

***Department Records Disposition Schedules***

***CHIEF LEGISLATIVE ANALYST***

***Schedule Number Department Name***

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/CLA/	CHIEF LEGISLATIVE ANALYST
/CLA/01/	CHIEF LEGISLATIVE ANALYST/ADMINISTRATION
/CLA/02/	CHIEF LEGISLATIVE ANALYST/INTERGOVERNMENTAL RELATIONS
/CLA/03/	CHIEF LEGISLATIVE ANALYST/HUMAN SERVICES

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

**Records of: CHIEF LEGISLATIVE ANALYST/ADMINISTRATION**

**/CLA/01/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type							
			Office	Total	Code	V	H	C	L				
/CLA/01/	O	ORIGINAL RECORDS											
/CLA/01/	O001.	PICTURES	PE	PE									
/CLA/01/	O002.	CONSTRUCTION SERVICES COMMITTEE	PE	PE									
/CLA/01/	O003.	ELECTRONIC WAS/CORRESPONDENCE LOG (COPY TO BE MAINTAINED; WILL BE HARD COPY 1987 FORWARD)	AR+10	AR+10									
/CLA/01/	O004.	SAN FERNANDO LIGHT RAIL COMMITTEE (AGENDA/MINUTES/FINAL REPORT)	PE	PE									
/CLA/01/	O005.	OFFICIAL SALARIES AUTHORITY MINUTES (FINAL REPORT ON FILE IN CITY CLERK'S OFFICE/COUNCIL FILE)	PE	PE									
/CLA/01/	O006.	GLACAA JOINT POWERS AGREEMENTS (FILES 1,2,3,4 FOUND IN CRC BOXES 22925 AND 22926)	PE	PE									

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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: CHIEF LEGISLATIVE ANALYST/INTERGOVERNMENTAL RELATIONS**

**/CLA/02/**

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			Office	Total	Code	V	H	C	L	
/CLA/02/	O	ORIGINAL RECORDS								
/CLA/02/	O001.	CD ROM DATA DISK FOR STATE LEGISLATION (PRIVATE VENDOR PRODUCED)	PE	PE		N	N	N		
/CLA/02/	O002.	STATE FINAL LEGISLATIVE PROGRAM RECORD TYPES: Historical	AR+5	PE		N	Y	N		
/CLA/02/	O003.	FEDERAL ANNUAL BREAKFAST BOOK	PE	PE		N	N	N		
/CLA/02/	O004.	SUMMARY OF STATE LEGISLATION AFFECTING CITY OF L.A.	PE	PE		N	N	N		
/CLA/02/	O005.	STATE LEGISLATIVE PROGRAM/POLICY BOOK	PE	PE		N	N	N		
/CLA/02/	O006.	STATE FINAL STATUS REPORT	PE	PE		N	N	N		

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**Duplicate Records**

**Records of: CHIEF LEGISLATIVE ANALYST/ADMINISTRATION**  
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/CLA/01/	D	DUPLICATE RECORD SERIES			
/CLA/01/	D001.	CHRONOLOGICAL FILE (FROM OTHER DEPARTMENTS )	AR+5		N N N
/CLA/01/	D002.	CORRESPONDENCE LOG (FROM OTHER DEPARTMENTS )	AR+5		N N N
/CLA/01/	D003.	WORK ASSIGNMENT BINDER (FROM OTHER DEPARTMENTS )	AR+5		N N N
/CLA/01/	D004.	COUNCILMEMBER FILES (FROM COUNCILMEMBERS )	AR+10		N N N
/CLA/01/	D005.	INTERNAL PERSONNEL FILES (OFFICIAL FILES WITH CITY CLERK )	TE+2		N N N
/CLA/01/	D006.	PUBLICATIONS PRODUCED BY CITY DEPARTMENTS (FROM ORIGINATING DEPARTMENTS )	AR		N N N
/CLA/01/	D007.	SUBJECT FILES (FROM OTHER DEPARTMENTS )	AR+5		N N N
/CLA/01/	D008.	TIME CARDS	AR+2		N N N
/CLA/01/	D009.	GRANT MONITORING TIME CARDS	AR+3		N N N
/CLA/01/	D010.	WEEKLY CREW SHEETS (WORKING DOCUMENT FOR PREPARATION OF BI-WEEKLY TIME SHEETS )	AR		N N N
/CLA/01/	D011.	BI-WEEKLY TIME SHEET (SENT TO CITY CLERK THEN CONTROLLER )	AR		N N N
/CLA/01/	D012.	PUBLICATIONS FROM OUTSIDE SOURCE (FROM OUTSIDE AGENCIES )	AR		N N N
/CLA/01/	D013.	PURCHASE ORDERS (SENT TO CITY CLERK THEN TO GENERAL SERVICES )	AR		N N N
/CLA/01/	D014.	PERSONAL SERVICE CONTRACTS	AR+2		N N N
/CLA/01/	D015.	FPPC FILES (FROM STATE OF CALIFORNIA )	AR+5		N N N
/CLA/01/	D016.	OFFICIAL SALARY AUTHORITY FILES (SENT FROM CAO THEN TO CITY CLERK )	AR+5		N N N
/CLA/01/	D017.	SAN FERNANDO LIGHT RAIL COMMITTEE	AR+5		N N N

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**/CLA/01/**

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(FROM OTHER DEPARTMENTS )

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/CLA/02/	D	DUPLICATE RECORD SERIES			
/CLA/02/	DOO1.	STATE LEGISLATIVE PROGRAM FILES & BILL RESPONSES (A VARIETY OF INFORMATION)	AR+15	DO	
/CLA/02/	DOO2.	FEDERAL LEGISLATIVE PROGRAM FILES (A VARIETY OF FILES)	AR+2	DO	
/CLA/02/	DOO3.	ELECTRONIC SYSTEM FOR TRACKING DEPT. RESPONSE TO LEGISLATION (A VARIETY OF INFORMATION)	AR+10	DO	
/CLA/02/	DOO4.	FEDERAL PUBLICATIONS (FROM ORIGINATING AGENCIES) A. CONGRESSIONAL RECORD B. FEDERAL REGISTER C. CONGRESSIONAL QUARTERLY D. NATIONAL JOURNAL	AR	DO	
/CLA/02/	DOO5.	STATE PUBLICATIONS (FROM ORIGINATING AGENCIES) A. WEST LEGISLATIVE SERVICE B. FINAL LEGISLATIVE HISTORY	AR+10	DO	
/CLA/02/	DOO6.	ASSEMBLY & STATE LEGISLATIVE BILLS (FROM SECRETARY OF STATE)	AR	DO	

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/CLA/03/	D	DUPLICATE RECORD SERIES						
/CLA/03/	D001.	BOARD OF GRANTS FILES (IN COUNCIL FILES/ORIGINATING DEPARTMENTS)	AR+3		N	N	N	
/CLA/03/	D002.	GLACAA FILES (IN COUNCIL FILES )	AR+3		N	N	N	
/CLA/03/	D003.	GRANT FILES (IN COUNCIL FILES/ORIGINATING DEPARTMENTS )	AR+3		N	N	N	
/CLA/03/	D004.	HOUSING AUTHORITY FILES (A VARIETY OF INFORMATION )	AR+2		N	N	N	
/CLA/03/	D005.	MONITORING FILES (IN COUNCIL FILES/ORIGINATING DEPARTMENTS )	AR+3		N	N	N	

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