

City of Los Angeles

August 17, 2015

Department Records Disposition Schedules

CITY ATTORNEY

Schedule Number Department Name

/ATY/	CITY ATTORNEY
/ATY/01/	CITY ATTORNEY/EXECUTIVE OFFICE
/ATY/02/	CITY ATTORNEY/ADMINISTRATIVE SERVICES
/ATY/03/	CITY ATTORNEY/EMPLOYEE RELATIONS
/ATY/04/	CITY ATTORNEY/LAND USE
/ATY/05/	CITY ATTORNEY/GENERAL COUNSEL
/ATY/06/	CITY ATTORNEY/LEGISLATIVE SERVICES
/ATY/07/	CITY ATTORNEY/LIABILITY
/ATY/08/	CITY ATTORNEY/WORKERS COMPENSATION
/ATY/09/	CITY ATTORNEY/COLLECTIONS
/ATY/10/	CITY ATTORNEY/INSURANCE AND BONDS
/ATY/11/	CITY ATTORNEY/CRIMINAL ADMINISTRATION
/ATY/12/	CITY ATTORNEY/CONSUMER
/ATY/13/	CITY ATTORNEY/ENVIRONMENT
/ATY/14/	CITY ATTORNEY/APPELLATE
/ATY/15/	CITY ATTORNEY/HOUSING
/ATY/16/	CITY ATTORNEY/PLANNING & RESEARCH
/ATY/17/	CITY ATTORNEY/ALL CRIMINAL TRIALS & HEARINGS
/ATY/18/	CITY ATTORNEY/SAN PEDRO
/ATY/19/	CITY ATTORNEY/BAUCHET STREET
/ATY/20/	CITY ATTORNEY/HILL STREET
/ATY/21/	CITY ATTORNEY/VAN NUYS

Schedule Number Department Name

/ATY/22/	CITY ATTORNEY/WEST LOS ANGELES
/ATY/23/	CITY ATTORNEY/SAN FERNANDO
/ATY/24/	CITY ATTORNEY/VICTIM WITNESS
/ATY/25/	CITY ATTORNEY/SPECIAL TRIALS
/ATY/26/	CITY ATTORNEY/POLICE-FIRE
/ATY/27/	CITY ATTORNEY/HOLLYWOOD
/ATY/28/	CITY ATTORNEY/HEARINGS
/ATY/29/	CITY ATTORNEY/HOUSING & COMMUNITY DEVELOPMENT
/ATY/30/	CITY ATTORNEY/BUSINESS AND COMPLEX LITIGATION
/ATY/31/	CITY ATTORNEY/REAL PROPERTY
/ATY/32/	CITY ATTORNEY/FINANCIAL SERVICES DIV.
/ATY/34/	CITY ATTORNEY/GANG UNIT & CAPP HEARINGS
/ATY/35/	CITY ATTORNEY/ECONOMIC DEVELOPMENT
/ATY/36/	CITY ATTORNEY/AIDS-HIV DISCRIMINATION UNIT
/ATY/37/	CITY ATTORNEY/TOBACCO ENFORCEMENT
/ATY/38/	CITY ATTORNEY/CITYWIDE NUISANCE ABATEMENT PROGRAM

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/EXECUTIVE OFFICE
/ATY/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	
/ATY/01/	O	ORIGINAL RECORDS								
/ATY/01/	O001.	EXECUTIVE FILES RECORD TYPES: A-CORRESPONDENCE B-DAILY REPORTS C-REFERENCE MATERIALS ON CURRENT MATTERS WITHIN DIVISION E-STATISTICAL REPORTS	TO+2	TO+2		N	N	N		
/ATY/01/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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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: CITY ATTORNEY/ADMINISTRATIVE SERVICES

/ATY/02/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/ATY/02/	O	ORIGINAL RECORDS								
/ATY/02/	O001.	APPLICATION FOR EMPLOYMENT (CA 177) FORM: CA 177 RECORD TYPES: A-INTERVIEW FORM B-TEST SHEETS	TO+2	TO+10		N	N	N		
/ATY/02/	O002.	APPROPRIATION LEDGER (ACCOUNT CARDS) (73) FORM: 73 RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O003.	AUTHORITY FOR OVERTIME (CA 121) FORM: CA 121 RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O004.	BANK STATEMENTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O005.	BI-WEEKLY TIME SHEETS (CA 166) FORM: CA 166 RECORD TYPES:	TO+2	TO+5		N	N	N		
/ATY/02/	O006.	CANCELLED PETTY CASH CHECKS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O007.	CASH RECEIPT BOOK (GEN 30) FORM: GEN 30 RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O008.	CHECK BOOK STUBS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O009.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/02/	O010.	DEPOSIT RECEIPT BOOK (86) FORM: 86 RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O011.	EMPLOYEE PERSONNEL FOLDERS (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79) BECOME PROPERTY OF PERSONNEL DEPT.) RECORD TYPES: A-CORRESPONDENCE B-MANAGING ASSISTANTS RECOMMENDATION FOR PROMOTION OR MERIT C-PERFORMANCE APPRAISAL D-PROMOTION EVALUATION E-TENURE AUTHORIZATION	TE	TE+10		N	N	N		
/ATY/02/	O012.	INDEX OF LITIGATION CASES RECORD TYPES:	CL+2	CL+2		N	N	N		
/ATY/02/	O013.	PAYROLL EMPLOYEE PERSONNEL FOLDERS	TE	TE+10		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/ADMINISTRATIVE SERVICES

/ATY/02/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
		(REC. FOR RETIRED EMPLOYEES KEPT PER L.A.A.C. 12.5 (D)(4)) RECORD TYPES: A-CORRESPONDENCE B-PAYROLL/PERSONNEL CHANGE DOCUMENTS-GEN 41 C-PERSONNEL ACTION FORM-CS 174								
/ATY/02/	O014.	PERSONNEL ROSTERS RECORD TYPES:	SU+2	SU+2		N	N	N		
/ATY/02/	O015.	POSITION ANNOUNCEMENTS RECORD TYPES:	TO+2	TO+10		N	N	N		
/ATY/02/	O016.	POSITION AND STAFFING SUMMARY RECORD TYPES:	SU+2	SU+2		N	N	N		
/ATY/02/	O017.	RESUMES & CORRESPONDENCE REQUESTING EMPLOYMENT RECORD TYPES:	TO+2	TO+10		N	N	N		
/ATY/02/	O018.	SICK & VACATION BALANCES RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O019.	PRESS RELEASES (SEND TO ARCHIVES) RECORD TYPES:	TO+2	PE		N	N	N		
/ATY/02/	O020.	TRAINING INFORMATION & GUIDELINES RECORD TYPES: A-INFORMATION & GUIDELINES B-TRAINING REQUESTS C-TUITION PROGRAM INFORMATION	TO+2	TO+2		N	N	N		
/ATY/02/	O021.	TRAINING REQUESTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/02/	O022.	SUMMER CLINICALS FILES RECORD TYPES: A-APPLICATIONS B-RESUMES C-INFORMATION SHEETS	TO+2	TO+2		N	N	N		
/ATY/02/	O023.	SUMMER YOUTH EMPLOYMENT PROGRAM RECORD TYPES: A-APPLICATIONS & VERIFICATIONS B-DISTRIBUTION & TIME RECORDS C-WORK PERMITS	TO+2	TO+2		N	N	N		
/ATY/02/	O024.	PERSONNEL ACTION FORMS (CA 174) FORM: CA 174 RECORD TYPES:	TO+2	TO+10		N	N	N		
	O025.	UNION NEGOTIATION FILE	TO+2	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: CITY ATTORNEY/ADMINISTRATIVE SERVICES

/ATY/02/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/ATY/02/		RECORD TYPES: A-MOU'S PAST & PROPOSED B-ORIGINAL NOTES C-WORKING PAPERS								
/ATY/02/	O026.	SLIDES & PHOTOGRAPHS (SENT TO ARCHIVES) RECORD TYPES: Historical	TO	PE		N	Y	N		
/ATY/02/	O027.	RECORDING TAPES (SENT TO ARCHIVES) RECORD TYPES: Historical A-VIDEO B-REEL TO REEL	TO	PE		N	Y	N		
/ATY/02/	O028.	PROMOTIONAL PROCEDURES/RESOURCE MATERIALS RECORD TYPES:	TO+2	TO+10		N	N	N		
/ATY/02/	O029.	ATTORNEY RECRUITMENT FILES RECORD TYPES:	TO+2	TO+10		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/EMPLOYEE RELATIONS

/ATY/03/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/ATY/03/	O	ORIGINAL RECORDS								
/ATY/03/	O001.	LITIGATION FILES RECORD TYPES: A-CORRESPONDENCE B-PLEADINGS C-RESEARCH MATERIALS	CL	CL+10		N	N	N		
/ATY/03/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+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: CITY ATTORNEY/LAND USE

/ATY/04/

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	
/ATY/04/	O	ORIGINAL RECORDS								
/ATY/04/	O001.	CONFLICT OF INTEREST CODE (TRANSFER TO STORAGE AFTER AMENDED OR SUPERCEDED) RECORD TYPES: A-CORRESPONDENCE B-RESEARCH DOCUMENTS	SU	SU+5		N	N	N		
/ATY/04/	O002.	CONFLICT OF INTEREST FILES RECORD TYPES: A-CORRESPONDENCE B-RESEARCH DOCUMENTS	AR+2	AR+2		N	N	N		
/ATY/04/	O003.	CONDEMNATION FILES (LAND ACQUISITION RECORDS) RECORD TYPES: A-APPRAISALS B-COMPLAINT C-CORRESPONDENCE D-DEPOSITIONS E-JUDGMENTS F-PLEADINGS G-RESPONSES	CL	PE		N	N	N		
/ATY/04/	O004.	F-PLEADINGS LITIGATION FILES (ELECTION, ENVIRONMENT, INVERSE CONDEM...) RECORD TYPES: A-APPRAISALS B-COMPLAINTS C-CORRESPONDENCE D-DEPOSITIONS E-DOCKET SHEETS F-EIR REPORTS & MAPS G-PLEADINGS H-RESEARCH PAPERS	CL	CL+10		N	N	N		
/ATY/04/	O005.	F-EIR REPORTS & MAPS ORDINANCE FILES (FINAL REPORT TO COUNCIL & COPY TO CITY ATTORNEY LIBRARY) RECORD TYPES: A-COUNCIL ACTIONS B-WORKING PAPERS	CL+10	CL+10		N	N	N		
/ATY/04/	O006.	RENT CONTROL	TO+10	TO+10		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/LAND USE
/ATY/04/

