APPOINT.-G-76 K-NOTICE OF COMMENDATION-G-79 L-NOTICE TO CORRECT DEFICIENCIES-G-78 M-NOTICE OF DISCHARGE OR SUSPENS.-G-77 N-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS-66 O-PAYGRADE ADVANCEMENT-CAO-614 P-PAYROLL/PERSONNEL CHANGE DOC.-G-41 Q-PROPOSAL DESIGNATION OF CONFIDENTIAL EMPLOYEE-G-42 R-REQ. FOR DETERMINATION OF STEP PLACEMENT-CAO-656 S-REQUEST FOR LEAVE OF ABSENCE-G-38 T-REQUEST FOR TRANSFER-G-16B U-REPORT OF OUTSIDE EMPLOYMENT-AR-89	TE	TE		N	N	Y		
/DAR/02/	O003.	INTERVIEW FOLDERS a. Applications b. Resumes c. Rating Sheets d. Questions	TO+2	TO+10	DO	N	N	Y		

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Original Records

Records of: ANIMAL SERVICES/ADMINISTRATION - PERSONNEL

/DAR/02/

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			Office	Total	Code	V	H	C	L	
		e. Paygrade/Selection Announcement								
		f. Job Bulletin								
		g. Selection Recap								
		h. Position Description								
		i. Reference Checks								
		j. Interview Schedule								
		k. Writing Sample/Supplemental Information								
		l. Certification List								
		m. Non-Select Letters								
/DAR/02/	O004.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY/ILLNESS	TE	TE+10	DO	N	N	Y		
		A. EMPLOYEES CLAIM FOR WORKERS' COMPENSATION BENEFITS								
/DAR/02/	O005.	EMPLOYEE EXIT INTERVIEWS	TE	TE+10	DO	N	N	Y		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/ADMINISTRATION - PUBLIC RELATIONS

/DAR/03/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type					
			Office	Total	V	H	C	L					
/DAR/03/	O	ORIGINAL RECORDS											
/DAR/03/	O001.	ANNUAL REPORT (SEND 4 COPIES TO CITY ARCHIVES; MARK HISTORICAL PER RETEN PERIOD) RECORD TYPES:	TO+10	TO+10	N	N	N						
/DAR/03/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2	N	N	N						
/DAR/03/	O003.	DEPARTMENT PUBLICATIONS (SEND 4 COPIES TO CITY ARCHIVES; SEE RETENTION OF SURPLUS MATERIALS FOR DUP PUBL'CN) RECORD TYPES:	AR+2	AR+2	N	N	N						

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/EAST VALLEY VETERINARY MEDICAL SERVICES
/DAR/11/

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				
/DAR/11/	O	ORIGINAL RECORDS											
/DAR/11/	O001.	AMIS BATCH INFORMATION RECAP. (D287) (FORWARDED TO ACCOUNTING) FORM: D287 RECORD TYPES:	CL+2	CL+2		N	N	N					
/DAR/11/	O002.	BANK DEPOSIT SLIP RECORD TYPES:	TO+2	TO+2		N	N	N					
/DAR/11/	O003.	CERTIFICATE OF SPAY AND NEUTER (AR315) FORM: AR315 RECORD TYPES:	TO+2	TO+2		N	N	N					
/DAR/11/	O004.	CERTIFICATE OF VACCINATION RECORD TYPES:	TO+2	TO+2		N	N	N					
/DAR/11/	O005.	CLINIC MONITORING SHEET (D241) FORM: D241 RECORD TYPES:	TO+2	TO+2		N	N	N					
/DAR/11/	O006.	CLINIC OPERATING PERIOD REPORT (D251) (FILED WITH CHIEF VETERINARIAN) FORM: D251 RECORD TYPES:	TO+2	TO+2		N	N	N					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/EAST VALLEY VETERINARY MEDICAL SERVICES

/DAR/11/ *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
/DAR/11/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N
/DAR/11/	O008.	DAILY INVENTORY OF EQUIPMENT MATERIALS/DRUGS (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2		N	N	N
/DAR/11/	O009.	DAILY RECORD OF TRANQUILIZER/EUTHANSIA SOLUTION USED (AR305D) FORM: AR305D RECORD TYPES:	TO+2	TO+2		N	N	N
/DAR/11/	O010.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N
/DAR/11/	O011.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N
/DAR/11/	O012.	EUTHANSIA PERIOD REPORT (FILED WITH CHIEF VETERINARIAN) RECORD TYPES:	TO+2	TO+2		N	N	N

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/DAR/11/

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			Office	Total	Code	V	H	C	L
/DAR/11/	O013.	PERMANENT RECORD CARD (AR304) (SUB-TITLE A"" ATTACHED TO PERMANENT RECORD CARD"") FORM: AR304 RECORD TYPES: A-CONSENT FORM & WAIVER	CL+4	CL+4		N	N	N	
/DAR/11/	O014.	PRIVATE VETERINARIAN FEE-RECAP. (D264) FORM: D264 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/11/	O015.	STATUS REPORT-SPAY & NEUTER CLINIC PROGRAM RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/11/	O016.	VETERINARY MEDICAL SERVICES (RX) (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ANIMAL SERVICES/EAST VALLEY SHELTER

/DAR/13/

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			Office	Total	Code	V	H	C	L	
/DAR/13/	O	ORIGINAL RECORDS								
/DAR/13/	O001.	ANIMAL IMPOUND NOTICE (AR79A) FORM: AR79A RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/13/	O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30) FORM: AR30 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/13/	O003.	RECORD/KENNEL CARE (AR30-OBS) FORM: AR30-OBS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/13/	O004.	APPLICATION FOR PERMIT (AR73) FORM: AR73 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/13/	O005.	APPLICATION FOR TRAPPING PERMIT (AR75) FORM: AR75 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/13/	O006.	APPLICATION FOR FEE EXEMPT DOG LICENSE (AR101) FORM: AR101 RECORD TYPES:	TO+2	TO+2		N	N	N		

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/DAR/13/	O007.	AUTHORIZATION TO ENTER PRIVATE PROPERTY (D73) FORM: D73 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/13/	O008.	BREEDERS LICENSE (AR326A) FORM: AR326A RECORD TYPES:	EX+2			N	N	N	
/DAR/13/	O009.	BREEDERS LICENSE APPLICATION (AR326) FORM: AR326 RECORD TYPES:	CL+2	CL+2		N	N	N	
/DAR/13/	O010.	CALL BLOTTER (AR38) FORM: AR38 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/13/	O011.	CITATION (AR132) FORM: AR132 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/13/	O012.	CITATION BOOK RECORD RECORD TYPES: A-CITATION CANCELLATION REQUEST-AR134 B-CITATION CORRECTION REQUEST-AR133	TO+10	TO+10		N	N	N	

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/DAR/13/	O013.	COMPLAINT SUPPORT STATEMENT (AR310) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR310 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/13/	O014.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DAR/13/	O015.	COURT FILES RECORD TYPES: A-COMPLAINT SUPPORT STATEMENT-AR310 B-NOISE INVESTIGATION REPORT-AR309 C-REQUEST FOR COMPLAINT-AR137 D-REQUEST FOR COMPLAINT CONTINUATION SHEET-AR137A	CL+10	CL+10		N	N	N	
/DAR/13/	O016.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/13/	O017.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/13/	O018.	DRIVER'S DAILY REPORT (AR60) FORM: AR60 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/13/	O019.	GARMENT SUPPLY LOG (D254)	TO+2	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/EAST VALLEY SHELTER

/DAR/13/

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					
		FORM: D254 RECORD TYPES:												
/DAR/13/	O020.	INVENTORY & INSPECTION OF UNIFORM AND EQUIPMENT (AR327) FORM: AR327 RECORD TYPES:	TO+2	TO+2			N	N	N					
/DAR/13/	O021.	INVESTIGATION REPORT (AR46A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR46A RECORD TYPES: A-POISON CASE REPORT-D38 B-REFERRAL NOTICE-AR123 C-PERMIT INSPECTION REPORT-AR100A	TO+10	TO+10			N	N	N					
/DAR/13/	O022.	LEASH LAW COMPLAINT NOTICE (AR319) FORM: AR319 RECORD TYPES:	TO+10	TO+10			N	N	N					
/DAR/13/	O023.	LETTER RESPONSE TO ANIMAL NUISANCE (AR414) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR309A) FORM: AR414 RECORD TYPES:	TO+10	TO+10			N	N	N					
/DAR/13/	O025.	NOISE INVESTIGATION REPORT (AR309A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR309A RECORD TYPES:	TO+10	TO+10			N	N	N					
/DAR/13/	O026.	NOTICE OF NOISE COMPLAINT (AR307A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR307A RECORD TYPES:	TO+10	TO+10			N	N	N					

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			Office	Total	Code	V	H	C	L
/DAR/13/	O027.	NOTICE TO COMPLY - FIELD (AR84A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR46A) FORM: AR84A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/13/	O028.	RECEIPT FOR TRAP/INSTRUCTION (AR416) FORM: AR416 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/13/	O029.	RECEIPT OF FIREARM BY EMPLOYEE (D42A) FORM: D42A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/13/	O030.	REQUEST FOR COMPLAINT (AR137) (TRANSFERRED TO COURT FILE WHEN APPLICABLE) FORM: AR137 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/13/	O031.	REQUEST FOR COMPLAINT APPEARANCE (AR317A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A; SUB TITLE A ATTACHED TO AR317) FORM: AR317A RECORD TYPES: A-REQUEST FOR COMPLAINT - CONT. SHEET-AR137A	TO+10	TO+10		N	N	N	
/DAR/13/	O032.	REQUEST FOR DOG OWNER APPEARANCE (AR317) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR317 RECORD TYPES:	TO+10	TO+10		N	N	N	

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			Office	Total	Code	V	H	C	L
/DAR/13/	O033.	SERVICE COMPLAINT REPORT (AR99) FORM: AR99 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/13/	O034.	SERVICE REQUEST REPORT (AR69A) FORM: AR69A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/13/	O035.	TRAPPING PERMIT (AR74) FORM: AR74 RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ANIMAL SERVICES/ANN STREET VETERINARY MEDICAL SERVICES
/DAR/21/

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			Office	Total	Code	V	H	C	L			
/DAR/21/	O	ORIGINAL RECORDS										
/DAR/21/	O001.	AMIS BATCH INFORMATION RECAP. (D287) (FORWARDED TO ACCOUNTING) FORM: D287 RECORD TYPES:	CL+2	CL+2		N	N	N				
/DAR/21/	O002.	BANK DEPOSIT SLIP RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/21/	O003.	CERTIFICATE OF SPAY AND NEUTER (AR315) FORM: AR315 RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/21/	O004.	CERTIFICATE OF VACCINATION RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/21/	O005.	CLINIC MONITORING SHEET (D241) FORM: D241 RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/21/	O006.	CLINIC OPERATING PERIOD REPORT (D251) (FILED WITH CHIEF VETERINARIAN) FORM: D251 RECORD TYPES:	TO+2	TO+2		N	N	N				

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			Office	Total	Code	V	H	C	L
/DAR/21/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DAR/21/	O008.	DAILY INVENTORY OF EQUIPMENT MATERIALS/DRUGS (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/21/	O009.	DAILY RECORD OF TRANQUILIZER/EUTHANSIA SOLUTION USED (AR305D) FORM: AR305D RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/21/	O010.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/21/	O011.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/21/	O012.	EUTHANSIA PERIOD REPORT (FILED WITH CHIEF VETERINARIAN) RECORD TYPES:	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L
/DAR/21/	O013.	PERMANENT RECORD CARD (AR304) (SUB TITLE A IS ATTACHED TO PERMANENT RECORD CARD) FORM: AR304 RECORD TYPES: A-CONSENT FORM & WAIVER	CL+4	CL+4		N	N	N	
/DAR/21/	O014.	PRIVATE VETERINARIAN FEE-RECAP. (D264) FORM: D264 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/21/	O015.	STATUS REPORT-SPAY & NEUTER CLINIC PROGRAM RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/21/	O016.	VETERINARY MEDICAL SERVICES (RX) (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L	
/DAR/23/	O	ORIGINAL RECORDS								
/DAR/23/	O001.	ANIMAL IMPOUND NOTICE (AR79A) FORM: AR79A RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/23/	O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30) FORM: AR30 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/23/	O003.	RECORD/KENNEL CARE (AR30-OBS) FORM: AR30-OBS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/23/	O004.	APPLICATION FOR PERMIT (AR73) FORM: AR73 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/23/	O005.	APPLICATION FOR TRAPPING PERMIT (AR75) FORM: AR75 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/23/	O006.	APPLICATION FOR FEE EXEMPT DOG LICENSE (AR101) FORM: AR101 RECORD TYPES:	TO+2	TO+2		N	N	N		

