

City of Los Angeles

March 14, 2016

Department Records Disposition Schedules

CITY ADMINISTRATIVE OFFICER

Schedule Number Department Name

/CAO/	CITY ADMINISTRATIVE OFFICER
/CAO/01/	CITY ADMINISTRATIVE OFFICER/ADMINISTRATION
/CAO/02/	CITY ADMINISTRATIVE OFFICER/RISK MANAGEMENT

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ADMINISTRATIVE OFFICER/ADMINISTRATION
/CAO/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	
/CAO/01/	O	ORIGINAL RECORDS								
/CAO/01/	O001.	EMPLOYEE PERSONNEL FOLDERS (TRANSFER TO EMPLOYEE'S NEW DEPARTMENT OR TO PERSONNEL DEPT. (CAO RULE NO. 10)) RECORD TYPES: Confidential A-EMPLOYEE EVALUATION REPORT-PDAS-28 B-CORRESPONDENCE	TE	TE		N	N	Y		
/CAO/01/	O002.	FORMATION OF AD HOC COMMITTEE ON PRODUCTIVITY; ... (TRANSFER TO CITY ARCHIVES PROD'TY ADV COMMITTEE & COMMISSION INCLUDED) RECORD TYPES: Historical A-CORRESPONDENCE B-AGENDAS/MINUTES C-STAFF REPORTS	TO+2	PE		N	Y	N		
/CAO/01/	O003.	PRODUCTIVITY ADVISORY COMMITTEE & COMM'N AGENDA & MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N		
/CAO/01/	O004.	DEPARTMENTAL PRODUCTIVITY IMPROVEMENT PLANS 1987-88 ON ... (CAO 126A-1) FORM: CAO 126A-1 RECORD TYPES:	TO+2	TO+5		N	N	N		
/CAO/01/	O005.	PRODUCTIVITY INTERNSHIP PROGRAM RECORD TYPES: A-PROJECT PROPOSALS B-ANALYSIS OF PROJECTS	TO+2	TO+5		N	N	N		

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/CAO/01/	O006.	MANAGEMENT AUDIT - TRANSMITTALS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CAO/01/	O007.	MANAGEMENT AUDIT - WORKING PAPERS RECORD TYPES:	SU	SU+5		N	N	N	
/CAO/01/	O008.	CITY WASTE HOTLINE - FORMATION RECORD TYPES: Historical	PE	PE		N	Y	N	
/CAO/01/	O009.	CITY WASTE HOTLINE RECORD TYPES: Confidential A-COMPLAINT TRANSCRIPTS B-CORRESPONDENCE/RESPONSES	PE	PE		N	N	Y	
/CAO/01/	O010.	EMERGENCY OPERATIONS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-MINUTES/AGENDAS/CORRESPONDENCE... B-DISASTERS, REPORTS, TRAINING AND TRAINING EXERCISES C-EMERGENCY PLANS	TO+5	PE		N	Y	N	
/CAO/01/	O011.	SOUTH AFRICA RECORD TYPES: Historical A-STATEMENT REGARDING SOUTH AFRICA BUSINESS CONNECTIONS-FG15 B-REPORT OF AWARDDING AUTHORITY-CAO15	PE	PE		N	Y	N	
/CAO/01/	O012.	MEMORANDA OF UNDERSTANDING (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+20	PE		N	Y	N	

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/CAO/01/	0013.	CAO ANNUAL REPORT (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CAO/01/	0014.	1984 SUMMER OLYMPICS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-WORKING PAPERS/BID B-CORRESPONDENCE C-DEPARTMENT SUBMITTALS REGARDING OLYMPIC COSTS	TO+5	PE		N	Y	N	
/CAO/01/	0015.	LOS ANGELES CITY CHARTER COMMISSION 1969-70 WORKING PAPERS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CAO/01/	0016.	RAIDERS VS. NFL LAWSUIT WORKING PAPERS RECORD TYPES:	TO+2	TO+10		N	N	N	
/CAO/01/	0017.	RISK MANAGEMENT - CITY PURCHASED INSURANCE POLICIES ... RECORD TYPES:	EX+10			N	N	N	
/CAO/01/	0019.	ARBITRAGE CALCULATION REPORTS	TO+5	TO+30	DO	N	N	N	

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/CAO/01/	D	DUPLICATE RECORD SERIES			
/CAO/01/	D001.	ANALYSIS OF PROPOSED CONTRACTS (PSC'S, SALE OF CITY PROP.) (CAO661) FORM: CAO661 RECORD TYPES:	AR+2		N N N
/CAO/01/	D002.	AUTHORITY FOR EXPENDITURE (FG32) (CONTROLLER) FORM: FG32 RECORD TYPES:	AR+2		N N N
/CAO/01/	D003.	BUDGET REQUESTS (CITY CLERK) RECORD TYPES:	TO+5		N N N
/CAO/01/	D004.	BUILDING SERVICES REQUEST (FG113) (GENERAL SERVICES) FORM: FG113 RECORD TYPES:	CL		N N N
/CAO/01/	D005.	COMMUNICATION SERVICES REQUESTS (GS/C-7) (GENERAL SERVICES-COMMUNICATIONS) FORM: GS/C-7 RECORD TYPES:	CL		N N N
/CAO/01/	D006.	CORRESPONDENCE (VARIES) RECORD TYPES:	AR+2		N N N