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			Office	Total	Code	V	H	C	L	
		RECORD TYPES: A-AGENDAS & MINUTES B-ORDINANCES C-STAFF REPORTS FOR RENT ADJUSTMENT COMMISSION								
/ATY/04/	O007.	CORRESPONDENCE & SUBJECT FILES	AR	AR+2		N	N	N		
		RECORD TYPES: A-CORRESPONDENCE B-REPORTS C-WORKING PAPERS								
/ATY/04/	O008.	CAMPAIGN DISCLOSURE FILES	CL	CL+10		N	N	N		
		RECORD TYPES: A-CORRESPONDENCE B-REPORTS C-WORKING PAPERS								
/ATY/04/	O009.	CLAIM FILE	CL	CL+10		N	N	N		
		RECORD TYPES: A-CLAIM B-CORRESPONDENCE C-INVESTIGATION PAPERS D-WORKING PAPERS								
/ATY/04/	O010.	OPINION FILE (ORIGINAL OPINION IN CITY ATTORNEY LIBRARY)	CL+2	CL+2		N	N	N		
		RECORD TYPES: A-DRAFT OG OPINION B-RESEARCH PAPERS								

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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: CITY ATTORNEY/GENERAL COUNSEL

/ATY/05/

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			Office	Total	Code	V	H	C	L	
/ATY/05/	O	ORIGINAL RECORDS								
/ATY/05/	O001.	ACTIVITY REPORTS FOR FISCAL YEAR RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/05/	O002.	ANNUAL REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/05/	O003.	BID PROTEST FILES RECORD TYPES: A-CORRESPONDENCE B-EXHIBITS C-RESEARCH PAPERS D-RESPONSE TO BIDDERS PROTEST E-STATEMENT OF POSITION	CL	CL+5		N	N	N		
/ATY/05/	O004.	BOND PROGRAM FILE RECORD TYPES:	CL	CL+10		N	N	N		
/ATY/05/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/05/	O006.	CONTRACT ENTRY LOG RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/05/	O007.	FISCAL REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/05/	O008.	HEARING FILES RECORD TYPES: A-CORRESPONDENCE B-CONTESTED TRIAL ACTION C-DATA SHEET D-EXHIBITS E-RESEARCH PAPERS F-TALLY SHEET	CL	CL+10		N	N	N		
/ATY/05/	O009.	F-TALLY SHEET INDEX CARD FILES RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/05/	O010.	LITIGATION FILES (ALL TYPES)	CL	CL+10		N	N	N		

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Original Records

Records of: CITY ATTORNEY/GENERAL COUNSEL
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			Office	Total	Code	V	H	C	L	
		RECORD TYPES: A-AUDIT REPORTS B-BRIEFS C-CITY CLERK FILE D-CONTRACTS E-CORRESPONDENCE F-DEPOSITIONS G-EXHIBITS H-PLEADINGS I-RECORDINGS OF MEETINGS J-RESEARCH PAPERS K-STAFF REPORTS L-TRANSCRIPTS								
/ATY/05/	O011.	MONTH END REPORTS	TO+2	TO+2			N	N	N	
/ATY/05/	O012.	PERMIT FILES - NPDES (ORIGINAL PERMIT IN BUREAU OF SAN) RECORD TYPES: A-APPLICATION FOR 301 WAIVER B-APPLICATION FOR PERMIT C-CORRESPONDENCE D-EPA PROPOSED DECISION E-RESEARCH PAPERS	CL	CL+10			N	N	N	
/ATY/05/	O013.	PROPOSED LEGISLATION FILES RECORD TYPES: A-COPIES OF SENATE & HOUSE BILL B-CORRESPONDENCE C-FINAL LEGISLATION D-PROPOSED AMENDMENTS E-RESEARCH PAPERS F-REVIEW OF AMENDMENT F-REVIEW OF AMENDMENT	CL	CL+10			N	N	N	

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Departmental Records Disposition Schedule
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Records of: CITY ATTORNEY/LEGISLATIVE SERVICES
/ATY/06/

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/ATY/06/	O	ORIGINAL RECORDS								
/ATY/06/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO	TO+2		N	N	N		
/ATY/06/	O002.	LITIGATION FILES RECORD TYPES: A-CORRESPONDENCE B-PLEADINGS C-EXHIBITS D-RESEARCH MATERIALS	CL	CL+10		N	N	N		
/ATY/06/	O003.	L.A. ADMINISTRATIVE CODE-PUBLISHED RECORD TYPES:	PE	PE		N	N	N		
/ATY/06/	O004.	L.A. ADMINISTRATIVE CODE-TYPED RECORD TYPES: A-CORRESPONDENCE B-CITES	TO+1	TO+10		N	N	N		
/ATY/06/	O005.	L.A. CITY CHARTER-TYPED RECORD TYPES: A-CORRESPONDENCE	PE	PE		N	N	N		
/ATY/06/	O006.	L.A. MUNICIPAL CODE-PUBLISHED RECORD TYPES:	PE	PE		N	N	N		
/ATY/06/	O007.	L.A. MUNICIPAL CODE-TYPED RECORD TYPES: A-CORRESPONDENCE B-CITES	TO+1	TO+10		N	N	N		
/ATY/06/	O008.	CLAIMS - LAPD PROPERTY DIVISION RECORD TYPES:	TO+3	TO+5		N	N	N		
/ATY/06/	O009.	DESTRUCTION/RETENTION RECORDS RECORD TYPES:	TO+3	TO+3		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: CITY ATTORNEY/LIABILITY
/ATY/07/

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	
/ATY/07/	O	ORIGINAL RECORDS								
/ATY/07/	O001.	AUTO LIABILITY CLAIMS RECORD TYPES: A-ACCIDENT REPORTS-04.01 B-AUTOMOBILE ACCIDENT REPORT-GEN 88 C-CLAIM FOR DAMAGES-100-A D-CORRESPONDENCE E-MEDICAL RECORDS F-PHOTOGRAPHS G-PROOF OF LOSS (INVOICE) H-WITNESS CARD F-PHOTOGRAPHS	TO+2	TO+10		N	N	N		
/ATY/07/	O002.	AUTO LIABILITY INDEX CARDS RECORD TYPES:	TO+2	TO+10		N	N	N		
/ATY/07/	O003.	CASE DISPOSITIONS FORMS (CA 117) FORM: CA 117 RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/07/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/07/	O005.	EMPLOYEE PERSONNEL FOLDERS (REC. FOR RETIRED EMPLOYEES KEPT PER L.A.A.C. 12.5 (D) (4)) RECORD TYPES: A-CORRESPONDENCE B-EVALUATION REPORTS C-MEDICAL SLIPS D-TENURE AUTHORIZATION E-WORK SAMPLES	TE+2	TE+10		N	N	N		
/ATY/07/	O006.	LIABILITY CASE INDEX CARDS RECORD TYPES:	CL	CL+15		N	N	N		
/ATY/07/	O007.	LITIGATION FILES (IF LAWSUIT IS FILED, CLAIM IS TRANSFERRED TO LITIGATION FILES) RECORD TYPES: A-CORRESPONDENCE B-DEPOSITIONS C-INVESTIGATION DOCUMENTS D-MEDICAL RECORDS E-PLEADINGS	CL	CL+10		N	N	N		
/ATY/07/	O008.	PUBLIC LIABILITY CLAIMS	TO+2	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: CITY ATTORNEY/LIABILITY
/ATY/07/

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			
		RECORD TYPES: A-CORRESPONDENCE B-CLAIM FOR DAMAGES-100-A C-FULL RELEASE OF CLAIM D-INVESTIGATION CHECK LIST E-INVESTIGATION DOCUMENTS F-MEDICAL RECORDS G-PHOTOGRAPHS H-POLICE REPORTS										
/ATY/07/	O009.	F-MEDICAL RECORDS PUBLIC LIABILITY INDEX CARDS	TO+2	TO+10			N	N	N			
/ATY/07/	O010.	RECORD TYPES: STATISTICAL REPORTS	TO+2	TO+2			N	N	N			
/ATY/07/	O011.	RECORD TYPES: A-MONTHLY REPORTS B-QUARTERLY REPORTS THIRD PARTY LITIGATION FILES (SEC. 12.3 ADMIN. CODE) RECORD TYPES: Confidential A-CORRESPONDENCE B-DEPOSITIONS C-MEDICAL RECORDS D-PLEADINGS	CL	CL+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: CITY ATTORNEY/WORKERS COMPENSATION

/ATY/08/

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	
/ATY/08/	O	ORIGINAL RECORDS								
/ATY/08/	O001.	ACTIVE CASE LIST (WORD PROCESSING) RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/08/	O002.	CASE LOG BOOK RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/08/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/08/	O004.	STATISTICAL REPORTS, QUARTERLY RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/08/	O005.	WORKERS' COMPENSATION CLAIM FILES (PREVIOUSLY RECORDS WERE SENT TO THE PERSONNEL DEPARTMENT'S WORKERS' COMPENSATION...) RECORD TYPES:	CL	CL+25		N	N	N		
/ATY/08/	O006.	WORKERS' COMPENSATION INDEX CARDS RECORD TYPES:	CL	CL+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: CITY ATTORNEY/COLLECTIONS