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			Office	Total	Code	V	H	C	L		
/DAR/23/	O007.	AUTHORIZATION TO ENTER PRIVATE PROPERTY (D73) FORM: D73 RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/23/	O008.	BREEDERS LICENSE (AR326A) FORM: AR326A RECORD TYPES:	EX+2					N	N	N	
/DAR/23/	O009.	BREEDERS LICENSE APPLICATION (AR326) FORM: AR326 RECORD TYPES:	CL+2	CL+2				N	N	N	
/DAR/23/	O010.	CALL BLOTTER (AR39) FORM: AR39 RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/23/	O011.	CITATION (AR132) FORM: AR132 RECORD TYPES:	TO+10	TO+10				N	N	N	
/DAR/23/	O012.	CITATION BOOK RECORD RECORD TYPES: A-CITATION CANCELLATION REQUEST-AR134 B-CITATION CORRECTION REQUEST-AR133	TO+10	TO+10				N	N	N	

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/DAR/23/	O013.	COMPLAINT SUPPORT STATEMENT (AR310) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR310 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/23/	O014.	CORRESPONDENCE & SUBJECT FILES (TRANSFERRED TO COURT FILES WHEN APPLICABLE) RECORD TYPES:	AR+2	AR+2		N	N	N	
/DAR/23/	O015.	COURT FILES RECORD TYPES: A-COMPLAINT SUPPORT STATEMENT-AR310 B-NOISE INVESTIGATION REPORT-AR309 C-REQUEST FOR COMPLAINT-AR137 D-REQUEST FOR COMPLAINT CONTINUATION SHEET-AR137A	CL+10	CL+10		N	N	N	
/DAR/23/	O016.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/23/	O017.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/23/	O018.	DRIVER'S DAILY REPORT (AR60) FORM: AR60 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/23/	O019.	GARMENT SUPPLY LOG (D254)	TO+2	TO+2		N	N	N	

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		FORM: D254 RECORD TYPES:											
/DAR/23/	O020.	INVENTORY & INSPECTION OF UNIFORM AND EQUIPMENT (AR327) FORM: AR327 RECORD TYPES:	TO+2	TO+2				N	N	N			
/DAR/23/	O021.	INVESTIGATION REPORT (AR46A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR46A RECORD TYPES: A-POISON CASE REPORT-D38 B-REFERRAL NOTICE-AR123 C-PERMIT INSPECTION REPORT-AR100A	TO+10	TO+10				N	N	N			
/DAR/23/	O022.	LEASH LAW COMPLAINT NOTICE (AR319) FORM: AR319 RECORD TYPES:	TO+10	TO+10				N	N	N			
/DAR/23/	O023.	LETTER RESPONSE TO ANIMAL NUISANCE (AR414) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR309A) FORM: AR414 RECORD TYPES:	TO+10	TO+10				N	N	N			
/DAR/23/	O024.	MISCELLANEOUS RECEIPT (AR128) FORM: AR128 RECORD TYPES:	TO+2	TO+2				N	N	N			
/DAR/23/	O025.	NOISE INVESTIGATION REPORT (AR309A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR309A RECORD TYPES:	TO+10	TO+10				N	N	N			

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/DAR/23/	O026.	NOTICE OF NOISE COMPLAINT (AR307A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR307A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/23/	O027.	NOTICE TO COMPLY - FIELD (AR84A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR46A) FORM: AR84A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/23/	O028.	RECEIPT FOR TRAP/INSTRUCTION (AR416) FORM: AR416 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/23/	O029.	RECEIPT OF FIREARM BY EMPLOYEE (D42A) FORM: D42A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/23/	O030.	REQUEST FOR COMPLAINT (AR137) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR137 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/23/	O031.	REQUEST FOR COMPLAINT APPEARANCE (AR317A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A; SUB TITLE A ATTACHED TO AR317) FORM: AR317A RECORD TYPES: A-REQUEST FOR COMPLAINT-CONT. SHEET-AR137A	TO+10	TO+10		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/NORTH CENTRAL SHELTER

/DAR/23/

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
/DAR/23/	O032.	REQUEST FOR DOG OWNER APPEARANCE (AR317) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR317 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/23/	O033.	SERVICE COMPLAINT REPORT (AR99) FORM: AR99 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/23/	O034.	SERVICE REQUEST REPORT (AR69A) FORM: AR69A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/23/	O035.	TRAPPING PERMIT (AR74) FORM: AR74 RECORD TYPES:	TO+2	TO+2		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/11TH AVE. VETERINARY MEDICAL SERVICES
/DAR/31/

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	
/DAR/31/	O	ORIGINAL RECORDS								
/DAR/31/	O001.	AMIS BATCH INFORMATION RECAP. (D-287) (FORWARDED TO ACCOUNTING) FORM: D-287 RECORD TYPES:	CL+2	CL+2		N	N	N		
/DAR/31/	O002.	BANK DEPOSIT SLIP RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/31/	O003.	CERTIFICATE OF SPAY AND NEUTER (AR-315) FORM: AR-315 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/31/	O004.	CERTIFICATE OF VACCINATION RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/31/	O005.	CLINIC MONITORING SHEET (D-241) FORM: D-241 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/31/	O006.	CLINIC OPERATING PERIOD REPORT (D-251) (FILED WITH CHIEF VETERINARIAN) FORM: D-251 RECORD TYPES:	TO+2	TO+2		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/11TH AVE. VETERINARY MEDICAL SERVICES
/DAR/31/

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		
/DAR/31/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2				N	N	N	
/DAR/31/	O008.	DAILY INVENTORY OF EQUIPMENT MATERIALS/DRUGS (AR-305E) FORM: AR-305E RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/31/	O009.	DAILY RECORD OF TRANQUILIZER/EUTHANSIA SOLUTION USED (AR-305D) FORM: AR-305D RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/31/	O010.	DAILY TIME REPORT (AR-114A) FORM: AR-114A RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/31/	O011.	DISTRICT WORK SCHEDULE (AR-124) FORM: AR-124 RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/31/	O012.	EUTHANSIA PERIOD REPORT (FILED WITH CHIEF VETERINARIAN) RECORD TYPES:	TO+2	TO+2				N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/11TH AVE. VETERINARY MEDICAL SERVICES
/DAR/31/

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
/DAR/31/	O013.	PERMANENT RECORD CARD (AR-304) (SUB TITLE A ATTACHED TO PERMANENT RECORD CARD) FORM: AR-304 RECORD TYPES: A-CONSENT FORM & WAIVER	CL+4	CL+4		N	N	N	
/DAR/31/	O014.	PRIVATE VETERINARIAN FEE-RECAP. (D-264) FORM: D-264 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/31/	O015.	STATUS REPORT-SPAY & NEUTER CLINIC PROGRAM RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/31/	O016.	VETERINARY MEDICAL SERVICES (RX) (AR-305E) FORM: AR-305E RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/SOUTH CENTRAL SHELTER
/DAR/33/

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	
/DAR/33/	O	ORIGINAL RECORDS								
/DAR/33/	O001.	ANIMAL IMPOUND NOTICE (AR79A) FORM: AR79A RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/33/	O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30) FORM: AR30 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/33/	O003.	RECORD/KENNEL CARE (AR30-OBS) FORM: AR30-OBS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/33/	O004.	APPLICATION FOR PERMIT (AR73) FORM: AR73 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/33/	O005.	APPLICATION FOR TRAPPING PERMIT (AR75) FORM: AR75 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/33/	O006.	APPLICATION FOR FEE EXEMPT DOG LICENSE (AR101) FORM: AR101 RECORD TYPES:	TO+2	TO+2		N	N	N		

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Records of: ANIMAL SERVICES/SOUTH CENTRAL SHELTER

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/DAR/33/	O007.	AUTHORIZATION TO ENTER PRIVATE PROPERTY (D73) FORM: D73 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/33/	O008.	BREEDERS LICENSE (AR326A) FORM: AR326A RECORD TYPES:	EX+2			N	N	N	
/DAR/33/	O009.	BREEDERS LICENSE APPLICATION (AR326) FORM: AR326 RECORD TYPES:	CL+2	CL+2		N	N	N	
/DAR/33/	O010.	CALL BLOTTER (AR39) FORM: AR39 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/33/	O011.	CITATION (AR132) FORM: AR132 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/33/	O012.	CITATION BOOK RECORD RECORD TYPES: A-CITATION CANCELLATION REQUEST-AR134 B-CITATION CORRECTION REQUEST-AR133	TO+10	TO+10		N	N	N	

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Records of: ANIMAL SERVICES/SOUTH CENTRAL SHELTER

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			Office	Total	Code	V	H	C	L
/DAR/33/	O013.	COMPLAINT SUPPORT STATEMENT (AR310) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR310 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/33/	O014.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DAR/33/	O015.	COURT FILES RECORD TYPES: A-COMPLAINT SUPPORT STATEMENT-AR310 B-NOISE INVESTIGATION REPORT-AR309 C-REQUEST FOR COMPLAINT-AR137 D-REQUEST FOR COMPLAINT CONTINUATION SHEET-AR137A	CL+10	CL+10		N	N	N	
/DAR/33/	O016.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/33/	O017.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/33/	O018.	DRIVER'S DAILY REPORT (AR60) FORM: AR60 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/33/	O019.	GARMENT SUPPLY LOG (D254)	TO+2	TO+2		N	N	N	

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Departmental Records Disposition Schedule
Original Records**

Records of: ANIMAL SERVICES/SOUTH CENTRAL SHELTER

/DAR/33/

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			Office	Total	Code	V	H	C	L			
		FORM: D254 RECORD TYPES:										
/DAR/33/	O020.	INVENTORY & INSPECTION OF UNIFORM AND EQUIPMENT (AR327) FORM: AR327 RECORD TYPES:	TO+2	TO+2			N	N	N			
/DAR/33/	O021.	INVESTIGATION REPORT (AR46A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR46A RECORD TYPES: A-POISON CASE REPORT-D38 B-REFERRAL NOTICE-AR123 C-PERMIT INSPECTION REPORT-AR100A	TO+10	TO+10			N	N	N			
/DAR/33/	O022.	LEASH LAW COMPLAINT NOTICE (AR319) FORM: AR319 RECORD TYPES:	TO+10	TO+10			N	N	N			
/DAR/33/	O023.	LETTER RESPONSE TO ANIMAL NUISANCE (AR414) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR309A) FORM: AR414 RECORD TYPES:	TO+10	TO+10			N	N	N			
/DAR/33/	O024.	MISCELLANEOUS RECEIPT (AR128) FORM: AR128 RECORD TYPES:	TO+2	TO+2			N	N	N			
/DAR/33/	O025.	NOISE INVESTIGATION REPORT (AR309A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR309A RECORD TYPES:	TO+10	TO+10			N	N	N			

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/DAR/33/

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			Office	Total	Code	V	H	C	L
/DAR/33/	O026.	NOTICE OF NOISE COMPLAINT (AR307A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR307A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/33/	O027.	NOTICE TO COMPLY - FIELD (AR84A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR46A) FORM: AR84A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/33/	O028.	RECEIPT FOR TRAP/INSTRUCTION (AR416) FORM: AR416 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/33/	O029.	RECEIPT OF FIREARM BY EMPLOYEE (D42A) FORM: D42A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/33/	O030.	REQUEST FOR COMPLAINT (AR137) (TRANSFERRED TO COURT FILE WHEN APPLICABLE) FORM: AR137 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/33/	O031.	REQUEST FOR COMPLAINT APPEARANCE (AR317A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A; SUB A ATTACHED TO AR317) FORM: AR317A RECORD TYPES: A-REQUEST FOR COMPLAINT-CONT. SHEET-AR137A	TO+10	TO+10		N	N	N	

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			Office	Total	Code	V	H	C	L
/DAR/33/	O032.	REQUEST FOR DOG OWNER APPEARANCE (AR317) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR317 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/33/	O033.	SERVICE COMPLAINT REPORT (AR99) FORM: AR99 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/33/	O034.	SERVICE REQUEST REPORT (AR69A) FORM: AR69A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/33/	O035.	TRAPPING PERMIT (AR74) FORM: AR74 RECORD TYPES:	TO+2	TO+2		N	N	N	

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Departmental Records Disposition Schedule
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Records of: ANIMAL SERVICES/WEST LOS ANGELES VETERINARY MEDICAL SERVICES
/DAR/41/

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			Office	Total	Code	V	H	C	L			
/DAR/41/	O	ORIGINAL RECORDS										
/DAR/41/	O001.	AMIS BATCH INFORMATION RECAP. (D287) (FORWARDED TO ACCOUNTING) FORM: D287 RECORD TYPES:	CL+2	CL+2		N	N	N				
/DAR/41/	O002.	BANK DEPOSIT SLIP RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/41/	O003.	CERTIFICATE OF SPAY AND NEUTER (AR315) FORM: AR315 RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/41/	O004.	CERTIFICATE OF VACCINATION RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/41/	O005.	CLINIC MONITORING SHEET (D241) FORM: D241 RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/41/	O006.	CLINIC OPERATING PERIOD REPORT (D251) (FILED WITH CHIEF VETERINARIAN) FORM: D251 RECORD TYPES:	TO+2	TO+2		N	N	N				

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Records of: ANIMAL SERVICES/WEST LOS ANGELES VETERINARY MEDICAL SERVICES
/DAR/41/