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/CAO/01/	D007.	DEPARTMENTAL FOLDERS (VARIES) RECORD TYPES:	AR+2		N N N
/CAO/01/	D008.	DUPLICATE REPORT COPIES (VARIES) RECORD TYPES:	AR		N N N
/CAO/01/	D009.	EQUIPMENT TRANSFER ADVICE (FG116) (VARIES) FORM: FG116 RECORD TYPES:	AR		N N N
/CAO/01/	D010.	GRANT REPORTS/CORRESPONDENCE (EXPIRATION REFERS TO EXPIRATION OF LEASE, AUDIT OF GRANT OR TO ANY EXTENSIONS MADE...) RECORD TYPES:	AR		N N N
/CAO/01/	D011.	INTER AND INTRADEPARTMENTAL MANUALS, PUBLICATIONS,... (NON-RECORD MATERIAL) RECORD TYPES:	SU		N N N
/CAO/01/	D012.	INVOICES (CONTROLLER) RECORD TYPES:	AR+2		N N N

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/CAO/01/	D013.	JOURNAL VOUCHERS/REQUEST FOR PAYMENT (FG54) (CONTROLLER) FORM: FG54 RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D014.	ORDER FOR SUPPLIES OR SERVICES RECORD TYPES: A-PURCHASE REQUISITIONS-GS/S1A B-PACKING SLIPS C-PURCHASE ORDERS-GS/S2 D-SMUF'S-GS/MM1	AR+2		N	N	N	
/CAO/01/	D015.	POSITION DESCRIPTION (PDES 3) (PERSONNEL) FORM: PDES 3 RECORD TYPES:	SU		N	N	N	
/CAO/01/	D016.	PUBLICATIONS/REFERENCE MATERIALS REC. FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/CAO/01/	D017.	REQUEST FOR SALE (GS/S-8) (GENERAL SERVICES-SALVAGE) FORM: GS/S-8 RECORD TYPES:	AR		N	N	N	
/CAO/01/	D018.	RISK MANAGEMENT - CORRESPONDENCE (VARIES) RECORD TYPES:	AR+2		N	N	N	

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/CAO/01/	D019.	RISK MANAGEMENT - HOLD HARMLESS LETTERS (VARIES) RECORD TYPES:	AR+10		N	N	N	
/CAO/01/	D020.	RISK MANAGEMENT - SUBJECT FOLDERS (VARIES) RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D021.	STATEMENT OF ECONOMIC INTEREST (730) (ELSE RECORDS WILL BE RETAINED UNTIL TERMINATION PER RETEN SCHED) FORM: 730 RECORD TYPES:	TO+10		N	N	N	
/CAO/01/	D022.	SUBJECT FOLDERS (SUBTITLE H, FOUR COPIES TO BE SENT TO RECORDS RETENTION CENTER.) RECORD TYPES: A-ALTERATION AND IMPROVEMENTS-CAO42 B-BUDGET ADJUSTMENT DOCUMENTS (TRANSFERS APPROPRIATIONS,...)-FG104 C-BUDGET ADOPTION-CORRESPONDENCE D-FEE REPORTS E-FORMS F-FRINGE BENEFIT DEVELOPMENT G-GENERAL CITY PURPOSES/REPORTS H-MANAGEMENT AUDITS I-MISCELLANEOUS REPORTS TO MAYOR/COUNCIL GENERAL POLICY J-ORGANIZATIONAL /ADMINISTRATIVE STUDIES & SURVEYS K-PHYSICAL PLANT/CIEP L-REVIEW OF LEGISLATION M-RULE 11 DEVIATIONS-FG112 N-RULE 13 REQUESTS O-SALARY ADJUSTMENTS P-SPACE REQUESTS Q-SUBSTITUTE POSITION/IN-LIEU REQUESTS AND REPORTS-CA0616 R-SYSTEMS/ADP REPORTS S-TRAINING SURVEYS	AR+2		N	N	N	

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/CAO/01/	D023.	CAO PAYROLL CHANGES (FG41) (CONTROLLER) FORM: FG41 RECORD TYPES:	TE+10		N	N	N	
/CAO/01/	D024.	WEEKLY CREW TIME SHEET (FG5054) (CITY ADMINISTRATIVE OFFICER/CONTROL) FORM: FG5054 RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D025.	1984 SUMMER OLYMPICS (SUBTITLE C, ONE COPY TO BE KEPT PERMANENTLY BY RECORDS RETENTION CENTER.) RECORD TYPES: A-REPORTS TO CITY COUNCIL PURSUANT TO CHARTER B-REPORTS TO CITY COUNCIL ON COST C-FINAL REPORT OF OLYMPIC COMMITTEE	AR+2		N	N	N	

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