

## *Department Records Disposition Schedules*

### ***BUILDING AND SAFETY***

*Schedule Number Department Name*

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/BAS/	BUILDING AND SAFETY
/BAS/10/	BUILDING AND SAFETY/COMMISSION
/BAS/11/	BUILDING AND SAFETY/EXECUTIVE OFFICE
/BAS/12/	BUILDING AND SAFETY/MANAGEMENT ASSISTANCE DIV.
/BAS/13/	BUILDING AND SAFETY/INVESTIGATION DIVISION
/BAS/14/	BUILDING AND SAFETY/ADMINISTRATION - VAN NUYS
/BAS/18/	BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING
/BAS/20/	BUILDING AND SAFETY/ADMINISTRATIVE SERVICES - GENERAL ANALYSIS & BUDGET SERVICES
/BAS/21/	BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING
/BAS/22/	BUILDING AND SAFETY/ADMINISTRATION/PERSONNEL SERVICES
/BAS/23/	BUILDING AND SAFETY/RESOURCE MGMT/ADMINISTRATIVE SERVICES
/BAS/24/	BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER
/BAS/25/	BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG
/BAS/26/	BUILDING AND SAFETY/ADMINISTRATION - FINANCIAL SERV/SUPPLY
/BAS/31/	BUILDING AND SAFETY/BUILDING BUREAU - BLDG INSPECT'N & BLDG MECH INSPECT'N
/BAS/33/	BUILDING AND SAFETY/BUILDING BUREAU/STRUCTURAL ENGINEERING PLAN CHECK
/BAS/34/	BUILDING AND SAFETY/BUILDING BUREAU/ZONING
/BAS/35/	BUILDING AND SAFETY/BUILDING BUREAU/GRADING
/BAS/37/	BUILDING AND SAFETY/RESEARCH & DEVELOPMENT DIV.
/BAS/40/	BUILDING AND SAFETY/CONSERVATION BUREAU - ADMINISTRATION
/BAS/41/	BUILDING AND SAFETY/CONSERVATION BUREAU - OFFICE ADMINISTRATION
/BAS/42/	BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIAL PROJECTS

*Schedule Number Department Name*

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/BAS/43/	BUILDING AND SAFETY/CONSERVATION BUREAU - RESIDENTIAL COMPLAINT REFERRAL
/BAS/44/	BUILDING AND SAFETY/CONSERVATION BUREAU - COMMERCIAL COMPLAINT & REFERRAL
/BAS/46/	BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIALIZED INSPECTION
/BAS/50/	BUILDING AND SAFETY/BUILDING BUREAU - EARTHQUAKE SAFETY
/BAS/60/	BUILDING AND SAFETY/MECHANICAL BUREAU-ADMINISTRATION
/BAS/62/	BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING/TEST LAB
/BAS/63/	BUILDING AND SAFETY/MECHANICAL BUREAU - ELECTRICAL INSPECTION ADMIN
/BAS/64/	BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING
/BAS/67/	BUILDING AND SAFETY/MECHANICAL BUREAU - PERMITS
/BAS/69/	BUILDING AND SAFETY/MECHANICAL BUREAU - ELECTRICAL ENGINEERING TEST LAB

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/COMMISSION**

**/BAS/10/**

*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	
/BAS/10/	O	ORIGINAL RECORDS								
/BAS/10/	O001.	COMMISSION APPEAL LOG BOOK RECORD TYPES:	CL+3	CL+3		N	N	N		
/BAS/10/	O002.	COMMISSION BOARD FILES RECORD TYPES: Vital (REC SERIES DESIGNATED AS HIST'L PER RETEN SCHED; MICRO FILM RETAINED BY B & S; ...) A-CORRESPONDENCE B-EXCERPT FROM MINUTES C-NOTICE OF HEARING D-STAFF REPORT E-PLOT PLAN/MAP F-FULL RECONVEYANCE OF PROPERTY G-REQUEST FOR MODIFICATION/A.K.A. BD.FILE APPLICATION-COM 31 H-COVENANT AND AGREEMENT-COM 1 I-CANCELLATION OF DOCUMENTS J-TERMINATION OF COVENANT AND AGREEMENT K-COVER MEMO-COM 8 L-NOTICE OF ACTION M-CONTRACT AND BOND-124 N-NOTICE INVITING BIDS-CONS 137 O-BID FOR DEMOLITION-CONS 34 P-CERTIFICATE TO ACCOMPANY PROPOSALS OR BIDS-CONS 33 Q-TITLE SEARCH-ENG. 7.516 B	TO+5	TO+50		Y	N	N		
		These Requests for Modification were not approved administratively and were appealed to the Commission. They are also known as "Board File Applications".								
/BAS/10/	O003.	CORRESPONDENCE RECORD TYPES:	AR+2	AR+2		N	N	N		
/BAS/10/	O004.	HEARING EXAMINER LOG BOOK RECORD TYPES:	CL+5	CL+5		N	N	N		
/BAS/10/	O005.	INDEX CARDS (BOARD AND DEMOLITION FILES) RECORD TYPES:	PE	PE		N	N	N		
/BAS/10/	O006.	MINUTES (TRANSFER TO CITY ARCHIVES ) RECORD TYPES:	TO+20	PE		N	N	N		
/BAS/10/	O007.	REVOCATION HEARING LOG BOOK RECORD TYPES:	CL+5	CL+5		N	N	N		
/BAS/10/	O008.	SUBJECT FILES	TO+5	TO+50		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**  
**Original Records**

**Records of: BUILDING AND SAFETY/COMMISSION**

**/BAS/10/**

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		(REC SERIES DESIGNATED AS HIST'L PER RETEN SCHED; TRANSFER HIST'L DATA TO ARCHIVES) RECORD TYPES: A-CORRESPONDENCE B-STAFF REPORT C-NOTICE OF HEARING D-NOTICE OF ACTION E-PLOT PLAN OR MAP F-CITY COUNCIL ACTION								
/BAS/10/	O009.	F-CITY COUNCIL ACTION SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N		

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/EXECUTIVE OFFICE**

**/BAS/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	
/BAS/11/	O	ORIGINAL RECORDS								
/BAS/11/	O001.	BUILDING & SAFETY COUNCIL FILES (REC SERIES DESIGNATED AS HIST'L PER RETEN SCHED; TRANSFER TO ARCHIVES FOR PURGE...) RECORD TYPES: A-CORRESPONDENCE B-STAFF REPORTS C-COUNCIL AGENDAS D-COPIES OF COUNCIL FILES	AR	AR+10		N	N	N		
/BAS/11/	O002.	CORRESPONDENCE & SUBJECT FILES (SUPERINTENDENT FILES) (REC SERIES DESIGNATED AS HIST'L PER RETEN SCHED; TRANSFER TO ARCHIVES FOR PURGE...) RECORD TYPES:	TO+3	TO+13		N	N	N		
/BAS/11/	O003.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/11/	O004.	TIME BOOK 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: BUILDING AND SAFETY/MANAGEMENT ASSISTANCE DIV.**

**/BAS/12/**

*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				
/BAS/12/	O	ORIGINAL RECORDS											
/BAS/12/	O001.	INSPECTOR'S DAILY REPORT (G-7) FORM: G-7 RECORD TYPES:	TO+/05	TO+2		N	N	N					
/BAS/12/	O002.	MEMORANDUM OF GENERAL APPLICATION RECORD TYPES:	SU+2	SU+2		N	N	N					
/BAS/12/	O003.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+5	PE		N	Y	N					
/BAS/12/	O004.	PROJECT AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N					
/BAS/12/	O005.	RULES OF GENERAL APPLICATION RECORD TYPES:	SU+2	SU+2		N	N	N					
/BAS/12/	O006.	SUPPLY ORDER (S1-B) FORM: S1-B 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: BUILDING AND SAFETY/INVESTIGATION DIVISION**  
**/BAS/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	
/BAS/13/	O	ORIGINAL RECORDS								
/BAS/13/	O001.	ABANDONED VEHICLE HEARING FILES RECORD TYPES: Confidential A-COPIES OF INFORMATION SUBMITTED AT HEARING B-COPIES OF REPORT TO SUPERINTENDENT OF BUILDING REGARDING...	TO+10	TO+10		N	N	Y		
/BAS/13/	O002.	CASE CARDS (COLLECTION FEES) (INV-1B) FORM: INV-1B RECORD TYPES: Confidential	CL+2	CL+10		N	N	Y		
/BAS/13/	O003.	CASE CARDS (MASTER INDEX) (INV-1) FORM: INV-1 RECORD TYPES: Confidential	TO+10	PE		N	N	Y		
/BAS/13/	O004.	CITY ATTORNEY HEARING AGENDAS RECORD TYPES:	CL+2	CL+2		N	N	N		
/BAS/13/	O005.	CODE ENFORCEMENT CASE FILES (REC SERIES HAS VARIED MEDIA FORMAT IE, PHOTOGRAPHS, MAPS ) RECORD TYPES: Confidential A-CITY ATTORNEY HEARING NOTICE B-CLOSE OUT SHEET C-COPY OF CERTIFICATE OF OCCUPANCY-B95 D-COPY OF DOCKET SHEET E-COPY OF GRANT DEED F-COPY OF ORDER TO COMPLY-G-11 & CONS-25 G-COPY OF VACATE LETTER H-CORRESPONDENCE I-INVESTIGATOR'S NOTES J-L.A.M.C. SECTIONS IN EVIDENCE K-MASTER FILE CARD-INV-1 L-OFFICE HEARING NOTICE-G-41 M-PHOTOGRAPHS N-PHYSICAL DESCRIPTION (L.A.P.D.) O-PLANS (BUILDING) P-PLOT PLANS Q-PUBLICATIONS AND ADVERTISEMENTS IN EVIDENCE R-RELATED COURT CASE FILINGS S-STATEMENT OF FACTS (CRIMINAL COMPLAINT) T-SUBPOENAS	CL+10	CL+20		N	N	Y		
/BAS/13/	O006.	COLLECTION (INVOICES) CASES RECORD TYPES: Confidential	AR+2	AR+7		N	N	Y		
/BAS/13/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES: A-ADMINISTRATION	AR+2	AR+2		N	N	N		

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/INVESTIGATION DIVISION**  
**/BAS/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	
		B-CLAIMS FROM CITY ATTORNEY C-LETTERS FROM COUNCIL D-LETTERS FROM CITIZENS E-SMALL CLAIMS LETTERS TO C/A F-BOARD OF REVIEW LETTERS								
		F-BOARD OF REVIEW LETTERS								
/BAS/13/	O008.	DAILY INSPECTION PERFORMANCE REPORT (G-14) (WORKSHEETS, ALL INFORMATION TRANSFERRED TO OTHER REPORTS AT END OF WEEK) FORM: G-14 RECORD TYPES:	TO+1	TO+2		N	N	N		
/BAS/13/	O009.	DAILY TIME SHEETS (INV-5) (WORKSHEETS, ALL INFORMATION TRANSFERRED TO PAYROLL OR PERSONNEL UTILIZATION ...) FORM: INV-5 RECORD TYPES:	TO+1	TO+2		N	N	N		
/BAS/13/	O010.	DELINQUENT INVOICE TRANSFER LISTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/13/	O011.	INVESTIGATIVE (PERSONNEL) FILES RECORD TYPES: Confidential A-APPROVALS AND DENIALS OF EMPLOYEES... B-INVESTIGATIONS AND REPORTS OF EMPLOYEE MISCONDUCT	TE+10	TE+10		N	N	Y		
/BAS/13/	O012.	LOGS RECORD TYPES: Confidential A-BOARD APPEALS B-BUILDING & ZONING CASES C-ELECTRICAL CASES D-ELEVATOR CASES E-PLUMBING & HEATING CASES F-SPECIAL ENFORCEMENT FEES	CL+5	CL+50		N	N	Y		
/BAS/13/	O013.	F-SPECIAL ENFORCEMENT FEES MONTHLY TIME BOOK RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/13/	O014.	NAME (INDEX) CARDS RECORD TYPES: Confidential	PE	PE		N	N	Y		
/BAS/13/	O015.	SUBPOENA CASE FILES	TO+10	TO+10		N	N	Y		

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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: BUILDING AND SAFETY/INVESTIGATION DIVISION**

**/BAS/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
/BAS/13/	O016.	RECORD TYPES: Confidential SUBPOENA CASE REGISTER	TO+10	TO+10		N	N	N	
/BAS/13/	O017.	RECORD TYPES: SUPPLY ORDER (SI-B) FORM: SI-B 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: BUILDING AND SAFETY/ADMINISTRATION - VAN NUYS**

**/BAS/14/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
/BAS/14/	O	ORIGINAL RECORDS								
/BAS/14/	O001.	COMPLAINT CARDS (G-28A) (USED FOR LAWSUITS ) FORM: G-28A RECORD TYPES: Legal	TO+10	TO+10		N	N	N		
/BAS/14/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/BAS/14/	O003.	EMERGENCY DATA CARDS (PERS 16) FORM: PERS 16 RECORD TYPES:	TE+2	TE+2		N	N	N		
/BAS/14/	O004.	LOG - BUILDINGS OVER \$1-MILLION (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+15	PE		N	Y	N		
/BAS/14/	O005.	MONTHLY TIME BOOK RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/14/	O006.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N		

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**/BAS/18/**

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/BAS/18/	O	ORIGINAL RECORDS									
/BAS/18/	O001.	Building Permit Index Microfiche (1951- 1980) Record Type: Historical An alphabetical by street address index of bldg permits issued from 1951-1980.  ADDED BY: CF 90-0632 (Moved from BAS/20) NOTE: Items BAS/18 O001 and O002 previously deleted form Orig Sch BS-41, Itms 7-8 (Rev 1, dtd 3/6/90); moved to Orig Sch BS-20, Itms 16-17 (Rev 1, dtd 3/6/90); & are now being moved to newly-created Orig Sch BS-18, Items 1 & 2.  *All master microfilm shall be stored at the "Archives" at Records Center permanently..  ADDED BY: CF 90-0632	TO+0/06	PE		MF		Y			
/BAS/18/	O002.	Building Permit Microfilm (Hist'l & Current) Master Silver Film (1905 - Present) Record Type: Vital Historical Historical = Permits Issued 1905-1981 (Partial), Reels P1000-P2158+ Current = Permits & bldg prmt Change of Address forms 1981 (partial) to current, Reels P1 - current reels #'s  ADDED BY: CF 90-0632 (Moved from BAS/20) NOTE: Items BAS/18 O001 and O002 previously deleted form Orig Sch BS-41, Itms 7-8 (Rev 1, dtd 3/6/90); moved to Orig Sch BS-20, Itms 16-17 (Rev 1, dtd 3/6/90); & are now being moved to newly-created Orig Sch BS-18, Items 1 & 2.  *All master microfilm shall be stored at the "Archives" at Records Center permanently..  ADDED BY: CF 90-0632	TO+0/06	PE		MF	Y	Y			
/BAS/18/	O003.	Building Plans/Plan Maintenance Microfilm Master Silver Film Record Type: Vital Historical Orig plans destroyed after film is edited & images have been indexed in the Department's Document Automated Filing System (DAFS)  ADDED BY: CF 90-0632 (Moved from BAS/20)	TO+0/06	PE		MF	Y	Y			
/BAS/18/	O004.	Historical Certificates of Occupancy Microfilm Master Silver Film Record Type: Vital Historical Reels 0-1 Thru 0-26 (1972 - 1984) Reels 0-101 Thru 0-328 and 0-400 Thru 0-401 (1925 - 1971)  ADDED BY: CF 90-0632 (Moved from BAS/20)	TO+0/06	PE		MF	Y	Y			
/BAS/18/	O005.	Historical Range Files Microfilm Master Silver Film Record Type: Historical	TO+0/06	PE		MF		Y			

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**/BAS/18/**

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		Reels R1 Thru R187 (1948 - 1981) ADDED BY: CF 90-0632 (Moved from BAS/20)							
/BAS/18/	O006.	Master Plan Maintenance/Over-Sized Documents Aperture Cards Record Type: Vital Historical  Contain over-sized exhibits for administrative approvals, Board Files, Grading docs, & Range Files, & Construction Plans for docs/plans created from 1976 to 7/1/85.	TO+0/06	PE			Y	Y	
/BAS/18/	O007.	Historical Grading Files Microfilm Master Silver Film RECORD TYPE: Historical Reels G1 Thru G182 (1963-1984)  Historical Grading Files Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule BS-20 without an item number (transfer list dated 2/10/90).	TO+0/06	PE	MF			Y	
/BAS/18/	O008.	Mechanical Permits Microfilm Master Silver Film Record Type: Historical Reels T1 Thru T223 (1985-1990)  Mechanical Permits Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule BS-41, Item 8 (records transfer list dated 6/19/92) and Schedule BS-20, Item 17 (transfer list dated 2/10/90).	TO+0/06	PE	MF			Y	
/BAS/18/	O009.	Board Files Microfilm Master Silver Film Record Type: Vital Historical Reels begin w/B1 (1972-Present)  Board Files Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule BS-20, Item 17 (transfer list dated 2/10/90).	TO+0/06	PE	MF	Y	Y		
/BAS/18/	O010.	20-Year File Cards Microfilm Master Silver Film Record Type: Historical Reels 1 Thru 59 (1905-1955) Address Index cards containing bldg permit information for the years 1905-1955.	TO+0/06	PE				Y	

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**City of Los Angeles**  
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**Records of: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING**  
**/BAS/18/**

*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		Code	V	H	C	L			
		20-Year File Cards Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule BS-20, Item 17 (transfer list dated 2/10/90).												
/BAS/18/	O011.	ADDED BY: CF 90-0632 <b>Miscellaneous Documents Reel Type</b> Record Type: Vital Historical Created beginning in 1982 to capture various docs w/c include the following: SEE EXTENDED DESCRIPTION  Miscellaneous Documents Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule 41, Item 8 (transfer list dated 6/19/92) and Schedule 20 without an item number (transfer list dated 3/5/90).  ADDED BY: CF 90-0632 Administrative Ltrs (1982-1987) Affidavits/Ords/ZI'z (1950-Present) Cert of Bldg Compl (1985-Present) Cert of Housing Compl (1984-1985) Cert of Occupancy (1984-1985) Temp Cert of Occ (1988-Present) Earthquake Certs (1981-Present) Grading Documents (1984-Present) Parapet Files (1949-19700) Range Files (1981-Present) Report of Compliance (1984-1991) Security Bar Cert (1986-Present) Water Cons Cert (1988-Present)	TO+0/06	PE		MF	Y	Y						
/BAS/18/	O012.	<b>Annexed Land Files Microfilm</b> RECORD TYPE: Vital Historical FILM CONTAINING PERMIT AND CONSTRUCTION DOCUMENTS ISSUED FOR PARCELS BY JURISDICTION OTHER THAN THE CITY OF LOS ANGELES BEFORE PARCELS WERE ANNEXED BY THE CITY OF L. A.  Annexed land files microfilm were never listed on anyone's schedule.  ADDED BY: CF 90-0632	TO+0/06	PE		MF	Y	Y						

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**City of Los Angeles**  
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**Records of: BUILDING AND SAFETY/ADMINISTRATIVE SERVICES - GENERAL ANALYSIS & BUDGET**  
**/BAS/20/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
/BAS/20/	O	ORIGINAL RECORDS								
/BAS/20/	O001.	ATMS INDEX CARDS (LISTING OF PROJECT NOS. IN ATMS ) RECORD TYPES:	CL+2	CL+2		N	N	N		
/BAS/20/	O002.	BUDGET MANUAL RECORD TYPES:	SU+2	SU+2		N	N	N		
/BAS/20/	O003.	COMFAC INDEX CARDS (LISTING OF POSITIONS FOR WHICH A COMFAC CARD IS ISSUED ) RECORD TYPES:	SU+2	SU+2		N	N	N		
/BAS/20/	O004.	EMPLOYEE NEWSLETTER (REC SERIES DESIGNATED AS HISTORICAL PER RETENTION SCHED...) RECORD TYPES:	SU+2	SU+2		N	N	N		
/BAS/20/	O005.	HIGH VALUATION REPORT (OVER \$1-MIL) (AS-19) (STATISTICAL INFORMATION; TRANSFER TO CITY ARCHIVES) FORM: AS-19 RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/BAS/20/	O006.	MEASURES OF EFFECTIVENESS (MOE'S) REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/20/	O007.	MONTHLY/QUARTERLY BUILDING USE PRINTOUTS (STATISTICAL INFORMATION USED BY CITIZENS & OTHER GOV'T AGENCIES TRANSFER ...) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/BAS/20/	O008.	MONTHLY TIME BOOK RECORD TYPES:	CL+2	CL+2		N	N	N		
/BAS/20/	O009.	PHOTOGRAPHS - BUILDING RELATED DISASTERS (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TO BE KEPT FOR MINIMUM OF 10...) RECORD TYPES: Legal	TO+10	TO+10		N	N	N		
/BAS/20/	O010.	PHOTO INDEX (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+40	PE		N	Y	N		
/BAS/20/	O011.	POSITION REPRESENTATION REPORT (NUMBERS ON CLASSES...) RECORD TYPES:	SU+5	SU+5		N	N	N		
/BAS/20/	O012.	PROJECT FILES (INCLUDES FIELD FILES ON ANY ASSIGNMENT ISSUED BY EXEC OFFICE; RESULTING DOC'TS...) RECORD TYPES: A-AIR POLLUTION EMERGENCY EPISODE PLAN B-ANNUAL WORK PROGRAM C-ENERGY CONSERVATION D-DEFERRED COMPENSATION E-FORMS CONTROL F-RECORDS TRANSFERS & CONTROL	TO+2	TO+5		N	N	N		