/ATY/09/

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	
/ATY/09/	O	ORIGINAL RECORDS								
/ATY/09/	O001.	CITY BUSINESS TAX CLAIM FILE (TRANSFERRED TO CITY CLERK) RECORD TYPES: A-AUDITS B-CORRESPONDENCE C-NOTICE OF ASSESSMENT	CL	CL		N	N	N		
/ATY/09/	O002.	CASH RECEIPT LOG BOOK RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/09/	O003.	CLAIM FILES (AUTO LIABILITY AND PROPERTY DAMAGE) RECORD TYPES: A-CORRESPONDENCE B-INCIDENT REPORT C-INVESTIGATIVE RECORDS D-INVOICES E-MEDICAL RECORDS F-RECEIPT OF DEPOSIT G-TRAFFIC ACCIDENT REPORT	CL	CL+10		N	N	N		
/ATY/09/	O004.	F-RECEIPT OF DEPOSIT CLAIM FILES SENT BY OTHER DEPARTMENTS (TRANSFERRED TO ORIGINATING DEPARTMENTS) RECORD TYPES: A-CORRESPONDENCE B-DOCUMENTATION OF CLAIM C-INVESTIGATIVE RECORDS	CL	CL		N	N	N		
/ATY/09/	O005.	COLLECTION INDEX CARDS RECORD TYPES:	CL	CL+10		N	N	N		
/ATY/09/	O006.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/09/	O007.	EMPLOYEE PERSONNEL FILE (REC. FOR RETIRED EMPLOYEES KEPT PER L.A.A.C. 12.5 (D)(4)) RECORD TYPES: A-CORRESPONDENCE B-EVALUATION	TE+2	TE+10		N	N	N		
/ATY/09/	O008.	FILE LOG BOOK RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/09/	O009.	LEGAL FILE OF COLLECTIONS RECORD TYPES:	CL	CL+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: CITY ATTORNEY/COLLECTIONS

/ATY/09/

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-CORRESPONDENCE B-DEFAULT JUDGMENT PAPERS C-DEPOSITIONS D-DOCKET SHEETS E-SUMMONS AND COMPLAINT												
/ATY/09/	O010.	MEMORANDUM OF UNDERSTANDING REPORTS 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: CITY ATTORNEY/INSURANCE AND BONDS
/ATY/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
/ATY/10/	O	ORIGINAL RECORDS							
/ATY/10/	O001.	DEFAULT BONDS RECORD TYPES: A-CERTIFICATE OF ACCEPTANCE B-CLASS B APPLICATION PERMIT C-CORRESPONDENCE D-NOTICE OF DEFAULT E-PLEADINGS F-PERFORMANCE BOND G-RESEARCH PAPERS	CL	CL+5		N	N	N	
/ATY/10/	O002.	F-PERFORMANCE BOND EXONERATED & EXPIRED INSURANCE & BONDS RECORD TYPES: A-AUCTIONEER BONDS B-AUTO LIABILITY INSURANCE ENDORSEMENT C-GENERAL LIABILITY ENDORSEMENT D-HOUSE MOVER BONDS E-OVERLOAD BOND F-PARKING LOT BONDS G-PUBLIC WORKS ENGINEERING BOND H-REPOSSESSION BOND I-STREET NUMBERING BOND J-FRANCHISE BOND K-WORKERS COMPENSATION ENDORSEMENT	CL	CL+5		N	N	N	
/ATY/10/	O003.	INDEX CARD FILES RECORD TYPES:	CL+2	CL+2		N	N	N	
/ATY/10/	O004.	LOG BOOK OF INCOMING PAPERS RECORD TYPES:	TO+5	TO+15		N	N	N	
/ATY/10/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+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: CITY ATTORNEY/CRIMINAL ADMINISTRATION

/ATY/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	
/ATY/11/	O	ORIGINAL RECORDS								
/ATY/11/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/11/	O002.	EMPLOYEE GRIEVANCE FILES RECORD TYPES: A-CORRESPONDENCE B-GRIEVANCE FORMS C-SUMMARY OF ACTION TAKEN	TO+2	TO+2		N	N	N		
/ATY/11/	O003.	WEEKLY REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/11/	O004.	RESUMES & CORRESPONDENCE REQUESTING EMPLOYMENT RECORD TYPES:	TO+2	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: CITY ATTORNEY/CONSUMER

/ATY/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	
/ATY/12/	O	ORIGINAL RECORDS								
/ATY/12/	O001.	CASE INDEX CARD FILE RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/12/	O002.	CONSUMER COMPLAINT INDEX CARD FILE RECORD TYPES:	CL+2	CL+2		N	N	N		
/ATY/12/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/12/	O004.	LITIGATION FILES RECORD TYPES: A-CORRESPONDENCE B-COMPLAINT C-DEPOSITIONS D-DOCKET SHEETS E-INVESTIGATION DOCUMENTS F-JUDGMENTS G-RESPONSES H-PHOTOGRAPHS I-PHYSICAL EVIDENCE J-PLEADINGS K-RESEARCH MATERIALS L-SUBPOENA DOCUMENTS M-VICTIM STATEMENTS	CL	CL+10		N	N	N		
/ATY/12/	O005.	PAYMENT RECORD INDEX CARD RECORD TYPES:	CL+2	CL+2		N	N	N		
/ATY/12/	O006.	CONSUMER COMPLAINT LETTERS RECORD TYPES:	CL+5	CL+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: CITY ATTORNEY/ENVIRONMENT
/ATY/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	
/ATY/13/	O	ORIGINAL RECORDS								
/ATY/13/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/13/	O002.	LITIGATION FILES RECORD TYPES: A-CORRESPONDENCE B-DEPOSITIONS C-INVESTIGATION DOCUMENTS D-JUDGMENTS E-PHOTOGRAPHS F-PHYSICAL EVIDENCE G-PLEADINGS H-RESPONSES I-RESEARCH PAPERS F-PHYSICAL EVIDENCE	CL	CL+10		N	N	N		
/ATY/13/	O003.	MAPS, CHARTS, GRAPHS 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: CITY ATTORNEY/APPELLATE

/ATY/14/

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	
/ATY/14/	O	ORIGINAL RECORDS								
/ATY/14/	O001.	APPELLATE CASE FILES RECORD TYPES: A-ABANDONMENT OF APPEAL B-BRIEFS C-CIVIL STATEMENTS D-CSR LETTERS E-DEFAULTS F-EXTENSION OF TIME G-LETTER BRIEFS H-NOTICES OF APPEAL I-ORDERS REGARDING RELEASE OF TRANS. J-PETITION FOR WRIT OF MANDATE K-PETITION FOR REHEARING/CERTIFICATIONS L-PROPOSED STATEMENT ON APPEAL M-TRAFFIC INFRACTIONS	CL	CL+10		N	N	N		
/ATY/14/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+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: CITY ATTORNEY/HOUSING
/ATY/15/

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
/ATY/15/	O	ORIGINAL RECORDS						
/ATY/15/	O001.	AGENCY HEARING FILES RECORD TYPES: A-CASE INITIATION FORM B-INSPECTION REPORT C-RESEARCH PAPERS	CL	CL+10		N	N	N
/ATY/15/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N
/ATY/15/	O003.	HOUSING ENFORCEMENT/RENT CONTROL MONTHLY STATISTICS RECORD TYPES:	TO+2	TO+2		N	N	N
/ATY/15/	O004.	HOUSING ENFORCEMENT/RENT CONTROL MASTER STATISTICAL SHEET RECORD TYPES:	TO+2	TO+2		N	N	N
/ATY/15/	O005.	LITIGATION FILES RECORD TYPES: A-COMPLAINT B-CORRESPONDENCE C-DEPOSITIONS D-INVESTIGATIVE PAPERS E-PHOTOGRAPHS F-PLEADINGS G-RESEARCH PAPERS	CL	CL+10		N	N	N
/ATY/15/	O006.	F-PLEADINGS RENT CONTROL FILES RECORD TYPES: A-CORRESPONDENCE B-INVESTIGATIVE PAPERS	CL	CL+10		N	N	N
/ATY/15/	O007.	RSU HEARING FILES RECORD TYPES: A-CASE INITIATION FORM-CA 194 B-CONTROL SHEET C-CORRESPONDENCE D-INVESTIGATIVE PAPERS E-RESEARCH PAPERS	CL	CL+10		N	N	N
/ATY/15/	O008.	TASK FORCE MINUTES & AGENDAS 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: CITY ATTORNEY/PLANNING & RESEARCH

/ATY/16/

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	
/ATY/16/	O	ORIGINAL RECORDS								
/ATY/16/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/16/	O002.	CAMIS ANNUAL REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/16/	O003.	CAMIS INFORMATION REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/16/	O004.	FORMS DESIGN FILE RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/16/	O005.	MONTHLY CRIMINAL STATISTICAL REPORT RECORD TYPES:	AR+2	AR+2		N	N	N		
/ATY/16/	O006.	CAMIS SOURCE DOCUMENT RECORD TYPES:	AR	AR+2		N	N	N		

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/ALL CRIMINAL TRIALS & HEARINGS
/ATY/17/

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	
/ATY/17/	O	ORIGINAL RECORDS								
/ATY/17/	O001.	AGENCY COMPLAINT FILES RECORD TYPES: A-CASE RECORD FORM B-INVESTIGATION REPORTS C-PROPOSED DISPOSITION D-VOLUNTARY APPEARANCE LETTERS	CL	CL+10		N	N	N		
/ATY/17/	O002.	BENCH WARRANTS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/17/	O003.	CASE INDEX FILE RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/17/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/17/	O005.	COURT CALENDARS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/17/	O006.	CRIMINAL CASE FILES RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PREP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPHS K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSES M-PROBATION OFFICERS REPORTS N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPOENAS Q-WITNESS STATUS SHEET	CL	CL+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
Original Records

Records of: CITY ATTORNEY/ALL CRIMINAL TRIALS & HEARINGS

/ATY/17/

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
/ATY/17/	O007.	DAILY STAFFING SCHEDULES RECORD TYPES:	CL	CL+2		N	N	N	
/ATY/17/	O008.	DISCOVERY COMPLAINT FILE RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/17/	O009.	DOCKET CARDS RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/17/	O010.	FELONY REFERRAL REJECT FILES RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/17/	O011.	HEARING FILES RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING	CL	CL+10		N	N	N	
/ATY/17/	O012.	MISDEMEANOR REJECT FILES RECORD TYPES:	CL	CL+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"

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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
Original Records

Records of: CITY ATTORNEY/SAN PEDRO
/ATY/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	V	H	C	L	
/ATY/18/	O	ORIGINAL RECORDS								
/ATY/18/	O001.	AGENCY COMPLAINT FILES RECORD TYPES: A-CASE RECORD FORM B-INVESTIGATION REPORTS C-PROPOSED DISPOSITIONS D-VOLUNTARY APPEARANCE LETTERS	CL	CL+10		N	N	N		
/ATY/18/	O002.	BENCH WARRANTS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/18/	O003.	CASE INDEX FILE RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/18/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/18/	O005.	COURT CALENDARS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/18/	O006.	CRIMINAL CASE FILES RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PREP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPHS K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSES M-PROBATION OFFICERS REPORTS N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPOENAS Q-WITNESS STATUS SHEET	CL	CL+10		N	N	N		
/ATY/18/	O007.	DAILY STAFFING SCHEDULES RECORD TYPES:	CL	CL+2		N	N	N		