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			Office	Total	Code	V	H	C	L		
/DAR/41/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2				N	N	N	
/DAR/41/	O008.	DAILY INVENTORY OF EQUIPMENT MATERIALS/DRUGS (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/41/	O009.	DAILY RECORD OF TRANQUILIZER/EUTHANSIA SOLUTION USED (AR305D) FORM: AR305D RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/41/	O010.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/41/	O011.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/41/	O012.	EUTHANSIA PERIOD REPORT (FILED WITH CHIEF VETERINARIAN) RECORD TYPES:	TO+2	TO+2				N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/WEST LOS ANGELES VETERINARY MEDICAL SERVICES
/DAR/41/

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
/DAR/41/	O013.	PERMANENT RECORD CARD (AR304) (ATTACHED TO PERMANENT RECORD CARD) FORM: AR304 RECORD TYPES: A-CONSENT FORM & WAIVER	CL+2	CL+4		N	N	N	
/DAR/41/	O014.	PRIVATE VETERINARIAN FEE-RECAP. (D264) FORM: D264 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/41/	O015.	STATUS REPORT-SPAY & NEUTER CLINIC PROGRAM RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/41/	O016.	VETERINARY MEDICAL SERVICES (RX) (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
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Original Records

Records of: ANIMAL SERVICES/WEST LOS ANGELES SHELTER

/DAR/43/

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	
/DAR/43/	O	ORIGINAL RECORDS								
/DAR/43/	O001.	ANIMAL IMPOUND NOTICE (AR79A) FORM: AR79A RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/43/	O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30) FORM: AR30 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/43/	O003.	RECORD/KENNEL CARE (AR30-OBS) FORM: AR30-OBS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/43/	O004.	APPLICATION FOR PERMIT (AR73) FORM: AR73 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/43/	O005.	APPLICATION FOR TRAPPING PERMIT (AR75) FORM: AR75 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/43/	O006.	APPLICATION FOR FEE EXEMPT DOG LICENSE (AR101) FORM: AR101 RECORD TYPES:	TO+2	TO+2		N	N	N		

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Departmental Records Disposition Schedule
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Records of: ANIMAL SERVICES/WEST LOS ANGELES SHELTER

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			Office	Total	Code	V	H	C	L
/DAR/43/	O007.	AUTHORIZATION TO ENTER PRIVATE PROPERTY (D73) FORM: D73 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/43/	O008.	BREEDERS LICENSE (AR326A) FORM: AR326A RECORD TYPES:	EX+2			N	N	N	
/DAR/43/	O009.	BREEDERS LICENSE APPLICATION (AR326) FORM: AR326 RECORD TYPES:	CL+2	CL+2		N	N	N	
/DAR/43/	O010.	CALL BLOTTER (AR39) FORM: AR39 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/43/	O011.	CITATION (AR132) FORM: AR132 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/43/	O012.	CITATION BOOK RECORD RECORD TYPES: A-CITATION CANCELLATION REQUEST-AR134 B-CITATION CORRECTION REQUEST-AR133	TO+10	TO+10		N	N	N	

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/DAR/43/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/DAR/43/	O013.	COMPLAINT SUPPORT STATEMENT (AR310) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR310 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/43/	O014.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DAR/43/	O015.	COURT FILES RECORD TYPES: A-COMPLAINT SUPPORT STATEMENT-AR310 B-NOISE INVESTIGATION REPORT-AR309 C-REQUEST FOR COMPLAINT-AR137 D-REQUEST FOR COMPLAINT CONTINUATION SHEET-AR137A	CL+10	CL+10		N	N	N	
/DAR/43/	O016.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/43/	O017.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/43/	O018.	DRIVER'S DAILY REPORT (AR60) FORM: AR60 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/43/	O019.	GARMENT SUPPLY LOG (D254)	TO+2	TO+2		N	N	N	

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		-- Media --			Record Type					
			Office	Total	Code	V	H	C	L				
		FORM: D254 RECORD TYPES:											
/DAR/43/	O020.	INVENTORY & INSPECTION OF UNIFORM AND EQUIPMENT (AR327) FORM: AR327 RECORD TYPES:	TO+2	TO+2			N	N	N				
/DAR/43/	O021.	INVESTIGATION REPORT (AR46A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR46A RECORD TYPES: A-POISON CASE REPORT-D38 B-REFERRAL NOTICE-AR123 C-PERMIT INSPECTION REPORT-AR100A	TO+10	TO+10			N	N	N				
/DAR/43/	O022.	LEASH LAW COMPLAINT NOTICE (AR319) FORM: AR319 RECORD TYPES:	TO+10	TO+10			N	N	N				
/DAR/43/	O023.	LETTER RESPONSE TO ANIMAL NUISANCE (AR414) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR309A) FORM: AR414 RECORD TYPES:	TO+10	TO+10			N	N	N				
/DAR/43/	O024.	MISCELLANEOUS RECEIPT (AR128) FORM: AR128 RECORD TYPES:	TO+2	TO+2			N	N	N				
/DAR/43/	O025.	NOISE INVESTIGATION REPORT (AR309A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR309A RECORD TYPES:	TO+10	TO+10			N	N	N				

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/DAR/43/	O026.	NOTICE OF NOISE COMPLAINT (AR307A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR307A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/43/	O027.	NOTICE TO COMPLY - FIELD (AR84A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR46A) FORM: AR84A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/43/	O028.	RECEIPT FOR TRAP/INSTRUCTION (AR416) FORM: AR416 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/43/	O029.	RECEIPT OF FIREARM BY EMPLOYEE (D42A) FORM: D42A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/43/	O030.	REQUEST FOR COMPLAINT (AR137) (TRANSFERRED TO COURT FILE WHEN APPLICABLE) FORM: AR137 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/43/	O031.	REQUEST FOR COMPLAINT APPEARANCE (AR317A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A; ATTACHED TO AR317) FORM: AR317A RECORD TYPES: A-REQUEST FOR COMPLAINT - CONT. SHEET/ATTACHED TO AR317-AR137	TO+10	TO+10		N	N	N	

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			Office	Total	Code	V	H	C	L
/DAR/43/	O032.	REQUEST FOR DOG OWNER APPEARANCE (AR317) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR317 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/43/	O033.	SERVICE COMPLAINT REPORT (AR99) FORM: AR99 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/43/	O034.	SERVICE REQUEST REPORT (AR69A) FORM: AR69A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/43/	O035.	TRAPPING PERMIT (AR74) FORM: AR74 RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ANIMAL SERVICES/HARBOR VETERINARY MEDICAL SERVICES

/DAR/51/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type				
			Office	Total	V	H	C	L				
/DAR/51/	O	ORIGINAL RECORDS										
/DAR/51/	O001.	AMIS BATCH INFORMATION RECAP. (D287) (FORWARDED TO ACCOUNTING) FORM: D287 RECORD TYPES:	CL+2	CL+2			N	N	N			
/DAR/51/	O002.	BANK DEPOSIT SLIP RECORD TYPES:	TO+2	TO+2			N	N	N			
/DAR/51/	O003.	CERTIFICATE OF SPAY AND NEUTER (AR315) FORM: AR315 RECORD TYPES:	TO+2	TO+2			N	N	N			
/DAR/51/	O004.	CERTIFICATE OF VACCINATION RECORD TYPES:	TO+2	TO+2			N	N	N			
/DAR/51/	O005.	CLINIC MONITORING SHEET (D241) FORM: D241 RECORD TYPES:	TO+2	TO+2			N	N	N			
/DAR/51/	O006.	CLINIC OPERATING PERIOD REPORT (D251) (FILED WITH CHIEF VETERINARIAN) FORM: D251 RECORD TYPES:	TO+2	TO+2			N	N	N			

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Departmental Records Disposition Schedule
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			Office	Total	Code	V	H	C	L		
/DAR/51/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2				N	N	N	
/DAR/51/	O008.	DAILY INVENTORY OF EQUIPMENT MATERIALS/DRUGS (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/51/	O009.	DAILY RECORD OF TRANQUILIZER/EUTHANSIA SOLUTION USED (AR305D) FORM: AR305D RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/51/	O010.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/51/	O011.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2				N	N	N	
/DAR/51/	O012.	EUTHANSIA PERIOD REPORT (FILED WITH CHIEF VETERINARIAN) RECORD TYPES:	TO+2	TO+2				N	N	N	

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			Office	Total	Code	V	H	C	L
/DAR/51/	O013.	PERMANENT RECORD CARD (AR304) (SUB TITLE A ATTACHED TO PERMANENT RECORD CARD) FORM: AR304 RECORD TYPES: A-CONSENT FORM & WAIVER	CL+4	CL+4		N	N	N	
/DAR/51/	O014.	PRIVATE VETERINARIAN FEE-RECAP. (D264) FORM: D264 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/51/	O015.	STATUS REPORT-SPAY & NEUTER CLINIC PROGRAM RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/51/	O016.	VETERINARY MEDICAL SERVICES (RX) (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2		N	N	N	

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/DAR/53/

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			Office	Total	Code	V	H	C	L	
/DAR/53/	O	ORIGINAL RECORDS								
/DAR/53/	O001.	ANIMAL IMPOUND NOTICE (AR79A) FORM: AR79A RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/53/	O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30) FORM: AR30 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/53/	O003.	RECORD/KENNEL CARE (AR30-OBS) FORM: AR30-OBS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/53/	O004.	APPLICATION FOR PERMIT (AR73) FORM: AR73 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/53/	O005.	APPLICATION FOR TRAPPING PERMIT (AR75) FORM: AR75 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/53/	O006.	APPLICATION FOR FEE EXEMPT DOG LICENSE (AR101) FORM: AR101 RECORD TYPES:	TO+2	TO+2		N	N	N		

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			Office	Total	Code	V	H	C	L
/DAR/53/	O007.	AUTHORIZATION TO ENTER PRIVATE PROPERTY (D73) FORM: D73 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/53/	O008.	BREEDERS LICENSE (AR326A) FORM: AR326A RECORD TYPES:	EX+2			N	N	N	
/DAR/53/	O009.	BREEDERS LICENSE APPLICATION (AR326) FORM: AR326 RECORD TYPES:	CL+2	CL+2		N	N	N	
/DAR/53/	O010.	CALL BLOTTER (AR39) FORM: AR39 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/53/	O011.	CITATION (AR132) FORM: AR132 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/53/	O012.	CITATION BOOK RECORD RECORD TYPES: A-CITATION CANCELLATION REQUEST-AR134 B-CITATION CORRECTION REQUEST-AR133	TO+10	TO+10		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ANIMAL SERVICES/HARBOR SHELTER

/DAR/53/

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
/DAR/53/	O013.	COMPLAINT SUPPORT STATEMENT (AR310) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR310 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/53/	O014.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DAR/53/	O015.	COURT FILES RECORD TYPES: A-COMPLAINT SUPPORT STATEMENT-AR310 B-NOISE INVESTIGATION REPORT-AR309 C-REQUEST FOR COMPLAINT-AR137 D-REQUEST FOR COMPLAINT CONTINUATION SHEET-AR137A	CL+10	CL+10		N	N	N	
/DAR/53/	O016.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/53/	O017.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/53/	O018.	DRIVER'S DAILY REPORT (AR60) FORM: AR60 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/53/	O019.	GARMENT SUPPLY LOG (D254)	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L					
		FORM: D254 RECORD TYPES:												
/DAR/53/	O020.	INVENTORY & INSPECTION OF UNIFORM AND EQUIPMENT (AR327) FORM: AR327 RECORD TYPES:	TO+2	TO+2			N	N	N					
/DAR/53/	O021.	INVESTIGATION REPORT (AR46A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR46A RECORD TYPES: A-POISON CASE REPORT-D38 B-REFERRAL NOTICE-AR123 C-PERMIT INSPECTION REPORT-AR100A	TO+10	TO+10			N	N	N					
/DAR/53/	O022.	LEASH LAW COMPLAINT NOTICE (AR319) FORM: AR319 RECORD TYPES:	TO+10	TO+10			N	N	N					
/DAR/53/	O023.	LETTER RESPONSE TO ANIMAL NUISANCE (AR414) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/ AR309A) FORM: AR414 RECORD TYPES:	TO+10	TO+10			N	N	N					
/DAR/53/	O024.	MISCELLANEOUS RECEIPT (AR128) FORM: AR128 RECORD TYPES:	TO+2	TO+2			N	N	N					
/DAR/53/	O025.	NOISE INVESTIGATION REPORT (AR309A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR309A RECORD TYPES:	TO+10	TO+10			N	N	N					

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			Office	Total	Code	V	H	C	L
/DAR/53/	O026.	NOTICE OF NOISE COMPLAINT (AR307A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/ 309A) FORM: AR307A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/53/	O027.	NOTICE TO COMPLY - FIELD (AR84A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/ AR46A) FORM: AR84A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/53/	O028.	RECEIPT FOR TRAP/INSTRUCTION (AR416) FORM: AR416 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/53/	O029.	RECEIPT OF FIREARM BY EMPLOYEE (D42A) FORM: D42A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/53/	O030.	REQUEST FOR COMPLAINT (AR137) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR137 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/53/	O031.	REQUEST FOR COMPLAINT APPEARANCE (AR317A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/ 309A; ATTACHED TO AR317) FORM: AR317A RECORD TYPES: A-REQUEST FOR COMPLAINT-CONT. SHEET-AR137A	TO+10	TO+10		N	N	N	