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**Records of: BUILDING AND SAFETY/ADMINISTRATIVE SERVICES - GENERAL ANALYSIS & BUDGET**

**/BAS/20/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
		G-SALARY COMPARISONS H-SPACE STUDIES I-TELEPHONE REQUESTS AND STUDIES J-TRANSPORTATION STUDIES K-CONFLICT OF INTEREST								
/BAS/20/	O013.	SUBACTIVITY BOOKS RECORD TYPES:	SU+2	SU+2		N	N	N		
/BAS/20/	O014.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/20/	O015.	USE REPORT (PERMITS ISSUED BY TYPE) (STATISTICAL INFORMATION USED; TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+10	PE		N	Y	N		

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**Records of: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING**  
**/BAS/21/**

*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	
/BAS/21/	O	ORIGINAL RECORDS								
/BAS/21/	O001.	Request for Modification/a.k.a. Administrative Approval SEE EXTENDED DESCRIPTION  ADDED BY: CF 90-0632 Request for modification (com 31) that are granted by the B&S Commission or Disabled Access Commission are known as Board Appeals, and retained in a Board File by the B&S Commission Office. See original Records Schedule BS-10, Item 2.  Some Duplicate Request for Modification forms will still be retained by Financial Svcs under BS-24, Item 13.  All documents will be destroyed pursuant to Sec 12.5 of the Los Angeles Admin Code. After the Request for Modification forms have been approved administratively (by Dept staff), the forms will be microfilmed, the film will be edited, each form will be entered (indexed) on DAFS (Dept database), the index info will be verified, and then the original document will be destroyed. Prior to this revision, Request for Modification were retained under the following schedules:  Original Records: Bs-44, Item 8b; Bs-46, Item 3p; BS-63, Item 2  Duplicate Records: BS-33, Item 9; BS-35, Item 1b; BS-64, Item 1d  The film is retained permanently under Orig Sch BS-18, Item 9.	SU	SU	DO					
/BAS/21/	O002.	Building Permits RECORD TYPE: Vital  a. Application for Inspection of new building B-1 b. Application for Inspector to relocate building B-2 c. Application for Inspection to Add-Alter-Repair-Demolish B-3 d. Application for Inspection of Sign, B-5 e. D-1 Application for Inspection of New 1 or 2-Family Dwelling and for Certificate of Occupancy B-6 f. Application for Inspection of New Swimming Pool and/or Solar B-52 g. Application for Inspection of Grading B-100 h. G3 Application for Inspection to Add or Alter Grading and for Grading Certificate B-108  The building permit documents being added to newly-created Orig Sched BS-21 as Item 2 (a-h) were previously deleted from Orig Rec Ret Schedule BS-41, Item 2 (a-f) dated (7/20/84) and Orig Recs Ret Schedule BS-33, Items 2 (a-h) and 3 (a-h) dated (7/20/84). These documents are microfilmed and the film is returned permanently under Original Recs Ret Schedule BS-18, Item 2.	TO+0/06	PE	DO	Y				

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**Records of: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING**  
**/BAS/21/**

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			Office	Total	Code	V	H	C	L
/BAS/21/	O003.	ADDED BY: CF 90-0632 Building Permit Change of Address Forms NOTE: Building Permit Change of Address forms were never identified as a specific document type on anyone's schedule. These forms might have been iterfiled with Bldg Permits or Certificates of Occupancy in previous years.  SEE EXTENDED DESCRIPTION FOR ADDITIONAL NOTES **The Bldg Permit Change of Address forms will be microfilmed, the film will be edited, each form will be entered (indexed) on DAFS (Dept database), the index info will be verified, & then the orig doc will be destroyed. The film will be retained permanently under Orig Rec Ret Sched BS-18, Item 2. Originally created by Conservation Bureau, these cards contain complete bldg permit information for a particular address for the years 1935-1955, and partial permit info for 1905-1934.  **These cards will be retained permanently until they (if ever) are microfilmed and indexed in the Dept'l computer.	TO	SU	DO				
/BAS/21/	O004.	20-Year File Cards (1905 - 1955) **20-Year File cards were never placed on anyone's schedule. NOTE: Building Permit Change of Address forms were never identified as a specific document type on anyone's schedule. These forms might have been iterfiled with Bldg Permits or Certificates of Occupancy in previous years.  SEE EXTENDED DESCRIPTION FOR ADDITIONAL NOTES **The Bldg Permit Change of Address forms will be microfilmed, the film will be edited, each form will be entered (indexed) on DAFS (Dept database), the index info will be verified, & then the orig doc will be destroyed. The film will be retained permanently under Orig Rec Ret Sched BS-18, Item 2. Originally created by Conservation Bureau, these cards contain complete bldg permit information for a particular address for the years 1935-1955, and partial permit info for 1905-1934.  **These cards will be retained permanently until they (if ever) are microfilmed and indexed in the Dept'l computer.	TO+1	PE	DO				
/BAS/21/	O005.	Building Permit Cards (1950 - 1955) NOTE: These Building Permit cards were never listed on anyone's schedule.  SEE EXTENDED DESCRIPTION FOR ADDITIONAL NOTES These cards contain permit inspection information for a specific address covering, approximately, the years 1950-1955.  *These cards will be retained permanently until they (if ever) are microfilmed and indexed in the Dept'l computer.	TO+1	PE	DO				
/BAS/21/	O006.	Annexed Land Files NOTE: Paper copies of permits and construction documents issued by jurisdictions other than the City of Los Angeles before the parcels were annexed by the City of L.A. These docs are filmed and the film is retained permanently under Orig Sch BS-18, Item 12.	TO	PE	DO				Y
/BAS/21/	O007.	Employee Timesheets Employee timesheets are not filmed.	TO+2	TO+2	DO				

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**Records of: BUILDING AND SAFETY/ADMINISTRATION/PERSONNEL SERVICES**

**/BAS/22/**

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			Office	Total	Code	V	H	C	L	
/BAS/22/	O	ORIGINAL RECORDS								
/BAS/22/	O001.	ACCUMULATED SICK LEAVE ROSTERS (YEARLY REPORT) RECORD TYPES: A-400 HOURS B-600 HOURS C-800 HOURS	CL+2	CL+2		N	N	N		
/BAS/22/	O002.	ANNUAL REPORT (SEND 4 COPIES TO CITY ARCHIVES ) RECORD TYPES: Historical	PE	PE		N	Y	N		
/BAS/22/	O003.	ASBESTOS SURVEY RECORD TYPES:	AR+3	AR+3		N	N	N		
/BAS/22/	O004.	BILINGUAL PREMIUM AUTHORITY RECORD TYPES:	TE+5	TE+5		N	N	N		
/BAS/22/	O005.	CALIFORNIA STATE REGISTRATION FOR CONSTRUCTION INSPECTORS RECORD TYPES:	EX			N	N	N		
/BAS/22/	O006.	CAL OSHA YEARLY LOG OF OCC INJURIES AND ILLNESSES (C O 200/20) FORM: C O 200/20 RECORD TYPES:	TO+5	TO+10		N	N	N		
/BAS/22/	O007.	CAMPUS RECRUITMENT MATERIALS RECORD TYPES: A-CAMPUS SCHEDULE B-CORRESPONDENCE C-CAREER OPPORTUNITIES FLYER D-JOB BULLETIN	AR+3	AR+3		N	N	N		
/BAS/22/	O008.	CHECK LIST FOR EMPLOYEE EVALUATION (RATING PERIOD) RECORD TYPES:	TO+3	TO+3		N	N	N		
/BAS/22/	O009.	CLERICAL TESTING (PRE-EMPLOYMENT) RECORD TYPES:	TO+3	TO+3		N	N	N		
/BAS/22/	O010.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+5		N	N	N		
/BAS/22/	O011.	EMERGENCY DATA CARDS (PERS 16) FORM: PERS 16 RECORD TYPES:	SU	SU+2		N	N	N		
/BAS/22/	O012.	EMPLOYEE FOLDERS - CIVIL SERVICE (FS-44) (TRANSFERRED EMPL'EE FOLDERS GO TO NEW DEPT; TERMINATED EMPL'EE FOLDERS GO TO PERSONNEL DEPT.) FORM: FS-44 C-PAYROLL/PERSONNEL CHANGE DOC-GEN 41 A-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-GEN 16B	TE	TE		N	N	N		

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			Office	Total	Code	V	H	C	L	
		AA-EMPLOYEE SALARY SHEET B-REQUEST FOR LEAVE OF ABSENCE-GEN 38 D-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYER-GEN 42 F-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN 77 G-NOTICE TO CORRECT DEFICIENCIES-GEN 78 H-NOTICE OF COMMENDATION-GEN 79 I-AUTOMOBILE ACCIDENT REPORT-GEN 88 J-EXTENDED SICK LEAVE REQUEST-GEN 89 K-MEDICAL INFORMATION CERTIFICATE-GEN 91 L-CLAIM FOR REIMBURSEMENT-GEN 130 M-EMPLOYEE REPORT OF OCCUPATIONAL INJURY AND ILLNESS-GEN 166 N-RECORD OF TRAINING-PDMER 1 O-EMPLOYEE EVALUATION REPORT-PDAS 28 P-DUTY CERTIFICATE-PDAS 43 Q-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 R-PAY GRADE ADVANCEMENT-CAO 614 S-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 655 T-REQUEST TO PARTICIPATE IN OUTSIDE ACTIVITIES-B & S G50 U-REQUEST FOR EMPLOYEE AND/OR POSITION CHANGE-PERS 25 V-EMERGENCY DATA CARD-PERS 16 W-REQUEST FOR VERIFICATION OF EMPLOYMENT X-COMMENDATION LETTERS Y-MILEAGE CARD Z-MILEAGE ENDORSEMENT FORM								
/BAS/22/	0013.	EMPLOYEE MANUAL (REC SERIES DESIGNATED AS HISTORICAL PER RETENTION SCHED; SEND 4 COPIES TO ARCHIVES) RECORD TYPES:	SU	SU+2		N	N	N		
/BAS/22/	0014.	EMPLOYEE REPORT OF OCCUPATIONAL INJURY - NOT CLAIMED (FORM 166) FORM: FORM 166 RECORD TYPES:	TO+2	TO+10		N	N	N		
/BAS/22/	0015.	EMPLOYEE ROSTER CARDS RECORD TYPES:	TE+25	TE+50		N	N	N		
/BAS/22/	0016.	EMPLOYEE SALARY STATUS SHEETS RECORD TYPES:	TO+1	TO+10		N	N	N		
/BAS/22/	0017.	IRS EMPLOYEE CONFIRMATION REQUEST RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/22/	0018.	MEDICAL CALENDARS (FORM 90) FORM: FORM 90 RECORD TYPES:	TO+10	TO+10		N	N	N		
/BAS/22/	0019.	MILEAGE INSURANCE RECORD (PERS 26)	SU+10	SU+10		N	N	N		

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		(EMPLOYEE FURNISHES PROOF OF INSURANCE WHICH MAY BE SUPERCEDED BY OTHER INSURANCE...) FORM: PERS 26 RECORD TYPES:								
/BAS/22/	O020.	ORGANIZATIONAL CHARTS (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; SEND 4 COPIES TO ARCHIVES) RECORD TYPES:	TO+5	TO+10		N	N	N		
/BAS/22/	O021.	PAYGRADE ADVANCEMENTS RECORD TYPES:	TO+2	TO+7		N	N	N		
/BAS/22/	O022.	PAYROLL & POSITION BY CLASS NOTEBOOK RECORD TYPES:	CL+5	CL+15		N	N	N		
/BAS/22/	O023.	PERSONAL INJURY WAIVER RECORD TYPES:	TO+10	TO+10		N	N	N		
/BAS/22/	O024.	PERSONNEL ADMINISTRATION REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N		
/BAS/22/	O025.	PERSONNEL CHANGES (PERS 28) FORM: PERS 28 RECORD TYPES:	TO+3	TO+3		N	N	N		
/BAS/22/	O026.	PERSONNEL RECORDS SUPV INSTRUCTIONS RECORD TYPES:	TO+3	TO+3		N	N	N		
/BAS/22/	O027.	PERSONNEL STATUS REPORT RECORD TYPES:	TO+5	TO+25		N	N	N		
/BAS/22/	O028.	POSITION CONTROL BOOK RECORD TYPES:	CL+2	CL+12		N	N	N		
/BAS/22/	O029.	PRE-EMPLOYMENT INFO RECORD (FOR UNSUCCESSFUL CANDIDATES) (PERS 3) (PRE-EMPLOYMENT APPLICATION - APPLICANTS NOT HIRED) FORM: PERS 3 RECORD TYPES:	TO+1	TO+10		N	N	N		
/BAS/22/	O030.	REQUEST FOR EMPLOYEE AND/OR POSITION CHANGE (PERS 25) FORM: PERS 25 RECORD TYPES:	TO+1	TO+6		N	N	N		
/BAS/22/	O031.	REQUEST FOR POOL VEHICLE (G-47) FORM: G-47 RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/22/	O032.	REQUEST TO FILL VACANT POSITIONS (NO CERTIFICATION ISSUED) (PERS 10) FORM: PERS 10 RECORD TYPES:	TO+2	TO+7		N	N	N		
/BAS/22/	O033.	SALARY HISTORY BY CLASS (MULTIPLE YEARS SALARIES ON 3 X 5 CARDS) RECORD TYPES: Historical	PE	PE		N	Y	N		
/BAS/22/	O034.	SUGGESTION COMMITTEE RECORD TYPES:	TO+2	TO+7		N	N	N		
	O035.	SUPERVISORY POSITION LIST	SU+2	SU+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: BUILDING AND SAFETY/ADMINISTRATION/PERSONNEL SERVICES**  
**/BAS/22/**

*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	
/BAS/22/		RECORD TYPES:								
/BAS/22/	O036.	SUPPLY RECORDS FILE CARDS RECORD TYPES:	SU+2	SU+2		N	N	N		
/BAS/22/	O037.	TIMEKEEPING MANUALS RECORD TYPES:	SU+2	SU+2		N	N	N		
/BAS/22/	O038.	TIMEKEEPING MEMOS RECORD TYPES: A-REQUEST FOR FORM GEN 68 B-REQUEST FOR PERS 30	TO+3	TO+3		N	N	N		
/BAS/22/	O039.	TRANSACTION LOGS RECORD TYPES: A-MEDICAL APPOINTMENTS B-CERTIFICATION REQUEST C-HEALTH & DENTAL INS. FORMS D-FORM 41'S E-TELEPHONE CALLS F-MILEAGE FORMS TO CITY ATTORNEY AND CONTROLLER G-PERSONNEL SERVICES DIVISION TIMEKEEPING LOG H-PARKING FOR INSPECTORS I-TRANSFERS & 108'S & REVISIONS F-MILEAGE FORMS TO CITY ATTORNEY AND CONTROLLER	CL+3	CL+3		N	N	N		

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/RESOURCE MGMT/ADMINISTRATIVE SERVICES**

**/BAS/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
/BAS/23/	O	ORIGINAL RECORDS							
/BAS/23/	O001.	ADMINISTRATIVE SERVICES MEMOS RECORD TYPES:	PE	PE		N	N	N	
/BAS/23/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	PE+2	PE		N	N	N	
/BAS/23/	O003.	COUNCIL AND DEPARTMENTAL SCROLLS INSTRUCTIONS BOOK RECORD TYPES:	PE	PE		N	N	N	
/BAS/23/	O004.	MEMO'S NOTEBOOK - W. KRUKOW RECORD TYPES:	PE	PE		N	N	N	
/BAS/23/	O005.	OVERTIME REQUEST AUTHORIZATIONS RECORD TYPES:	PE	PE		N	N	N	
/BAS/23/	O006.	SECRETARY'S DESK INSTRUCTIONS BOOK RECORD TYPES:	PE	PE		N	N	N	
/BAS/23/	O007.	SERVICE PIN INSTRUCTIONS BOOK RECORD TYPES:	PE	PE		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER**  
**/BAS/24/**

*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	
/BAS/24/	O	ORIGINAL RECORDS								
/BAS/24/	O001.	AUDIT TAPES (ALL CASHIER FILES SUBJECT TO AUDITS UP TO 5 YRS AFTER CREATION) RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O002.	BAD CHECK CARDS (FS 4) FORM: FS 4 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O003.	BAD CHECK LEDGER RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O004.	CASHIER'S RECORD OF RECEIPTS (A-68) FORM: A-68 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O005.	CHECK & COLLECTION FEE NOTICE (FS-78) FORM: FS-78 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O006.	CITY OF L.A. RECEIPTS (GEN 30) FORM: GEN 30 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O007.	DAILY CASH REPORT (FS 90) FORM: FS 90 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O008.	DAILY REMITTANCE REPORT (FS 26) FORM: FS 26 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O009.	LISTS OF DELINQUENT BOILER & ELEV. INVOICES TO INVESTIGATION RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O010.	MISC. RECEIPTS SINGLE BOOK (FS 29A) FORM: FS 29A RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O011.	NOTICE OF ADDITIONAL FEE DUE RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O012.	PUBLIC REQUEST FOR PHOTOCOPY (S3) FORM: S3 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O013.	RECEIPT FOR OVERPAYMENT (FS 65) FORM: FS 65 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O014.	TRANSMITTAL FORM (FS 15) FORM: FS 15 RECORD TYPES:	TO+1	TO+5		N	N	N		
/BAS/24/	O015.	AUDIT FILES Audit Files prior to 11/01/2012 are CONFIDENTIAL (FROM DUPLICATE RECORDS BS-24 ITEM 1 (REV. 1 & 2) ) A-APPLICATION FOR ELECTRICAL INSPECTION-E-6	TO+1	TO+5		N	N	Y		

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER**

**/BAS/24/**

*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
		B-APPLICATION FOR ELECTRICAL PLAN CHECK-E-2							
		C-APPLICATION FOR EXAMINATION, LICENSING DIVISION-M-103							
		D-APPLICATION FOR GENERAL APPROVAL-R-7							
		E-APPLICATION FOR INSPECTION & CERTIFICATE OF HOUSING...-B-11							
		F-APPLICATION FOR INSPECTION OF GRADING & FOR GRADING...-B-100							
		G-APPLICATION FOR INSPECTION OF NEW BUILDING & FOR...-B-1							
		H-APPLICATION FOR INSPECTION OF NEW SWIMMING POOL/SOLAR...-B-52							
		I-APPLICATION FOR INSPECTION/PLAN CHECK - ELEVATOR &...-M-15							
		J-APPLICATION FOR INSPECTION/PLAN CHECK - HEATING...							
		K-APPLICATION FOR INSPECTION/PLAN CHECK - PLUMBING...							
		L-APPLICATION FOR TO ALTER-REPAIR-DEMOLISH & FOR...							