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/SAN PEDRO
/ATY/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	V	H	C	L
/ATY/18/	O008.	DISCOVERY COMPLAINT FILE RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/18/	O009.	DOCKET CARDS RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/18/	O010.	FELONY REFERRAL REJECT FILES RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/18/	O011.	HEARING FILES RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING	CL	CL+10		N	N	N	
/ATY/18/	O012.	MISDEMEANOR REJECT FILES RECORD TYPES:	CL	CL+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
Original Records

Records of: CITY ATTORNEY/BAUCHET STREET
/ATY/19/

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
/ATY/19/	O	ORIGINAL RECORDS							
/ATY/19/	O001.	AGENCY COMPLAINT FILES RECORD TYPES: A-CASE RECORD FORM B-INVESTIGATION REPORTS C-PROPOSED DISPOSITION D-VOLUNTARY APPEARANCE LETTERS	CL	CL+10		N	N	N	
/ATY/19/	O002.	BENCH WARRANTS RECORD TYPES:	CL	CL+2		N	N	N	
/ATY/19/	O003.	CASE INDEX FILE RECORD TYPES:	CL	CL+2		N	N	N	
/ATY/19/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/ATY/19/	O005.	COURT CALENDARS RECORD TYPES:	CL	CL+2		N	N	N	
/ATY/19/	O006.	CRIMINAL CASE FILES RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PREP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPHS K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSES M-PROBATION OFFICERS REPORTS N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPOENAS Q-WITNESS STATUS SHEET	CL	CL+10		N	N	N	
/ATY/19/	O007.	DAILY STAFFING SCHEDULES RECORD TYPES:	CL	CL+2		N	N	N	

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/BAUCHET STREET
/ATY/19/

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
/ATY/19/	O008.	DISCOVERY COMPLAINT FILE RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/19/	O009.	DOCKET CARDS RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/19/	O010.	FELONY REFERRAL REJECT FILES RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/19/	O011.	HEARING FILES RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING	CL	CL+10		N	N	N	
/ATY/19/	O012.	MISDEMEANOR REJECT FILES RECORD TYPES:	CL	CL+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"

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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
Original Records

Records of: CITY ATTORNEY/HILL STREET

/ATY/20/

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	
/ATY/20/	O	ORIGINAL RECORDS								
/ATY/20/	O001.	AGENCY COMPLAINT FILES RECORD TYPES: A-CASE RECORD FORM B-INVESTIGATION REPORTS C-PROPOSED DISPOSITION D-VOLUNTARY APPEARANCE LETTERS	CL	CL+10		N	N	N		
/ATY/20/	O002.	BENCH WARRANTS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/20/	O003.	CASE INDEX FILE RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/20/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/20/	O005.	COURT CALENDARS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/20/	O006.	CRIMINAL CASE FILES RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PREP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPHS K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSES M-PROBATION OFFICERS REPORTS N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPOENAS Q-WITNESS STATUS SHEET	CL	CL+10		N	N	N		
/ATY/20/	O007.	DAILY STAFFING SCHEDULES RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/20/	O008.	DISCOVERY COMPLAINT FILE	CL	CL+10		N	N	N		

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/HILL STREET
/ATY/20/

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
/ATY/20/	O009.	RECORD TYPES: DOCKET CARDS	CL	CL+10		N	N	N	
/ATY/20/	O010.	RECORD TYPES: FELONY REFERRAL REJECT FILES	CL	CL+10		N	N	N	
/ATY/20/	O011.	RECORD TYPES: HEARING FILES	CL	CL+10		N	N	N	
/ATY/20/	O012.	RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING MISDEMEANOR REJECT FILES	CL	CL+10		N	N	N	
/ATY/20/	O013.	RECORD TYPES: BLOOD ANALYSIS REPORT	CL	CL+2		N	N	N	

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/VAN NUYS
/ATY/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	
/ATY/21/	O	ORIGINAL RECORDS								
/ATY/21/	O001.	AGENCY COMPLAINT FILES RECORD TYPES: A-CASE RECORD FORM B-INVESTIGATION REPORTS C-PROPOSED DISPOSITION D-VOLUNTARY APPEARANCE LETTERS	CL	CL+10		N	N	N		
/ATY/21/	O002.	BENCH WARRANTS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/21/	O003.	CASE INDEX FILE RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/21/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/21/	O005.	COURT CALENDARS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/21/	O006.	CRIMINAL CASE FILES RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PREP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPHS K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSES M-PROBATION OFFICERS REPORTS N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPOENAS Q-WITNESS STATUS SHEET	CL	CL+10		N	N	N		
/ATY/21/	O007.	DAILY STAFFING SCHEDULES RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/21/	O008.	DISCOVERY COMPLAINT FILE	CL	CL+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: CITY ATTORNEY/VAN NUYS
/ATY/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
/ATY/21/	O009.	RECORD TYPES: DOCKET CARDS	CL	CL+10		N	N	N	
/ATY/21/	O010.	RECORD TYPES: FELONY REFERRAL REJECT FILES	CL	CL+10		N	N	N	
/ATY/21/	O011.	RECORD TYPES: HEARING FILES	CL	CL+10		N	N	N	
/ATY/21/	O012.	RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING MISDEMEANOR REJECT FILES	CL	CL+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
Original Records

Records of: CITY ATTORNEY/WEST LOS ANGELES

/ATY/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	
/ATY/22/	O	ORIGINAL RECORDS								
/ATY/22/	O001.	AGENCY COMPLAINT FILES RECORD TYPES: A-CASE RECORD FORM B-INVESTIGATION REPORTS C-PROPOSED DISPOSITION D-VOLUNTARY APPEARANCE LETTERS	CL	CL+10		N	N	N		
/ATY/22/	O002.	BENCH WARRANTS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/22/	O003.	CASE INDEX FILE RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/22/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/22/	O005.	COURT CALENDARS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/22/	O006.	CRIMINAL CASE FILES RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PREP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPHS K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSES M-PROBATION OFFICERS REPORTS N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPOENAS Q-WITNESS STATUS SHEET	CL	CL+10		N	N	N		
/ATY/22/	O007.	DAILY STAFFING SCHEDULES RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/22/	O008.	DISCOVERY COMPLAINT FILE	CL	CL+10		N	N	N		

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/WEST LOS ANGELES

/ATY/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
/ATY/22/	O009.	RECORD TYPES: DOCKET CARDS	CL	CL+10		N	N	N	
/ATY/22/	O010.	RECORD TYPES: FELONY REFERRAL REJECT FILES	CL	CL+10		N	N	N	
/ATY/22/	O011.	RECORD TYPES: HEARING FILES	CL	CL+10		N	N	N	
/ATY/22/	O012.	RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING MISDEMEANOR REJECT FILES	CL	CL+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"

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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
Original Records

Records of: CITY ATTORNEY/SAN FERNANDO

/ATY/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
/ATY/23/	O	ORIGINAL RECORDS							
/ATY/23/	O001.	AGENCY COMPLAINT FILES RECORD TYPES: A-CASE RECORD FORM B-INVESTIGATION REPORTS C-PROPOSED DISPOSITION D-VOLUNTARY APPEARANCE LETTERS	CL	CL+10		N	N	N	
/ATY/23/	O002.	BENCH WARRANTS RECORD TYPES:	CL	CL+2		N	N	N	
/ATY/23/	O003.	CASE INDEX FILE RECORD TYPES:	CL	CL+2		N	N	N	
/ATY/23/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/ATY/23/	O005.	COURT CALENDARS RECORD TYPES:	CL	CL+2		N	N	N	
/ATY/23/	O006.	CRIMINAL CASE FILES RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PERP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPH K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSES M-PROBATION OFFICERS REPORTS N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPOENAS Q-WITNESS STATUS SHEET	CL	CL+10		N	N	N	
/ATY/23/	O007.	DAILY STAFFING SCHEDULES RECORD TYPES:	CL	CL+2		N	N	N	

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/SAN FERNANDO
/ATY/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
/ATY/23/	O008.	DISCOVERY COMPLAINT FILE RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/23/	O009.	DOCKET CARDS RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/23/	O010.	FELONY REFERRAL REJECT FILES RECORD TYPES:	CL	CL+10		N	N	N	
/ATY/23/	O011.	HEARING FILES RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING	CL	CL+10		N	N	N	
/ATY/23/	O012.	MISDEMEANOR REJECT FILES RECORD TYPES:	CL	CL+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: CITY ATTORNEY/VICTIM WITNESS