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			Office	Total	Code	V	H	C	L
/DAR/53/	O032.	REQUEST FOR DOG OWNER APPEARANCE (AR317) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/ 309A) FORM: AR317 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/53/	O033.	SERVICE COMPLAINT REPORT (AR99) FORM: AR99 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/53/	O034.	SERVICE REQUEST REPORT (AR69A) FORM: AR69A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/53/	O035.	TRAPPING PERMIT (AR74) FORM: AR74 RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ANIMAL SERVICES/WEST VALLEY VETERINARY MEDICAL SERVICES
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			Office	Total	Code	V	H	C	L			
/DAR/61/	O	ORIGINAL RECORDS										
/DAR/61/	O001.	AMIS BATCH INFORMATION RECAP. (D287) (FORWARDED TO ACCOUNTING) FORM: D287 RECORD TYPES:	CL+2	CL+2		N	N	N				
/DAR/61/	O002.	BANK DEPOSIT SLIP RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/61/	O003.	CERTIFICATE OF SPAY AND NEUTER (AR315) FORM: AR315 RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/61/	O004.	CERTIFICATE OF VACCINATION RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/61/	O005.	CLINIC MONITORING SHEET (D241) FORM: D241 RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/61/	O006.	CLINIC OPERATING PERIOD REPORT (D251) (FILED WITH CHIEF VETERINARIAN) FORM: D251 RECORD TYPES:	TO+2	TO+2		N	N	N				

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/DAR/61/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/DAR/61/	O008.	DAILY INVENTORY OF EQUIPMENT MATERIALS/DRUGS (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/61/	O009.	DAILY RECORD OF TRANQUILIZER/EUTHANSIA SOLUTION USED (AR305D) FORM: AR305D RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/61/	O010.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/61/	O011.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/61/	O012.	EUTHANSIA PERIOD REPORT (FILED WITH CHIEF VETERINARIAN) RECORD TYPES:	TO+2	TO+2		N	N	N	

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/DAR/61/	O013.	PERMANENT RECORD CARD (AR304) (SUB TITLE A ATTACHED TO PERMANENT RECORD CARD) FORM: AR304 RECORD TYPES: A-CONSENT FORM & WAIVER	CL+2	CL+4		N	N	N	
/DAR/61/	O014.	PRIVATE VETERINARIAN FEE-RECAP. (D264) FORM: D264 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/61/	O015.	STATUS REPORT-SPAY & NEUTER CLINIC PROGRAM RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/61/	O016.	VETERINARY MEDICAL SERVICES (RX) (AR305E) FORM: AR305E RECORD TYPES:	TO+2	TO+2		N	N	N	

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/DAR/63/	O	ORIGINAL RECORDS								
/DAR/63/	O001.	ANIMAL IMPOUND NOTICE (AR-79A) FORM: AR-79A RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/63/	O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30) FORM: AR30 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/63/	O003.	RECORD/KENNEL CARE (AR-30-OBS) FORM: AR-30-OBS RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/63/	O004.	APPLICATION FOR PERMIT (AR-73) FORM: AR-73 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/63/	O005.	APPLICATION FOR TRAPPING PERMIT (AR-75) FORM: AR-75 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/63/	O006.	APPLICATION FOR FEE EXEMPT DOG LICENSE (AR-101) FORM: AR-101 RECORD TYPES:	TO+2	TO+2		N	N	N		

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			Office	Total	Code	V	H	C	L
/DAR/63/	O007.	AUTHORIZATION TO ENTER PRIVATE PROPERTY (D-73) FORM: D-73 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/63/	O008.	BREEDERS LICENSE (AR-326A) FORM: AR-326A RECORD TYPES:	EX+2			N	N	N	
/DAR/63/	O009.	BREEDERS LICENSE APPLICATION (AR-326) FORM: AR-326 RECORD TYPES:	CL+2	CL+2		N	N	N	
/DAR/63/	O010.	CALL BLOTTER (AR-39) FORM: AR-39 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/63/	O011.	CITATION (AR-132) FORM: AR-132 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/63/	O012.	CITATION BOOK RECORD RECORD TYPES: A-CITATION CANCELLATION REQUEST-AR134 B-CITATION CORRECTION REQUEST-AR133	TO+10	TO+10		N	N	N	

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/DAR/63/	O013.	COMPLAINT SUPPORT STATEMENT (AR-310) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR-310 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/63/	O014.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DAR/63/	O015.	COURT FILES RECORD TYPES: A-COMPLAINT SUPPORT STATEMENT-AR310 B-NOISE INVESTIGATION REPORT-AR309 C-REQUEST FOR COMPLAINT-AR137 D-REQUEST FOR COMPLAINT CONTINUATION SHEET-AR137A	CL+10	CL+10		N	N	N	
/DAR/63/	O016.	DAILY TIME REPORT (AR114A) FORM: AR114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/63/	O017.	DISTRICT WORK SCHEDULE (AR124) FORM: AR124 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/63/	O018.	DRIVER'S DAILY REPORT (AR60) FORM: AR60 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/63/	O019.	GARMENT SUPPLY LOG (D254)	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L		
		FORM: D254 RECORD TYPES:									
/DAR/63/	O020.	INVENTORY & INSPECTION OF UNIFORM AND EQUIPMENT (AR327) FORM: AR327 RECORD TYPES:	TO+2	TO+2			N	N	N		
/DAR/63/	O021.	INVESTIGATION REPORT (AR-46A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR-46A RECORD TYPES: A-POISON CASE REPORT-D38 B-REFERRAL NOTICE-AR123 C-PERMIT INSPECTION REPORT-AR-100A	TO+10	TO+10			N	N	N		
/DAR/63/	O022.	LEASH LAW COMPLAINT NOTICE (AR-319) FORM: AR-319 RECORD TYPES:	TO+10	TO+10			N	N	N		
/DAR/63/	O023.	LETTER RESPONSE TO ANIMAL NUISANCE (AR-414) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR309A) FORM: AR-414 RECORD TYPES:	TO+10	TO+10			N	N	N		
/DAR/63/	O024.	MISCELLANEOUS RECEIPT (AR-128) FORM: AR-128 RECORD TYPES:	TO+2	TO+2			N	N	N		
/DAR/63/	O025.	NOISE INVESTIGATION REPORT (AR-309A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR-309A RECORD TYPES:	TO+10	TO+10			N	N	N		

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/DAR/63/	O026.	NOTICE OF NOISE COMPLAINT (AR-307A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR-307A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/63/	O027.	NOTICE TO COMPLY - FIELD (AR-84A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/AR46A) FORM: AR-84A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/63/	O028.	RECEIPT FOR TRAP/INSTRUCTION (AR416) FORM: AR416 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/63/	O029.	RECEIPT OF FIREARM BY EMPLOYEE (D42A) FORM: D42A RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/63/	O030.	REQUEST FOR COMPLAINT (AR137) (TRANSFERRED TO COURT FILES WHEN APPLICABLE) FORM: AR137 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/63/	O031.	REQUEST FOR COMPLAINT APPEARANCE (AR317A) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR317A RECORD TYPES: A-REQUEST FOR COMPLAINT-CONT. SHEET-AR137A	TO+10	TO+10		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: ANIMAL SERVICES/WEST VALLEY SHELTER

/DAR/63/

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
/DAR/63/	O032.	REQUEST FOR DOG OWNER APPEARANCE (AR317) (TRANSFERRED TO COURT FILES WHEN APPLICABLE W/309A) FORM: AR317 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/63/	O033.	SERVICE COMPLAINT REPORT (AR99) FORM: AR99 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/63/	O034.	SERVICE REQUEST REPORT (AR69A) FORM: AR69A RECORD TYPES:	TO+10	TO+10		N	N	N	
/DAR/63/	O035.	TRAPPING PERMIT (AR74) FORM: AR74 RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
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Records of: ANIMAL SERVICES/ANIMAL MGMT. INFO. CENTER
/DAR/72/

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			
/DAR/72/	O	ORIGINAL RECORDS										
/DAR/72/	O001.	AMIS HOTLINE BULLETIN RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/72/	O002.	CORRESPONDENCE FILE RECORD TYPES:	AR+2	AR+2		N	N	N				
/DAR/72/	O003.	DSB TRANSMITTAL RECORD TYPES:	TO+2	TO+2		N	N	N				
/DAR/72/	O004.	LISTING OF LICENSED ANIMALS RECORD TYPES:	PE	PE	MC	N	N	N				
/DAR/72/	O005.	PERMANENT LICENSE TAG & INFO. FILE (SENT TO DOG OWNER AFTER RECEIVING VACCINATION REPORT.) RECORD TYPES:	CL	CL		N	N	N				
/DAR/72/	O006.	REPORT REQUEST TRANSMITTAL RECORD TYPES:	TO+2	TO+2		N	N	N				

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Records of: ANIMAL SERVICES/ANIMAL MGMT. INFO. CENTER

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			Office	Total	Code	V	H	C	L
/DAR/72/	O007.	STAFF MEETING FILE RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/72/	O008.	SUPERVISOR'S LOG FILE RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/72/	O009.	TELEPHONE INQUIRY FILE RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/72/	O010.	WEEKLY SUMMARY OF CLOSED BATCHER (AMIS) FORM: AMIS RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ANIMAL SERVICES/ADMINISTRATION

/DAR/00/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/DAR/00/	0	ORIGINAL RECORDS								
/DAR/00/	O001.	ANIMAL CONTROL OFFICER'S FIELD MANUAL (TRANSFER 4 COPIES TO CITY ARCHIVES) RECORD TYPES:	SU+2	SU+2		N	N	N		
/DAR/00/	O002.	CLAIM FOR DAMAGES (C100A) FORM: C100A RECORD TYPES:	CL+2	CL+2		N	N	N		
/DAR/00/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/DAR/00/	O004.	DISCHARGE OF FIREARM REPORT (AR131) FORM: AR131 RECORD TYPES:	TO+2	TO+2		N	N	N		
/DAR/00/	O005.	FIREARM INVENTORY (D42A) FORM: D42A RECORD TYPES:	SU+2	SU+2		N	N	N		
/DAR/00/	O006.	GRIEVANCE FILES RECORD TYPES:	CL+2	CL+2		N	N	N		

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Records of: ANIMAL SERVICES/ADMINISTRATION

/DAR/00/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C
/DAR/00/	O007.	LOG OF INCOMING MAIL (WORK ASSIGNMENTS) RECORD TYPES:	CL+2	CL+2		N	N	N
/DAR/00/	O008.	OCCASIONAL GARAGING AUTHORITY (CAO 36) FORM: CAO 36 RECORD TYPES:	CL+2	CL+2		N	N	N
/DAR/00/	O009.	ORDER WORKSHEET - ADMINISTRATION (D265) FORM: D265 RECORD TYPES:	TO+2	TO+2		N	N	N
/DAR/00/	O010.	PERSONNEL UTILIZATION REPORT (CAO 26) FORM: CAO 26 RECORD TYPES:	TO+2	TO+2		N	N	N
/DAR/00/	O011.	PERIOD REPORT RECORD TYPES:	TO+2	TO+2		N	N	N
/DAR/00/	O012.	PERIOD REPORT (WORK SHEETS) (SUB TIT A & B COMPUTER PRINTOUTS) RECORD TYPES: A-AMIS LICENSING PERIOD B-AMIS SHELTER PERIOD REPORT C-DAILY REMITTANCE REPORT-AR-29	CL+2	CL+2		N	N	N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/DAR/00/	0013.	D-DAILY REMITTANCE REPORT WORKSHEET-AR412 E-EXPENDITURE PROGRAM-CAO 21 F-INNOCULATION-VET SVS. DIV. G-PERIOD TOTALS DIST. WORK STATS-AR-3F H-PERMIT WORKSHEET-D-84 I-PERSONNEL UTILIZATION REPORT-AR114B J-SPAY & NEUTER DAILY JOURNAL-AR 305B K-SPAY & NEUTER CLINIC PER. REPORT-D246A PROCEDURE MANUAL VOL 1 - 4 (TRANSFER 4 COPIES TO CITY ARCHIVES; MARK HISTORICAL PER RETEN PERIOD) RECORD TYPES:	SU+2	SU+2		N	N	N	
/DAR/00/	0014.	PRODUCTIVITY IMPROVEMENT COMMITTEE FILE RECORD TYPES: A-MINUTES B-SUGGESTIONS C-PUBLICATIONS	TO+2	TO+2		N	N	N	
/DAR/00/	0015.	SERVICE RESPONSE SUGGESTION (AR202) FORM: AR202 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DAR/00/	0016.	WILDLIFE CONTROL PROGRAM OTHER ANIMALS"""" (D-81) FORM: D-81 RECORD TYPES:	CL+2	CL+2		N	N	N	
/DAR/00/	0017.	WEEKLY REPORT RECORD TYPES: A-ACTION REPORT B-DOG BITE REPORT C-AR 69 REPORT	TO+2	TO+2		N	N	N	
/DAR/00/	0018.	WEEKLY REPORT WORKSHEET	CL+2	CL+2		N	N	N	