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG**  
**/BAS/25/**

*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	
/BAS/25/	O	ORIGINAL RECORDS								
/BAS/25/	O001.	ACCOUNTS PAYABLE FILE (ALL ACCG FILES SUBJECT TO AUDIT UP TO FIVE YEARS AFTER CREATION) RECORD TYPES: A-SUB PURCHASE ORDER-GEN 9 B-INTERDEPARTMENTAL SUB-ORDER-GEN 34A	TO+2	TO+5		N	N	N		
/BAS/25/	O002.	ACCOUNTS RECEIVABLE INVOICES (DOCUMENTS USED AS ORIGINAL-CUSTOMER RECEIVES ORIGINAL DOCUMENTS) RECORD TYPES: A-BOILER INSPECTION INVOICE-M-27 B-CERTIFICATE OF APPROVAL-E-16 C-ELECTRICAL TESTING LABORATORY INVOICE-E-126 D-MECHANICAL TESTING LABORATORY INVOICE-P-17 E-ELEVATOR INSPECTION INVOICE-M-29 F-BOILER INSPECTION INVOICE-M-27 G-INTERDEPARTMENTAL INVOICE-FS-91	TO+2	TO+5		N	N	N		
/BAS/25/	O003.	F-BOILER INSPECTION INVOICE-M-27 ACCOUNTS RECEIVABLE - RECORDS/RUN RECORD TYPES: A-REMITTANCE CARDS (GREEN)-5081 B-DENIAL LETTERS-FS94 C-MONTHLY BOILER REPORT-BASMBR J-684 D-MONTHLY ELEVATOR REPORT-BASMBR J-168 E-ACCOUNTS RECEIVABLE RECORDS REPORT-INVOICES	TO+2	TO+5		N	N	N		
/BAS/25/	O004.	BANKRUPTCY FILE RECORD TYPES: A-PROOF OF CLAIM-BOF15 B-LETTER OF BANKRUPTCY-B-85 C-CLAIM FINAL NOTICE-215A D-NOTICE OF CONFIRMATION E-ORDER OF DISCHARGE-B-9 F-ORDER FOR FINAL NOTICE-B54C G-MEETING OF CREDITORS LETTER H-NOTICE OF DISMISSAL-R-73 I-ORDER FOR MTG OF CREDITORS-B-11 F-ORDER FOR FINAL NOTICE-B54C	TO+2	TO+10		N	N	N		
/BAS/25/	O005.	BID ACCEPTANCE LETTERS ON CONTRACTS RECORD TYPES:	TO+2	TO+5		N	N	N		

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG**  
**/BAS/25/**

*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
/BAS/25/	O006.	<b>BONDS</b> RECORD TYPES: A-RELOCATION PERMITS CASH BOND-A 28 B-GRADING PERMIT CASH BOND-B 122 C-GRADING PERMIT SURETY BOND-B 123 D-RELOCATION PERMIT BOND-A 25 E-BOND TRANSMITTAL REGISTER-A 16 F-CONTRACTOR'S CASH BOND PERFORMANCE & PAYMENT BOND G-MODEL DWELLING CASH BOND-B 270 H-MODEL DWELLING SURETY BOND-B 67 I-SURETY RIDER-S 443 J-RELOCATION PERMIT COMPLETION K-PAYMENT BOND L-CONTRACTOR'S BOND-163A M-MODEL DWELLING BOND RELEASE-B271A	CL	CL+5		N	N	N	
/BAS/25/	O007.	<b>CLAIMS FOR REFUND</b> RECORD TYPES: A-OPERATING DIVISION REPORT AND RECOMMENDATIONS-FS 20 B-CLAIMS FOR REFUND NOT OVER \$5,000-GEN 64 C-CLAIM FOR REFUND OVER \$5,000-GEN 65 D-CLAIM FOR REFUND REGISTER-FS 7	TO+2	TO+10		N	N	N	
/BAS/25/	O008.	<b>CORRESPONDENCE, ADMINISTRATIVE</b> RECORD TYPES:	AR+2	AR+2		N	N	N	
/BAS/25/	O009.	<b>DAILY CASH REPORT (3.672)</b> FORM: 3.672 RECORD TYPES:	TO+2	TO+5		N	N	N	
/BAS/25/	O010.	<b>DEPOSIT CERTIFICATE (GEN 2)</b> FORM: GEN 2 RECORD TYPES:	TO+2	TO+5		N	N	N	
/BAS/25/	O011.	<b>HELP/HANDICAPPED LOAN PROGRAM</b> RECORD TYPES: A-CORRESPONDENCE B-BANK PAYMENT ADVICE	TO+2	TO+7		N	N	N	
/BAS/25/	O012.	<b>PAYROLL REIMBURSEMENT (5007)</b> FORM: 5007 RECORD TYPES:	TO+2	TO+5		N	N	N	
/BAS/25/	O013.	<b>SUPPLY ORDER (S-1B)</b> FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/25/	O014.	<b>MONTHLY REPORT TIME BOOK</b> RECORD TYPES:	TO+2	TO+2		N	N	N	

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG**  
**/BAS/25/**

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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
/BAS/25/	O015.	WEEKLY CREW TIME SHEETS (5054) FORM: 5054 RECORD TYPES:	TO+2	TO+5		N	N	N	
/BAS/25/	O016.	DISASTER AUDIT FILES A Disaster Audit File contains documents (forms, reports, photos, videos, drawings, etc.) gathered during a declared (City, County, State or federal) disaster. They are used collectively by the declaring agency (e.g. FEMA) to justify/explain the use of resources that were needed to respond to and recover from the disaster. These files contain documents such as inspection reports, timesheets, site photos, Rapid Screening Inspection Forms (G4) and Emergency Inspection Requests (G4A).  Disaster Audit Files do not include vital, permanent, or historical records.  No Disaster Audit Files will be destroyed before all of the documents contained in the Files are eligible for destruction.  The following vital, permanent, or historical record types are maintained as part of the Disaster Audit Files during the audit cycle. Once the declaring agency officially has ended the audit, these record types are retained according to their normal record retention schedules. (1) Building Permits (2) Construction Drawings (3) Building Permit Inspection Notes	CL+3	CL+3	DO	N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION - FINANCIAL SERV/SUPPLY**  
**/BAS/26/**

*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				
/BAS/26/	O	ORIGINAL RECORDS											
/BAS/26/	O001.	BUILDING PLANS (PLANS FOR BLDGS BUILT BEFORE 1978 NOT MICROFILMED...) RECORD TYPES: Vital	TO	PE		Y	N	N					
/BAS/26/	O002.	BUILDING REPAIR OR SERVICE REQUEST LOG RECORD TYPES:	TO+2	TO+3		N	N	N					
/BAS/26/	O003.	EMPLOYEE EQUIPMENT CARD (S2) (PUT INTO EMPLY PERSONNEL FOLDER ) FORM: S2 RECORD TYPES:	TE+2	TE+2		N	N	N					
/BAS/26/	O004.	EQUIPMENT TRANSFER NOTICE (S17) (USED TO MAKE CHANGES TO EQUIPMENT INVENTORY LIST ) FORM: S17 RECORD TYPES:	PE	PE		N	N	N					
/BAS/26/	O005.	IDENTIFICATION CARD FOR PLANS (S8) FORM: S8 RECORD TYPES: Vital	PE	PE		Y	N	N					
/BAS/26/	O006.	YEARLY ORDER RECORD (S16) FORM: S16 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: BUILDING AND SAFETY/BUILDING BUREAU - BLDG INSPECT'N & BLDG MECH INSPECT'N**  
**/BAS/31/**

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			Office	Total	Code	V	H	C	L	
/BAS/31/	O	ORIGINAL RECORDS								
/BAS/31/	O001.	BUILDING-MECHANICAL PERMITS RECORD TYPES:	CL+5	PE		N	N	N		
/BAS/31/	O002.	COMPUTER CONTROL CARDS (SEND TO DATA SERVICES WHEN CLOSED FOR ENTRY TO PERMANENT MASTER FILE.) RECORD TYPES:	CL	CL		N	N	N		
/BAS/31/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/BAS/31/	O004.	DAILY TIME SHEETS (G-7) FORM: G-7 RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/31/	O005.	JOB ORDER/NOTICE TO COMPLY (G-11) FORM: G-11 RECORD TYPES:	CL+2	CL+2		N	N	N		
/BAS/31/	O006.	MONTHLY TIME BOOK RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/31/	O007.	NOT APPROVED NOTICES (G-49) FORM: G-49 RECORD TYPES:	CL+2	CL+2		N	N	N		
/BAS/31/	O008.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N		

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Departmental Records Disposition Schedule  
Original Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/STRUCTURAL ENGINEERING PLAN CHECK  
/BAS/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	
/BAS/33/	O	ORIGINAL RECORDS								
/BAS/33/	O001.	ADVERTISING SIGN NEAR FREEWAY CORRESPONDENCE (ORIGINATES IN DEPARTMENT OF TRAFFIC ) RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/33/	O002.	PERMITS (METROPOLITAN AREA) (METROPOLITAN AREA PERMITS SENT TO CONSERVATION BUREAU FOR PERMANENT STORAGE) RECORD TYPES: A-APP FOR INSPECTION OF NEW BLDG & CERTIFICATE OF OCCUPANCY-B1 B-APP FOR INSPECTION TO RELOCATE BLDGS & CERTIFICATE OF OCC-B2 C-APP FOR INSPECTION TO ADD-ALTER-REPAIR-DEMOLISH & FOR ...-B3 D-APPLICATION FOR INSPECTION SIGNS-B5 E-APP FOR INSPECTION OF NEW 1 OR 2 FAMILY DWELLING & FOR ...-B6 F-APP FOR INSPECTION OF NEW SWIMMING POOL &/OR SOLAR HEATER...-B52 G-APP FOR INSPECTION OF GRADING & FOR GRADING CERTIFICATE-B100 H-APP FOR INSPECTION TO ADD OR ALTER GRADING & FOR GRADING ...-B-108  F-APP FOR INSPECTION OF NEW SWIMMING POOL &/OR SOLAR HEATER...-B52	TO+3	TO+3		N	N	N		
/BAS/33/	O003.	PERMITS (BRANCH & DISTRICT OFFICES) (RETAINED IN BRANCH OFFICES FOR PERMANENT STORAGE; METROPOLITAN AREA...) RECORD TYPES: A-APP FOR INSPECTION OF NEW BLDG & FOR CERTIFICATE OF OCC-B1 B-APP FOR INSPECTION TO RELOCATE BLDGS & FOR CERTIFICATE OF...-B2 C-APP FOR INSPECTION TO ADD-ALTER-REPAIR-DEMOLISH & FOR OF OCC-B3 D-APPLICATION FOR INSPECTION OF SIGNS-B5 E-APP FOR INSPECTION OF NEW 1 OR 2 FAMILY DWELLING & FOR ...-B6 F-APP FOR INSPECTION OF NEW SWIMMING POOL &/OR SOLAR HEATER...-B52 G-APP FOR INSPECTION OF GRADING & FOR GRADING CERTIFICATE-B100 H-APP FOR INSPECTION TO ADD OR ALTER GRADING & FOR GRADING ...-B-108  F-APP FOR INSPECTION OF NEW SWIMMING POOL &/OR SOLAR HEATER...-B52	PE	PE		N	N	N		
/BAS/33/	O004.	AUTHORIZATION TO SIGN PERMITS FOR CONTRACTOR/NOTARIZATIONS RECORD TYPES:	TE+2	TE+2		N	N	N		
/BAS/33/	O005.	APPROVED PLANS (SEND TO INSPECTION DIVISION AFTER MICROFILING ) RECORD TYPES: A-STRUCTURAL CALCULATIONS	CL	CL		N	N	N		
/BAS/33/	O006.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/BAS/33/	O007.	FIRE/AUTO DAMAGE REPORT (CARDS) (B90) FORM: B90 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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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/STRUCTURAL ENGINEERING PLAN CHECK**  
**/BAS/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
/BAS/33/	O008.	FREEWAY SURVEY CARDS (B28) FORM: B28 RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/33/	O009.	MONTHLY TIME BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/BAS/33/	O010.	PLAN CHECK NUMBER LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/BAS/33/	O011.	PLAN CHECK/PUBLIC COUNTER DATA REPORT RECORD TYPES: A-DAILY PLAN CHECK REPORT-XB100 B-EPR COMPUTER DATA SHEET-XB-99 C-ENGINEERS PERFORMANCE REPORT-XB101 D-INSTRUCTIONS FOR COMPLETING PLAN CHECK REPORT E-PLAN CHECK PERFORMANCE REPORT-XB102	PE	PE		N	N	N	
/BAS/33/	O012.	PLAN CHECK/PUBLIC COUNTER LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/BAS/33/	O013.	PLAN MAINTENANCE LOG RECORD TYPES:	CL+2	CL+2		N	N	N	
/BAS/33/	O014.	PRELIMINARY DISCUSSION RECORD (XB-33) (REC SERIES IS IN VARIED MEDIA, IE., DRAWINGS...) FORM: XB-33 RECORD TYPES: A-CORRESPONDENCE B-DRAWINGS C-PRELIMINARY SUMMARY SHEET	TO+2	TO+2		N	N	N	
/BAS/33/	O015.	REQUEST FOR MODIFICATION LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/BAS/33/	O016.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/33/	O017.	STANDARD PLANS (FOLDERS) RECORD TYPES: A-APPLICATION FOR APPROVAL AS STANDARD PLAN B-CORRESPONDENCE	EX+2			N	N	N	
/BAS/33/	O018.	STANDARD PLAN INDEX RECORD TYPES:	EX+2			N	N	N	
/BAS/33/	O019.	STANDARD PLANS (DRAWINGS) (REC SERIES IS IN VARIED MEDIA, IE., DOCUMENTS...) RECORD TYPES:	EX+2			N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/STRUCTURAL ENGINEERING PLAN CHECK**

**/BAS/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
		A-APPLICATION FOR APPROVAL AS STANDARD PLAN-B-24 B-APPLICATION FOR INSPECTION-B-34 C-CORRESPONDENCE D-DRAWINGS E-ENGINEERS CALCULATIONS F-PLAN CORRECTION SHEET-B10							
		F-PLAN CORRECTION SHEET-B10							

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/ZONING**

**/BAS/34/**

*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				
/BAS/34/	O	ORIGINAL RECORDS											
/BAS/34/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N					
/BAS/34/	O002.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N					
/BAS/34/	O003.	TIME BOOK RECORD TYPES:	CL+2	CL+2		N	N	N					

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/GRADING**  
**/BAS/35/**

*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	
/BAS/35/	O	ORIGINAL RECORDS								
/BAS/35/	O001.	CATEGORICAL EXEMPTION FILES RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/35/	O002.	COMPUTER CONTROL CARDS (TO DATA SERVICES WHEN COMPLETE FOR ENTRY INTO PERMANENT MASTER FILE) RECORD TYPES:	CL	CL		N	N	N		
/BAS/35/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/BAS/35/	O004.	DAILY REPORT (G7G) (INFORMATION TRANSFERRED TO CAO REPORT AND PAYROLL) FORM: G7G RECORD TYPES:	CL+2	CL+2		N	N	N		
/BAS/35/	O005.	ENVIRONMENTAL IMPACT REVIEW FILES RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/35/	O006.	GRADING CERTIFICATES (REPORT OF GRADING COMPLIANCE) (B176) (PROPERTY RECORD) FORM: B176 RECORD TYPES:	PE	PE		N	N	N		
/BAS/35/	O007.	GRADING PRE-INSPECTION REPORTS (B67) FORM: B67 RECORD TYPES:	TO+3	TO+3		N	N	N		
/BAS/35/	O008.	IMPORT/EXPORT HEARING FILES (RECORD SERIES IS IN VARIED MEDIA, IE., MAPS, PHOTOGRAPHS...) RECORD TYPES: A-BOARD LETTERS B-MAPS, PHOTOGRAPHS AND GRADING PLANS. C-LIST OF SURROUNDING OWNERS. D-CONDITIONS OF APPROVAL FROM OTHER DEPARTMENTS.	TO+2	TO+10		N	N	N		
/BAS/35/	O009.	JOB ORDERS/ORDERS TO COMPLY (G11) FORM: G11 RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/35/	O010.	MONTHLY TIME BOOK RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/35/	O011.	PERMITS (INSPECTOR'S COPY WITH ORIGINAL FIELD NOTES) (B100) FORM: B100 RECORD TYPES:	TO+5	TO+10		N	N	N		
/BAS/35/	O012.	RESPONSIBILITY FILES (LETTERS OF RESPONSIBILITY) RECORD TYPES:	SU+2	SU+2		N	N	N		
/BAS/35/	O013.	STORM DAMAGE FILES RECORD TYPES: A-ORDERS TO COMPLY B-INSPECTOR'S NOTES C-CORRESPONDENCE	CL+2	CL+10		N	N	N		

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/GRADING**  
**/BAS/35/**

*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
/BAS/35/	O014.	SUBSTANDARD CERTIFICATE LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/BAS/35/	O015.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/35/	O016.	TRACT FILES (PROPERTY RECORD; RECORD SERIES IS IN VARIED MEDIA, IE., MAPS...) RECORD TYPES: A-PARCEL MAP B-PRIVATE STREETS C-GEOLOGICAL REPORTS D-SEISMOLOGICAL REPORTS E-FOUNDATION INVEST. REPORTS	CL	PE		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/RESEARCH & DEVELOPMENT DIV.**  
**/BAS/37/**

*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	
/BAS/37/	O	ORIGINAL RECORDS								
/BAS/37/	O001.	BUILDING CODE WORK FILES RECORD TYPES: A-CORRESPONDENCE B-COUNCIL ACTIONS C-NOTICES OF PUBLIC HEARINGS D-WORK SHEETS	TO+2	TO+2		N	N	N		
/BAS/37/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/BAS/37/	O003.	INCOMING RECORD OF CORRESPONDENCE RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/37/	O004.	INCOMING RECORD OF FEE'S PAID RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/37/	O005.	LETTERS (ORIGINALS TO OUTSIDE PARTIES ) RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/37/	O006.	RESEARCH REPORT EXPIRATION NOTICES (ORIGINALS TO PETITIONERS ) RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/37/	O007.	RESEARCH REPORTS FILES (TRANSFER TO STORAGE TWO YEARS AFTER CANCELLED; REC SERIES IS IN VARIED MEDIA, IE, BOOKS, DRAWINGS...) RECORD TYPES: A-APPLICATION FOR APPROVAL AS TESTING AGENCY OR FABRICATOR-COM-9 B-APPLICATION FOR GENERAL APPROVAL-R-7 C-APPROVAL LETTERS D-CATALOGS E-CERTIFICATES OF REAPPROVALS-R-8 F-CORRESPONDENCE G-DEPARTMENT OF BUILDING AND SAFETY CERIFICATE OF APPROVAL-B-248 H-DRAWINGS I-TEST REPORTS	CL+2	CL+5		N	N	N		

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/RESEARCH & DEVELOPMENT DIV.**  
**/BAS/37/**

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			Office	Total	Code	V	H	C	L
/BAS/37/	O008.	F-CORRESPONDENCE RESEARCH REPORT INDEX CARDS (DESTROY FIVE YEARS AFTER CANCELLED) RECORD TYPES:	CL+5	CL+5		N	N	N	
/BAS/37/	O009.	RULES OF APPLICATION WORK FILES RECORD TYPES: A-CORRESPONDENCE B-NOTICES OF PUBLIC HEARING	TO+2	TO+2		N	N	N	
/BAS/37/	O010.	RULES OF GENERAL APPLICATION FOR REGULATIONS MANUALS (SEND 4 COPIES TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/BAS/37/	O011.	SUPPLY ORDER (S-1B) FORM: S-1B 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: BUILDING AND SAFETY/CONSERVATION BUREAU - ADMINISTRATION**

**/BAS/40/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L				
/BAS/40/	0	ORIGINAL RECORDS											
/BAS/40/	0001.	CORRESPONDENCE & SUBJECT FILES 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: BUILDING AND SAFETY/CONSERVATION BUREAU - OFFICE ADMINISTRATION**  
**/BAS/41/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
/BAS/41/	O	ORIGINAL RECORDS								
/BAS/41/	O001.	APPLICATION FOR REPORT OF RESIDENTIAL PROPERTY RECORDS (B-9A) (INFORMATION TRANSFERRED TO REPORT OF RESIDENTIAL PROPERTY RECORDS) FORM: B-9A RECORD TYPES:	TO+/05	TO+2		N	N	N		
/BAS/41/	O002.	BUILDING PERMITS RECORD TYPES: A-APPLICATION FOR INSPECTION OF GRADING-B-100 B-APPLICATION FOR INSPECTION OF NEW BUILDING-B-1 C-APPLICATION FOR INSPECTION OF NEW SWIMMING POOL AND/OR SOLAR-B-52 D-APPLICATION FOR INSPECTION OF SIGNS-B-5 E-APPLICATION FOR INSPECTION TO ADD-ALTER-REPAIR-DEMOLISH-B-3 F-APPLICATION FOR INSPECTION TO RELOCATE BUILDING-B-2	CL+1	PE		N	N	N		
/BAS/41/	O003.	F-APPLICATION FOR INSPECTION TO RELOCATE BUILDING-B-2 CERTIFICATE OF OCCUPANCY (B-95) FORM: B-95 RECORD TYPES: A-CERTIFICATE OF BLDG COMPLIANCE-CONS 62 B-GRADING CERTIFICATE-B-101	CL+1	PE		N	N	N		
/BAS/41/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/BAS/41/	O005.	DAILY REPORT (TIMEKEEPING) (CONS 24) (INFORMATION TRANSFERRED TO PAYROLL & CAO 26 REPORTS ) FORM: CONS 24 RECORD TYPES:	CL+2	CL+2		N	N	N		

