

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY CLERK/ADMINISTRATION AND COUNCIL & PUBLIC SERVICES
/CLK/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	
/CLK/01/	O	ORIGINAL RECORDS								
/CLK/01/	O001.	CERTIFICATION FILES (RECORD SERIES TRANSFERRED TO CLK 13 - ASD) RECORD TYPES: A-CERTIFICATION LISTS-PDAS 4 B-CLASS SPECIFICATIONS-PDES 8 C-CORRESPONDENCE D-POSITION DESCRIPTION-PDES 3	AR	AR+2		N	N	N		
/CLK/01/	O002.	CLAIMS RECORD TYPES: Confidential A-CLAIM FOR DAMAGES-100A B-CORRESPONDENCE C-INVOICES D-TRAFFIC ACCIDENT REPORT-LAPD 04.02	TO+2	TO+10		N	N	Y		
/CLK/01/	O003.	CONFLICT OF INTEREST FILES RECORD TYPES: A-CONFLICT OF INTEREST INDEX-GEN.168 B-STATEMENT OF ECONOMIC INTEREST FOR DESIGNATED EMPLOYEES-730	TO+5	TO+5		N	N	N		
/CLK/01/	O004.	CONTRACTS AND LEASES (OLD CONTRACTS AND LEASES ARE RENEWED OR AMENDED) A-BONDS A-BONDS B-CONTRACTS AND AGREEMENTS	TO+2	PE		N	N	N		
/CLK/01/	O005.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/CLK/01/	O006.	COUNCIL ATTENDANCE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Confidential Historical	TO+4	PE		N	Y	Y		

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/CLK/01/	O007.	COUNCIL CALENDAR	TO+2	TO+2		N	N	N	
/CLK/01/	O008.	COUNCIL EXECUTIVE (CLOSED) SESSION MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Confidential Historical A-ABSTRACTS FROM COUNCIL FILES B-CORRESPONDENCE C-COUNCIL ROLL CALL D-REPORTS	TO+5	PE		N	Y	Y	
/CLK/01/	O009.	COUNCIL EXECUTIVE SESSION TAPES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Confidential Historical	TO+5	PE		N	Y	Y	
/CLK/01/	O010.	COUNCIL FILES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Vital Historical A-CORRESPONDENCE B-MAPS C-PUBLICATIONS D-REPORTS	TO+4	PE		Y	Y	N	
/CLK/01/	O011.	COUNCIL INVOCATIONS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-INVOCATORY PRAYER B-NOTIFICATION OF MINISTER LETTERS	TO+2	PE		N	Y	N	
/CLK/01/	O012.	COUNCIL MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Vital Historical	TO+10	PE		Y	Y	N	

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/CLK/01/	O013.	COUNCIL TAPE RECORD LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/01/	O014.	DIGEST OF COUNCIL CALENDAR (JOURNAL) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/01/	O015.	EMPLOYEE ORGANIZATION FOLDERS RECORD TYPES: A-BYLAWS B-CORRESPONDENCE C-LIST OF OFFICERS D-REQUEST FOR QUALIFICATION TO REPRESENT CITY EMPLOYEES	SU	SU+2		N	N	N	
/CLK/01/	O016.	EMPLOYEE PERSONNEL FOLDERS (TRANSFER TO EMPLOYEE'S NEW DEPARTMENT OR PERSONNEL DEPT; REC SERIES TRANSF'D TO CLK-13 ASD) RECORD TYPES: Confidential A-CORRESPONDENCE B-DOCTOR'S SLIPS C-DUTY CERTIFICATE-PDAS 43 D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-EMPLOYEE MEDICAL CALENDAR-GEN.90 F-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN.166 G-EXTENDED SICK LEAVE REQUEST-GEN.89 H-FOLLOW UP REPORT ON PROBATIONARY EMPLOYEE I-MEDICAL INFORMATION CERTIFICATE-GEN.91 J-NOTICE OF COMMENDATION-GEN.79 K-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERM ...-GEN.77 L-NOTICE TO CORRECT DEFICIENCIES-GEN.78 M-PAY GRADE ADVANCEMENT-CAO 614 N-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN.41 O-PERSONNEL INFORMATION SHEET-205 P-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN.42 Q-RECORD OF TRAINING-PDMER 1 R-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656	TE	TE		N	N	Y	