/ATY/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	
/ATY/24/	O	ORIGINAL RECORDS								
/ATY/24/	O001.	SERVICE CARD FILE RECORD TYPES:	CL	CL+10		N	N	N		
/ATY/24/	O002.	STAFF FILE RECORD TYPES: A-CORRESPONDENCE B-MONTHLY STATISTICAL RECORDS C-WORKING DOCUMENTS	TO+2	TO+2		N	N	N		
/ATY/24/	O003.	VICTIM CASE FILES RECORD TYPES: A-CORRESPONDENCE B-LOG OF CASE ACTIVITY C-POLICE REPORT D-STATUS INFORMATION E-VICTIM SERVICE RECORD F-WORKING PAPERS	CL	CL+10		N	N	N		
/ATY/24/	O004.	F-WORKING PAPERS VICTIM OF VIOLENT CRIME FILE RECORD TYPES: A-CORRESPONDENCE B-BOARD OF CONTROL AWARDS C-COPIES OF CHECKS D-MEDICAL RECORDS E-POLICE REPORT F-TAX RETURNS G-STATE BOARD OF CONTROL VERIFICATIONS H-VICTIM SERVICE RECORD I-WORKING PAPERS F-TAX RETURNS	CL	CL+10		N	N	N		
/ATY/24/	O005.	VIOLENT CRIME CARD FILE RECORD TYPES:	CL	CL+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: CITY ATTORNEY/SPECIAL TRIALS
/ATY/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	
/ATY/25/	O	ORIGINAL RECORDS								
/ATY/25/	O001.	LITIGATION FILES RECORD TYPES: A-CORRESPONDENCE B-COMPLAINT C-DEPOSITION D-DOCKET SHEETS E-INVESTIGATION DOCUMENTS F-JUDGMENTS G-RESPONSES H-PHOTOGRAPHS I-PHYSICAL EVIDENCE J-PLEADINGS K-RESEARCH MATERIALS L-SUBPOENA DOCUMENTS M-VICTIM STATEMENTS	CL	CL+10		N	N	N		
/ATY/25/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/25/	O003.	ANNUAL REPORTS, STATISTICS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/25/	O004.	EMPLOYEE PERSONNEL FOLDERS (REC. FOR RETIRED EMPLOYEES KEPT PER L.A.A.C. 12.5 (D) (4)) RECORD TYPES: A-CORRESPONDENCE B-EVALUATION REPORTS C-MEDICAL SLIPS D-TENURE AUTHORIZATION E-WORK SAMPLES	TE+10	TE+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: CITY ATTORNEY/POLICE-FIRE
/ATY/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			
/ATY/26/	O	ORIGINAL RECORDS										
/ATY/26/	O001.	LITIGATION FILES RECORD TYPES: A-CORRESPONDENCE B-PLEADINGS C-RESEARCH MATERIALS	CL	CL+10		N	N	N				
/ATY/26/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+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: CITY ATTORNEY/HOLLYWOOD
/ATY/27/

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	
/ATY/27/	O	ORIGINAL RECORDS								
/ATY/27/	O001.	AGENCY COMPLAINT FILES RECORD TYPES: A-CASE RECORD FORM B-INVESTIGATION REPORTS C-PROPOSED DISPOSITION D-VOLUNTARY APPEARANCE LETTERS	CL	CL+10		N	N	N		
/ATY/27/	O002.	BENCH WARRANTS RECORD TYPES:	CL	CL+5		N	N	N		
/ATY/27/	O003.	CASE INDEX FILE RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/27/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/27/	O005.	COURT CALENDARS RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/27/	O006.	CRIMINAL CASE FILES RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PREP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPHS K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSES M-PROBATION OFFICERS REPORT N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPOENAS Q-WITNESS STATUS SHEET	CL	CL+10		N	N	N		
/ATY/27/	O007.	DAILY STAFFING SCHEDULES RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/27/	O008.	DISCOVERY COMPLAINT FILE	CL	CL+10		N	N	N		

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/HOLLYWOOD
/ATY/27/

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
/ATY/27/	O009.	RECORD TYPES: DOCKET CARDS	CL	CL+10		N	N	N	
/ATY/27/	O010.	RECORD TYPES: FELONY REFERRAL REJECT FILES	CL	CL+10		N	N	N	
/ATY/27/	O011.	RECORD TYPES: HEARING FILES	CL	CL+10		N	N	N	
/ATY/27/	O012.	RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING MISDEMEANOR REJECT FILES	CL	CL+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: CITY ATTORNEY/HEARINGS

/ATY/28/

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	
/ATY/28/	O	ORIGINAL RECORDS								
/ATY/28/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/28/	O002.	HEARING FILES RECORD TYPES: A-ARREST RECORD B-EVIDENCE C-HEARING NOTES D-POLICE REPORT E-REQUEST FOR OFFICE HEARING	CL	CL+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: CITY ATTORNEY/HOUSING & COMMUNITY DEVELOPMENT
/ATY/29/

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	
/ATY/29/	O	ORIGINAL RECORDS								
/ATY/29/	O001.	ACTIVITY REPORTS FOR FISCAL YEAR RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/29/	O002.	ANNUAL REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/29/	O003.	SUBGRANTEE FILES RECORD TYPES: A-CORRESPONDENCE B-EXHIBITS C-RESEARCH PAPERS D-RESPONSE TO BIDDERS PROTEST E-STATEMENT OF POSITION	CL	CL+5		N	N	N		
/ATY/29/	O004.	BOND PROGRAM FILE RECORD TYPES:	CL	CL+10		N	N	N		
/ATY/29/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	CL	CL+2		N	N	N		
/ATY/29/	O006.	CONTRACT ENTRY LOG RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/29/	O007.	LITIGATION FILES (ALL TYPES) RECORD TYPES: A-AUDIT REPORTS B-BRIEFS C-CITY CLERK FILE D-CONTRACTS E-CORRESPONDENCE F-DEPOSITIONS G-EXHIBITS H-PLEADINGS I-RECORDINGS OF MEETINGS J-RESEARCH PAPERS K-STAFF REPORTS L-TRANSCRIPTS	CL	CL+10		N	N	N		
/ATY/29/	O008.	PROPOSED LEGISLATION FILES RECORD TYPES: A-COPIES OF SENATE & HOUSE BILL B-CORRESPONDENCE C-FINAL LEGISLATION	CL	CL+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: CITY ATTORNEY/HOUSING & COMMUNITY DEVELOPMENT

/ATY/29/

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>
		D-PROPOSED AMENDMENTS E-RESEARCH PAPERS F-REVIEW OF AMENDMENT							
		F-REVIEW OF AMENDMENT							

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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: CITY ATTORNEY/BUSINESS AND COMPLEX LITIGATION
/ATY/30/

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	
/ATY/30/	O	ORIGINAL RECORDS								
/ATY/30/	O001.	ACTIVITY REPORTS FOR FISCAL YEAR RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/30/	O002.	ANNUAL REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/30/	O003.	BID PROTEST FILES RECORD TYPES: A-CORRESPONDENCE B-EXHIBITS C-RESEARCH PAPERS D-RESPONSE TO BIDDERS PROTEST E-STATEMENT OF POSITION	CL	CL+5		N	N	N		
/ATY/30/	O004.	BOND PROGRAM FILE RECORD TYPES:	CL	CL+10		N	N	N		
/ATY/30/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/30/	O006.	CONTRACT ENTRY LOG RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/30/	O007.	FISCAL REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/ATY/30/	O008.	HEARING FILES RECORD TYPES: A-CORRESPONDENCE B-CONTESTED TRIAL ACTION C-DATA SHEETS D-EXHIBITS E-RESEARCH PAPERS F-TALLY SHEETS	CL	CL+10		N	N	N		
/ATY/30/	O009.	F-TALLY SHEETS INDEX CARD FILES	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: CITY ATTORNEY/BUSINESS AND COMPLEX LITIGATION
/ATY/30/

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
/ATY/30/	O010.	RECORD TYPES: LITIGATION FILES (ALL TYPES) RECORD TYPES: A-AUDIT REPORTS B-BRIEFS C-CITY CLERK FILE D-CONTRACTS E-CORRESPONDENCE F-DEPOSITIONS G-EXHIBITS H-PLEADINGS I-RECORDINGS OF MEETINGS J-RESEARCH PAPERS K-STAFF REPORTS L-TRANSCRIPTS	CL	CL+10		N	N	N
/ATY/30/	O011.	MONTH END REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N
/ATY/30/	O012.	PERMIT FILES - NPDES (ORIGINAL PERMIT IN BUREAU OF SANITATION) RECORD TYPES: A-APPLICATION FOR 301 WAIVER B-APPLICATION FOR PERMIT C-CORRESPONDENCE D-EPA PROPOSED DECISION E-RESEARCH PAPERS	CL	CL+10		N	N	N
/ATY/30/	O013.	PROPOSED LEGISLATION FILES RECORD TYPES: A-COPIES OF SENATE & HOUSE BILL B-CORRESPONDENCE C-FINAL LEGISLATION D-PROPOSED AMENDMENTS E-RESEARCH PAPERS F-REVIEW OF AMENDMENT F-REVIEW OF AMENDMENT	CL	CL+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
Original Records

Records of: CITY ATTORNEY/REAL PROPERTY
/ATY/31/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --Media			Record Type				
			Office	Total	Code	V	H	C	L	
/ATY/31/	O	ORIGINAL RECORDS								
/ATY/31/	O001.	CONDEMNATION FILES (LAND ACQUISITION RECORDS) RECORD TYPES: A-APPRAISALS B-COMPLAINT C-CORRESPONDENCE D-DEPOSITIONS E-JUDGMENTS F-PLEADINGS G-RESPONSES	CL	PE		N	N	N		
/ATY/31/	O002.	F-PLEADINGS LITIGATION FILES (ELECTION, ENVIRONMENT, INVERSE CONDEM...) RECORD TYPES: A-APPRAISALS B-COMPLAINTS C-CORRESPONDENCE D-DEPOSITIONS E-DOCKET SHEETS F-EIR REPORTS & MAPS G-PLEADINGS H-RESEARCH PAPERS	CL	CL+10		N	N	N		
/ATY/31/	O003.	F-EIR REPORTS & MAPS ORDINANCE FILES (FINAL REPORT TO COUNCIL & COPY TO CITY ATTORNEY LIBRARY) RECORD TYPES: A-COUNCIL ACTIONS B-WORKING PAPERS	CL+10	CL+10		N	N	N		
/ATY/31/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/31/	O005.	CLAIM FILE RECORD TYPES: A-CLAIM B-CORRESPONDENCE C-INVESTIGATION PAPERS D-WORKING PAPERS	CL	CL+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: CITY ATTORNEY/REAL PROPERTY

/ATY/31/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type					
			Office	Total	Code	V	H	C	L		
/ATY/31/	O006.	OPINION FILE (ORIGINAL OPINION IN CITY ATTORNEY LIBRARY) RECORD TYPES: A-DRAFT OF OPINION B-RESEARCH PAPERS	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: CITY ATTORNEY/FINANCIAL SERVICES DIV.
/ATY/32/

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		
/ATY/32/	O	ORIGINAL RECORDS									
/ATY/32/	O001.	ACTIVITY REPORTS FOR FISCAL YEAR RECORD TYPES:	TO+2	TO+2			N	N	N		
/ATY/32/	O002.	ANNUAL REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N		
/ATY/32/	O003.	BID PROTEST FILES RECORD TYPES: A-CORRESPONDENCE B-EXHIBITS C-RESEARCH PAPERS D-RESPONSE TO BIDDERS PROTEST E-STATEMENT OF POSITION	CL	CL+5			N	N	N		
/ATY/32/	O004.	BOND PROGRAM FILE RECORD TYPES:	CL	CL+10			N	N	N		
/ATY/32/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2			N	N	N		
/ATY/32/	O006.	CONTRACT ENTRY LOG RECORD TYPES:	TO+2	TO+2			N	N	N		
/ATY/32/	O007.	FISCAL REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N		
/ATY/32/	O008.	HEARING FILES RECORD TYPES: A-CORRESPONDENCE B-CONTESTED TRIAL ACTION C-DATE SHEET D-EXHIBITS E-RESEARCH PAPERS F-TALLY SHEET	CL	CL+10			N	N	N		
		F-TALLY SHEET									

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/FINANCIAL SERVICES DIV.