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**City of Los Angeles**  
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**/BAS/41/**

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			Office	Total	Code	V	H	C	L			
/BAS/41/	O006.	EMERGENCY DATA CARDS (PERS 16) FORM: PERS 16 RECORD TYPES:	TE+2	TE+2			N	N	N			
/BAS/41/	O012.	ORDERS FOR SUPPLIES (TRAVELING REQUISITION CARDS) RECORD TYPES:	SU+2	SU+2			N	N	N			
/BAS/41/	O013.	PERIOD SUMMARY REPORT RECORD TYPES:	TO+2	TO+2			N	N	N			
/BAS/41/	O014.	RANGE FILES (COMM. & RES) (OCCASIONALLY USED FOR LAWSUITS; MICROFILMED RETAINED IN LIEU ORIGINAL DOCUMENTS) A-BID FOR THE DEMOLITION AND REMOVAL-CONS 34 A-BID FOR THE DEMOLITION AND REMOVAL-CONS 34 AA-NOTICE OF RESIDENTIAL BUILDING SUBJECT TO REPAIR-CONS 91 B-CERTIFICATE OF COMPLIANCE-CONS 85 BB-NOTICE OF SUBSTANDARD RESIDENTIAL BUILDING-CONS 18 C-CERTIFICATE OF MAILING-CONS 56 CC-NOTICE TO VACATE-CONS 1 D-CERTIFICATE OF POSTING-CONS 5 DD-NOTIFICATION OF BOARD HEARING-COM 2 E-CERTIFICATE OF POSTING-CONS 145 EE-ORDER TO COMPLY-G-11 F-CERTIFICATE OF RECORD SEARCH-CONS 130 FF-PHOTOGRAPHS G-COMMERCIAL ELECT. INSPECTION-CONS 93 GG-POST OFFICE RETURN RECEIPT AND ACCEPTANCE FORMS H-COMMERCIAL HTG/VENT/REF INSP.-CONS 96A	CL+1	CL+10			N	N	N			

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - OFFICE ADMINISTRATION**  
**/BAS/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	
		HH-PROGRESS REPORT-ABANDONED BUILDINGS-CONS 111 I-COMMERCIAL MAINTENANCE INSP.-CONS 20 II-PROOF OF SERVICE BY MAIL J-COMMERCIAL MECHANICAL INSP.-CONS 96 JJ-REFERRAL WORK SHEET-G-28 K-CONTRACT DEMOLITION PROGRESS SHEET-CONS 127 KK-REPORT ON APPEAL DETERMINATION-G-9 L-CORRESPONDENCE-CONS 138 LL-RESEARCH REQUEST & CERTIFICATE OF RECORD RESEARCH-CONS 43 M-CORRESPONDENCE (NOTICE OF BOARD HEARING)-COM 21 MM-ROUTING TICKET-CONS 11 N-DEMOLITION INSPECTION RECORD-B-86 NN-SUBSTANDARD OR REPAIR NOTICE-CONS 14 O-ESTIMATE OF DEMOLITION AND REMOVAL-CONS 86 OO-SUPPLEMENT REPORT-516.4 P-FIRE SAFETY REPAIR ORDER PP-SURVEY REPORT-CONS 10 Q-HOUSING INSP. SERVICE REPORT-CONS 61 QQ-TERMINATION OF NOTICE OF BUILD'G CLASSIFIED AS A NUISANCE...-CONS 81A R-INSPECTION RECORD-B-8 RR-TERMINATION OF NOTICE OF RESIDENTIAL BUILDING SUBJECT TO ...-CONS 92 S-INTERDEPARTMENTAL NOTICE OF ORDINANCE VIOLATION-CONS 94 SS-TERMINATION OF NOTICE OF SUBSTANDARD RESIDENTIAL BUILDING-CONS 21 T-INVOICES TT-TITLE SEARCH-516.2 U-JOB CLEARANCE SHEET-CONS 106 UU-WORK ORDER & NOTICE TO PROCEED-CONS 7 V-JOB PROGRESS REPORT-CONS 35 W-NOTICE INVITING BIDS-CONS 137 X-NOTICE OF BUILDING CLASSIFIED AS A NUISANCE OR HAZARD Y-NOTICE OF COMPLETION-CONS 78 Z-NOTICE OF INTENTION								
/BAS/41/	0015.	REJECTED APPLICATION LOG (RESIDENTIAL PROPERTY RECORDS) RECORD TYPES:	TO+2	TO+2		N	N	N		
/BAS/41/	0016.	REPORT OF RESIDENTIAL PROPERTY RECORDS (B-9) (ORIGINAL MAILED TO OWNER ) FORM: B-9 RECORD TYPES:	TO+2	TO+2		N	N	N		

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**City of Los Angeles**  
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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - OFFICE ADMINISTRATION**

**/BAS/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
/BAS/41/	O017.	RESIDENTIAL PROPERTY CONTROL LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/41/	O018.	RESIDENTIAL PROPERTY RECORDS STATISTICAL REPORT (ANNUAL SUMMARY KEPT 10 YEARS ) RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/41/	O019.	SMOKE DETECTORS CORRESPONDENCE RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/41/	O020.	STATISTICAL SUMMARY REPORT RECORD TYPES: A-CONSERVATION INSPECTION SUMMARY REPORT B-CONSERVATION STATISTICAL SUMMARY REPORT C-SUMMARY REPORT WORK SHEET	TO+5	TO+10		N	N	N	
/BAS/41/	O021.	SUPPLY ORDER (S1B) FORM: S1B RECORD TYPES:	TO+2	TO+2		N	N	N	

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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIAL PROJECTS**  
**/BAS/42/**

*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			
/BAS/42/	O	ORIGINAL RECORDS										
/BAS/42/	O001.	BOARD APPEAL LOG RECORD TYPES:	CL+2	CL+2		N	N	N				
/BAS/42/	O002.	BOARD APPEAL SUMMARY SHEETS RECORD TYPES:	TO+2	TO+2		N	N	N				
/BAS/42/	O003.	COMPLAINT & REFERRAL RESEARCH LOG RECORD TYPES:	CL+2	CL+2		N	N	N				
/BAS/42/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/BAS/42/	O005.	PLAN CHECK LOG RECORD TYPES:	CL+2	CL+2		N	N	N				
/BAS/42/	O006.	PLAN CHECK WEEKLY SUMMARY (ANNUAL SUMMARY KEPT 10 YRS. ) RECORD TYPES:	TO+2	TO+2		N	N	N				

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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIAL PROJECTS**

**/BAS/42/**

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/BAS/42/	O007.	QUASI-JUDICIAL APPEAL LOG RECORD TYPES:	CL+2	CL+2		N	N	N	
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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - RESIDENTIAL COMPLAINT REFERRAL**  
**/BAS/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		
/BAS/43/	O	ORIGINAL RECORDS									
/BAS/43/	O001.	INSPECTOR'S LOG OF RESIDENTIAL COMPLAINTS RECORD TYPES:	CL+2	CL+2		N	N	N			
/BAS/43/	O002.	JOB RECORDS (WHEN CLOSED, TRANSFER TO RANGE FILES"" SEE SCHEDULE BS-41;"" REC SERIES HAS VARIED ...) RECORD TYPES: A-INSPECTOR'S NOTES B-PHOTOGRAPHS C-CORRESPONDENCE	CL	CL		N	N	N			
/BAS/43/	O003.	LOG OF NOISE ABATEMENT INSPECTIONS RECORD TYPES:	CL+2	CL+2		N	N	N			
/BAS/43/	O004.	LOG OF PUBLIC COUNTER INSPECTORS RECORD TYPES:	CL+2	CL+2		N	N	N			

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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - COMMERCIAL COMPLAINT & REFERRAL**  
**/BAS/44/**

*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	
/BAS/44/	O	ORIGINAL RECORDS								
/BAS/44/	O001.	ACCOUNTS RECEIVABLE LEDGER (WRECKING YARDS) (MAY BE NEEDED FOR LAWSUITS)	CL+5	CL+10		N	N	N		
/BAS/44/	O002.	COMMERCIAL COMPLAINTS LOG RECORD TYPES:	CL+2	CL+2		N	N	N		
/BAS/44/	O003.	INVOICE LOG BOOK (WRECKING YARDS) (MAY BE NEEDED FOR LAWSUITS)	CL+5	CL+10		N	N	N		
/BAS/44/	O004.	INVOICES (WRECKING YARDS) (M 57) (MAY BE NEEDED FOR LAWSUITS) FORM: M 57	CL+5	CL+10		N	N	N		
/BAS/44/	O005.	JOB RECORD (CARD CONTAINING FIELD NOTES) (RECORDS TRANSFERRED TO RANGE FILE WHEN CLOSED)	CL	CL		N	N	N		
/BAS/44/	O006.	SPECIAL EVENTS LOG	CL+2	CL+2		N	N	N		

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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - COMMERCIAL COMPLAINT & REFERRAL**  
**/BAS/44/**

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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		
/BAS/44/	O007.	SPECIAL EVENTS PLANS (PLANS OF TENT LAYOUTS, BLEACHER LOCATION, ETC.)	CL+2	CL+2		N	N	N			
/BAS/44/	O008.	WRECKING YARD FOLDERS (RECORDS FILED IN CONSERVATION RANGE FILES WHEN CLOSED; REC SERIES HAS VARIED ...) RECORD TYPES: A-FIELD INSPECTION NOTES-COM 31 C-CORRESPONDENCE D-JOB ORDER/NOTICE TO COMPLY-G-11 E-PLOT PLANS F-CERTIFICATE OF OCCUPANCY-B-95 G-LEGAL OWNERSHIP H-PHOTOGRAPHS I-CERTIFICATE OF BUILDING COMPLIANCE-CONS 62 J-TITLE SEARCH-516.2 G-LEGAL OWNERSHIP	CL+2	CL+2		N	N	N			
/BAS/44/	O009.	WRECKING YARD INSPECTIONS LOG RECORD TYPES:	CL+2	CL+2		N	N	N			
/BAS/44/	O010.	WRECKING YARD LOG RECORD TYPES:	CL+2	CL+2		N	N	N			

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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIALIZED INSPECTION**  
**/BAS/46/**

*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		
/BAS/46/	O	ORIGINAL RECORDS								
/BAS/46/	O001.	ABANDONED VEHICLE FILE RECORD TYPES: A-CERTIFIED MAILING CARD-PS 3811 B-CERTIFIED MAILING SHEET-PS 3877 C-COMPLAINT CARD-G 8 D-DMV INFORMATION REQUEST-INV 8 E-DMV NOTICE - REMOVAL OF ABANDONED VEHICLES-REG 104 F-JOB CLEARANCE SHEET-CONS 106 G-PROPERTY OWNER ABATE NOTICE-CONS 74 H-TOW ORDER-CONS 70 I-VEHICLE POSTING - OFFICIAL NOTICE-CONS 40 J-VEHICLE PROGRESS SHEET K-VEHICLE REGISTERED AND LEGAL OWNER ABATE NOTICE-CONS 75 L-VEHICLE STATUS SHEET	CL+1	CL+10	N	N	N			
/BAS/46/	O002.	BUILDING INSPECTION SERVICE FILE (OCCASIONAL LAWSUIT) RECORD TYPES: A-APPLICATION FOR INSPECTION AND FOR CERTIFICATE OF...-B 11A B-APPLICATION FOR INSPECTION AND FOR CERTIFICATE OF...-B 11 C-CERTIFICATE OF BUILDING COMPLIANCE-CONS 62 D-JOB CLEARANCE SHEET-CONS 106 E-JOB PROCESS-CONS 35 F-NOT APPROVED NOTICE-G 49 G-ORDER TO COMPLY-G 11 H-RESIDENTIAL INSPECTION SERVICE REPORT-CONS 61A I-RESIDENTIAL INSPECTION SERVICE REPORT-CONS 61 J-RESEARCH REQUEST & CERTIFICATE OF RECORDS SEARCH-CONS 43 K-ROUTING TICKET-CONS 11	CL+1	CL+10	N	N	N			
/BAS/46/	O003.	CONTRACT DEMOLITION FILE (USED IN OCCASIONAL LAWSUIT) A-ABATE NOTICE-CONS 16 A-ABATE NOTICE-CONS 16 B-C.D.I. PROGRESS SHEET-CONS 127 C-CERTIFICATE OF POSTING-CONS 145 D-DEMO WORK ORDER E-EXECUTE CONTRACT-R 372	CL+5	CL+15	N	N	N			

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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIALIZED INSPECTION**

**/BAS/46/** *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		
		F-EXTENSION OF TIME LETTER G-FINAL NOTICE WORKSHEET H-JOB CLEARANCE SHEET, GOLDEN ROD COPY-CONS 106 I-NEW OWNER LETTER-CONS 140 J-NOTICE OF INTENTION LETTER K-NOTICE OF CONTRACTOR-CONS 76 L-NOTIFICATION LETTER M-PROGRESS SHEET-CONS 35 N-RECORD SEARCH-CONS 130 O-REFERRAL WORKSHEET-CONS 67 P-REQUEST FOR MODIFICATION-B & S 31 Q-REQUEST FOR TITLE SEARCH-CONS 138 R-RESEARCH REQUEST-CONS 43 S-RIGHT OF ENTRY - WAIVER T-START WORK LETTER U-TITLE SEARCH V-WORKSHEET - PROJECT SPECS-CONS 110									
/BAS/46/	O004.	HELP FILE (DUE TO FEDERAL FUNDING, KEEP RECORDS FOR AUDIT, ETC...) A-AWARD OF BID-HELP 13 A-AWARD OF BID-HELP 13 AA-NOTIFICATION OF CASE CLOSURE-HELP 25 B-AUTHORIZATION FOR USE OF FULL RECONVEYANCE-HELP 22 BB-OWNER'S AFFIDAVIT OF INTENT TO OCCUPY DWELLING-HELP 5 C-BID INFORMATION-HELP 9 CC-NOTIFICATION OF RESPONSIBILITY-CONS 30 D-CLOSEOUT STATEMENT-HELP 19 DD-OWNER'S EVALUATION FORM-HELP 18 E-CONTRACTOR'S BIDDING LETTER-HELP 8A EE-PRELIMINARY APPLICATION-HELP 2B F-CONTRACTOR QUESTIONNAIRE-HELP C2 FF-PRELIMINARY APPLICATION CONT'D-HELP 20 G-CONTRACT SPECIFICATIONS-HELP 8B GG-PRELIMINARY APPLICATION RENTAL UNITS INFORMATION-HELP 2D	CL+5	CL+15		N	N	N			
/BAS/46/	O005.	RELOCATION FILE (USED IN OCCASIONAL LAWSUIT. REC SERIES IS IN VARIED MEDIA...) A-CERTIFICATE OF OCCUPANCY-B 95B A-CERTIFICATE OF OCCUPANCY-B 95B B-COMPATIBILITY WORKSHEET C-COMPLETE RELOCATION FILE D-NO. 2 APPLICATION RELOCATE (WORKSHEET)-B 2A E-PICTURE HARD BACK	CL+5	CL+10		N	N	N			

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**/BAS/46/**

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			Office	Total	Code	V	H	C	L		
/BAS/46/	O006.	F-RELOCATION BOND RELEASE-B 87 G-RELOCATION APPROVAL LETTER-CONS 41 H-RELOCATION PERMIT BOND-F 25 I-RELOCATION PERMIT CASH BOND-A 28 J-RELOCATION SPECIFICATION SHEET-B 85 <b>CONTRACT DEMOLITION FILE (CONS 16)</b> FORM: CONS 16 A-ABATE NOTICE-CONS 16 B-C.D.I. PROGRESS SHEET-CONS 127 C-CERTIFICATE OF POSTING-CONS 145 D-DEMO WORK ORDER E-EXECUTE CONTACT-R372 F-EXTENSION OF TIME LETTER G-FINAL NOTICE WORKSHEET H-JOB CLEARANCE SHEET, GOLDEN ROD COPY-CONS 106 I-NEW OWNER LETTER-CONS 140 J-NOTICE OF INTENTION LETTER K-NOTICE OF CONTRACTOR-CONS 76 L-NOTIFICATION LETTER M-PROGRESS SHEET-CONS 35 N-RECORD SEARCH-CONS 130 H-CORRECTIVE CONSTRUCTION SPECIFICATIONS (TYPED FORM)-HELP 8 HH-PROGRAM CHECK LIST-HELP 4 I-CORRECTIVE CONSTRUCTION SPECIFICATIONS-HELP 6 II-RENTAL UNITS APPLICATION TENANT INFORMATION-HELP 4D J-COST ESTIMATE BREAKDOWN-HELP 7 JJ-RELEASE OF MECHANIC'S LIEN RIGHTS-HELP 16 K-CREDIT RATING INFORMATION LTR-HELP 30 KK-RENTAL UNITS INFORMATION CONT'D-HELP 2E L-EFFECT OF RESCISSION-HELP 10 B LL-REQUEST FOR LOAN EXCROW CHECK-HELP 12 M-EVALUATION OF JOB COMPLETION-HELP 17 MM-REQUEST FOR VOUCHER CHECK-HELP 14 N-EXPENDITURE CHECK AUTHORIZATION PROJECT-HELP 15 NN-REQUEST TO OPEN ACCOUNT-HELP 21 O-GENERAL STANDARDS FOR CONTRACTORS-HELP 28 OO-REQUEST FOR LOAN ESCROW CHECK FROM REVOLVING FUND-HELP 23 P-HELP CLEARANCE SHEET-HELP 26 PP-RIGHT OF RESCISSION NOTIFICATION-HELP 10 A Q-HELP REFERRAL SLIP-HELP 1 QQ-STATUS OF JOB PROGRESS-CONS 35	CL+5	CL+15		N	N	N			

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**Original Records**

**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIALIZED INSPECTION**  
**/BAS/46/**

*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		
		R-HOMEOWNER PERFORMANCE AGREEMENT-HELP 8C RR-TITLE INFORMATION WORKSHEET-T 1 S-ITEMS NEEDED TO COMPLETE APPLICATION PACKET-HELP 2F SS-TITLE SEARCH-0 T-LETTER TO APPLICANTS WHO DO NOT HAVE A CITATION-HELP 2G TT-TRANSFER OF FILE-HELP 24 U-LETTER TO CONTRACTORS-HELP C1 UU-TRUTH IN LENDING DISCLOSURE STATEMENT-HELP 11 V-LIST OF DOCUMENTS NEEDED-HELP 2A VV-WARNING TO OWNERS-HELP 29 W-LOAN APPLICATION-HELP 4A X-LOAN APPLICATION - RENTAL UNITS-HELP 4C Y-LOAN APPLICATION - REVIEW-HELP 2H Z-LOAN COMMITTEE SIGN OFF-HELP 20 O-REFERRAL WORKSHEET-CONS 67 Q-REQUEST FOR TITLE SEARCH-CONS 138 R-RESEARCH REQUEST-CONS 43 S-RIGHT OF ENTRY T-START WORK LETTER U-TITLE SEARCH V-WORKSHEET - PROJECT SPECS-CONS 110									
/BAS/46/	O007.	SECURITY BARS CLOSED FILES (COPIES OF OTC, PERMITS & JOB PROGRESS SHEETS ) RECORD TYPES:	CL+10	CL+10		N	N	N			
/BAS/46/	O008.	SECURITY BARS CERTIFICATES OF COMPLIANCE RECORD TYPES:	TO+5	TO+50		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**  
**Original Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU - EARTHQUAKE SAFETY**  
**/BAS/50/**

*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	
/BAS/50/	O	ORIGINAL RECORDS								
/BAS/50/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/BAS/50/	O002.	EARTHQUAKE DAILY REPORT SUMMARY (CONS 24) FORM: CONS 24 RECORD TYPES:	TO+5	TO+5		N	N	N		
/BAS/50/	O003.	EARTHQUAKE SAFETY PERIOD REPORT (YEARLY SUMMARY KEPT 10 YEARS (CONTAINED IN A RANGE FILE"""" ALONG W/VARIOUS # FORMS)) RECORD TYPES:	TO+5	TO+5		N	N	N		
/BAS/50/	O004.	EARTHQUAKE SURVEY FILE RECORD TYPES: A-B/A - MONEY LETTER B-B/A - HEARING DATE LETTER C-CERTIFICATE OF PERSONAL SERVICE-XB & CONS D-CERTIFICATE OF MAILING-XB & CONS E-EXEMPTION LETTER F-INSPECTORS B/A WORKSHEET G-RECLASS LETTER - 20 HR. EXEMPT H-RECLASS LETTER - OTHERS I-PARAPET FILE F-INSPECTORS B/A WORKSHEET	CL+10	CL+50		N	N	N		
/BAS/50/	O005.	PLAN CHECK WEEKLY REPORT RECORD TYPES:	TO+5	TO+5		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: BUILDING AND SAFETY/BUILDING BUREAU - EARTHQUAKE SAFETY**