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Records of: ANIMAL SERVICES/ADMINISTRATION

/DAR/00/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type V H C L				
RECORD TYPES:										
/DAR/00/	O019.	WORK PROGRAM (CAO 9) (RETAINED IN-LIEU OF CAO 9 WORKSHEET) FORM: CAO 9 RECORD TYPES:	CL+2	CL+2		N	N	N		
/DAR/00/	O020.	ANIMAL REGULATION COMMISSION MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+5	PE		N	Y	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/ADMINISTRATION - ACCOUNTING
/DAR/01/

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
/DAR/01/	D	DUPLICATE RECORD SERIES			
/DAR/01/	D001.	DEPARTMENT CONTRACTS (GS/S 10) (GENERAL SERVICES PURCHASING) FORM: GS/S 10 RECORD TYPES: A-REQUEST FOR BIDS-GS/S 9 B-ENCUMBER FUNDS-GEN 106 C-CONTRACT ADJUSTMENT-G 36	AU+2		N N N
/DAR/01/	D002.	ORDER FOR SUPPLIES (GENERAL SERVICES, STORE; COMPUTER PRINTOUT) RECORD TYPES: A-MULTI USE FORM (SMUF)-GG/MMI B-REQUEST FOR SUPPLIES-AR 65 C-MATERIAL MANAGEMENT-I100023J	AU+2		N N N

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Records of: ANIMAL SERVICES/ADMINISTRATION - PERSONNEL
/DAR/02/

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
/DAR/02/	D	DUPLICATE RECORD SERIES			
/DAR/02/	D001.	INTER/INTRA DEPT'AL PUBLICATIONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/02/	D002.	PUBL'CONS & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DAR/02/	D003.	REQUEST FOR CERTIFICATION (PDAS-15) (PERSONNEL) FORM: PDAS-15 RECORD TYPES:	CL		N N N
/DAR/02/	D004.	TIMEKEEPING RECORDS (CONTROLLER; CP-CTR; SHELTER; PAYROLL) RECORD TYPES: A-CONTROLLER REIMBURSEMENT AND WORKSHEET-C 5039 B-OFFICE OF THE CONTROLLER ON LINE WORKSHEET-C 71 C-PAYROLL & REIMBURSEMENT CERTIF'CN & AUTHENTICATION APPROVAL-C 204 D-DAILY TIME SHEET-AR114A E-DISTRICT WORK SCHEDULE-AR124 F-PAYROLL WORKSHEET-D-17 F-PAYROLL WORKSHEET-D-17	TO+5		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/ADMINISTRATION - PUBLIC RELATIONS

/DAR/03/

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			
/DAR/03/	D	DUPLICATE RECORD SERIES						
/DAR/03/	D001.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DAR/03/	D002.	PUBL'CONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL; SEE RETENTION ON PUBLICATION FORM GEN 60 BEFORE DESTRUCTION) RECORD TYPES:	AR		N	N	N	
/DAR/03/	D003.	SURPLUS PRINTED MATERIALS (NON-RECORD MATERIAL; SEE RETENTION ON PUBLICATION FORM GEN 60 BEFORE DESTRUCTION) RECORD TYPES:	AR		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/EAST VALLEY VETERINARY MEDICAL SERVICES
/DAR/11/

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
/DAR/11/	D	DUPLICATE RECORD SERIES			
/DAR/11/	D001.	DEPOSIT CHECK SHEET (AR7) (ADMINISTRATION - ACCT.) FORM: AR7 RECORD TYPES:	TO+2		N N N
/DAR/11/	D002.	CLINIC DATA FOR PERIOD REPORT (D246A) (ADMINISTRATION) FORM: D246A RECORD TYPES:	TO+2		N N N
/DAR/11/	D003.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/11/	D004.	PERIOD REPORT (INNOCULATIONS) (ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/DAR/11/	D005.	PERSONNEL UTILIZATION RECAP. (AR114B) (ADMINISTRATION) FORM: AR114B RECORD TYPES:	TO+2		N N N
/DAR/11/	D006.	PUBL'CONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/EAST VALLEY VETERINARY MEDICAL SERVICES

/DAR/11/ *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
/DAR/11/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK - RECORDS MGMT. DIV.) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/DAR/11/	D008.	REQUEST FOR REIMBURSEMENTS PETTY CASH (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	TO+2		N N N
/DAR/11/	D009.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	TO+2		N N N
/DAR/11/	D010.	SPAY & NEUTER CLINIC DAILY JOURNAL (AR305B) (ADMINISTRATION - ACCT.) FORM: AR305B RECORD TYPES:	TO+2		N N N

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Records of: ANIMAL SERVICES/EAST VALLEY SHELTER

/DAR/13/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DAR/13/	D	DUPLICATE RECORD SERIES			
/DAR/13/	D001.	ACCIDENT REPORT (G-88) (ADMINISTRATION - PERSONNEL) FORM: G-88 RECORD TYPES:	TO+2		N N N
/DAR/13/	D002.	AUTHORITY FOR EXPENDITURE - VET. SVC. (AR117) (ADMINISTRATION - ACCOUNTING) FORM: AR117 RECORD TYPES:	TO+2		N N N
/DAR/13/	D003.	CLAIM FOR REFUND - VET. MED. SVC. #7710 (AR303) (ADMINISTRATIVE ACCT.) FORM: AR303 RECORD TYPES:	TO+2		N N N
/DAR/13/	D004.	COMPLAINT SUPPORT STATEMENT (AR310) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR310 RECORD TYPES:	CL+10		N N N
/DAR/13/	D005.	DAILY REMITTANCE REPORT (AR29A) (ADMINISTRATION - ACCOUNTING) FORM: AR29A RECORD TYPES: A-DEPOSIT CHECK SHEET-AR7 B-AMIS BATCH INFO. RECAP-D287	TO+2		N N N
/DAR/13/	D006.	DISCHARGE OF FIREARM REPORT (AR131)	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: ANIMAL SERVICES/EAST VALLEY SHELTER

/DAR/13/

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
(ADMINISTRATIVE - PERSONNEL) FORM: AR131 RECORD TYPES:					
/DAR/13/	D007.	EMPLOYEE FOLDER (ADMINISTRATIVE - PERSONNEL) RECORD TYPES: A-EMPLOYEE EVALUATION-PDAS28 B-EMPLOYER'S REPORT ON OCCUPATIONAL INJURY AND ILLNESS-G166 C-GRIEVANCE APPEAL-G164 D-GRIEVANCE INITIATION-G162 E-GRIEVANCE REPRESENTATIVE-G161 F-GRIEVANCE RESPONSE-G163	TE		N N N
/DAR/13/	D008.	F-GRIEVANCE RESPONSE-G163 INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/13/	D009.	MISCELLAENOUS RECEIPT (AR128) (ADMINISTRATION - ACCT.) FORM: AR128 RECORD TYPES:	TO+2		N N N
/DAR/13/	D010.	NOISE INVESTIGATION REPORT (AR309) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR309 RECORD TYPES:	CL+10		N N N
/DAR/13/	D011.	NOTICE TO PAY ANIMAL LIC. FEE (AR482) (AMIC) FORM: AR482 RECORD TYPES:	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/EAST VALLEY SHELTER

/DAR/13/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DAR/13/	D012.	PERIOD TOTALS (AR3F) (ADMINISTRATION) FORM: AR3F RECORD TYPES: A-ACO WORK UNITS & HOURS-AR3E B-OTHER ANIMALS-D81 C-PERSONNEL UTILIZATION RECAP.-AR114B	TO+2		N N N
/DAR/13/	D013.	POUND RECEIPTS (AR21A) (ADMINISTRATION - ACCT.) FORM: AR21A RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69	TO+2		N N N
/DAR/13/	D014.	PUBL'CNS & REF. MATERIALS RCV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DAR/13/	D015.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORD MGMT DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DAR/13/	D016.	REQUEST FOR ADJUSTMENTS (D286) (ANIMAL MGT. INFO. CTR.) FORM: D286 RECORD TYPES:	CL		N N N
/DAR/13/	D017.	REQUEST FOR BUILDING REPAIR & SVC. (G113) (GENERAL SERVICES - MAINTENANCE AND CONSTRUCTION) FORM: G113 RECORD TYPES:	CL		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/EAST VALLEY SHELTER

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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			
/DAR/13/	D018.	REQUEST FOR COMPLAINT (AR137) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR137 RECORD TYPES: A-REQUEST FOR COMPLAINT - CONTINUATION SHEET-AR137A	CL+10		N	N	N	
/DAR/13/	D019.	REQUEST FOR REIMBURSEMENT PETTY CASH VOUCHER (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	CL+1		N	N	N	
/DAR/13/	D020.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	CL+1		N	N	N	
/DAR/13/	D021.	SENTRY DOG LICENSE/RENEWAL APPLICATION FORM (AR408A) (ADMINISTRATION - PERMIT) FORM: AR408A RECORD TYPES:			N	N	N	
/DAR/13/	D022.	SHELTER INVENTORY DAILY PRINTOUT/ACTION LIST (ANIMAL MGT. INFO. CTR/DATA SERVICE BUREAU) RECORD TYPES:	TO+0/05		N	N	N	
/DAR/13/	D023.	VETERINARY MED. SVS. TRUST FUND #7710 (AR411) (ADMINISTRATION - ACCT.) FORM: AR411 RECORD TYPES:	TO+2		N	N	N	
/DAR/13/	D024.	WEEKLY REPORT	TO+1		N	N	N	

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Records of: ANIMAL SERVICES/EAST VALLEY SHELTER

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CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
		(ADMINISTRATION) RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69 C-ACTION REPORT			

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/ANN STREET VETERINARY MEDICAL SERVICES

/DAR/21/ *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
/DAR/21/	D	DUPLICATE RECORD SERIES			
/DAR/21/	D001.	DEPOSIT CHECK SHEET (AR7) (ADMINISTRATION - ACCT.) FORM: AR7 RECORD TYPES:	TO+2		N N N
/DAR/21/	D002.	CLINIC DATA FOR PERIOD REPORT (D246) (ADMINISTRATION) FORM: D246 RECORD TYPES:	TO+2		N N N
/DAR/21/	D003.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/21/	D004.	PERIOD REPORT (INNOCULATIONS) (ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/DAR/21/	D005.	PERSONNEL UTILIZATION RECAP. (AR114B) (ADMINISTRATION) FORM: AR114B RECORD TYPES:	TO+2		N N N
/DAR/21/	D006.	PUBL'CONS & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/ANN STREET VETERINARY MEDICAL SERVICES

/DAR/21/ *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
/DAR/21/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK - RECORDS MGMT. DIV.) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/DAR/21/	D008.	REQUEST FOR REIMBURSEMENTS PETTY CASH (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	TO+2		N N N
/DAR/21/	D009.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	TO+2		N N N
/DAR/21/	D010.	SPAY & NEUTER CLINIC DAILY JOURNAL (AR305B) (ADMINISTRATION - ACCT.) FORM: AR305B RECORD TYPES:	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/NORTH CENTRAL SHELTER
/DAR/23/

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
/DAR/23/	D	DUPLICATE RECORD SERIES			
/DAR/23/	D001.	ACCIDENT REPORT (G-88) (ADMINISTRATION - PERSONNEL) FORM: G-88 RECORD TYPES:	TO+2		N N N
/DAR/23/	D002.	AUTHORITY FOR EXPENDITURE - VET. SVC. (AR117) (ADMINISTRATION - ACCOUNTING) FORM: AR117 RECORD TYPES:	TO+2		N N N
/DAR/23/	D003.	CLAIM FOR REFUND - VET. MED. SVC. #7710 (AR303) (ADMINISTRATIVE - ACCT.) FORM: AR303 RECORD TYPES:	TO+2		N N N
/DAR/23/	D004.	COMPLAINT SUPPORT STATEMENT (AR310) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR310 RECORD TYPES:	CL+10		N N N
/DAR/23/	D005.	DAILY REMITTANCE REPORT (AR29A) (ADMINISTRATION - ACCOUNTING) FORM: AR29A RECORD TYPES: A-DEPOSIT CHECK SHEET-AR7 B-AMIS BATCH INFO. RECAP-D287	TO+2		N N N
/DAR/23/	D006.	DISCHARGE OF FIREARM REPORT (AR131)	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/NORTH CENTRAL SHELTER