/ATY/32/

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
/ATY/32/	O009.	INDEX CARD FILES RECORD TYPES:	TO+2	TO+2		N	N	N	
/ATY/32/	O010.	LITIGATION FILES (ALL TYPES) RECORD TYPES: A-AUDIT REPORTS B-BRIEFS C-CITY CLERK FILE D-CONTRACTS E-CORRESPONDENCE F-DEPOSITIONS G-EXHIBITS H-PLEADINGS I-RECORDINGS OF MEETINGS J-RESEARCH PAPERS K-STAFF REPORTS L-TRANSCRIPTS	CL	CL+10		N	N	N	
/ATY/32/	O011.	MONTH END REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/ATY/32/	O012.	PERMIT FILES - NPDES (ORIGINAL PERMIT IN BUREAU OF SANITATION) RECORD TYPES: A-APPLICATION FOR 301 WAIVER B-APPLICATION FOR PERMIT C-CORRESPONDENCE D-EPA PROPOSED DECISION E-RESEARCH PAPERS	CL	CL+10		N	N	N	
/ATY/32/	O013.	PROPOSED LEGISLATION FILES RECORD TYPES: A-COPIES OF SENATE & HOUSE BILL B-CORRESPONDENCE C-FINAL LEGISLATION D-PROPOSED AMENDMENTS E-RESEARCH PAPERS F-REVIEW OF AMENDMENT F-REVIEW OF AMENDMENT	CL	CL+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: CITY ATTORNEY/GANG UNIT & CAPP HEARINGS
/ATY/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	
/ATY/34/	O	ORIGINAL RECORDS								
/ATY/34/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ATY/34/	O002.	HEARING FILES RECORD TYPES: A-CASE INITIATION FORM B-HEARING NOTES C-NOTICES OF REFERRAL (NOR) D-ARREST RECORD E-POLICE REPORT F-EVIDENCE G-PHOTOGRAPHS H-REQUEST FOR OFFICE HEARING(RET.LTTRS/UNABLE TO DELIVER) I-FINAL NOTICES J-REFERRAL TO PROGRAM K-CERTIFICATE OF PARENT EDUCATION L-LETTER/VERIFICATION OF COUNSELING M-SCHOOL CUM TEST SCORES N-SCHOOL ATTENDANCE RECORDS O-COURT DOCUMENTS P-PROOF OF OUT OF JURISDICATION (RESIDENTS) Q-CORRESPONDENCE FROM PARENT/GUARDIAN	CL	CL+10		N	N	N		
/ATY/34/	O003.	CRIMINAL CASE FILES (ABATEMENT) RECORD TYPES: A-AMENDED COMPLAINT B-ARREST REPORT C-CASE PREP CHECKLIST D-CASE RECORD FORM E-COMPLAINT FORM F-CORRESPONDENCE G-DISCOVERY SHEETS H-DOCKET SHEETS I-INVESTIGATION DOCUMENTS J-PHOTOGRAPHS K-PHYSICAL EVIDENCE L-PRE-TRIAL RESPONSE M-PROBATION OFFICERS REPORTS N-RAP SHEETS O-RESEARCH MATERIALS P-SUBPONEAS	CL	CL+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: CITY ATTORNEY/GANG UNIT & CAPP HEARINGS

/ATY/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
/ATY/34/	O004.	Q-WITNESS STATUS SHEETS BENCH WARRANTS RECORD TYPES:	CL	CL+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: CITY ATTORNEY/ECONOMIC DEVELOPMENT

/ATY/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			
/ATY/35/	O	ORIGINAL RECORD SERIES										
/ATY/35/	O001.	CONTRACTS	AR+2	AR+10	DO	N	N	N				
/ATY/35/	O002.	BIDS (UNSUCCESSFUL)	AR	AR+2	DO	N	N	N				
/ATY/35/	O003.	CORRESPONDENCE	AR	AR+2	DO	N	N	N				
/ATY/35/	O004.	LITIGATION FILES A-CORRESPONDENCE B-DEPOSITIONS C-INVESTIGATION DOCUMENTS D-MEDICAL RECORDS E-PLEADINGS	CL	CL+10	DO	N	N	N				
/ATY/35/	O005.	SUBJECT FILES	AR	AR+2	DO	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: CITY ATTORNEY/AIDS-HIV DISCRIMINATION UNIT

/ATY/36/

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	
/ATY/36/	O	ORIGINAL RECORD SERIES								
/ATY/36/	O001.	ANNUAL FILES - GENERAL Confidential	TO+10	PE	DO	N	N	Y		
/ATY/36/	O002.	ANNUAL FILES - ACTIVITY Confidential (Personal & Attorney-Client Privilege) Arranged by month	TO+10	PE	DO	N	N	Y		
/ATY/36/	O003.	ANNUAL FILES - COMPLAINT Confidential (Protected & Attorney-Client Privilege)	TO+10	PE	DO	N	N	Y		
/ATY/36/	O004.	CASES Referance cases. Non-City Attorney. Non-Confidential.	TO+10	PE	DO	N	N	N		
/ATY/36/	O005.	DEPARTMENT FILES Confidential (Attorney-Client Privilege)	TO+10	PE	DO	N	N	Y		
/ATY/36/	O006.	GENERAL FILES Non-Confidential	TO+10	PE	DO	N	N	N		
/ATY/36/	O007.	LITIGATION FILES Confidential (Attorney-Client Privilege)	TO+10	PE	DO	N	N	Y		
/ATY/36/	O008.	MISCELLANEOUS FILES Non-Confidential	TO+10	PE	DO	N	N	N		
/ATY/36/	O009.	OFFICE FILES Confidential	TO+10	PE	DO	N	N	Y		
/ATY/36/	O010.	OCCUPATIONAL SAFETY & HEALTH FILES (OSH) Non-Confidential	TO+10	PE	DO	N	N	N		
/ATY/36/	O011.	ARTICLES Non-Confidential	TO+10	PE	DO	N	N	N		
/ATY/36/	O012.	COLLEAGUES Non-Confidential	TO+10	PE	DO	N	N	N		
/ATY/36/	O013.	INTER-GOVERNMENTAL Non-Confidential	TO+10	PE	DO	N	N	N		
/ATY/36/	O014.	JOURNALS Non-Confidential	TO+10	PE	DO	N	N	N		
/ATY/36/	O015.	LEGAL Non-Confidential	TO+10	PE	DO	N	N	N		
/ATY/36/	O016.	PUBIC HEALTH LAW	TO+10	PE	DO	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: CITY ATTORNEY/AIDS-HIV DISCRIMINATION UNIT

/ATY/36/

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
/ATY/36/	O017.	Non-Confidential PUBIC HEALTH LEGAL SERVICES	TO+10	PE	DO	N	N	N	
/ATY/36/	O018.	Non-Confidential STATUTES	TO+10	PE	DO	N	N	Y	
/ATY/36/	O019.	Confidential UNSORTED - IMPORTANT	TO+10	PE	DO	N	N	N	
/ATY/36/	O020.	Non-Confidential WRITINGS	TO+10	PE	DO	N	N	N	
		Non-Confidential							

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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: CITY ATTORNEY/TOBACCO ENFORCEMENT

/ATY/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			
/ATY/37/	O	ORIGINAL RECORD SERIES										
/ATY/37/	O001.	ADMINISTRATIVE FILES	TO+2	TO+5	DO	N	N	N				
/ATY/37/	O002.	LITIGATION FILES	CL+2	CL+10	DO	N	N	N				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ATTORNEY/CITYWIDE NUISANCE ABATEMENT PROGRAM
/ATY/38/ SAFE NEIGHBORHOODS AND GANGS DIVISION

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			
/ATY/38/	O	ORIGINAL RECORD SERIES										
/ATY/38/	O001.	Block Project Files	CL+5	CL+10	DO	N	N	N				
/ATY/38/	O002.	Citywide Nuisance Abatement Program (CNAP) Litigation Files	CL+5	CL+10	DO	N	N	N				
/ATY/38/	O003.	City Attorney Office Hearing Files	CL+5	CL+10	DO	N	N	N				
/ATY/38/	O004.	Correspondence and Subject Files	CL+5	CL+10	DO	N	N	N				
/ATY/38/	O005.	Legislative Files	CL+5	CL+10	DO	N	N	N				
/ATY/38/	O006.	Narcotics Enforcement Surveillance Team Files	CL+5	CL+10	DO	N	N	N				
/ATY/38/	O007.	Nuisance Abatement By Seizure (NABS) Files	CL+5	CL+10	DO	N	N	N				
/ATY/38/	O008.	Staff Files	CL+5	CL+10	DO	N	N	N				
/ATY/38/	O009.	Training Materials	CL+5	CL+10	DO	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: CITY ATTORNEY/EXECUTIVE OFFICE
/ATY/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/ATY/01/	D	DUPLICATE RECORD SERIES						
/ATY/01/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/01/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/01/	D003.	PUBL'CTNS & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CITY ATTORNEY/ADMINISTRATIVE SERVICES