**/BAS/50/** *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			

/BAS/50/	O006.	DIVISION 88*, EARTHQUAKE MASTER FILE (BLDGS. NOT DEMOLISHED) (REFER TO RETROFITTING ORD. OF BLDG CODE ) RECORD TYPES: A-EARTHQUAKE HAZARD REDUCTION IN EXISTING BUILDING NOTICE B-CERTIFICATE OF PERSONAL SERV. C-CERTIFICATE OF MAILING D-EXEMPTION LETTER E-BUILDING PERMIT F-REQUEST FOR MODIFICATION G-EARTHQUAKE HAZARD VACATE ORDER H-SHEAR TEST REPORT I-INSPECTION NOTES J-CERTIFICATE OF COMPLIANCE	CL+5	CL+50	N	N	N				
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/BAS/50/	O007.	DIV 88*, EARTHQUAKE MASTER FILE (BLDGS. HAVE BEEN DEMOLISHED) (REFER TO RETROFITTING ORD. OF BLDG CODE. THESE ARE FILES FOR BUILDINGS THAT HAVE ALREADY BEEN DEMOLISHED.) RECORD TYPES: A-EARTHQUAKE HAZARD REDUCTION IN EXISTING BUILDING NOTICE B-CERTIFICATE OF MAILING C-REQUEST FOR MODIFICATION D-BUILDING PERMIT E-EARTHQUAKE HAZARD VACATE ORDER F-INSPECTION NOTES	CL+5	CL+10	N	N	N				
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F-INSPECTION NOTES

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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: BUILDING AND SAFETY/MECHANICAL BUREAU-ADMINISTRATION**  
**/BAS/60/**

*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			
/BAS/60/	O	ORIGINAL RECORDS										
/BAS/60/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/BAS/60/	O002.	LICENSING EXAMINATION BOARD MEETINGS ROSTERS (M-5) FORM: M-5 RECORD TYPES:	TO+3	TO+10		N	N	N				
/BAS/60/	O003.	LICENSING EXAMINATION BOARD MEETINGS EXAMINATION (DESIGNATED AS HISTORICAL PER RETENTION SCHEDULE ) RECORD TYPES:	SU+2	SU+10		N	N	N				
/BAS/60/	O004.	LICENSING EXAMINATION BOARD MEETINGS CORRESPONDENCE RECORD TYPES:	AR+2	AR+10		N	N	N				
/BAS/60/	O005.	MONTHLY TIME BOOK RECORD TYPES:	CL+2	CL+2		N	N	N				
/BAS/60/	O006.	SUPPLY ORDER (S-1B) FORM: S-1B 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: BUILDING AND SAFETY/MECHANICAL BUREAU-ADMINISTRATION**

**/BAS/60/**

*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) --Media</i>			<i>Record Type</i>			
			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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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: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING/TEST LAB**  
**/BAS/62/**

*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	
/BAS/62/	O	ORIGINAL RECORDS								
/BAS/62/	O001.	ACTIVITY REPORTS (PERIODS, WEEKLY, MOE) (USED TO PREPARE CAO REPORTS )	TO+2	TO+2		N	N	N		
/BAS/62/	O002.	APPLICATION FILES (USED FOR LAWSUITS; REC SERIES HAS VARIED MEDIA ) A-APPLICATION FOR TESTING MECHANICAL EQUIPMENT-P48 A-APPLICATION FOR TESTING MECHANICAL EQUIPMENT-P48 B-BILLING SHEET C-CORRESPONDENCE D-TESTERS' REPORTS E-VENDOR PUBLICATIONS F-PHOTOGRAPHS	EX+/05	EX+10		N	N	N		
/BAS/62/	O003.	F-PHOTOGRAPHS CORRESPONDENCE & SUBJECT FILES	AR+2	AR+2		N	N	N		
/BAS/62/	O004.	INVOICES (P17) FORM: P17 RECORD TYPES: A-APPLICATION AND AGREEMENT FOR TESTING MECHANICAL EQUIPMENT-P48	AU+2	AU+2		N	N	N		
/BAS/62/	O005.	RESEARCH REPORTS (USED FOR LAWSUITS; REC SERIES HAS VARIED MEDIA ) A-APPLICATION-M48	EX+/05	EX+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: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING/TEST LAB**  
**/BAS/62/**

*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
/BAS/62/	O006.	A-APPLICATION-M48 B-CORRESPONDENCE C-TEST REPORTS D-VENDOR PUBLICATIONS E-PHOTOGRAPHS SUPPLY ORDER (S-1B) FORM: S-1B	TO+2	TO+2		N	N	N	
/BAS/62/	O007.	STATUS CARDS (INDEX CARDS LISTING APPROVAL FOR USE OF A PIECE OF EQUIPMENT )	EX+2	EX+2		N	N	N	
/BAS/62/	O008.	TIME SHEETS (USED TO PREPARE CAO AND PAYROLL DOCUMENTS ) A-PERIOD REPORT WORKSHEETS A-PERIOD REPORT WORKSHEETS B-TIME AND MILEAGE REPORTS	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: BUILDING AND SAFETY/MECHANICAL BUREAU - ELECTRICAL INSPECTION ADMIN**

**/BAS/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	
/BAS/63/	O	ORIGINAL RECORDS								
/BAS/63/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/BAS/63/	O002.	REQUESTS FOR MODIFICATION OF BUILDING ORDINANCES (BS-COM-31) (ORIGINAL COPIES ARE MICROFILMED BY DAFS. SEE ORIGINAL RECORD S SCHEDULE BAS-21, ITEM 1) FORM: BS-COM-31 RECORD TYPES:	TO+5	TO+7		N	N	N		
/BAS/63/	O003.	TIME BOOK (WEEKLY) RECORD TYPES:	CL+2	CL+4		N	N	N		
/BAS/63/	O004.	INSPECTORS DAILY REPORT & MOTOR VEHICLE RECORD (BS-G-7) FORM: BS-G-7 RECORD TYPES:	TO+5	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: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING**  
**/BAS/64/**

*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			
/BAS/64/	O	ORIGINAL RECORDS										
/BAS/64/	O001.	ACCEPTANCE INSPECTION REPORTS (M-46) FORM: M-46 RECORD TYPES:	SU+2	SU+2		N	N	N				
/BAS/64/	O002.	APPLICATION FOR INSPECTION & PLAN CHECK (M-15) FORM: M-15 RECORD TYPES:	EX+5	EX+5		N	N	N				
/BAS/64/	O003.	BOILER REPORTS (M-10) FORM: M-10 RECORD TYPES:	SU+2	SU+2		N	N	N				
/BAS/64/	O004.	COMPLAINT CARDS (GEN 8) FORM: GEN 8 RECORD TYPES:	TO+2	TO+10		N	N	N				
/BAS/64/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/BAS/64/	O006.	ELEVATOR FIELD NOTES (M-13) FORM: M-13 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: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING**  
**/BAS/64/**

*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
/BAS/64/	O007.	INSPECTOR'S DAILY REPORT & MOTOR VEHICLE RECORD (GEN 7) FORM: GEN 7 RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/64/	O008.	ORDER TO COMPLY (GEN 12) FORM: GEN 12 RECORD TYPES:	CL+2	CL+2		N	N	N	
/BAS/64/	O009.	PERMIT TO OPERATE & REINSPECTION REPORT, P.V. (M-26) FORM: M-26 RECORD TYPES:	SU+2	SU+2		N	N	N	
/BAS/64/	O010.	PRESSURE VESSEL FIELD NOTES (XM-4) FORM: XM-4 RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/64/	O011.	REINSPECTION REPORT & OPERATING PERMITS (M-9) FORM: M-9 RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/64/	O012.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/64/	O013.	UNFIRED PRESSURE VESSEL REPORTS (M-50) FORM: M-50 RECORD TYPES:	SU+2	SU+2		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING**

**/BAS/64/**

*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			
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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - PERMITS**  
**/BAS/67/**

*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				
/BAS/67/	O	ORIGINAL RECORDS											
/BAS/67/	O001.	APPLICATION FOR INSPECTION RECORD TYPES: A-ELECTRICAL PERMITS-E6 B-HEATING & REFRIGERATION PERMIT-H5 C-PLUMBING PERMITS-P4	TO+5	TO+10		N	N	N					
/BAS/67/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/BAS/67/	O003.	ELECTRICAL INVOICES (M-57) FORM: M-57 RECORD TYPES:	TO+2	TO+2		N	N	N					
/BAS/67/	O004.	EMERGENCY GENERATOR INVOICES (E-16) FORM: E-16 RECORD TYPES:	TO+2	TO+2		N	N	N					
/BAS/67/	O005.	JOB ORDER/NOTICE TO COMPLY (G11) FORM: G11 RECORD TYPES:	TO+2	TO+2		N	N	N					
/BAS/67/	O006.	LICENSE APPLICATIONS (EXPIRED) RECORD TYPES:	EX+2	EX+2		N	N	N					

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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - PERMITS**  
**/BAS/67/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L
/BAS/67/	O007.	LICENSE EXAMINATION FILES (TESTS GIVEN TO ISSUE LICENSES FOR MECH EQUIP OPER, PLUMB'G & GASFIT'G, STEAM ...) RECORD TYPES: A-COMPLETED EXAMINATIONS B-LIST OF APPLICATIONS FOR EXAMINATION	TO+5	TO+15		N	N	N	
/BAS/67/	O008.	MECHANICAL LICENSES (DUPLICATE KEPT IN LIEU OF ORIGINAL ) RECORD TYPES:	TO+5	TO+10		N	N	N	
/BAS/67/	O009.	METER RELEASES TO DWP RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/67/	O010.	PREMISE SHEET (PROOF OF REGISTR'N OF MAINTENANCE WORKER) RECORD TYPES:	CL+2	CL+4		N	N	N	
/BAS/67/	O011.	MONTHLY TIME BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/BAS/67/	O012.	REGISTRATION CARDS (E-55) (LISTING OF MAINTENANCE LABORERS HIRED FOR WORK ON PRIVATE BUILDING) FORM: E-55 RECORD TYPES:	TO+5	TO+7		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: BUILDING AND SAFETY/MECHANICAL BUREAU - PERMITS**

**/BAS/67/**

*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
/BAS/67/	O013.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/67/	O014.	WORKERS COMPENSATION BOOK (LISTING ALL VALID WORKERS; COMP INSURANCE CERTIFICATES SUBMITTED BY ...) RECORD TYPES:	CL+2	CL+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: BUILDING AND SAFETY/MECHANICAL BUREAU - ELECTRICAL ENGINEERING TEST LAB**  
**/BAS/69/**

*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				
/BAS/69/	O	ORIGINAL RECORDS											
/BAS/69/	O001.	APPLICATION FILES (USED FOR LAWSUITS; REC SERIES IS IN VARIED MEDIA, IE., MAGAZINES, DRAWINGS...) A-APPLICATION FOR TESTING ELECTRICAL EQUIPMENT-E147 A-APPLICATION FOR TESTING ELECTRICAL EQUIPMENT-E147 B-BILLING SHEET-E9 C-CORRESPONDENCE D-TESTER'S REPORT E-VENDOR PUBLICATIONS F-WIRING DIAGRAMS	EX+05			N	N	N					
/BAS/69/	O002.	F-WIRING DIAGRAMS AUDIT TAPES RECORD TYPES:	AU+2	AU+2		N	N	N					
/BAS/69/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	EX+2			N	N	N					
/BAS/69/	O004.	INVOICES (E126) FORM: E126 RECORD TYPES: A-APPLICATION AND AGREEMENT FOR TESTING ELECTRICAL EQUIPMENT-E147	AU+2	AU+2		N	N	N					
/BAS/69/	O005.	JOB ORDERS (MANUFACTURERS & DISTRIBUTORS) (G-11) FORM: G-11 RECORD TYPES:	TO+20	TO+20		N	N	N					

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - ELECTRICAL ENGINEERING TEST LAB**  
**/BAS/69/**

*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
/BAS/69/	O006.	JOB ORDERS (CROSS REFERENCE CARDS) (E-42) FORM: E-42 RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/69/	O007.	RESEARCH REPORTS (USED FOR LAWSUITS ) A-APPLICATION-M48 A-APPLICATION-M48 B-CORRESPONDENCE C-TEST REPORTS D-VENDOR PUBLICATIONS	EX+/05			N	N	N	
/BAS/69/	O008.	REPORTS (PERIOD, WEEKLY & MOE) (STATUS OF DIVISION HOURS WORKED, JOB DONE. ) RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/69/	O009.	STATUS CARDS RECORD TYPES:	EX+40			N	N	N	
/BAS/69/	O010.	SUPPLY ORDER (S-1B) FORM: S-1B RECORD TYPES:	TO+2	TO+2		N	N	N	
/BAS/69/	O011.	TIME SHEETS RECORD TYPES: A-PERIOD REPORT WORKSHEET B-TIME AND MILEAGE REPORTS	TO+2	TO+2		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/COMMISSION**

**/BAS/10/**

*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			
/BAS/10/	D	DUPLICATE RECORD SERIES						
/BAS/10/	D001.	INTER OR INTRADEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/10/	D002.	PUBLICATIONS & REFERENCE MATERIAL REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/BAS/10/	D003.	RECORDS TRANSFER LISTS (GEN 62) (DISCARD AFTER BOXES DEST'YD ) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/10/	D004.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60/61 RECORD TYPES:	SU		N	N	N	
/BAS/10/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/EXECUTIVE OFFICE**  
**/BAS/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			
/BAS/11/	D	DUPLICATE RECORD SERIES						
/BAS/11/	D001.	ASSIGNMENT LOG BOOKS (FROM EXEC OFFICE'S WORKSHT ONLY ALL INFO COPIED ) RECORD TYPES: A-GENERAL CORRESPONDENCE AND CORRESPONDENCE FROM OTHER DEPT. B-COUNCIL COMPLAINTS			N	N	N	
/BAS/11/	D002.	INTERDEPARTMENTAL OR INTRADEPARTMENTAL MANUALS, ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/11/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIAL. ) RECORD TYPES:	AR		N	N	N	
/BAS/11/	D004.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DEST'YD ) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/11/	D005.	RECORDS RENTENTION SHEDULE (GEN 60/GEN) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60/GEN RECORD TYPES:	SU		N	N	N	
/BAS/11/	D006.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/11/	D007.	TIMEKEEPING RECORDS (B & S FINANCIAL & PERSONNEL SERVICES DIV'NS ) RECORD TYPES: A-WEEKLY CREW TIME SHEETS-5054 B-PAYROLL ADJUSTMENT MEMOS-PERS 30 C-TIME OFF/COMPENSATION REQUESTS-GEN 68	TO+1		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/MANAGEMENT ASSISTANCE DIV.**

**/BAS/12/**

*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			
/BAS/12/	D	DUPLICATE RECORD SERIES						
/BAS/12/	D001.	BUDGET REPORTS (B & S, GENERAL ANALYSIS ) RECORD TYPES:	TO+1		N	N	N	
/BAS/12/	D002.	EMPLOYEE EVALUATION REPORTS (PDAS 28) (B & S, PERSONNEL SERVICES ) FORM: PDAS 28 RECORD TYPES:	TO+2		N	N	N	
/BAS/12/	D003.	INTERDEPARTMENTAL OR INTRADEPARTMENTAL MANUALS,... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/12/	D004.	MICROFILM OF BOARD FILES (B & S, COMMISSION OFFICE ) RECORD TYPES:	PE		N	N	N	
/BAS/12/	D005.	PUBLICATION & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/BAS/12/	D006.	RECORDS RETENTION SCHEDULES (GEN 60-61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60-61 RECORD TYPES:	SU		N	N	N	
/BAS/12/	D007.	RECORDS TRANSFER LIST (GEN 62) (DISCARD AFTER BOXES DESTROYED; CITY CLERK MGMT. DIV. ) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/12/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/12/	D009.	TIMEKEEPING RECORDS RECORD TYPES: A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-WEEKLY CREW TIME SHEETS-5054 C-PAYROLL ADJUSTMENTS-PERS 30	TO+1		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/INVESTIGATION DIVISION**  
**/BAS/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
/BAS/13/	D	DUPLICATE RECORD SERIES			
/BAS/13/	D001.	BUDGET REPORTS (B & S, ADMINISTRATIVE SERVICES) RECORD TYPES: A-EXPENSE DATA SHEETS-BF 20 B-EXPENSE REQUESTS-BF 27 C-EQUIPMENT DATA SHEETS-BF 30 D-PERSONNEL DATA SHEETS-BF 11 E-PERSONNEL PROBLEM & SOLUTION-BF 10 F-POSITION REQUEST-BF 12 G-PRELIMINARY EQUIPMENT REQUEST-BF 31	TO+2		N N N
/BAS/13/	D002.	F-POSITION REQUEST-BF 12 INTERDEPARTMENTAL/INTRADEPARTMENTAL MANUALS, PUBLIC... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/BAS/13/	D003.	PERSONAL UTILIZATION REPORT WORKSHEET (CAO-26) (B & S, ADMINISTRATIVE SERVICES) FORM: CAO-26 RECORD TYPES:	TO+2		N N N
/BAS/13/	D004.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/BAS/13/	D005.	QUALITY PROGRAM EFFECTIVENESS REPORT (MOE) (B & S, ADMINISTRATIVE SERVICES) RECORD TYPES:	TO+2		N N N
/BAS/13/	D006.	RECORDS RETENTION SCHEDULE (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/BAS/13/	D007.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/13/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/BAS/13/	D009.	WEEKLY CREW TIME SHEETS (5054) (B & S, FINANCIAL SERVICE) FORM: 5054 RECORD TYPES:	TO+2		N N N
/BAS/13/	D010.	WORK STATISTIC PROJECTION (AS 35A) (B & S, ADMIN SVCS.) FORM: AS 35A 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**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION - VAN NUYS**  
**/BAS/14/**

*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			
/BAS/14/	D	DUPLICATE RECORD SERIES						
/BAS/14/	D001.	INTERDEPARTMENTAL OR INTRADEPARTMENTAL MANUALS, PUBL'CONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/14/	D002.	PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/BAS/14/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N	N	N	
/BAS/14/	D004.	RECORDS TRANSFER LISTS (FG 62) (CITY CLERK, RECORDS MGMT. DIV; DISCARD AFTER ALL BOXES DESTROYED) FORM: FG 62 RECORD TYPES:	CL		N	N	N	
/BAS/14/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/14/	D006.	TIMEKEEPING RECORDS (B & S PERSONNEL SERVICES & FINANCIAL SERVICES ) RECORD TYPES: A-PAYROLL ADJUSTMENT-PERS 30 B-TIME OFF/COMPENSATION REQUESTS-GEN 68 C-WEEKLY CREW TIME SHEETS-5054	TO+1		N	N	N	

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**City of Los Angeles**  
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**Duplicate Records**

**Records of: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING**

**/BAS/18/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/BAS/18/	D	DUPLICATE RECORD SERIES			

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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: BUILDING AND SAFETY/ADMINISTRATIVE SERVICES - GENERAL ANALYSIS & BUDGET**  
**/BAS/20/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/BAS/20/	D	DUPLICATE RECORD SERIES			
/BAS/20/	D001.	BUDGET REPORTS (CAO ) RECORD TYPES: A-WORK PROGRAM IMPLEMENTATION-CAO 25 B-CAO BUDGET FORMS, I.E., CAO - 10, 11, 12, 14, 17, 19 & 9 C-NARRATIVE BUDGET D-REQUEST FOR EQUIPMENT LIST DEVIATION-GEN 112 E-REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS-GEN 105	TO+5		N N N
/BAS/20/	D002.	FLOOR PLANS FOR DEPARTMENT (GENERAL SERVICES ) RECORD TYPES:	SU+2		N N N
/BAS/20/	D003.	INTERDEPARTMENTAL OR INTRADEPARTMENTAL MANUALS, ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/BAS/20/	D004.	PRESS RELEASE ON BUILDING PERMITS (MAYOR'S OFFICE ) RECORD TYPES:	TO+5		N N N
/BAS/20/	D005.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/BAS/20/	D006.	RECORDS RETENTION SCHEDULE (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/BAS/20/	D007.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/20/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/BAS/20/	D009.	TELEPHONE LISTS (B & S, PERSONNEL; INFORMATION ABSTRACTED FROM PERSONNEL FILE INDEX CARDS) RECORD TYPES:	SU		N N N
/BAS/20/	D010.	TIMEKEEPING RECORDS (B & S PERSONNEL & FINANCIAL SERVICES ) RECORD TYPES: A-PAYROLL ADJUSTMENT FORMS-PERS 30 B-TIMEOFF/COMPENSATION REQUEST-GEN 68 C-WEEKLY CREW TIME SHEETS-5054	TO+2		N N N

