

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate 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) -- Office	Media Code	Record Type V H C L
/CLK/01/	D	DUPLICATE RECORD SERIES			
/CLK/01/	D001.	CONTRACTS (RECREATION AND PARKS) RECORD TYPES:	TO+10		N N N
/CLK/01/	D002.	INTER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES RECORD TYPES:	SU		N N N
/CLK/01/	D003.	INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS RECORD TYPES:	SU		N N N
/CLK/01/	D004.	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM ... (NON-RECORD MATERIAL RECEIVED FROM OUTSIDE SOURCES) RECORD TYPES:	AR		N N N
/CLK/01/	D005.	STORAGE REPORTS (COMPUTER) RECORD TYPES:	SU		N N N
/CLK/01/	D006.	STREET VACATION MAPS RECORD TYPES:	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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

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/CLK/01/	D007.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL.) RECORD TYPES:	AR		N N N
/CLK/01/	D008.	TAPES OF COUNCIL MEETINGS (INFORMATION RETAINED IN COUNCIL MINUTES.) RECORD TYPES:	TO+0/01		N N N
/CLK/01/	D009.	TIMEKEEPING RECORDS RECORD TYPES: A-CITY CLERK PAYROLL CHANGES-CAS 1 B-TIME OFF/COMPENSATION REQUEST-GEN.68 C-WEEKLY CREW TIME SHEET-5054	TO+1		N N N
/CLK/01/	D010.	TELEPHONE CALL SUMMARIES RECORD TYPES:	SU		N N N

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