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		(ADMINISTRATIVE) FORM: AR131 RECORD TYPES:			
/DAR/23/	D007.	EMPLOYEE FOLDER (ADMINISTRATIVE - PERSONNEL) RECORD TYPES: A-EMPLOYEE EVALUATION-PDAS28 B-EMPLOYER'S REPORT ON OCCUPATIONAL INJURY AND ILLNESS-G166 C-GRIEVANCE APPEAL-G164 D-GRIEVANCE INITIATION-G162 E-GRIEVANCE REPRESENTATIVE-G161 F-GRIEVANCE RESPONSE-G163	TE		N N N
/DAR/23/	D008.	F-GRIEVANCE RESPONSE-G163 INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/23/	D009.	MISCELLANEOUS RECEIPT (AR128) (ADMINISTRATION - ACCT.) FORM: AR128 RECORD TYPES:	TO+2		N N N
/DAR/23/	D010.	NOISE INVESTIGATION REPORT (AR309) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR309 RECORD TYPES:	CL+10		N N N
/DAR/23/	D011.	NOTICE TO PAY ANIMAL LIC. FEE (AR482) (AMIC) FORM: AR482 RECORD TYPES:	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/NORTH CENTRAL SHELTER

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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
/DAR/23/	D012.	PERIOD TOTALS (AR3F) (ADMINISTRATION) FORM: AR3F RECORD TYPES: A-ACO WORK UNITS & HOURS-AR3E B-OTHER ANIMALS-D81 C-PERSONNEL UTILIZATION RECAP.-AR114B	TO+2		N N N
/DAR/23/	D013.	POUND RECEIPTS (AR21A) (ADMINISTRATION - ACCT.) FORM: AR21A RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69	TO+2		N N N
/DAR/23/	D014.	PUBL'CONS & REF. MATERIALS RCV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DAR/23/	D015.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORD MGMT DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DAR/23/	D016.	REQUEST FOR ADJUSTMENTS (D286) (ANIMAL MGT. INFO. CTR.) FORM: D286 RECORD TYPES:	CL		N N N
/DAR/23/	D017.	REQUEST FOR BUILDING REPAIR & SVC. (G113) (GENERAL SERVICES - MAINTENANCE AND CONSTRUCTION) FORM: G113 RECORD TYPES:	CL		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DAR/23/	D018.	REQUEST FOR COMPLAINT (AR137) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR137 RECORD TYPES: A-REQUEST FOR COMPLAINT - CONTINUATION SHEET-AR137A	CL+10		N	N	N	
/DAR/23/	D019.	REQUEST FOR REIMBURSEMENT PETTY CASH VOUCHER (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	CL+1		N	N	N	
/DAR/23/	D020.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	CL+1		N	N	N	
/DAR/23/	D021.	SENTRY DOG LICENSE/RENEWAL APPLICATION FORM (AR408A) (ADMINISTRATION PERMIT) FORM: AR408A RECORD TYPES:			N	N	N	
/DAR/23/	D022.	SHELTER INVENTORY DAILY PRINTOUT/ACTION LIST (ANIMAL MGT. INFO. CTR/DATA SERVICE BUREAU) RECORD TYPES:	TO+0/05		N	N	N	
/DAR/23/	D023.	VETERINARY MED. SVS. TRUST FUND #7710 (AR411) (ADMINISTRATION - ACCT.) FORM: AR411 RECORD TYPES:	TO+2		N	N	N	
/DAR/23/	D024.	WEEKLY REPORT	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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(ADMINISTRATION) RECORD TYPES:
 A-DOG BITES
 B-SERVICE REQUEST REPORT-AR69
 C-ACTION REPORT

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/11TH AVE. VETERINARY MEDICAL SERVICES
/DAR/31/

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
/DAR/31/	D	DUPLICATE RECORD SERIES			
/DAR/31/	D001.	DEPOSIT CHECK SHEET (AR-7) (ADMINISTRATION - ACCT.) FORM: AR-7 RECORD TYPES:	TO+2		N N N
/DAR/31/	D002.	CLINIC DATA FOR PERIOD REPORT (D-246A) (ADMINISTRATION) FORM: D-246A RECORD TYPES:	TO+2		N N N
/DAR/31/	D003.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/31/	D004.	PERIOD REPORT (INNOCULATIONS) (ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/DAR/31/	D005.	PERSONNEL UTILIZATION RECAP. (AR-114B) (ADMINISTRATION) FORM: AR-114B RECORD TYPES:	TO+2		N N N
/DAR/31/	D006.	PUBL'CONS & REFERENCE MATERIALS RECEIVED 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"

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 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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Records of: ANIMAL SERVICES/11TH AVE. VETERINARY MEDICAL SERVICES
/DAR/31/

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
/DAR/31/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK - RECORDS MGMT. DIV.) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/DAR/31/	D008.	REQUEST FOR REIMBURSEMENTS PETTY CASH (AR-120) (ADMINISTRATION - ACCT.) FORM: AR-120 RECORD TYPES:	TO+2		N N N
/DAR/31/	D009.	REQUISITION FOR SUPPLIES (AR-65) (ADMINISTRATION - ACCT.) FORM: AR-65 RECORD TYPES:	TO+2		N N N
/DAR/31/	D010.	SPAY & NEUTER CLINIC DAILY JOURNAL (AR-305B) (ADMINISTRATION - ACCT.) FORM: AR-305B RECORD TYPES:	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
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Records of: ANIMAL SERVICES/SOUTH CENTRAL SHELTER
/DAR/33/

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			
/DAR/33/	D	DUPLICATE RECORD SERIES						
/DAR/33/	D001.	ACCIDENT REPORT (G-88) (ADMINISTRATION - PERSONNEL) FORM: G-88 RECORD TYPES:	TO+2		N	N	N	
/DAR/33/	D002.	AUTHORITY FOR EXPENDITURE - VET. SVS. (AR117) (ADMINISTRATION - ACCOUNTING) FORM: AR117 RECORD TYPES:	TO+2		N	N	N	
/DAR/33/	D003.	CLAIM FOR REFUND - VET. MED. SVS. #7710 (AR303) (ADMINISTRATIVE - ACCT.) FORM: AR303 RECORD TYPES:	TO+2		N	N	N	
/DAR/33/	D004.	COMPLAINT SUPPORT STATEMENT (AR310) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR310 RECORD TYPES:	CL+10		N	N	N	
/DAR/33/	D005.	DAILY REMITTANCE REPORT (AR29A) (ADMINISTRATION - ACCOUNTING) FORM: AR29A RECORD TYPES: A-DEPOSIT CHECK SHEET-AR7 B-AMIS BATCH INFO. RECAP.-D287	TO+2		N	N	N	
/DAR/33/	D006.	DISCHARGE OF FIREARM REPORT (AR131)	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/SOUTH CENTRAL SHELTER

/DAR/33/

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
		(ADMINISTRATIVE) FORM: AR131 RECORD TYPES:			
/DAR/33/	D007.	EMPLOYEE FOLDER (ADMINISTRATIVE - PERSONNEL) RECORD TYPES: A-EMPLOYEE EVALUATION-PDAS28 B-EMPLOYER'S REPORT ON OCCUPATIONAL INJURY AND ILLNESS-G166 C-GRIEVANCE APPEAL-G164 D-GRIEVANCE INITIATION-G162 E-GRIEVANCE REPRESENTATIVE-G161 F-GRIEVANCE RESPONSE-G163	TE		N N N
/DAR/33/	D008.	F-GRIEVANCE RESPONSE-G163 INTER INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/33/	D009.	MISCELLANEOUS RECEIPT (AR128) (ADMINISTRATION - ACCT.) FORM: AR128 RECORD TYPES:	TO+2		N N N
/DAR/33/	D010.	NOISE INVESTIGATION REPORT (AR309) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE DUP IS MAINTAINED) FORM: AR309 RECORD TYPES:	CL+10		N N N
/DAR/33/	D011.	NOTICE TO PAY ANIMAL LIC. FEE (AR482) (AMIC) FORM: AR482 RECORD TYPES:	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/SOUTH CENTRAL SHELTER

/DAR/33/

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
/DAR/33/	D012.	PERIOD TOTALS (AR3F) (ADMINISTRATION) FORM: AR3F RECORD TYPES: A-ACO WORK UNITS & HOURS-AR3E B-OTHER ANIMALS-D81 C-PERSONNEL UTILIZATION RECAP.-AR114B	TO+2		N N N
/DAR/33/	D013.	POUND RECEIPTS (AR21A) (ADMINISTRATION - ACCT.) FORM: AR21A RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69	TO+2		N N N
/DAR/33/	D014.	PUBL'CONS & REFERENCE MATERIALS RCV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DAR/33/	D015.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORD MGMT. DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DAR/33/	D016.	REQUEST FOR ADJUSTMENTS (D286) (ANIMAL MGT. INFO. CTR.) FORM: D286 RECORD TYPES:	CL		N N N
/DAR/33/	D017.	REQUEST FOR BUILDING REPAIR & SVC. (G113) (GENERAL SERVICES - MAINTENANCE AND CONSTRUCTION) FORM: G113 RECORD TYPES:	CL		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/SOUTH CENTRAL SHELTER
/DAR/33/

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			
/DAR/33/	D018.	REQUEST FOR COMPLAINT (AR137) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE DUP IS MAINTAINED.) FORM: AR137 RECORD TYPES: A-REQUEST FOR COMPLAINT - CONTINUATION SHEET-AR137A	CL+10		N	N	N	
/DAR/33/	D019.	REQUEST FOR REIMBURSEMENT PETTY CASH VOUCHER (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	CL+1		N	N	N	
/DAR/33/	D020.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	CL+1		N	N	N	
/DAR/33/	D021.	SENTRY DOG LICENSE/RENEWAL APPLICATION FORM (AR408A) (ADMINISTRATION PERMIT) FORM: AR408A RECORD TYPES:			N	N	N	
/DAR/33/	D022.	SHELTER INVENTORY DAILY PRINTOUT/ACTION LIST (ANIMAL MGT. INFO. CTR/DATA SERVICE BUREAU) RECORD TYPES:	TO+0/01		N	N	N	
/DAR/33/	D023.	VETERINARY MED. SVS. TRUST FUND #7710 (AR411) (ADMINISTRATION - ACCT.) FORM: AR411 RECORD TYPES:	TO+2		N	N	N	
/DAR/33/	D024.	WEEKLY REPORT	TO+1		N	N	N	

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<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
		(ADMINISTRATION) RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69 C-ACTION REPORT			

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Records of: ANIMAL SERVICES/WEST LOS ANGELES VETERINARY MEDICAL SERVICES

/DAR/41/ *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
/DAR/41/	D	DUPLICATE RECORD SERIES			
/DAR/41/	D001.	DEPOSIT CHECK SHEET (AR7) (ADMINISTRATION - ACCT.) FORM: AR7 RECORD TYPES:	TO+2		N N N
/DAR/41/	D002.	CLINIC DATA FOR PERIOD REPORT (D246A) (ADMINISTRATION) FORM: D246A RECORD TYPES:	TO+2		N N N
/DAR/41/	D003.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/41/	D004.	PERIOD REPORT (INNOCULATIONS) (ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/DAR/41/	D005.	PERSONNEL UTILIZATION RECAP. (AR114B) (ADMINISTRATION) FORM: AR114B RECORD TYPES:	TO+2		N N N
/DAR/41/	D006.	PUBL'CONS & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/WEST LOS ANGELES VETERINARY MEDICAL SERVICES

/DAR/41/ *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
/DAR/41/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK - RECORDS MGMT. DIV.) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/DAR/41/	D008.	REQUEST FOR REIMBURSEMENTS PETTY CASH (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	TO+2		N N N
/DAR/41/	D009.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	TO+2		N N N
/DAR/41/	D010.	SPAY & NEUTER CLINIC DAILY JOURNAL (AR305B) (ADMINISTRATION - ACCT.) FORM: AR305B RECORD TYPES:	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/WEST LOS ANGELES SHELTER
/DAR/43/

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			
/DAR/43/	D	DUPLICATE RECORD SERIES						
/DAR/43/	D001.	ACCIDENT REPORT (G-88) (ADMINISTRATION - PERSONNEL) FORM: G-88 RECORD TYPES:	TO+2		N	N	N	
/DAR/43/	D002.	AUTHORITY FOR EXPENDITURE - VET. SVC. (AR117) (ADMINISTRATION - ACCOUNTING) FORM: AR117 RECORD TYPES:	TO+2		N	N	N	
/DAR/43/	D003.	CLAIM FOR REFUND - VET. MED. SVC. #7710 (AR303) (ADMINISTRATIVE - ACCT.) FORM: AR303 RECORD TYPES:	TO+2		N	N	N	
/DAR/43/	D004.	COMPLAINT SUPPORT STATEMENT (AR310) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR310 RECORD TYPES:	CL+10		N	N	N	
/DAR/43/	D005.	DAILY REMITTANCE REPORT (AR29A) (ADMINISTRATION - ACCOUNTING) FORM: AR29A RECORD TYPES: A-DEPOSIT CHECK SHEET-AR7 B-AMIS BATCH INFO. RECAP.-D287	TO+2		N	N	N	
/DAR/43/	D006.	DISCHARGE OF FIREARM REPORT (AR131)	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/WEST LOS ANGELES SHELTER