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING**

**/BAS/21/**

*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>
/BAS/21/	D	DUPLICATE RECORD SERIES			

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**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/PERSONNEL SERVICES**  
**/BAS/22/**

*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			
/BAS/22/	D	DUPLICATE RECORD SERIES						
/BAS/22/	D001.	AUTO ACCIDENT REPORT (GEN 88) (CITY ATTORNEY, AUTO LIAB. DIV.) FORM: GEN 88 RECORD TYPES:	TO+10		N	N	N	
/BAS/22/	D002.	CERTIFICATIONS (PDAS-4) (PERS. DEPT., ADM. SVCS. - RECORDS) FORM: PDAS-4 RECORD TYPES:	TO+10		N	N	N	
/BAS/22/	D003.	CETA PROGRAM FILES (PERS. DEPT., ADM. SVCS. - RECORDS) RECORD TYPES:	TO+10		N	N	N	
/BAS/22/	D004.	CHRONOLOGICAL FILE (B & S, PERSONNEL SERVICES) RECORD TYPES:	TO+4		N	N	N	
/BAS/22/	D005.	CLASS TITLE TABLE (CONTROLLER'S OFFICE) RECORD TYPES:	SU		N	N	N	
/BAS/22/	D006.	CLASSIFICATION FILES (PERSONNEL DEPARTMENT) RECORD TYPES: A-POSITION DESCRIPTIONS-PDES-3 B-CLASS SPECIFICATIONS C-BULLETINS D-CORRESPONDENCE	AR+25		N	N	N	
/BAS/22/	D007.	CONFLICT OF INTEREST RECORDS (CITY CLERK) RECORD TYPES: A-CODE AND CITY ATTORNEY MEMORANDUM B-FORM LETTERS C-STATEMENTS OF ECONOMIC INTEREST BLANKS-730 D-DESIGNATED EMPLOYEE LIST E-CURRENT ANNUAL FILING F-CURRENT ASSUMING AND LEAVING OFFICE FILINGS G-PREVIOUS ANNUAL FILING H-HISTORICAL	TO+10		N	N	N	
/BAS/22/	D008.	F-CURRENT ASSUMING AND LEAVING OFFICE FILINGS DIVISION TIME KEEPING RECORDS (B & S, PERSONNEL SERVICES; CONTROLLER-PAYROLL) RECORD TYPES: A-TIME OFF/COMPENSATION (YELLOW COPY)-GEN 68 B-DIVISION PAYROLL (RECORDS)-GEN 41	TO+1		N	N	N	
/BAS/22/	D009.	EMERGENCY APP'T STATUS REPORT (PERSONNEL DEPT., RECORDS SECTION) RECORD TYPES:	TO+1		N	N	N	
/BAS/22/	D010.	EMPLOYERS REPORT OF OCCUPATIONAL INJURY (GEN 166)	TO+10		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/PERSONNEL SERVICES**

**/BAS/22/** *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
/BAS/22/	D011.	(PERSONNEL DEPT., WORKERS' COMP ) FORM: GEN 166 RECORD TYPES: EXAMINATION BULLETIN NOTEBOOK	SU		N	N	N	
/BAS/22/	D012.	(PERSONNEL DEPT., EXAMINING DIV.) RECORD TYPE: GRIEVANCE REPORT SIGN OUT SHEET (GEN 161)	TO+10		N	N	N	
/BAS/22/	D013.	(B & S, BLDG. SUPERVISOR, EMPLOYEE ) FORM: GEN 161 RECORD TYPES: INTERDEPARTMENTAL AND INTRADEPARTMENTAL MANUALS, PUBL'CNS...	SU		N	N	N	
/BAS/22/	D014.	(ORIGINATING OFFICE ) RECORD TYPES: MANAGEMENT AUDITS OF DEPARTMENT	TO+20		N	N	N	
/BAS/22/	D015.	(CAO, MANAGEMENT AUDIT DIVISION ) RECORD TYPES: MILEAGE RECORD CHANGE FORMS (FORM 12)	TO+10		N	N	N	
/BAS/22/	D016.	(CONTROLLER'S OFFICE, PAYROLL DIV.) FORM: FORM 12 RECORD TYPES: NON-EMPLOYEE ACCIDENT OR ILLNESS (GEN 87)	TO+10		N	N	N	
/BAS/22/	D017.	(CITY ATTORNEY, LIABILITY ) FORM: GEN 87 RECORD TYPES: PARKING REQUEST	TO+10		N	N	N	
/BAS/22/	D018.	(B & S PERSONNEL; GEN SERV'S; RETEN PERIOD SHOWN ENCOMPASSES SUBTITLE A""""") RECORD TYPES: A-CITATION CORRESPONDENCE B-EMPLOYEE PARKING REQUESTS	TO+1		N	N	N	
/BAS/22/	D019.	PAYROLL ADJUSTMENT MEMOS (PERS 30) (B & S, FINANCIAL SERVICES ) FORM: PERS 30 RECORD TYPES:	TO+1		N	N	N	
/BAS/22/	D020.	PAYROLL/PERSONNEL CHANGE - ADDRESS ROSTER (41A) (CONTROLLER'S OFFICE ) FORM: 41A RECORD TYPES:	SU		N	N	N	
/BAS/22/	D021.	PAYROLL/PERSONNEL CHANGE - DIVISION ROSTER (41B) (CONTROLLER'S OFFICE ) FORM: 41B RECORD TYPES:	SU		N	N	N	
/BAS/22/	D022.	PAYROLL TIME SHEETS (5054) (B & S, FINANCIAL SERVICES ) FORM: 5054 RECORD TYPES:	TO+/05		N	N	N	
/BAS/22/	D023.	POLICY ORDERS (B & S, GENERAL MANAGER'S OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/22/	D024.	POSITION, EXPENSE & EQUIPMENT CONTROL BOOK (B & S, GENERAL ANALYSIS DIV.) RECORD TYPES:	SU		N	N	N	
/BAS/22/	D025.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/BAS/22/	D026.	RECORDS DESTRUCTION FORMS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
		RECORDS RETENTION SCHEDULES (GEN 60)	SU		N	N	N	

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**Records of: BUILDING AND SAFETY/ADMINISTRATION/PERSONNEL SERVICES**

**/BAS/22/** *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			
/BAS/22/		(CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 RECORD TYPES:						
/BAS/22/	D027.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. - DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/22/	D028.	REIMBURSEMENT WORKSHEETS (CONTROLLER'S OFFICE, PAYROLL DIV.) RECORD TYPES:	TO+2		N	N	N	
/BAS/22/	D029.	REQUEST FOR CERTIFICATION (PDAS-15PC) (PERS. DEPT., ADM. SVS. - REC. SEC.) FORM: PDAS-15PC RECORD TYPES:	TO+1		N	N	N	
/BAS/22/	D030.	REQUEST FOR RESTORATION (PDAS-24) (PERS. DEPT., ADM. SVS. - REC. SEC.) FORM: PDAS-24 RECORD TYPES:	TO+1		N	N	N	
/BAS/22/	D031.	RESULTS OF MEDICAL EXAMS (PERS. DEPT., MEDICAL SVCS. DIV.) RECORD TYPES:	TO+10		N	N	N	
/BAS/22/	D032.	SALARY CHANGE ROSTER (5054) (CONTROLLER'S OFFICE) FORM: 5054 RECORD TYPES:	TO+7		N	N	N	
/BAS/22/	D033.	SICK LEAVE REPORT - QUARTERLY (CONTROLLER'S OFFICE, PAYROLL DIV.) RECORD TYPES:	TO+3		N	N	N	
/BAS/22/	D034.	SICK LEAVE ROSTER (CONTROLLER'S OFFICE, PAYROLL DIV.) RECORD TYPES:	TO+2		N	N	N	
/BAS/22/	D035.	STATUS OF EXAMINATIONS (PERSONNEL DEPT., EXAMINING DIV.) RECORD TYPES:	SU		N	N	N	
/BAS/22/	D036.	SUBACTIVITY DESCRIPTIONS (B & S, GENERAL ANALYSIS) RECORD TYPES:	SU		N	N	N	
/BAS/22/	D037.	SUPPLY ORDER - MISCELLANEOUS (S-1B) (B & S, SUPPLY DIVISION) FORM: S-1B RECORD TYPES:	TO+2		N	N	N	
/BAS/22/	D038.	VACATION ROSTER (CONTROLLER'S OFFICE, PAYROLL DIV.) RECORD TYPES:	TO+2		N	N	N	
/BAS/22/	D039.	WORKERS' COMPENSATION REPORTS (PERS. DEPT., WORKERS' COMP. DIV.) RECORD TYPES: A-GRAPH ANALYSIS OF IODS B-BIWEEKLY IOD REPORT C-IOD LOCATION REPORT	TO+3		N	N	N	
/BAS/22/	D040.	WORKERS' COMPENSATION CLAIMS (AGAINST THE CITY OF L.A.) (CITY ATTORNEY'S OFF. WORK COMP SEC.) RECORD TYPES:	TO+20		N	N	N	

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**Records of: BUILDING AND SAFETY/ADMINISTRATION/PERSONNEL SERVICES**

**/BAS/22/**

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/BAS/22/	D041.	TIME OFF/COMPENSATION REQUEST (GEN 68) FORM: GEN 68 RECORD TYPES:	AR+1		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/RESOURCE MGMT/ADMINISTRATIVE SERVICES**  
**/BAS/23/**

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/BAS/23/	D	DUPLICATE RECORD SERIES						
/BAS/23/	D001.	CHRONOLOGICAL FILE (ORIGINATING OFFICE ) RECORD TYPES:	TO+4		N	N	N	
/BAS/23/	D002.	INTER OR INTRADEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/23/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/BAS/23/	D004.	RECORDS RETENTION SCHEDULE (GEN 60 & 6) (CITY CLERK, RECORDS MGMT DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N	N	N	
/BAS/23/	D005.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION; MAY BE DESTROYED WHEN ALL DOCUMENTS LISTED...) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/23/	D006.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/23/	D007.	SERVICE PIN QUARTERLY REPORTS (PERSONNEL DEPARTMENT ) RECORD TYPES:	TO+10		N	N	N	

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**Duplicate Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER**  
**/BAS/24/**

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/BAS/24/	D	DUPLICATE RECORD SERIES			
/BAS/24/	D001.	AUDIT FILES (TO BE DELETED PER REV'N NO 2 (5/9/90); REC SERIES TRANSF'D TO BAS 24 (# 15) RECORD TYPES: A-APPLICATION FOR ELECT. INSP.-E 6 B-APPLICATION FOR ELECTRICAL PLAN CHECK-E 2 C-APP FOR EXAMINATION, LICENSING DIVISION-M 103 D-APPLICATION FOR GENERAL APPROVAL-R 7 E-APP FOR INSPECTION & CERT OF HOUSING COMPLIANCE-B 11 F-APP FOR INSPECTION OF GRADING & FOR GRADING CERT.-B 100 G-APP FOR INSPECTION OF NEW BUILDING & FOR CERT. OF OCC-B 1 H-APP FOR INSPECTION OF NEW SWIMMING POOL/SOLAR HEATER & ...-B 52 I-APP FOR INSPECTION/PLAN CHECK-ELEVATOR & PRESSURE VESSEL-M 15 J-APP FOR INSPECTION/PLAN CHECK HEATING - VENTILATION...-H 5 K-APP FOR INSPECTION/PLAN CHECK - PLUMBING-P 4 L-APP FOR INSPECTION ALTER-REPAIR-DEMOLISH & CERT OF OCC-B 3	TO+5		N N N
/BAS/24/	D002.	BANK DEPOSIT SLIPS (B & S, ORIGINATING OFFICE (LA, VN, WLA, OR SP) RECORD TYPES:	TO+5		N N N
/BAS/24/	D003.	BUILDING PLAN CHECK RECEIPTS (B & S, BUILDING BUREAU) RECORD TYPES:	TO+5		N N N
/BAS/24/	D004.	BLDG TRADE/MECH EQUIPMENT OPERATORS LICENSE (M 100) (B & S, LICENSING & PERMITS) FORM: M 100 RECORD TYPES:	TO+5		N N N
/BAS/24/	D005.	CERTIFICATE OF APPROVAL (E 16) (B & S, MECHANICAL BUREAU) FORM: E 16 RECORD TYPES:	TO+5		N N N
/BAS/24/	D006.	CHECK & COLLECTION FEE NOTICE (FS 78) (B & S, ORIGINATING OFFICE (LA, VN, WLA, OR SP) FORM: FS 78 RECORD TYPES:	TO+5		N N N
/BAS/24/	D007.	DAILY CASH REPORT (FS 90) (CONTROLLER) FORM: FS 90 RECORD TYPES:	TO+5		N N N
/BAS/24/	D008.	DAILY REMITTANCE REPORT - BRANCHES (FS 190) (BRANCH & DISTRICT OFFICE) FORM: FS 190 RECORD TYPES:	TO+5		N N N
/BAS/24/	D009.	DAILY REMITTANCE REPT. - MAIN OFC. (FS 26) (CONTROLLER) FORM: FS 26 RECORD TYPES:	TO+5		N N N
/BAS/24/	D010.	ELECTRICAL INVOICE (M 57) (B & S, MECHANICAL BUREAU) FORM: M 57 RECORD TYPES:	TO+5		N N N
/BAS/24/	D011.	GRADING TECHNICAL REPORT (B 17) (B & S, BUILDING BUREAU) FORM: B 17 RECORD TYPES:	TO+5		N N N

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**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER**

**/BAS/24/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/BAS/24/	D012.	REPORT OF RESIDENTIAL PROPERTY REC (B 9) (CONSERVATION BUREAU ) FORM: B 9 RECORD TYPES:	TO+5		N	N	N	
/BAS/24/	D013.	REQUEST FOR MODIFICATION (COM 31) (B & S, COMMISSION OFFICE ) FORM: COM 31 RECORD TYPES:	TO+5		N	N	N	
/BAS/24/	D014.	REQUEST FOR REPRODUCTION OF DOCUMENTS (INV 7) (B & S, INVESTIGATIONS DIVISION ) FORM: INV 7 RECORD TYPES:	TO+5		N	N	N	
/BAS/24/	D015.	WELDER'S RECEIPT (B & S, LICENSING & PERMITS ) RECORD TYPES:	TO+5		N	N	N	

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**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG**  
**/BAS/25/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/BAS/25/	D	DUPLICATE RECORD SERIES			
/BAS/25/	D001.	ACCOUNTS PAYABLE FILE (CONTROLLER, GEN SERVICES, BAS-EXEC, BAS-ADMIN) RECORD TYPES: A-AUTHORITY FOR EXPENDITURES-GEN. 40 AA-CLAIM FOR REIMBURSEMENT-GEN 130 B-CONTRACTS-GS S-10 BB-DEPOSIT CERTIFICATE-GEN. 2 C-INTERDEPARTMENTAL ORDER-GEN 34 CC-PERSONNEL CHANGES TRANSMITTAL-PERS28 D-RECEIVING REPORT - P. O.-GS S-2 E-TRAVEL AUTHORITY-GEN 71 F-REQUEST TO ENCUMBER FUNDS-GEN 106 G-STORES MULTI-USE FORM-GS MMI H-ENCUMBRANCE ADJUSTMENT-GEN. 36 I-REQUEST FOR PURCHASE CHANGE-DS 6A J-PURCHASE ORDER CHANGE-GS S-6 K-PURCHASE REQUISITION-GS S-1 L-REQUEST FOR ANNUAL PURCHASE AGREEMENT-DS 1-B M-REQUEST FOR PAYMENT-GEN. 81 N-PERSONAL EXPENSE STATEMENT-GEN. 16 O-PETTY CASH-GEN. 45 P-NOTICE SCHEDULE OF PAYMENT-5043 Q-REMITTANCE ADVICE-5042-A R-AUTHORIZATION FOR TRAVEL OR GOVERNMENT MEETING-AS-7 S-NOTIFICATION OF RECEIPT OF PREPAID GOODS/SERVICES-CONTR 5058 T-DEPARTMENT OF GENERAL SERVICES PRINTING SERVICE INVOICE U-NOTICE OF JOURNAL VOUCHER CHARGE-CONTR A-13 V-INTERNAL DEMAND-GEN. 1-C W-INTERNAL DEMAND TRANSMITTAL-GEN. 5 X-CLAIM FOR REIMBURSEMENT-GEN. 130 Y-JOURNAL VOUCHER-CONTR. 19A Z-MEMO ADJUSTMENT-102-A	TO+5		N N N
/BAS/25/	D002.	ACCOUNTS RECEIVABLE-RECORDS/RUN (CONTROLLER) RECORD TYPES: A-REQ. RECEIPT & VALIDATED PERMIT APPLICATION-FS1012B B-REQUEST FOR PAYMENT-GEN 81 C-REMITTANCE ADVICE-5042	TO+5		N N N
/BAS/25/	D003.	BOND FILE (FS1014) (CONTROLLER, CITY CLERK) FORM: FS1014 RECORD TYPES:	TO+5		N N N

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG**  
**/BAS/25/**

*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
		A-CUSTOMER LETTER-FS1014 B-GRADING PERMIT BOND RELEASE-B124 C-GRANT DEED D-LEGAL DESCRIPTION-C-2000 E-MODEL DWELLING AFFIDAVIT-B273 F-RELOCATION NOTICE AND RELEASE-B-87 G-REMITTANCE ADVICE-5042-A			
/BAS/25/	D004.	F-RELOCATION NOTICE AND RELEASE-B-87 <b>BUDGET REQUEST MATERIALS</b> (BAS - GEN ANALYSIS, CONTROLLER, CAO ) RECORD TYPES: A-EXPENDITURE PROGRAM-CAO20 B-EXPENDITURE PROGRAM - CUMULATIVE STATUS REPORT-CAO21 C-QUARTERLY REPORTS/CONTRACTS-CAO 160 & 162	TO+5		N N N
/BAS/25/	D005.	<b>CAO REPORTS</b> (CAO ) RECORD TYPES: A-REIMBURSEMENT CONTRACT-CAO 164 B-REVENUE ESTIMATE-CAO 170 C-DETAILED BASES FOR REVENUE ESTIMATE-CAO 171 D-METHOD OF CALCULATING ESTIMATE-CAO 172 E-TRAVEL AND GOVT MGMT AUTHORITY LIST-CAO 615 F-CITY COUNCIL TRANSMITTAL LETTER-CAO 649	TO+5		N N N
/BAS/25/	D006.	F-CITY COUNCIL TRANSMITTAL LETTER-CAO 649 <b>CENTURY FREEWAY HOUSING RELOCATION PROGRAM</b> (BAS - CONSERVATION CONTROLLER ) RECORD TYPES: A-APPLICATION FOR INSPECTION-B-2A B-ENCUMBRANCE ADJUSTMENT-GEN 36 C-INTERDEPARTMENTAL ORDER-GEN 34 D-INTERNAL DEMAND-GEN 1-C E-INTERNAL DEMAND TRANSMITTAL-GEN 5	TO+7		N N N
/BAS/25/	D007.	<b>CLAIM FOR REFUND (FS 20)</b> (CONTROLLER ) FORM: FS 20 RECORD TYPES:	TO+5		N N N
/BAS/25/	D008.	<b>CLAIM FOR REIMBURSEMENT (GEN 130)</b> (CONTROLLER ) FORM: GEN 130 RECORD TYPES:	TO+5		N N N

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**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG**  
**/BAS/25/**