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/CLK/01/	O017.	S-REQUEST FOR LEAVE OF ABSENCE-GEN.38 T-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE-GEN.16-B U-REQUEST FOR VERIFICATION OF EMPLOYMENT ENVIRONMENTAL IMPACT REPORTS RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CLK/01/	O018.	HOME MORTGAGE DISCLOSURE ACT STATEMENTS (FROM FEDERAL HOME LOAN BANK BOARD) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/01/	O019.	IMPROVEMENT ACT OF 1911 (106) FORM: 106 RECORD TYPES: A-AFFIDAVITS OF POSTING NOTICE B-CORRESPONDENCE C-MAILING LISTS D-MAPS E-NOTICE OF INTENTION F-PROOF OF PUBLICATION G-PROPOSED ASSESSMENT-ENG.3.254 H-PUBLICATIONS (NEWSPAPER)	CL+2	CL+10		N	N	N	
/CLK/01/	O020.	F-PROOF OF PUBLICATION INDEX TO COUNCIL FILES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Vital Historical	TO+10	PE		Y	Y	N	
/CLK/01/	O021.	INDEX TO ENVIRONMENTAL RECORDS RECORD TYPES:	TO+10	TO+10		N	N	N	

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/CLK/01/	O022.	INSTRUMENTS SERVED ON CITY CLERK (SUMMONS LOG) RECORD TYPES:	TO+2	TO+10		N	N	N	
/CLK/01/	O023.	LEGISLATIVE ADVOCATE FILES (LOBBYIST) RECORD TYPES: A-CORRESPONDENCE B-LEGISLATIVE ADVOCATE REGISTRATION	TE	TE+5		N	N	N	
/CLK/01/	O024.	NEGATIVE DECLARATIONS (ENVIRONMENTAL RECORD) (GEN.157) (SEE INDEX TO ENVIRONMENTAL RECORDS) FORM: GEN.157 RECORD TYPES:	TO+2	TO+5		N	N	N	
/CLK/01/	O025.	NOTICE OF DETERMINATION (ENVIRONMENTAL RECORD) (GEN.156) (SEE INDEX TO ENVIRONMENTAL RECORDS) FORM: GEN.156 RECORD TYPES:	TO+2	TO+10		N	N	N	
/CLK/01/	O026.	NOTICE OF EXEMPTION (ENVIRONMENTAL RECORD) (GEN.153) (SEE INDEX TO ENVIRONMENTAL RECORDS) FORM: GEN.153 RECORD TYPES:	TO+2	TO+5		N	N	N	
/CLK/01/	O027.	ORDINANCES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Vital Historical	TO+2	PE		Y	Y	N	
/CLK/01/	O028.	ORDINANCES (MICROFILMED) RECORD TYPES: Vital Historical	PE	PE		Y	Y	N	

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/CLK/01/	O029.	PUBLICATIONS (NEWSPAPER) RECORD TYPES: A-NEWSPAPER CLIPPINGS B-NOTICE OF PUBLIC HEARINGS C-PROOF OF PUBLICATIONS-114 D-REQUESTS FOR ADVERTISING	TO+2	TO+2		N	N	N	
/CLK/01/	O030.	RECORD OF OFFICIAL ADVERTISING (NOTICES LOG) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/01/	O031.	REFERRAL COUNCIL CALENDAR (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+1	PE		N	Y	N	
/CLK/01/	O032.	REPORT TO TIMEKEEPER RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/01/	O033.	ROUGH DRAFTS OF COUNCIL MINUTES (INFORMATION TRANSFERRED TO COUNCIL MINUTES) RECORD TYPES: A-ABSTRACTS FROM COUNCIL FILES, REPORTS, COMMUNICATIONS ... B-COUNCIL ROLL CALLS C-EXCUSAL REQUESTS FOR COUNCILMEMBERS	TO+2	TO+2		N	N	N	
/CLK/01/	O034.	SUBPOENA REQUESTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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/CLK/01/	O035.	OATH BOOK (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	CL+5	PE		N	Y	N	
/CLK/01/	O036.	COUNCIL AGENDAS RECORD TYPES:	TO+0/06	TO+2	DO	N	N	N	
/CLK/01/	O037.	COUNCIL MEETING VIDEOTAPES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+/03	PE		N	Y	N	
/CLK/01/	O038.	COUNCIL COMMITTEE AGENDAS RECORD TYPES:	TO+0/06	TO+2	DO	N	N	N	

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