/ATY/02/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/ATY/02/	D	DUPLICATE RECORD SERIES			
/ATY/02/	D001.	CONFLICT OF INTEREST (CITY CLERK) RECORD TYPES:	TO+1		N N N
/ATY/02/	D002.	CURRENT OVERTIME REPORT (CONTROLLER) RECORD TYPES:	TO+1		N N N
/ATY/02/	D003.	DEPOSIT CERTIFICATE (GEN 2) (CONTROLLER) FORM: GEN 2 RECORD TYPES:	TO+1		N N N
/ATY/02/	D004.	EQUIPMENT INVENTORY (COMPUTER PRINT) (CONTROLLER) RECORD TYPES:	TO+1		N N N
/ATY/02/	D005.	INVOICES (CONTROLLER) RECORD TYPES:	TO+1		N N N
/ATY/02/	D006.	EXPENDITURE PROGRAM (CAO 20) (CAO) FORM: CAO 20 RECORD TYPES:	TO+1		N N N
/ATY/02/	D007.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/ATY/02/	D008.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/ATY/02/	D009.	NOTICE OF SCHEDULED PAYMENT (5043) (CONTROLLER) FORM: 5043 RECORD TYPES:	TO+1		N N N
/ATY/02/	D010.	OVERTIME HISTORY REPORT (CONTROLLER) RECORD TYPES:	TO+1		N N N
/ATY/02/	D011.	PAYMENT DOCUMENTS (CTR, CLK, ATY, GSD) RECORD TYPES: A-AUTHORITY FOR EXPENDITURES-GEN 40 B-CONTRACTS C-CORRESPONDENCE D-ENCUMBRANCE ADJUSTMENTS-GEN 36 E-INTERNAL DEMAND-GEN 1C F-INTERNAL DEMAND TRANSMITTAL-GEN 5 G-PURCHASE ORDERS-GS/S-2 H-PURCHASE ORDERS CHANGE-GS/S-6 I-MEMORANDUM OF ADJUSTMENT-GEN 102A J-NOTICE OF SCHEDULED PAYMENT-5043 K-REQUEST TO ENCUMBER FUNDS-GEN 106	TO+1		N N N
/ATY/02/	D012.	PAYROLL REIMBURSEMENT RECORDS	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: CITY ATTORNEY/ADMINISTRATIVE SERVICES

/ATY/02/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		(CONTROLLER) RECORD TYPES: A-BI-WEEKLY SICK LEAVE ROSTER B-MILEAGE REIMBURSEMENT REPORT C-PAYROLL CERTIFICATION D-PAYROLL/REIMBURSEMENT ADJUSTMENTS E-PAYROLL/REIMBURSEMENT REGISTER F-PAYROLL/REIMBURSEMENT WORKSHEETS G-PAYROLL SPECIAL MESSAGES H-SALARY CHANGE ROSTER-5040 I-VARIATION RECAP REPORT J-WEEKLY CREW TIME SHEETS-5054			
/ATY/02/	D013.	PENDING LOSS OF OVERTIME (CONTROLLER) RECORD TYPES:	TO+1		N N N
/ATY/02/	D014.	PUBLIC'TNS & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/ATY/02/	D015.	PURCHASE ORDERS (GS-S2) (PURCHASING) FORM: GS-S2 RECORD TYPES:	TO+1		N N N
/ATY/02/	D016.	PURCHASE REQUISITIONS (DS-1A) (PURCHASING) FORM: DS-1A RECORD TYPES:	TO+1		N N N
/ATY/02/	D017.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK) FORM: GEN 62 RECORD TYPES:	CL		N N N
/ATY/02/	D018.	REMITTANCE ADVICE (5042-A) (CONTROLLER) FORM: 5042-A RECORD TYPES:	TO+1		N N N
/ATY/02/	D019.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES:	TO+1		N N N
/ATY/02/	D020.	STATEMENT OF CONDITION (CONTROLLER) RECORD TYPES:	TO+1		N N N
/ATY/02/	D021.	STORES MULTI-USE FORM (GS-MM1) (ISSUING STORE) FORM: GS-MM1 RECORD TYPES:	TO+1		N N N
/ATY/02/	D022.	SURPLUS PRINTED MATERIALS (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/ATY/02/	D023.	TELEPHONE SERVICE REQUESTS (GS/C6) (DOGS COMMUNICATIONS) FORM: GS/C6 RECORD TYPES:	TO+1		N N N
/ATY/02/	D024.	WORD PROCESSING DISKS (RECEIVING 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
Departmental Records Disposition Schedule
Duplicate Records

Records of: CITY ATTORNEY/ADMINISTRATIVE SERVICES

/ATY/02/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/ATY/02/	D025.	PRESS RELEASES (CITY ATTORNEY) RECORD TYPES:	TO+5		N	N	N	
/ATY/02/	D026.	TRAVEL EXPENSE STATEMENTS (CONTROLLER) RECORD TYPES:	TO+1		N	N	N	
/ATY/02/	D027.	MILEAGE STATEMENTS (CONTROLLER) RECORD TYPES:	TO+1		N	N	N	
/ATY/02/	D028.	EMPLOYEES REPORT OF OCCUPATIONS INJURY & ILLNESS (PERSONNEL-WORKERS' COMP SECTION) RECORD TYPES:	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: CITY ATTORNEY/EMPLOYEE RELATIONS

/ATY/03/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/ATY/03/	D	DUPLICATE RECORD SERIES						
/ATY/03/	D001.	DEPARTMENT PERSONNEL ORDINANCES (CITY CLERK) RECORD TYPES:	TO+2		N	N	N	
/ATY/03/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/03/	D003.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICE) RECORD TYPES:	TO+2		N	N	N	
/ATY/03/	D004.	PUBLICATIONS & REFERENCE MATERIALS 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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CITY ATTORNEY/LAND USE

/ATY/04/

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			
/ATY/04/	D	DUPLICATE RECORD SERIES						
/ATY/04/	D001.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/04/	D002.	ORDINANCES FILES (CITY CLERK) RECORD TYPES:	TO+2		N	N	N	
/ATY/04/	D003.	PUBLICATIONS & REFERENCE MATERIALS 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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CITY ATTORNEY/GENERAL COUNSEL

/ATY/05/

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			
/ATY/05/	D	DUPLICATE RECORD SERIES						
/ATY/05/	D001.	AFFIRMATIVE ACTION REPORTS RECORD TYPES:	AR		N	N	N	
/ATY/05/	D002.	CONTRACT FILES RECORD TYPES:	CL+1		N	N	N	
/ATY/05/	D003.	FINANCE COMMITTEE REPORTS RECORD TYPES:	AR		N	N	N	
/ATY/05/	D004.	GRANTS, HOUSING & COMMUNITY DEVELOPMENT COMMITTEE REPORTS RECORD TYPES:	AR		N	N	N	
/ATY/05/	D005.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES RECORD TYPES:	SU		N	N	N	
/ATY/05/	D006.	INTER & INTRA DEPARTMENTS MANUALS & PUBLICATIONS RECORD TYPES:	SU		N	N	N	
/ATY/05/	D007.	INTER GOVERNMENTAL RELATIONS COMMITTEE REPORTS RECORD TYPES:	AR		N	N	N	
/ATY/05/	D008.	OPINION FILES RECORD TYPES: A-DRAFT OF OPINION B-RESEARCH PAPERS	TO+2		N	N	N	
/ATY/05/	D009.	ORDINANCE FILE RECORD TYPES: A-DRAFT OF ORDINANCE B-RESEARCH PAPERS	TO+2		N	N	N	
/ATY/05/	D010.	PERSONNEL COMMITTEE REPORTS RECORD TYPES:	AR		N	N	N	
/ATY/05/	D011.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/ATY/05/	D012.	REPORTS TO CITY COUNCIL RECORD TYPES: A-DRAFT REPORT B-RESEARCH PAPERS	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: CITY ATTORNEY/LEGISLATIVE SERVICES

/ATY/06/

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			
/ATY/06/	D	DUPLICATE RECORD SERIES						
/ATY/06/	D001.	L.A. ADMINISTRATIVE CODES - PRINTED (TRANSFER 4 COPIES TO CITY ARCHIVES; ATY-LEG. SCVS.) RECORD TYPES:	AR		N	N	N	
/ATY/06/	D002.	L.A. CITY CHARTER - PRINTED (TRANSFER 4 COPIES TO CITY ARCHIVES; ATY-LEG. SCVS.) RECORD TYPES:	AR		N	N	N	
/ATY/06/	D003.	L.A. MUNICIPAL CODES- PRINTED (TRANSFER 4 COPIES TO CITY ARCHIVES; ATY-LEG. SCVS.) RECORD TYPES:	AR		N	N	N	
/ATY/06/	D004.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CITY ATTORNEY/LIABILITY

/ATY/07/

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			
/ATY/07/	D	DUPLICATE RECORD SERIES						
/ATY/07/	D001.	COUNCIL REPORTS (CITY CLERK) RECORD TYPES:	TO+2		N	N	N	
/ATY/07/	D002.	INTER & INTRA DEPARTMENTAL BULLETINS & DOCUMENTS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/07/	D003.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/07/	D004.	PUBLICATIONS & REFERENCE MATERIALS (NON-RECORD MATERIAL) RECORD TYPES:	AR		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: CITY ATTORNEY/WORKERS COMPENSATION

/ATY/08/

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			
/ATY/08/	D	DUPLICATE RECORD SERIES						
/ATY/08/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/08/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/08/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES:	AR		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: CITY ATTORNEY/COLLECTIONS

/ATY/09/

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			
/ATY/09/	D	DUPLICATE RECORD SERIES						
/ATY/09/	D001.	ACCOUNT RECEIVABLE LEDGERS (TRANSPORTATION AND BUREAU OF ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/ATY/09/	D002.	INTER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/09/	D003.	INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/09/	D004.	PUBLICATIONS & REFERENCE MATERALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIALS) RECORD TYPES:	AR		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: CITY ATTORNEY/INSURANCE AND BONDS

/ATY/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			
/ATY/10/	D	DUPLICATE RECORD SERIES						
/ATY/10/	D001.	AFFIDAVIT & AGREEMENT FOR LOST CHECK (CONTROLLER) RECORD TYPES:	CL+5		N	N	N	
/ATY/10/	D002.	COMMUNITY DEVELOPMENT INSURANCE ENDORSEMENT (COMMUNITY DEVELOPMENT DEPARTMENT) RECORD TYPES:	CL+5		N	N	N	
/ATY/10/	D003.	CONTRACT & PAYMENT BONDS (REQUESTING DEPARTMENT) RECORD TYPES:	CL+5		N	N	N	
/ATY/10/	D004.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/10/	D005.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/10/	D006.	MILEAGE ENDORSEMENT (REQUESTING DEPARTMENT) RECORD TYPES:	CL+5		N	N	N	
/ATY/10/	D007.	OFFICIAL BONDS (TREASURER & CONTROLLER) RECORD TYPES:	CL+1		N	N	N	
/ATY/10/	D008.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIALS) RECORD TYPES:	AR		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: CITY ATTORNEY/CRIMINAL ADMINISTRATION