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					V	H	C	L
/BAS/25/	D009.	EMPLOYEE PERSONNEL FOLDERS (SUPERVISOR'S FILE) (BAS - PERSONNEL & SUPPLY; PERSONNEL DEPARTMENT) RECORD TYPES: A-RATING REPORT-PERS-2 B-REQ. TO FILL VACANT POSITION-PERS-10 C-NOTICE OF EMPLOYEE/POSITION CHG-PERS-20 D-REQ. FOR EMPLOYEE/POSITION-PERS-26 E-EMPLOYEE EQUIPMENT RECORD-S-2	TE+1		N	N	N	
/BAS/25/	D010.	GENERAL FUND FILE (CONTROLLER) RECORD TYPES: A-RECEIPT LEDGER-5025 B-INTERNAL DEMAND-GEN 1-C C-JOURNAL VOUCHER-CONTR19-A	TO+5		N	N	N	
/BAS/25/	D011.	HELP/HANDICAPPED LOAN PROGRAM (CONTROLLER; CDD) RECORD TYPES: A-JOURNAL VOUCHER-CONTR19-A B-MONTHLY DETAIL STATEMENT OF COST C-PROGRAM REQUEST FOR FUNDS-CDA 046 D-QUARTERLY BILLINGS	TO+7		N	N	N	
/BAS/25/	D012.	INTERDEPARTMENTAL INVOICE (FS-91) (RECEIVING DEPARTMENT) FORM: FS-91 RECORD TYPES:	TO+5		N	N	N	
/BAS/25/	D013.	INTER OR INTRADEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/BAS/25/	D014.	OVERTIME-CURRENT REPORT (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/BAS/25/	D015.	OVERTIME-HISTORY BY DEPARTMENT (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/BAS/25/	D016.	OVERTIME-INACTIVE REPORT (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/BAS/25/	D017.	OVERTIME-MEMOS OF AUTHORIZATION (B & S ADMIN. SERVICES) RECORD TYPES:	TO+2		N	N	N	
/BAS/25/	D018.	OVERTIME-PENDING LOSS (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/BAS/25/	D019.	PAYROLL BI-WEEKLY SICK LEAVE ROSTER (CONTROLLER) RECORD TYPES:	TO+5		N	N	N	
/BAS/25/	D020.	PAYROLL BI-WEEKLY VACTION ROSTER	TO+5		N	N	N	

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**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG**  
**/BAS/25/**

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		(CONTROLLER) RECORD TYPES:			
/BAS/25/	D021.	PAYROLL ON LINE WORKSHEETS (FL 190) (CONTROLLER) FORM: FL 190 RECORD TYPES:	TO+5		N N N
/BAS/25/	D022.	PAYROLL/REIMBURSEMENT CERTIFICATION, AUTHENTICATION... (CONTR71) (CONTROLLER) FORM: CONTR71 RECORD TYPES:	TO+5		N N N
/BAS/25/	D023.	PAYROLL/REIMBURSEMENT RECAPITULATION (5009) (CONTROLLER) FORM: 5009 RECORD TYPES:	TO+5		N N N
/BAS/25/	D024.	PAYROLL/REIMBURSEMENT REGISTER (CONTROLLER) RECORD TYPES:	TO+5		N N N
/BAS/25/	D025.	PAYROLL SALARY CHANGE ROSTER (CONTROLLER) RECORD TYPES:	TO+5		N N N
/BAS/25/	D026.	PAYROLL SPECIAL MESSAGES (CONTROLLER) RECORD TYPES:	TO+5		N N N
/BAS/25/	D027.	PAYROLL SUPPLEMENTAL WORKSHEETS (CONTROLLER) RECORD TYPES:	TO+5		N N N
/BAS/25/	D028.	PAYROLL VARIATION FIELD AND HOURS LIST (CONTROLLER) RECORD TYPES:	TO+5		N N N
/BAS/25/	D029.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/BAS/25/	D030.	PURCHASE REQUISITION (DS-1A) (B & S, SUPPLY DIVISION) FORM: DS-1A RECORD TYPES:	TO+5		N N N
/BAS/25/	D031.	RECEIVING REPORT (DS-5-2) (CONTROLLER) FORM: DS-5-2 RECORD TYPES:	TO+2		N N N
/BAS/25/	D032.	RECORDS RETENTION SCHEDULE (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/BAS/25/	D033.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/25/	D034.	REPAIR & DEMOLITION FUND FILE (CITY CLERK; CONTROLLER; BAS-ORIGINATING OFFICE; PUB WKS) RECORD TYPES: A-CONTRACT FOR DEMOLITION B-CONTRACT (PART OF) C-1. CONTRACTOR'S BOND; 2. PAYMENT BOND-FORM 163A D-CONTRACT AND BONDS-FORM 124	TO+5		N N N

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**Records of: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG**

**/BAS/25/**

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		E-WORK ORDERS-REV. 81 F-TRANSMITTAL LETTER FROM CONSERVATION RE: WORK ORDER G-DEMOLITION LETTERS H-INTER-DEPARTMENTAL INVOICE-FS-91 I-DEPOSIT CERTIFICATE-GEN 2 J-INTERDEPARTMENTAL ORDERS-GEN 34 K-INTERNAL DEMAND-GEN 1-C L-REQUEST FOR PAYMENT-GEN 81 M-REMITTANCE ADVICE-5042-A N-REQUEST TO ENCUMBER FUNDS-GEN 106 O-INVOICE FROM CONTRACTORS							
/BAS/25/	D035.	REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS (GEN 105) (CONTROLLER ) FORM: GEN 105 RECORD TYPES:	TO+2		N	N	N		
/BAS/25/	D036.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N		
/BAS/25/	D037.	REQUEST FOR EQUIPMENT LIST DEVIATION (GEN 112) (GENERAL SERVICES) FORM: GEN 112 RECORD TYPES:	TO+2		N	N	N		
/BAS/25/	D038.	REQUEST FOR INTERIM TRAVEL AUTHORITY (GEN 110) (CAO ) FORM: GEN 110 RECORD TYPES:	TO+2		N	N	N		
/BAS/25/	D039.	TIMEKEEPING RECORDS (B & S, PERSONNEL & FINANCIAL SERVICES ) RECORD TYPES: A-PAYROLL ADJUSTMENTS-PERS 30 B-TIME OFF/COMPENSATION REQUEST-GEN 68 C-WEEKLY CREW TIME SHEETS-5054	TO+2		N	N	N		
/BAS/25/	D040.	TRUST FUND-BLDG & SAFETY (CONTROLLER ) RECORD TYPES: A-REQUEST FOR PAYMENT B-REMITTANCE ADVICE-5042A C-RECONCILIATION OF OUTSTANDING BALANCE-SEMI-ANNUALLY-CONTR19A D-JOURNAL VOUCHER-CONTR19A	TO+5		N	N	N		

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**Records of: BUILDING AND SAFETY/ADMINISTRATION - FINANCIAL SERV/SUPPLY**  
**/BAS/26/**

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			Office			V	H	C	L
/BAS/26/	D	DUPLICATE RECORD SERIES							
/BAS/26/	D001.	AUTHORITY FOR EXPENDITURES (GEN 40) (CONTROLLER) FORM: GEN 40 RECORD TYPES:	TO+3			N	N	N	
/BAS/26/	D002.	BID LETTERS (GS/S9) (GENERAL SERVICES, PURCHASING) FORM: GS/S9 RECORD TYPES:	TO+3			N	N	N	
/BAS/26/	D003.	BUILDING REPAIR OR SERVICE REQUEST (GEN 113) (GENERAL SERVICES, BLDG. SERVICES) FORM: GEN 113 RECORD TYPES:	TO+3			N	N	N	
/BAS/26/	D004.	CONTRACTS (GS/S10) (GENERAL SERVICES, PURCHASING) FORM: GS/S10 RECORD TYPES:	TO+5			N	N	N	
/BAS/26/	D005.	ENCUMBRANCE ADJUSTMENT (GEN 36) (CONTROLLER) FORM: GEN 36 RECORD TYPES:	TO+3			N	N	N	
/BAS/26/	D006.	EQUIPMENT INVENTORY LIST (CONTROLLER) RECORD TYPES:	SU+2			N	N	N	
/BAS/26/	D007.	EXPENDITURE PROGRAM (CAO 20) (CAO) FORM: CAO 20 RECORD TYPES:	TO+3			N	N	N	
/BAS/26/	D008.	INTERDEPARTMENTAL OR INTRADEPARTMENTAL MANUALS, PUBL'CONS... (ORIGINATING OFFICE) RECORD TYPES:	SU			N	N	N	
/BAS/26/	D009.	INVOICE CORRECTION MEMO (GEN 107) (CONTROLLER) FORM: GEN 107 RECORD TYPES:	TO+3			N	N	N	
/BAS/26/	D010.	PACKING SLIPS AND MEMOS (CONTROLLER) RECORD TYPES:	TO+5			N	N	N	
/BAS/26/	D011.	PETTY CASH VOUCHER (GEN 17) (CONTROLLER) FORM: GEN 17 RECORD TYPES:	TO+5			N	N	N	
/BAS/26/	D012.	PUBLICATIONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR			N	N	N	
/BAS/26/	D013.	PURCHASE ORDERS (GS/S-2) (GENERAL SERVICES, PURCHASING) FORM: GS/S-2 RECORD TYPES:	TO+5			N	N	N	
/BAS/26/	D014.	PURCHASE REQUISITIONS (GS/S1A) (GENERAL SERVICES, PURCHASING) FORM: GS/S1A RECORD TYPES:	TO+5			N	N	N	
/BAS/26/	D015.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV) FORM: GEN 60 & 6 RECORD TYPES:	SU			N	N	N	
/BAS/26/	D016.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER ALL BOXES...) FORM: GEN 62 RECORD TYPES:	CL			N	N	N	

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**/BAS/26/**

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					V	H	C	L
/BAS/26/	D017.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/26/	D018.	REQUEST FOR CENTRAL DUPLICATING (GS/S-45) (GENERAL SERVICES, PRINTING ) FORM: GS/S-45 RECORD TYPES:	TO+3		N	N	N	
/BAS/26/	D019.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER ) FORM: GEN 81 RECORD TYPES:	TO+3		N	N	N	
/BAS/26/	D020.	REQUEST FOR P.O. CHANGE (GS/6-A) (GENERAL SERVICES, PURCHASING ) FORM: GS/6-A RECORD TYPES:	TO+3		N	N	N	
/BAS/26/	D021.	REQUEST FOR SALE/SALVAGE RECEIPT (GS/S-8) (GENERAL SERVICES, SALVAGE ) FORM: GS/S-8 RECORD TYPES:	TO+5		N	N	N	
/BAS/26/	D022.	REQUEST TO ENCUMBER FUNDS (GEN 106) (CONTROLLER ) FORM: GEN 106 RECORD TYPES:	TO+3		N	N	N	
/BAS/26/	D023.	STORES FOR SUPPLIES (CONTROLLER; VENDOR; GSD-CEN STORES & PURCHASING; ORIG DIV'N ) RECORD TYPES: A-SUPPLY ORDER-S1-B B-INTERDEPARTMENT ORDER-GEN 34 C-SUB-PURCHASE ORDER-GEN 9 D-STORES MULTI-USE FORMS-GS/MMI	TO+5		N	N	N	

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Departmental Records Disposition Schedule  
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**Records of: BUILDING AND SAFETY/BUILDING BUREAU - BLDG INSPECT'N & BLDG MECH INSPECT'N  
/BAS/31/**

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					V	H	C	L
/BAS/31/	D	DUPLICATE RECORD SERIES						
/BAS/31/	D001.	ADMINISTRATIVE & TIMEKEEPING RECORDS (B & S, ADMINISTRATIVE SERVICES) RECORD TYPES: A-WEEKLY CREW TIME SHEETS-5054 B-TIME OFF COMPENSATION REQUEST-GEN 68 C-CAO REPORTS (STATISTICAL REPORTS) D-PAYROLL ADJUSTMENTS-PERS 30	TO+2		N	N	N	
/BAS/31/	D002.	BUILDING PERMITS (WORKING COPIES) (B & S, CONSERVATION BUREAU) RECORD TYPES: A-APPLICATION FOR INSPECTION OF NEW BUILDING-B1 B-APPLICATION FOR INSPECTION TO ADD-ALTER-REPAIR DEMOLISH...-B3 C-APPLICATION FOR INSPECTION OF SIGNS-B5 D-APPLICATION FOR INSPECTION OF NEW 1 OR 2-FAMILY DWELLING...-D1	TO+10		N	N	N	
/BAS/31/	D003.	CERTIFICATE OF OCCUPANCY (VN) (B-95A) (B & S CONSERVATION BUREAU; MICROFILM RETAINED IN SAME BUREAU) FORM: B-95A RECORD TYPES:	TO+2		N	N	N	
/BAS/31/	D004.	ELECTRICAL RELEASES (MECHANICAL PERMIT) RECORD TYPES:	TO+0/05		N	N	N	
/BAS/31/	D005.	GAS RELEASES (P16) (DEPT. OF WATER & POWER) FORM: P16 RECORD TYPES:	TO+0/05		N	N	N	
/BAS/31/	D006.	INTERDEPARTMENTAL & INTRADEPARTMENTAL MANUALS,... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/BAS/31/	D007.	PERMIT FEE BOOK (B & S, ADMIN SERVICES) RECORD TYPES:	AR		N	N	N	
/BAS/31/	D008.	PUBLICATION & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/BAS/31/	D009.	RECORD RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & 6 RECORD TYPES:	SU		N	N	N	
/BAS/31/	D010.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/31/	D011.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	

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**Records of: BUILDING AND SAFETY/BUILDING BUREAU/STRUCTURAL ENGINEERING PLAN CHECK**  
**/BAS/33/**

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					V	H	C	L
/BAS/33/	D	DUPLICATE RECORD SERIES						
/BAS/33/	D001.	BUILDING PERMITS ISSUED (LISTING OF) (B & S, ADMINISTRATIVE SERVICES) RECORD TYPES:	AU		N	N	N	
/BAS/33/	D002.	INTER/INTRA DEPARTMENTAL MANUALS, PUBL'CONS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/BAS/33/	D003.	MICROFILM SERVICES JOB CONTROL TICKET (ENG2.104) FORM: ENG2.104 RECORD TYPES:	CL		N	N	N	
/BAS/33/	D004.	PERSONNEL UTILIZATION REPORT (B33) (B & S, GEN ANALYSIS & BUDGET SVCS) FORM: B33 RECORD TYPES:	TO+2		N	N	N	
/BAS/33/	D005.	PUBLICATIONS & REFERENCE MATERIAL FROM OUTSIDE SOURCE (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/BAS/33/	D006.	RECORDS TRANSFER LISTS (GEN 63) (CITY CLERK, RECORDS MGMT DIV.; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 63 RECORD TYPES:	CL		N	N	N	
/BAS/33/	D007.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	
/BAS/33/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/33/	D009.	REQUEST FOR MODIFICATION OF BUILDING ORDINANCES ... (COM 31) (B & S BOARD OF COMMISSIONERS) FORM: COM 31 RECORD TYPES:	TO+2		N	N	N	
/BAS/33/	D010.	RESEARCH REPORTS (BUILDING RESEARCH & TECHNICAL SERVICE) RECORD TYPES:			N	N	N	
/BAS/33/	D011.	TIMEKEEPING RECORDS (B & S PERSONNEL & FINANCIAL SERVICES) RECORD TYPES: A-PAYROLL ADJUSTMENT-PERS 30 B-TIME OFF COMPENSATION REQUEST-GEN 68 C-WEEKLY CREW TIME SHEETS-5054	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

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/ZONING**  
**/BAS/34/**

*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
/BAS/34/	D	DUPLICATE RECORD SERIES			
/BAS/34/	D001.	CITY PLANNING CASES (DEPARTMENT OF CITY PLANNING ) RECORD TYPES:	TO+1		N N N
/BAS/34/	D002.	INTERDEPARTMENTAL OR INTRADEPARTMENT MANUALS, BULLETINS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/BAS/34/	D003.	LAND MAPS & EXEMPTIONS (DEPARTMENT OF CITY PLANNING ) RECORD TYPES:	AR		N N N
/BAS/34/	D004.	PARCEL MAP EXEMPTIONS (DEPARTMENT OF CITY PLANNING ) RECORD TYPES:	TO+1		N N N
/BAS/34/	D005.	PUBLICATIONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/BAS/34/	D006.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/BAS/34/	D007.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. - DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/34/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/BAS/34/	D009.	RIGHT OF WAY MAPS (MICROFILM) (CITY PLANNING ) RECORD TYPES:	SU		N N N
/BAS/34/	D010.	SPECIFIC PLANS (DEPARTMENT OF CITY PLANNING ) RECORD TYPES:	SU		N N N
/BAS/34/	D011.	TIMEKEEPING RECORDS (B & S, FINANCIAL SERVICES & PERSONNEL SERVICES ) RECORD TYPES: A-WEEKLY CREW TIMESHEETS-5040 B-PAYROLL ADJUSTMENTS-PERS 30 C-TIME OFF/COMPENSATION REQUESTS-GEN 68	TO+1		N N N
/BAS/34/	D012.	WORK PROGRESS AND STATUS REPORTS (INDIVIDUAL WORKSHEETS) (B & S, ADMIN. SERVICES; WKSHT. ONLY - ALL INFO TRANSFERRED TO DEPT RPTS) RECORD TYPES:	TO+0/03		N N N
/BAS/34/	D013.	WORK PROGRESS AND STATUS REPORTS - FINAL REPORTS (B & S, ADMIN. SERVICES ) RECORD TYPES:	TO+2		N N N
/BAS/34/	D014.	YARD CASES	TO+1		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**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/ZONING**

**/BAS/34/**

*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			
/BAS/34/	D015.	(DEPARTMENT OF CITY PLANNING ) RECORD TYPES: ZONING ADMINISTRATOR CASES	TO+1		N	N	N	
/BAS/34/	D016.	(DEPARTMENT OF CITY PLANNING ) RECORD TYPES: ZONING INFORMATION NUMBER	SU		N	N	N	
		(DEPARTMENT OF CITY PLANNING ) RECORD TYPES:						

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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: BUILDING AND SAFETY/BUILDING BUREAU/GRADING**  
**/BAS/35/**

*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
/BAS/35/	D	DUPLICATE RECORD SERIES			
/BAS/35/	D001.	BOARD FILES (B & S, BOARD ROOM) RECORD TYPES: A-BOARD LETTERS B-SUPERINTENDENT LETTERS C-FOUNDATION INVESTIGATION LETTERS	TO+2		N N N
/BAS/35/	D002.	BOND RELEASES (B-124) (B & S, FINANCIAL SERVICES) FORM: B-124 RECORD TYPES:	TO+2		N N N
/BAS/35/	D003.	BUDGET (B & S, ADMIN. SERVICES) PROBLEM-BF-31 A-PERSONNEL DATA SHEET-BF-11 B-STATEMENT OF PERSONNEL PROBLEM AND PROPOSED SOLUTION-BF-10 C-PRELIMINARY BUDGET REQUEST - STATEMENT OF PERSONNEL PROBLEM-BF-12 D-PRELIMINARY BUDGET REQUEST - STATEMENT OF EQUIPMENT	TO+2		N N N
/BAS/35/	D004.	CAO REPORT (B & S, GEN ANALYSIS & BUDGET SERVICES; WKSHT ONLY-ABSTRACTED FROM PERMITS & TMKPPNG...) RECORD TYPES: A-WORKSHEET FOR PERSONNEL UTILIZATION REPORT-CAO-26 B-INSPECTION PERFORMANCE REPORT - COMPUTER DATA SHEET C-BUILDING BUREAU WORK SHEET-B-33 D-INSPECTION PERFORMANCE REPORT-G-7 E-DAILY INSPECTION PERFORMANCE REPORT-G-14 F-PERIOD WORK REPORT-G-5	TO+2		N N N
/BAS/35/	D005.	F-PERIOD WORK REPORT-G-5 EMPLOYERS REPORT OF OCCUPATIONAL INJURY OR ILLNESS (GEN 166) (B & S, PERSONNEL) FORM: GEN 166 RECORD TYPES:	TO+2		N N N
/BAS/35/	D006.	INTERDEPARTMENT & INTRADEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/BAS/35/	D007.	MEASURE OF EFFECTIVENESS QUARTERLY REPORT (B & S, GEN ANALYSIS & BUDGET SERVICES) RECORD TYPES: A-QUARTERLY PROGRAM EFFECTIVENESS REPORT-CAO-102 B-PLAN CHECK AND REPORTING PROCESSING - CAO - 102 WORKSHEET C-QUARTERLY MOE REPORT - INSPECTION SECTION	TO+2		N N N

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/BUILDING BUREAU/GRADING**  
**/BAS/35/**

*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
/BAS/35/	D008.	PERSONNEL ASSIGNMENT FILE (B & S, PERSONNEL ) RECORD TYPES: A-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 B-REQUEST FOR EMPLOYEE AND/OR POSITION CHANGE-PERS 25	TO+2		N	N	N	
/BAS/35/	D009.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/BAS/35/	D010.	RECORDS RETENTION SCHEDULE (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N	N	N	
/BAS/35/	D011.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/35/	D012.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/35/	D013.	SUPERINTENDENT LETTER FILES (COM-31) (B & S, RECORDS BOARD ROOM ) FORM: COM-31 RECORD TYPES:	TO+2		N	N	N	
/BAS/35/	D014.	TIMEKEEPING RECORDS (B & S, PERSONNEL SERVICES & FINANCIAL SERVICES ) RECORD TYPES: A-PAYROLL ADJUSTMENTS-PERS 30 B-TIME OFF/COMPENSATION REQUESTS-GEN 68 C-WEEKLY CREW TIME SHEETS-5054	TO+2		N	N	N	
/BAS/35/	D015.	TRACT FILES (PROPERTY RECORDS & REC SERIES IS IN VARIED MEDIA, IE., MAPS...) RECORD TYPES: A-PARCEL MAPS B-PRIVATE STREETS C-GEOLOGICAL REPORTS D-SEISMOLOGICAL REPORTS E-FOUNDATION INVEST. REPORTS	PE		N	N	N	
/BAS/35/	D016.	WEEKLY WORKLOAD SUMMARY (B & S, GRADING ) RECORD TYPES:	TO+2		N	N	N	