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		(ADMINISTRATIVE) FORM: AR131 RECORD TYPES:			
/DAR/43/	D007.	EMPLOYEE FOLDER (ADMINISTRATIVE - PERSONNEL) RECORD TYPES: A-EMPLOYEE EVALUATION-PDAS28 B-EMPLOYER'S REPORT ON OCCUPATIONAL INJURY AND ILLNESS-G166 C-GRIEVANCE APPEAL-G164 D-GRIEVANCE INITIATION-G162 E-GRIEVANCE REPRESENTATIVE-G161 F-GRIEVANCE RESPONSE-G163	TE		N N N
/DAR/43/	D008.	F-GRIEVANCE RESPONSE-G163 INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/43/	D009.	MISCELLANEOUS RECEIPT (AR128) (ADMINISTRATION - ACCT.) FORM: AR128 RECORD TYPES:	TO+2		N N N
/DAR/43/	D010.	NOISE INVESTIGATION REPORT (AR309) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR309 RECORD TYPES:	CL+10		N N N
/DAR/43/	D011.	NOTICE TO PAY ANIMAL LIC. FEE (AR482) (AMIC) FORM: AR482 RECORD TYPES:	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DAR/43/	D012.	PERIOD TOTALS (AR3F) (ADMINISTRATION) FORM: AR3F RECORD TYPES: A-ACO WORK UNITS & HOURS-AR3E B-OTHER ANIMALS-D81 C-PERSONNEL UTILIZATION RECAP.-AR114B	TO+2		N N N
/DAR/43/	D013.	POUND RECEIPTS (AR21A) (ADMINISTRATION - ACCT.) FORM: AR21A RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69	TO+2		N N N
/DAR/43/	D014.	PUBL'CNS & REF. MATERIALS RCV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DAR/43/	D015.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORD MGMT DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DAR/43/	D016.	REQUEST FOR ADJUSTMENTS (D286) (ANIMAL MGT. INFO. CTR.) FORM: D286 RECORD TYPES:	CL		N N N
/DAR/43/	D017.	REQUEST FOR BUILDING REPAIR & SVC. (G113) (GENERAL SERVICES - MAINTENANCE AND CONSTRUCTION) FORM: G113 RECORD TYPES:	CL		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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Records of: ANIMAL SERVICES/WEST LOS ANGELES SHELTER

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DAR/43/	D018.	REQUEST FOR COMPLAINT (AR137) (CITY ATTORNEY; ORIG REC TO CITY ATTORNEY'S COURT FILE, DUP IS MAINTAINED) FORM: AR137 RECORD TYPES: A-REQUEST FOR COMPLAINT - CONTINUATION SHEET-AR137A	CL+10		N	N	N	
/DAR/43/	D019.	REQUEST FOR REIMBURSEMENT PETTY CASH VOUCHER (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	CL+1		N	N	N	
/DAR/43/	D020.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	CL+1		N	N	N	
/DAR/43/	D021.	SENTRY DOG LICENSE/RENEWAL APPLICATION FORM (AR408A) (ADMINISTRATION - PERMIT) FORM: AR408A RECORD TYPES:			N	N	N	
/DAR/43/	D022.	SHELTER INVENTORY DAILY PRINTOUT/ACTION LIST (ANIMAL MGT. INFOR. CTR/DATA SERVICE BUREAU) RECORD TYPES:	TO+0/01		N	N	N	
/DAR/43/	D023.	VETERINARY MED. SVS. TRUST FUND #7710 (AR411) (ADMINISTRATION - ACCT.) FORM: AR411 RECORD TYPES:	TO+2		N	N	N	
/DAR/43/	D024.	WEEKLY REPORT	TO+1		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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ANIMAL SERVICES/WEST LOS ANGELES SHELTER

/DAR/43/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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(ADMINISTRATION) RECORD TYPES:
 A-DOG BITES
 B-SERVICE REQUEST REPORT-AR69
 C-ACTION REPORT

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ANIMAL SERVICES/HARBOR VETERINARY MEDICAL SERVICES
/DAR/51/

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			
/DAR/51/	D	DUPLICATE RECORD SERIES						
/DAR/51/	D001.	DEPOSIT CHECK SHEET (AR7) (ADMINISTRATION - ACCT.) FORM: AR7 RECORD TYPES:	TO+2		N	N	N	
/DAR/51/	D002.	CLINIC DATA FOR PERIOD REPORT (D246A) (ADMINISTRATION) FORM: D246A RECORD TYPES:	TO+2		N	N	N	
/DAR/51/	D003.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DAR/51/	D004.	PERIOD REPORT (INNOCULATIONS) (ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/DAR/51/	D005.	PERSONNEL UTILIZATION RECAP. (AR114B) (ADMINISTRATION) FORM: AR114B RECORD TYPES:	TO+2		N	N	N	
/DAR/51/	D006.	PUBL'CONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/HARBOR VETERINARY MEDICAL SERVICES

/DAR/51/ *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
/DAR/51/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK - RECORDS MGMT. DIV.) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/DAR/51/	D008.	REQUEST FOR REIMBURSEMENTS PETTY CASH (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	TO+2		N N N
/DAR/51/	D009.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	TO+2		N N N
/DAR/51/	D010.	SPAY & NEUTER CLINIC DAILY JOURNAL (AR305B) (ADMINISTRATION - ACCT.) FORM: AR305B RECORD TYPES:	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/HARBOR SHELTER
/DAR/53/

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
/DAR/53/	D	DUPLICATE RECORD SERIES			
/DAR/53/	D001.	ACCIDENT REPORT (G-88) (ADMINISTRATION - PERSONNEL) FORM: G-88 RECORD TYPES:	TO+2		N N N
/DAR/53/	D002.	AUTHORITY FOR EXPENDITURE - VET. SVC. (AR117) (ADMINISTRATION - ACCOUNTING) FORM: AR117 RECORD TYPES:	TO+2		N N N
/DAR/53/	D003.	CLAIM FOR REFUND-VET. MED. SVC. #7710 (AR303) (ADMINISTRATIVE ACCT.) FORM: AR303 RECORD TYPES:	TO+2		N N N
/DAR/53/	D004.	COMPLAINT SUPPORT STATEMENT (AR310) (CITY ATY; ORIGINAL RECORD TO CITY ATTORNEY'S COURT FILE, DUPLICATE IS MAINTAINED) FORM: AR310 RECORD TYPES:	CL+10		N N N
/DAR/53/	D005.	DAILY REMITTANCE REPORT (AR29A) (ADMINISTRATION-ACCOUNTING) FORM: AR29A RECORD TYPES: A-DEPOSIT CHECK SHEET-AR7 B-AMIS BATCH INFO. RECAP.-D287	TO+2		N N N
/DAR/53/	D006.	DISCHARGE OF FIREARM REPORT (AR131)	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/HARBOR SHELTER

/DAR/53/

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
		(ADMINISTRATIVE - PERSONNEL) FORM: AR131 RECORD TYPES:			
/DAR/53/	D007.	EMPLOYEE FOLDER (ADMINISTRATIVE - PERSONNEL) RECORD TYPES: A-EMPLOYEE EVALUATION-PDAS28 B-EMPLOYER'S REPORT ON OCCUPATIONAL INJURY & ILLNESS-G166 C-GRIEVANCE APPEAL-G164 D-GRIEVANCE INITIATION-G162 E-GRIEVANCE REPRESENTATIVE-G161 F-GRIEVANCE RESPONSE-G163	TE		N N N
/DAR/53/	D008.	F-GRIEVANCE RESPONSE-G163 INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/53/	D009.	MISCELLANEOUS RECEIPT (AR128) (ADMINISTRATION ACCT.) FORM: AR128 RECORD TYPES:	TO+2		N N N
/DAR/53/	D010.	NOISE INVESTIGATION REPORT (AR309) (CITY ATY; ORIGINAL RECORD TO CITY ATTORNEY'S COURT FILE, DUPLICATE IS MAINTAINED) FORM: AR309 RECORD TYPES:	CL+10		N N N
/DAR/53/	D011.	NOTICE TO PAY ANIMAL LICENSE FEE (AR482) (AMIC) FORM: AR482 RECORD TYPES:	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Duplicate Records

Records of: ANIMAL SERVICES/HARBOR SHELTER

/DAR/53/

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
/DAR/53/	D012.	PERIOD TOTALS (AR3F) (ADMINISTRATION) FORM: AR3F RECORD TYPES: A-ACO WORK UNITS & HOURS-AR3E B-OTHER ANIMALS-D81 C-PERSONNEL UTILIZATION RECAP.-AR114B	TO+2		N N N
/DAR/53/	D013.	POUND RECEIPTS (AR21A) (ADMINISTRATION ACCT.) FORM: AR21A RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69	TO+2		N N N
/DAR/53/	D014.	PUBL'CONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/DAR/53/	D015.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORD MGMT. DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DAR/53/	D016.	REQUEST FOR ADJUSTMENTS (D286) (ANIMAL MGT. INFO. CTR.) FORM: D286 RECORD TYPES:	CL		N N N
/DAR/53/	D017.	REQUEST FOR BUILDING REPAIR & SERVICE (G113) (GENERAL SERVICES - MAINTENANCE AND CONSTRUCTION) FORM: G113 RECORD TYPES:	CL		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/HARBOR SHELTER

/DAR/53/

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			
/DAR/53/	D018.	REQUEST FOR COMPLAINT (AR137) (CITY ATY; ORIGINAL RECORD TO CITY ATTORNEY'S COURT FILE, DUPLICATE IS MAINTAINED) FORM: AR137 RECORD TYPES: A-REQUEST FOR COMPLAINT - CONTINUATION SHEET-AR137	CL+10		N	N	N	
/DAR/53/	D019.	REQUEST FOR REIMBURSEMENT PETTY CASH VOUCHER (AR120) (ADMINISTRATION ACCT.) FORM: AR120 RECORD TYPES:	CL+1		N	N	N	
/DAR/53/	D020.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION ACCT.) FORM: AR65 RECORD TYPES:	CL+1		N	N	N	
/DAR/53/	D021.	SENTRY DOG LICENSE/RENEWAL APPLICATION FORM (AR408A) (ADMINISTRATION PERMIT) FORM: AR408A RECORD TYPES:			N	N	N	
/DAR/53/	D022.	SHELTER INVENTORY DAILY PRINTOUT/ACTION LIST (ANIMAL MGT. INFO. CTR/DATA SERVICE BUREAU) RECORD TYPES:	TO+0/01		N	N	N	
/DAR/53/	D023.	VETERINARY MED. SERVICES TRUST FUND #7710 (AR411) (ADMINISTRATION ACCT.) FORM: AR411 RECORD TYPES:	TO+2		N	N	N	
/DAR/53/	D024.	WEEKLY REPORT	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/HARBOR SHELTER

/DAR/53/

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
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(ADMINISTRATION) RECORD TYPES:
 A-DOG BITES
 B-SERVICE REQUEST REPORT-AR69
 C-ACTION REPORT

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: ANIMAL SERVICES/WEST VALLEY VETERINARY MEDICAL SERVICES
/DAR/61/

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			
/DAR/61/	D	DUPLICATE RECORD SERIES						
/DAR/61/	D001.	DEPOSIT CHECK SHEET (AR7) (ADMINISTRATION - ACCT.) FORM: AR7 RECORD TYPES:	TO+2		N	N	N	
/DAR/61/	D002.	CLINIC DATA FOR PERIOD REPORT (D246A) (ADMINISTRATION) FORM: D246A RECORD TYPES:	TO+2		N	N	N	
/DAR/61/	D003.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DAR/61/	D004.	PERIOD REPORT (INNOCULATIONS) (ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/DAR/61/	D005.	PERSONNEL UTILIZATION RECAP. (AR114B) (ADMINISTRATION) FORM: AR114B RECORD TYPES:	TO+2		N	N	N	
/DAR/61/	D006.	PUBL'CONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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 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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ANIMAL SERVICES/WEST VALLEY VETERINARY MEDICAL SERVICES

/DAR/61/ *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
/DAR/61/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK - RECORDS MANAGEMENT DIV.) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/DAR/61/	D008.	REQUEST FOR REIMBURSEMENT PETTY CASH (AR120) (ADMINISTRATION - ACCT.) FORM: AR120 RECORD TYPES:	TO+2		N N N
/DAR/61/	D009.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION - ACCT.) FORM: AR65 RECORD TYPES:	TO+2		N N N
/DAR/61/	D010.	SPAY & NEUTER CLINIC DAILY JOURNAL (AR305B) (ADMINISTRATION - ACCT.) FORM: AR305B RECORD TYPES:	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/WEST VALLEY SHELTER
/DAR/63/