/ATY/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			
/ATY/11/	D	DUPLICATE RECORD SERIES						
/ATY/11/	D001.	CAMIS REPORTS (PLANNING & RESEARCH SECTION) RECORD TYPES:	TO+1		N	N	N	
/ATY/11/	D002.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/11/	D003.	INTER INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/11/	D004.	PUBLICATIONS & REFERENCE MATERIALS REC. FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/ATY/11/	D005.	SUPPORT STAFF DISCIPLINARY ACTION FILE RECORD TYPES:	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: CITY ATTORNEY/CONSUMER

/ATY/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			
/ATY/12/	D	DUPLICATE RECORD SERIES						
/ATY/12/	D001.	INTER & INTRA DEPARTMENT BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/12/	D002.	INTER & INTRA DEPARTMENT MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/12/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/ENVIRONMENT

/ATY/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			
/ATY/13/	D	DUPLICATE RECORD SERIES						
/ATY/13/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/13/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/13/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/APPELLATE

/ATY/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			
/ATY/14/	D	DUPLICATE RECORD SERIES						
/ATY/14/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/14/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/14/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/HOUSING

/ATY/15/

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			
/ATY/15/	D	DUPLICATE RECORD SERIES						
/ATY/15/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/15/	D002.	INTER & INTRA DEPARTMENT MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/15/	D003.	PUBLICATIONS & REFERENCE MATERIALS REC. FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/PLANNING & RESEARCH

/ATY/16/

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			
/ATY/16/	D	DUPLICATE RECORD SERIES						
/ATY/16/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/16/	D002.	INTER & INTRA DEPARTMENTAL MANUALS PUBLICATION (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/16/	D003.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/ALL CRIMINAL TRIALS & HEARINGS

/ATY/17/

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			
/ATY/17/	D	DUPLICATE RECORD SERIES						
/ATY/17/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/17/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/17/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/SAN PEDRO

/ATY/18/

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			
/ATY/18/	D	DUPLICATE RECORD SERIES						
/ATY/18/	D001.	INTER & INTRA DEPARTMENT BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/18/	D002.	INTER & INTRA DEPARTMENT MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/18/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/BAUCHET STREET

/ATY/19/

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			
/ATY/19/	D	DUPLICATE RECORD SERIES						
/ATY/19/	D001.	INTER & INTRA DEPARTMENT BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/19/	D002.	INTER & INTRA DEPARTMENT MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/19/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/HILL STREET
/ATY/20/

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			
/ATY/20/	D	DUPLICATE RECORD SERIES						
/ATY/20/	D001.	INTER & INTRA DEPARTMENT BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/20/	D002.	INTER & INTRA DEPARTMENT MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/20/	D003.	PUBLICATION & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/VAN NUYS

/ATY/21/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/ATY/21/	D	DUPLICATE RECORD SERIES						
/ATY/21/	D001.	INTER & INTRA DEPARTMENT BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/21/	D002.	INTER & INTRA DEPARTMENT MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/21/	D003.	PUBLICATIONS & REFERENCE MATERIALS REC. FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/WEST LOS ANGELES

/ATY/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			
/ATY/22/	D	DUPLICATE RECORD SERIES						
/ATY/22/	D001.	INTER & INTRA DEPARTMENT BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/22/	D002.	INTER & INTRA DEPARTMENT MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/22/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) 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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 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: CITY ATTORNEY/SAN FERNANDO

/ATY/23/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/ATY/23/	D	DUPLICATE RECORD SERIES						
/ATY/23/	D001.	INTER AND INTRA DEPARTMENT BULLETINS AND NOTICES RECORD TYPES:	SU		N	N	N	
/ATY/23/	D002.	INTER AND INTRA DEPARTMENT MANUALS AND PUBLICATIONS RECORD TYPES:	SU		N	N	N	
/ATY/23/	D003.	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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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: CITY ATTORNEY/VICTIM WITNESS

/ATY/24/

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			
/ATY/24/	D	DUPLICATE RECORD SERIES						
/ATY/24/	D001.	INTER & INTRA DEPARTMENT BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/24/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/24/	D003.	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
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: CITY ATTORNEY/SPECIAL TRIALS

/ATY/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			
/ATY/25/	D	DUPLICATE RECORD SERIES						
/ATY/25/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/25/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/25/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/POLICE-FIRE

/ATY/26/

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			
/ATY/26/	D	DUPLICATE RECORD SERIES						
/ATY/26/	D001.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/26/	D002.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/HOLLYWOOD

/ATY/27/

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			
/ATY/27/	D	DUPLICATE RECORD SERIES						
/ATY/27/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/27/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/27/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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: CITY ATTORNEY/HEARINGS

/ATY/28/

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>
/ATY/28/	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
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: CITY ATTORNEY/HOUSING & COMMUNITY DEVELOPMENT
/ATY/29/

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			
/ATY/29/	D	DUPLICATE RECORD SERIES						
/ATY/29/	D001.	CONTRACT FILES (CITY CLERK OR REQUESTING DEPT.) RECORD TYPES:	CL+1		N	N	N	
/ATY/29/	D002.	FINANCE COMMITTEE REPORTS (FINANCE COMMITTEE) RECORD TYPES:	AR		N	N	N	
/ATY/29/	D003.	GRANTS, HOUSING & COMMUNITY DEVELOPMENT COMMITTEE REPORTS (GRANTS, HOUSING & COMM. DEV. COMM.) RECORD TYPES:	AR		N	N	N	
/ATY/29/	D004.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/29/	D005.	INTER & INTRA DEPARTMENTS MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/29/	D006.	INTER GOVERNMENTAL RELATIONS COMMITTEE REPORTS (INTER GOVERNMENTAL REL. COMM.) RECORD TYPES:	AR		N	N	N	
/ATY/29/	D007.	OPINION FILES (CITY ATTORNEY LIBRARY) RECORD TYPES: A-DRAFT OF OPINION B-RESEARCH PAPERS	TO+2		N	N	N	
/ATY/29/	D008.	ORDINANCE FILE (CITY CLERK) RECORD TYPES: A-DRAFT OF ORDINANCE B-RESEARCH PAPERS	TO+2		N	N	N	
/ATY/29/	D009.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... RECORD TYPES:	AR		N	N	N	
/ATY/29/	D010.	REPORTS (CITY CLERK) RECORD TYPES: A-DRAFT OF REPORT B-RESEARCH PAPERS	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
Duplicate Records

Records of: CITY ATTORNEY/BUSINESS AND COMPLEX LITIGATION
/ATY/30/

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			
/ATY/30/	D	DUPLICATE RECORD SERIES						
/ATY/30/	D001.	AFFIRMATIVE ACTION REPORTS RECORD TYPES:	AR		N	N	N	
/ATY/30/	D002.	CONTRACT FILES RECORD TYPES:	CL+1		N	N	N	
/ATY/30/	D003.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES RECORD TYPES:	SU		N	N	N	
/ATY/30/	D004.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS RECORD TYPES:	SU		N	N	N	
/ATY/30/	D005.	OPINION FILES RECORD TYPES: A-DRAFT OF OPINION B-RESEARCH PAPERS	TO+2		N	N	N	
/ATY/30/	D006.	ORDINANCE FILES RECORD TYPES: A-DRAFT OF ORDINANCE B-RESEARCH PAPERS	TO+2		N	N	N	
/ATY/30/	D007.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/ATY/30/	D008.	REPORTS RECORD TYPES: A-DRAFT OF REPORT B-RESEARCH PAPERS	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: CITY ATTORNEY/REAL PROPERTY

/ATY/31/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/ATY/31/	D	DUPLICATE RECORD SERIES						
/ATY/31/	D001.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/31/	D002.	ORDINANCES FILES (CITY CLERK) RECORD TYPES:	TO+2		N	N	N	
/ATY/31/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES:	AR		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: CITY ATTORNEY/FINANCIAL SERVICES DIV.

/ATY/32/

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			
/ATY/32/	D	DUPLICATE RECORD SERIES						
/ATY/32/	D001.	AFFIRMATIVE ACTION REPORTS (OFFICE OF CONTRACT COMPLIANCE) RECORD TYPES:	AR		N	N	N	
/ATY/32/	D002.	CONTRACT FILES (CITY CLERK OR REQUESTING DEPT.) RECORD TYPES:	CL+1		N	N	N	
/ATY/32/	D003.	FINANCE COMMITTEE REPORTS (FINANCE COMMITTEE) RECORD TYPES:	AR		N	N	N	
/ATY/32/	D004.	GRANTS, HOUSING & COMMUNITY DEVELOPMENT COMMITTEE REPORTS (GRANTS, HOUSING & COMMUNITY DEVELOPMENT COMMITTEE) RECORD TYPES:	AR		N	N	N	
/ATY/32/	D005.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/32/	D006.	INTER & INTRA DEPARTMENTS MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ATY/32/	D007.	INTER GOVERNMENTAL RELATIONS COMMITTEE REPORTS (INTER-GOVERNMENTAL RELATIONS COMMITTEE) RECORD TYPES:	AR		N	N	N	
/ATY/32/	D008.	OPINION FILES (CITY ATTORNEY LIBRARY) RECORD TYPES: A-DRAFT OF OPINION B-RESEARCH PAPERS	TO+2		N	N	N	
/ATY/32/	D009.	ORDINANCE FILE (CITY CLERK) RECORD TYPES: A-DRAFT OF ORDINANCE B-RESEARCH PAPERS	TO+2		N	N	N	
/ATY/32/	D010.	PERSONNEL COMMITTEE REPORTS (PERSONNEL COMMITTEE) RECORD TYPES:	AR		N	N	N	
/ATY/32/	D011.	PUBLICATIONS & REFERENCE MATERIALS REC. FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/ATY/32/	D012.	REPORTS (CITY CLERK) RECORD TYPES: A-DRAFT OF REPORT B-RESEARCH PAPERS	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: CITY ATTORNEY/GANG UNIT & CAPP HEARINGS

/ATY/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
/ATY/34/	D	DUPLICATE RECORD SERIES			

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