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**City of Los Angeles**  
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**Duplicate Records**

**Records of: BUILDING AND SAFETY/RESEARCH & DEVELOPMENT DIV.**  
**/BAS/37/**

*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			
/BAS/37/	D	DUPLICATE RECORD SERIES						
/BAS/37/	D001.	INTERDEPARTMENTAL & INTRADEPARTMENTAL BULLETINS, MANUALS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/BAS/37/	D002.	PUBLICATION AND REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/BAS/37/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	
/BAS/37/	D004.	RECORDS RETENTION SCHEDULES (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/37/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/37/	D006.	REQUEST FOR MODIFICATION OF BUILDING ORDINANCES (COM 31) (B & S, BOARD ROOM) FORM: COM 31 RECORD TYPES:	TO+2		N	N	N	
/BAS/37/	D007.	RESEARCH REPORTS (BLDG TECH SVCS SECTION; FILED IN NUMERICAL ORDER) RECORD TYPES:	SU		N	N	N	
/BAS/37/	D008.	TIME OFF/COMPENSATION REQUEST (GEN 68) (B & S PERSONNEL) FORM: GEN 68 RECORD TYPES:	TO+1		N	N	N	
/BAS/37/	D009.	WEEKLY CREW TIME SHEET (B & S, FINANCIAL SERVICES) RECORD TYPES:	TO+1		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - ADMINISTRATION**  
**/BAS/40/**

*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
/BAS/40/	D	DUPLICATE RECORD SERIES			
/BAS/40/	D001.	BOARD LETTERS (B & S, COMMISSION) RECORD TYPES:	AR		N N N
/BAS/40/	D002.	BUDGET WORKING PAPERS (B & S, ADMINISTRATIVE SERVICES) RECORD TYPES: A-CORRESPONDENCE B-BUDGET OPTION DECISION PACKET-CAO696B C-EQUIPMENT DATA SHEET-30 D-PERSONNEL DATA SHEET-S11 E-POSITION REQUESTS-30 F-PRELIMINARY BUDGET REQUESTS: POSITION, EXPENSE & EQUIPMENT-BF-12, 27 & 31 G-STATEMENT OF PERSONNEL-10	TO+2		N N N
/BAS/40/	D003.	F-PRELIMINARY BUDGET REQUESTS: POSITION, EXPENSE & EQUIPMENT-BF-12, 27 & 31 EMPLOYEE PERSONNEL FILES (B & S, PERSONNEL) RECORD TYPES: A-CORRESPONDENCE B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-NOTICE OF COMMENDATION-GEN 79 D-NOTICE OF CORRECT DEFICIENCIES-GEN 78 E-NOTICE OF DISCHARGE, SUSPENSION OR PROBATION-GEN 77 F-OFFICE MEMO-B&S/G26	TE+1		N N N
/BAS/40/	D004.	F-OFFICE MEMO-B&S/G26 INTERDEPARTMENTAL & INTRADEPARTMENTAL MANUALS, PUBLIC'NS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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**City of Los Angeles**  
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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - ADMINISTRATION**  
**/BAS/40/**

*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
/BAS/40/	D005.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/BAS/40/	D006.	RECORDS RETENTION SCHEDULE (GEN 60-61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60-61 RECORD TYPES:	SU		N N N
/BAS/40/	D007.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/40/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - OFFICE ADMINISTRATION**  
**/BAS/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			
/BAS/41/	D	DUPLICATE RECORD SERIES						
/BAS/41/	D001.	DISTRICT MAPS (MICROFICHE) ( B & S, BUILDING BUREAU ) RECORD TYPES:	SU		N	N	N	
/BAS/41/	D002.	INTER OR INTRADEPARTMENTAL MANUALS, PUBLIC'NS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/41/	D003.	LUPAMS (MICROFICHE) (CITY CLERK, LAND RECORDS ) RECORD TYPES:	SU		N	N	N	
/BAS/41/	D004.	PUBLICATIONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/BAS/41/	D005.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60/61 RECORD TYPES:	SU		N	N	N	
/BAS/41/	D006.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT DIV. - DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD	CL		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - OFFICE ADMINISTRATION**  
**/BAS/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
TYPES:					
/BAS/41/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/BAS/41/	D008.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/BAS/41/	D009.	TIMEKEEPING RECORDS RECORD TYPES: A-PAYROLL ADJUSTMENTS-PERS 30 B-CORRESPONDENCE C-PAYROLL/PERSONNEL CHANGE DOCUMENT-PERS 41 D-REQUEST FOR EMPLOYEE/POSITION CHANGE-PERS 25 E-TIME OFF/COMPENSATION REQUEST-GEN 68 F-WEEKLY CREW TIME SHEET-5054	TO+1		N N N
/BAS/41/	D010.	F-WEEKLY CREW TIME SHEET-5054 TRACT TITLE TRACT INDEX REPORT (PARCEL MAPS) RECORD TYPES:	SU		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**  
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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIAL PROJECTS**

**/BAS/42/** *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
/BAS/42/	D	DUPLICATE RECORD SERIES			
/BAS/42/	D001.	INTER & INTRADEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/BAS/42/	D002.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/BAS/42/	D003.	RECORDS RETENTION SCHEDULE (GEN 60/61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60/61 RECORD TYPES:	SU		N N N
/BAS/42/	D004.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. - DISCARD AFTER BOXES DESTROYD ) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/42/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		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: BUILDING AND SAFETY/CONSERVATION BUREAU - RESIDENTIAL COMPLAINT REFERRAL**  
**/BAS/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			
/BAS/43/	D	DUPLICATE RECORD SERIES						
/BAS/43/	D001.	INTERDEPARTMENTAL & INTRADEPARTMENTAL MANUALS, ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/43/	D002.	PUBLICATIONS & REFERENECE MATERIALS RECEIVED FROM OUTSIDE... (ORIGINATING OFFICE; NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/BAS/43/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	
/BAS/43/	D004.	RECORDS TRANSFER LISTS (GEN 62) (CITY CERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DESTR'YD ) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/43/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		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

**City of Los Angeles  
Departmental Records Disposition Schedule  
Duplicate Records**

**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - COMMERCIAL COMPLAINT & REFERRAL**

**/BAS/44/** *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
/BAS/44/	D	DUPLICATE RECORD SERIES			
/BAS/44/	D001.	CERTIFICATE OF OCCUPANCY (ANNUAL INSP. OF WRECKING YARD) (B-95A) (B & S, CONSERVATION BUREAU ) FORM: B-95A RECORD TYPES:	TO+1		N N N
/BAS/44/	D002.	INTER & INTRADEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/BAS/44/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/BAS/44/	D004.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/BAS/44/	D005.	RECORDS TRANSFER FORMS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. - DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/44/	D006.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48)	TO+10		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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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: BUILDING AND SAFETY/CONSERVATION BUREAU - COMMERCIAL COMPLAINT & REFERRAL**  
**/BAS/44/**

*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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(CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:

/BAS/44/	D007.	TASK FORCE FILES (CITY ATTORNEY-MAY BE NEEDED FOR OCCASIONAL LAWSUITS; REC SERIES HAS VARIED ...) A-INSPECTORS NOTES A-INSPECTORS NOTES B-PHOTOGRAPHS C-CORRESPONDENCE	CL+10		N N N
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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**  
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**Records of: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIALIZED INSPECTION**

**/BAS/46/** *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			
/BAS/46/	D	DUPLICATE RECORD SERIES						
/BAS/46/	D001.	INTERDEPARTMENTAL & INTRADEPARTMENTAL MANUALS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/46/	D002.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/BAS/46/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N	N	N	
/BAS/46/	D004.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV; DISCARD AFTER BOXES DESTROYED ) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/46/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV ) FORM: GEN 48 RECORD TYPES:	TO+10		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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 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**  
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**Records of: BUILDING AND SAFETY/BUILDING BUREAU - EARTHQUAKE SAFETY**  
**/BAS/50/**

*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
/BAS/50/	D	DUPLICATE RECORD SERIES			
/BAS/50/	D001.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLIC'NS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/BAS/50/	D002.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/BAS/50/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/BAS/50/	D004.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. - DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/50/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	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**  
**Duplicate Records**

**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU-ADMINISTRATION**  
**/BAS/60/**

*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			
/BAS/60/	D	DUPLICATE RECORD SERIES						
/BAS/60/	D001.	ACCIDENT REPORTS ( B & S, PERSONNEL SERVICES ) RECORD TYPES:	AR+2		N	N	N	
/BAS/60/	D002.	BUDGET REQUESTS (MECH. BUREAU) ( B & S, GEN. ANAL. & BUDGET SERVICES ) RECORD TYPES:	TO+2		N	N	N	
/BAS/60/	D003.	ELECTRICAL FIRE & ACCIDENT REPTS. (E-4) ( B & S, INSPECTION DIVISION ) FORM: E-4 RECORD TYPES:	TO+5		N	N	N	
/BAS/60/	D004.	EMPLOYEE EVALUATION REPORTS (PDAS 28 PE) ( B & S, PERSONNEL SERVICES ) FORM: PDAS 28 PE RECORD TYPES:	TE		N	N	N	
/BAS/60/	D005.	EQUIPMENT INVENTORY LIST ( B & S, SUPPLY DIVISION ) RECORD TYPES:	SU		N	N	N	
/BAS/60/	D006.	INTERDEPARTMENTAL & INTRADEPARTMENTAL MANUALS,... ( ORIGINATING OFFICE ) RECORD TYPES:	SU		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: BUILDING AND SAFETY/MECHANICAL BUREAU-ADMINISTRATION**  
**/BAS/60/**

*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
/BAS/60/	D007.	INSPECTORS DAILY REPORT (G-7) (ORIGINATING DIVISION) FORM: G-7 RECORD TYPES:	TO+0/05		N N N
/BAS/60/	D008.	MILEAGE STATEMENT (2053-1) (GENERAL SERVICES) FORM: 2053-1 RECORD TYPES:	TO+2		N N N
/BAS/60/	D009.	PERSONAL EXPENSE STATEMENT (GEN 16) (B & S, FINANCIAL SERVICES) FORM: GEN 16 RECORD TYPES:	TO+2		N N N
/BAS/60/	D010.	PERSONNEL LIST BY SUBACTIVITY (B & S, PERSONNEL SERVICES) RECORD TYPES:	SU		N N N
/BAS/60/	D011.	POSITION DESCRIPTION (PDES-3) (B & S, PERSONNEL SERVICES) FORM: PDES-3 RECORD TYPES:	SU		N N N
/BAS/60/	D012.	PUBLICATIONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (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: BUILDING AND SAFETY/MECHANICAL BUREAU-ADMINISTRATION**  
**/BAS/60/**

*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			
/BAS/60/	D013.	RECORDS RETENTION SCHEDULE (GEN 60-61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60-61 RECORD TYPES:	SU		N	N	N	
/BAS/60/	D014.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/60/	D015.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/60/	D016.	REQUEST TO PARTICIPATE IN OUTSIDE ACTIVITIES (G-50) (B & S, PERSONNEL SERVICES ) FORM: G-50 RECORD TYPES:	TE+2		N	N	N	
/BAS/60/	D017.	RESEARCH REPORTS (MECHANICAL BUR. TESTING LABS. ) RECORD TYPES: A-ELECTRICAL TESTING LABORATORY B-MECHANICAL TESTING LABORATORY	SU		N	N	N	
/BAS/60/	D018.	TIMEKEEPING RECORDS RECORD TYPES: A-PAYROLL-PERSONNEL CHANGE DOC.-GEN 41 B-TIME OFF/COMPENSATION REQUESTS-GEN 68 C-WEEKLY CREW TIME SHEETS-5054	TO+0/05		N	N	N	

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

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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU-ADMINISTRATION**

**/BAS/60/** *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			
/BAS/60/	D019.	TRAVEL REQUESTS AND AUTHORITY (AS-7) (B & S, ADMIN. SERVICES ) FORM: AS-7 RECORD TYPES:	TO+1		N	N	N	
/BAS/60/	D020.	WORK SCHEDULE - MECHANICAL (ORIGINATING B & S DIV. ) RECORD TYPES:	SU		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: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING/TEST LAB**  
**/BAS/62/**

*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			
/BAS/62/	D	DUPLICATE RECORD SERIES						
/BAS/62/	D001.	APPLICATION FOR TESTING MECHANICAL EQUIPMENT (P48) (MECHANICAL TESTING LABORATORY ) FORM: P48 RECORD TYPES:	TO+0/05		N	N	N	
/BAS/62/	D002.	EMPLOYEE PERSONNEL FOLDERS (SUPERVISORS FILE) (B & S PERSONNEL SERVICES ) RECORD TYPES: A-EMPLOYEE EVALUATION REPORT-PDAS28 B-NOTICE OF EMPLOYEE AND/OR POSITION CHANGE-PERS 20 C-PAYROLL/PERSONNEL CHANGE DOC.-GEN 41	TE+1		N	N	N	
/BAS/62/	D003.	INTERDEPARTMENTAL & INTRADEPARTMENTAL MANUALS, PUBLIC'NS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/BAS/62/	D004.	INVOICES (P17) (MECHANICAL TESTING LABORATORY ) FORM: P17 RECORD TYPES:	TO+1		N	N	N	
/BAS/62/	D005.	MILEAGE STATEMENTS (2053) (CONTROLLER ) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/BAS/62/	D006.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (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  
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles**  
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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING/TEST LAB**  
**/BAS/62/**

*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			
/BAS/62/	D007.	RECORDS RETENTION SCHEDULE (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & 6 RECORD TYPES:	SU		N	N	N	
/BAS/62/	D008.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/62/	D009.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	TO+10		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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**Duplicate Records**

**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - ELECTRICAL INSPECTION ADMIN**  
**/BAS/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
/BAS/63/	D	DUPLICATE RECORD SERIES			
/BAS/63/	D001.	INTER OR INTRADEPARTMENTAL BULLETINS AND NOTICES (ORIGINATING OFFICE )	SU		N N N
/BAS/63/	D002.	INTER OR INTRADEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE )	SU		N N N
/BAS/63/	D003.	ORDERS FOR SUPPLIES (S-1B) (ORIGINAL RETAINED IN FINANCIAL SERVICES ) FORM: S-1B	TO+3		N N N
/BAS/63/	D004.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SERVICES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/BAS/63/	D005.	TIMEKEEPING RECORDS (FINANCIAL SERVICES ) RECORD TYPES: A-B & S ADJUSTMENT MEMO-PER 30 B-TIMEOFF/COMP REQUEST-G-68 C-WEEKLY CREW TIME SHEETS-5054	TO+0/05		N N N

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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING**  
**/BAS/64/**

*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
/BAS/64/	D	DUPLICATE RECORD SERIES			
/BAS/64/	D001.	COMMISSION FILES ( B & S, COMMISSION OFFICE ) RECORD TYPES: A-APPEAL FROM DETERMINATION OF SUPT. OF BLDG-GEN 10 B-MATTERS FOR AGENDA-COM-7 C-REPORT REFERRAL-GEN 35 D-REQUEST FOR MODIFICATION/A.K.A. BOARD APPEAL-COM-33	TO+1		N N N
/BAS/64/	D002.	DEPUTY APPROVAL LETTERS ( B & S, EXECUTIVE OFFICE ) RECORD TYPES:	TO+2		N N N
/BAS/64/	D003.	ELEVATOR INVOICE (M-29) ( B & S, FINANCIAL SERVICES ) FORM: M-29 RECORD TYPES:	TO+1		N N N
/BAS/64/	D004.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLIC'NS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/BAS/64/	D005.	PRESSURE VESSEL INVOICE (M-27) ( B & S, FINANCIAL SERVICES ) FORM: M-27 RECORD TYPES:	TO+1		N N N
/BAS/64/	D006.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N

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**City of Los Angeles**  
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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - MECH ENGINEERING**

**/BAS/64/** *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			
/BAS/64/	D007.	RECORDS RETENTION SCHEDULE (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & 6 RECORD TYPES:	SU		N	N	N	
/BAS/64/	D008.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. - DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/BAS/64/	D009.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/BAS/64/	D010.	REST PERIOD REGISTER (GEN 74) (B & S, PERSONNEL SERVICES) FORM: GEN 74 RECORD TYPES:	TO+0/05		N	N	N	

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**City of Los Angeles**  
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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - PERMITS**  
**/BAS/67/**

*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			
/BAS/67/	D	DUPLICATE RECORD SERIES						
/BAS/67/	D001.	CERTIFICATE OF APPROVAL/EMERGENCY ELECTRICAL SUPPLY SYSTEM (E16) (DWP) FORM: E16 RECORD TYPES:	EX+2		N	N	N	
/BAS/67/	D002.	EXAMINATIONS & ANSWER KEYS (BLANK FORMS) (B & S, MECHANICAL ADMIN) RECORD TYPES:	SU		N	N	N	
/BAS/67/	D003.	GAS COMPANY UTILITY RELEASE (P 16) (B & S, PERMITS, LICENSING & PERMIT SERVICES; EXTRACTED FROM FIELD NOTES ON PERMITS) FORM: P 16 RECORD TYPES:	TO+1		N	N	N	
/BAS/67/	D004.	INTERDEPARTMENTAL OR INTRADEPARTMENTAL MANUALS, PUBLIC'NS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/BAS/67/	D005.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/BAS/67/	D006.	RECORDS RETENTION SCHEDULE (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	

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**City of Los Angeles**  
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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - PERMITS**  
**/BAS/67/**

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/BAS/67/	D007.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/67/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/BAS/67/	D009.	ROSTERS OF EXAMINATION TAKERS & EXAMINERS (B & S, MECH. BUR. ADMIN. ) RECORD TYPES:	TO+2		N N N
/BAS/67/	D010.	TIMEKEEPING RECORDS (B & S, ADMIN. SERVICES ) RECORD TYPES: A-PAYROLL ADJUSTMENT MEMO-PERS 30 B-TIME OFF/COMPENSATION REQUEST-G 68 C-WEEKLY CREW TIME SHEETS-5054	TO+0/05		N N N
/BAS/67/	D011.	WHEELDEX CASE CARDS (CONSERVATION BUREAU; USED TO SET HOLD AGAINST ISSUING A PERMIT FOR SPECIFIC...) RECORD TYPES:	CL		N N N

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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - ELECTRICAL ENGINEERING TEST LAB**

**/BAS/69/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/BAS/69/	D	DUPLICATE RECORD SERIES			
/BAS/69/	D001.	APPLICATION FOR TESTING ELECTRICAL EQUIPMENT (E147) (B & S, ELECTRICAL TESTING LAB ) FORM: E147 RECORD TYPES:	TO+0/05		N N N
/BAS/69/	D002.	EMPLOYEE PERSONNEL FOLDERS (SUPERVISOR'S FILE) (B & S, PERSONNEL SERVICES ) RECORD TYPES: A-EMPLOYEE EVALUATION REPORT-PDAS28 B-NOTICE OF EMPLOYEE AND/OR POSITION CHANGE-PERS20 C-PAYROLL/PERSONNEL CHANGE DOCUMENTS-PERS41	TE+1		N N N
/BAS/69/	D003.	INTERDEPARTMENTAL & INTRADEPARTMENTAL MANUALS, PUBLIC'NS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/BAS/69/	D004.	INVOICES (E126) (ELECTRICAL TESTING LABORATORY ) FORM: E126 RECORD TYPES:	TO+1		N N N
/BAS/69/	D005.	MILEAGE STATEMENTS (2053) (CONTROLLER ) FORM: 2053 RECORD TYPES:	TO+1		N N N
/BAS/69/	D006.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N

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**Records of: BUILDING AND SAFETY/MECHANICAL BUREAU - ELECTRICAL ENGINEERING TEST LAB**  
**/BAS/69/**

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/BAS/69/	D007.	RECORDS RETENTION SCHEDULE (GEN 60-61) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60-61 RECORD TYPES:	SU		N N N
/BAS/69/	D008.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/BAS/69/	D009.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/BAS/69/	D010.	STATUS CARDS (MANUFACTURER'S CARDS) (B & S, ELECTRICAL TESTING LAB) RECORD TYPES:	SU		N N N

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