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			
/DAR/63/	D	DUPLICATE RECORD SERIES						
/DAR/63/	D001.	ACCIDENT REPORT (G-88) (ADMINISTRATION - PERSONNEL) FORM: G-88 RECORD TYPES:	TO+2		N	N	N	
/DAR/63/	D002.	AUTHORITY FOR EXPENDITURE - VET. SVC. (AR117) (ADMINISTRATION - ACCOUNTING) FORM: AR117 RECORD TYPES:	TO+2		N	N	N	
/DAR/63/	D003.	CLAIM FOR REFUND - VET. MED. SVC. #7710 (AR303) (ADMINISTRATIVE ACCT.) FORM: AR303 RECORD TYPES:	TO+2		N	N	N	
/DAR/63/	D004.	COMPLAINT SUPPORT STATEMENT (AR310) (CITY ATTORNEY ORIGINAL RECORD TO CITY ATTORNEY'S COURT FILE, DUPLICATE IS MAINTAINED.) FORM: AR310 RECORD TYPES:			N	N	N	
/DAR/63/	D005.	DAILY REMITTANCE REPORT (AR29A) (ADMINISTRATION - ACCOUNTING) FORM: AR29A RECORD TYPES: A-DEPOSIT CHECK SHEET-AR7 B-AMIS BATCH INFO. RECAP.-D287	TO+2		N	N	N	
/DAR/63/	D006.	DISCHARGE OF FIREARM REPORT (AR131)	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/DAR/63/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		(ADMINISTRATIVE) FORM: AR131 RECORD TYPES:			
/DAR/63/	D007.	EMPLOYEE FOLDER (ADMINISTRATIVE - PERSONNEL) RECORD TYPES: A-EMPLOYEE EVALUATION-PDAS28 B-EMPLOYER'S REPORT ON OCCUPATIONAL INJURY AND ILLNESS-G166 C-GRIEVANCE APPEAL-G164 D-GRIEVANCE INITIATION-G162 E-GRIEVANCE REPRESENTATIVE-G161 F-GRIEVANCE RESPONSE-G163	TE		N N N
/DAR/63/	D008.	F-GRIEVANCE RESPONSE-G163 INTER & INTRA DEPT'AL MANUALS, PUBLI'CN BULLETINS, NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/63/	D009.	MISCELLANEOUS RECEIPT (AR128) (ADMINISTRATION ACCT.) FORM: AR128 RECORD TYPES:	TO+2		N N N
/DAR/63/	D010.	NOISE INVESTIGATION REPORT (AR309) (CITY ATTORNEY, ORIGINAL RECORD TO CITY ATTORNEY'S COURT FILE DUPLICATE IS MAINTAINED) FORM: AR309 RECORD TYPES:			N N N
/DAR/63/	D011.	NOTICE TO PAY ANIMAL LIC. FEE (AR482) (AMIC) FORM: AR482 RECORD TYPES:	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: ANIMAL SERVICES/WEST VALLEY SHELTER

/DAR/63/

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
/DAR/63/	D012.	PERIOD TOTALS (AR3F) (ADMINISTRATION) FORM: AR3F RECORD TYPES: A-ACO WORK UNITS & HOURS-AR3E B-OTHER ANIMALS-D81 C-PERSONNEL UTILIZATION RECAP.-AR114B	TO+2		N N N
/DAR/63/	D013.	POUND RECEIPTS (AR21A) (ADMINISTRATION ACCT.) FORM: AR21A RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69	TO+2		N N N
/DAR/63/	D014.	PUBL'CN & REF. MATERIALS RCV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL.) RECORD TYPES:	AR		N N N
/DAR/63/	D015.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK RECORD MGMT DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/DAR/63/	D016.	REQUEST FOR ADJUSTMENTS (D286) (ANIMAL MGT. INFO. CTR.) FORM: D286 RECORD TYPES:	CL		N N N
/DAR/63/	D017.	REQUEST FOR BUILDING REPAIR & SVC. (G113) (GENERAL SERVICES - MAINTENANCE AND CONSTRUCTION) FORM: G113 RECORD TYPES:	CL		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/DAR/63/	D018.	REQUEST FOR COMPLAINT (AR137) (CITY ATTORNEY; ORIGINAL RECORD TO CITY ATTORNEY'S COURT FILE DUPLICATE IS MAINTAINED.) FORM: AR137 RECORD TYPES: A-REQUEST FOR COMPLAINT - CONTINUATION SHEET-AR137A			N	N	N	
/DAR/63/	D019.	REQUEST FOR REIMBURSEMENT PETTY CASH VOUCHER (AR120) (ADMINISTRATION ACCT.) FORM: AR120 RECORD TYPES:	CL+1		N	N	N	
/DAR/63/	D020.	REQUISITION FOR SUPPLIES (AR65) (ADMINISTRATION ACCT.) FORM: AR65 RECORD TYPES:	CL+1		N	N	N	
/DAR/63/	D021.	SENTRY DOG LICENSE/RENEWAL APPLICATION FORM (AR408A) (ADMINISTRATION PERMIT) FORM: AR408A RECORD TYPES:			N	N	N	
/DAR/63/	D022.	SHELTER INVENTORY DAILY PRINTOUT/ACTION LIST (ANIMAL MGT. INFO. CTR/DATA SER. BUREAU) RECORD TYPES:	TO+0/01		N	N	N	
/DAR/63/	D023.	VETERINARY MED. SVS. TRUST FUND #7710 (AR411) (ADMINISTRATION ACCT.) FORM: AR411 RECORD TYPES:	TO+2		N	N	N	
/DAR/63/	D024.	WEEKLY REPORT	TO+1		N	N	N	

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		(ADMINISTRATION) RECORD TYPES: A-DOG BITES B-SERVICE REQUEST REPORT-AR69 C-ACTION REPORT			

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Records of: ANIMAL SERVICES/ANIMAL MGMT. INFO. CENTER
/DAR/72/

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			
/DAR/72/	D	DUPLICATE RECORD SERIES						
/DAR/72/	D001.	BATCH CONTROL REPORTS (D.S.B.) RECORD TYPES:	TO+2		N	N	N	
/DAR/72/	D002.	DAILY REMITTANCE REPORTS (AR-29A) (ADMINISTRATION - ACCT.) FORM: AR-29A RECORD TYPES:	TO+2		N	N	N	
/DAR/72/	D003.	RECORD TRANSFER LIST (FG-62) (CITY CLERK-RECORDS MGMT DIV.) FORM: FG-62 RECORD TYPES:	CL		N	N	N	
/DAR/72/	D004.	REMITTANCE FORM (AR-20) (ADMINISTRATION ACCT.) FORM: AR-20 RECORD TYPES:	TO+2		N	N	N	
/DAR/72/	D005.	REQUEST FOR DUPLICATING SERVICES (DS-45) (GENERAL SEVICES - DUPL. SERVICES) FORM: DS-45 RECORD TYPES:			N	N	N	
/DAR/72/	D006.	REQUISITION SUPPLIES (AR-65) (ADMINISTRATION - ACCT.) FORM: AR-65 RECORD TYPES:	CL+1		N	N	N	

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/DAR/72/	D007.	SHELTER INVENTORY DAILY PRINTOUT (D.S.B.; RECORDS ARE KEPT FOR 1 WEEK) RECORD TYPES:	TO+0/01		N N N
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Records of: ANIMAL SERVICES/ADMINISTRATION

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/DAR/00/	D	DUPLICATE RECORD SERIES			
/DAR/00/	D001.	AFFIRMATIVE ACTION FILE (PERSONNEL - EEOD) RECORD TYPES: A-AFFIRMATIVE ACTION WORKFORCE ANALYSIS REPORT B-CORRESPONDENCE C-QUANTATIVE AFFIRMATIVE ACTION GOAL WORKSHEET	TO+2		N N N
/DAR/00/	D002.	ANNUAL BUDGET REQUEST (C.A.O.) RECORD TYPES: A-ALTERATION & IMPROVEMENT REQUEST-CAO 42 B-BUDGET REQUEST & REDUCTION PKG.-CAO 696B C-CAPITAL IMPROVEMENT PROJECT REQ.-CAO 39 D-EXPENSE REQUIREMENT-CAO 11 E-EXTENSION SHEET-CAO 10/11 F-PACKAGE RANKING-CAO 696C G-PERSONNEL REQUIREMENT-CAO 10 H-RECAP. OF ELEMENT PROGRAM-CAO 12 I-RECAP. OF EXPENDITURE CLASSIFICATION-CAO 14 J-REQUEST FOR MUNICIPAL PROJECT FINANCING-CAO 38A, B K-REVENUE ESTIMATE-CAO 19 L-SALARY REQUIREMENT-CAO 11 M-SERVICE BETTERMENT REQUEST-CAO 40 N-SUBSTITUTE POSITION REQUIREMENTS-CAO 17 O-SUPPORTING SCHEDULE-CAO 18 P-WAGES & COUNT WORKSHEET	TO+2		N N N
/DAR/00/	D003.	BUILDING REPAIR SERVICE REQUEST (G-113) (GENERAL SERVICES - BUILDING MAINTENANCE & CONSTRUCTION) FORM: G-113 RECORD TYPES:	TO+2		N N N
/DAR/00/	D004.	CONFLICT OF INTEREST (CITY CLERK) RECORD TYPES: A-CONFLICT OF INTEREST INDEX-G-168	SU+2		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
B-STATE OF ECONOMIC INTEREST FOR DESIGNATED EMPLOYEES-STD 730					
/DAR/00/	D005.	EQUIPMENT INVENTORY (COMP. PRIN) (CONTROLLER) FORM: COMP. PRIN RECORD TYPES:	SU		N N N
/DAR/00/	D006.	EQUIPMENT INVENTORY (CONTROLLER) RECORD TYPES: A-BATCH CONTROL B-EQUIPMENT INVENTORY WORKSHEET-G111 C-EQUIPMENT TRANSFER ADVICE-G113	TO+2		N N N
/DAR/00/	D007.	INTER/INTRA DEPART. MANUAL (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DAR/00/	D008.	MILEAGE RECORD CHANGE FORM (C12) (CONTROLLER) FORM: C12 RECORD TYPES:	TO+2		N N N
/DAR/00/	D009.	OFFICE MACHINE REPAIR ORDER (GS/S90) (GENERAL SERVICES/EQUIP. REP.) FORM: GS/S90 RECORD TYPES:	CL+1		N N N
/DAR/00/	D010.	ORGANIZATIONAL CHART (C.A.O.) RECORD TYPES:	TO+2		N N N

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Records of: ANIMAL SERVICES/ADMINISTRATION

/DAR/OO/

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/DAR/OO/	D011.	PUBLICATION, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:			N	N	N	
/DAR/OO/	D012.	PUBL'CONS, REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DAR/OO/	D013.	RECORD RETENTION SCHEDULES (CITY CLERK-RECORDS MANAGEMENT DIV.) RECORD TYPES: A-RECORD RETENTION SCHEDULES-GEN 60 B-RECORD RETENTION SCHEDULES-GEN 61	SU		N	N	N	
/DAR/OO/	D014.	RECORD TRANSFER LIST (GEN 62) (CITY CLERK-RECORDS MANAGEMENT DIV.) FORM: GEN 62 RECORD TYPES:	TO+2		N	N	N	
/DAR/OO/	D015.	REQ. FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK-RECORDS MANAGEMENT DIV.) FORM: GEN 48 RECORD TYPES:	CL+2		N	N	N	
/DAR/OO/	D016.	REQUEST FOR AUTHORITY TO PRINT ANNUAL REPORT (CAO 60) (C.A.O.) FORM: CAO 60 RECORD TYPES:	CL+1		N	N	N	
/DAR/OO/	D017.	REQUEST FOR NEW OR REVISED FORM (G-19) (C.A.O.) FORM: G-19 RECORD TYPES:	CL+1		N	N	N	

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/DAR/00/	D018.	REQUEST FOR SALE (GS/S-8) (GENERAL SERVICES - PURCHASING) FORM: GS/S-8 RECORD TYPES:	CL+1		N N N
/DAR/00/	D019.	REVENUE ESTIMATE FILE (C.A.O.) RECORD TYPES: A-DETAIL BASES FOR REVENUE EST.-CAO 171 B-METHOD OF CALCULATING REV. EST.-CAO 172 C-REVENUE ESTIMATE ANALYSIS-CAO 170	TO+2		N N N
/DAR/00/	D020.	SIGN FABRICATION (DT 311) (DEPT. OF TRANSPORTATION) FORM: DT 311 RECORD TYPES:	TO+2		N N N
/DAR/00/	D021.	TELEPHONE SERVICE REQUEST (GS/C-6) (GENERAL SERVICES COMMUNICATION) FORM: GS/C-6 RECORD TYPES:	TO+2		N N N
/DAR/00/	D022.	TRAINING FILE (PERSONNEL MERD) RECORD TYPES: A-NOTICE OF TRAINING-M-EDR B-SPECIALIZED TRAINING REQUEST-M-EDR C-TRAINING ATTENDANCE ROSTER-M-EDR D-TRAINING NOMINATION-M-EDR E-TUITION REIMBURSEMENT REQUEST	TO+2		N N N
/DAR/00/	D023.	VEHICLE INVENTORY (GENERAL SERVICES - FLEET SERVICES) RECORD TYPES: A-EQUIPMENT INVENTORY LISTING B-VEHICLE/EQUIPMENT FUEL REPORT	AU+1		N N N

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