

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY CLERK/ELECTIONS
/CLK/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	
/CLK/03/	O	ORIGINAL RECORDS								
/CLK/03/	O001.	ABSENT VOTER BALLOT APPLICATIONS (VBM APPLICATIONS) A-Too Late Applications B-Missing Information Applications C-Sample Ballot Applications D-PVBM Duplicate Applications E-VBM Challenged Ballots F-Undeliverable Mail (Ballots)/No Action Mail G-Second Ballot Request Forms H-Voter Contact Information Forms (Telephone Section) I-Hospital VBM Applications J-Emptied / Returned VBM Ballot Envelopes (Lavender) K-Emptied Provisional Envelopes L-Challenged Provisional Envelopes	ED+/05	ED+/05	DO	N	N	N		
/CLK/03/	O002.	ANNUAL REPORTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N		
/CLK/03/	O003.	BUDGET WORK SHEETS RECORD TYPES:	TO+2	TO+2		N	N	N		
/CLK/03/	O005.	COLLECTIONS AND DELIVERY FILE A-COLLECTION DEPOT INFORMATION SHEET B-COLLECTION ROUTE MASTER C-INSTRUCTION SHEETS D-Collection Depot Contracts E- Polling Place Confirmation/Contracts	TO+2	TO+2		N	N	N		
/CLK/03/	O006.	COUNCIL DISTRICT MAPS	SU	PE		N	Y	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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/CLK/03/	O007.	COURT CASES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CORRESPONDENCE B-PLEADINGS C-REPORTS	AR	PE		N	Y	N		
/CLK/03/	O008.	DECLARATION OF INTENTION RECORD TYPES: A-AFFIDAVIT OF REGISTRATION B-CANDIDATE PUBLIC INFORMATION-418 C-DECLARATION OF INTENTION TO BECOME A CANDIDATE-417.7 D-RECEIPT FOR BROCHURES AND FORMS ISSUED TO CANDIDATES-417.7 E-STATEMENT OF INTENTION TO SUBMIT A PETITION IN LIEU OF ...	TO+4	TO+8		N	N	N		
/CLK/03/	O009.	ELECTION LAWS (BOOK) (TRANSFER 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+50	PE		N	Y	N		
/CLK/03/	O010.	ELECTION RESULTS BY OFFICIALS AND MEASURE (CARDS) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+8	PE		N	Y	N		
/CLK/03/	O011.	INDEX CARDS TO CAMPAIGN STATEMENTS (FUNCTION TRANSFERRED TO ETHICS COMMISSION EFFECTIVE JULY 1, 1991.) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/CLK/03/	O012.	STREET INDEX OF REGISTERED VOTERS	ED+/05	ED+/05	DO	N	N	Y		
/CLK/03/	O013.	INITIATIVE PETITIONS	CL+/08	CL+/08		N	N	N		

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/CLK/03/	0014.	A-Petition Sections B-Correspondence C-Draft Petitions (Closure: Successful Petitions: Certification Date of the Election Unsuccessful Petitions: Certification of Insufficiency by the City Clerk) LEGAL OPINIONS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CORRESPONDENCE B-PUBLICATIONS C-REPORTS	AR	PE		N	Y	N	
/CLK/03/	0015.	NOMINATING PETITIONS A-Petition Sections (End of Term for which the petition was filed, plus eight years)	EOT+4	EOT+8		N	N	N	
/CLK/03/	0016.	OFFICIAL BALLOT (VOTE RECORDER PAGES) RECORD TYPES:	TO+/05	TO+/05		N	N	N	
/CLK/03/	0017.	OFFICIAL BALLOTS RECORD TYPES: Confidential	TO+/05	TO+/05	DO	N	N	Y	
/CLK/03/	0018.	OFFICIAL RESULTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-POLLING PLACE LIST B-PRECINCTS BY BALLOT GROUP C-PRECINCTS BY BOARD OF EDUCATION DISTRICT D-PRECINCTS BY COUNCIL DISTRICTS E-PRECINCTS IN NUMERICAL SEQUENCE (STRAIGHT OUT)	TO+8	PE		N	Y	N	
/CLK/03/	0019.	OFFICIAL SAMPLE BALLOT (BOOKLETS) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+50	PE		N	Y	N	
/CLK/03/	0020.	PERSONNEL FOLDERS (AS-NEEDED EMPLOYEES) A-Payroll/Personnel Change Document Gen-41 (1652/1653) B-As-Needed Employee Folders (1651)	TO+10	TO+20	DO	N	N	Y	
/CLK/03/	0021.	ADJACENT PRECINCT MAPS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+/05	PE		N	Y	N	

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			Office	Total		V	H	C	L
/CLK/03/	O022.	PRIMARY AND GENERAL ELECTION FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CERTIFIED LIST OF CANDIDATES B-CORRESPONDENCE C-DAILY REPORT OF ABSENT VOTING D-DECLARATION OF INTENTION BULLETINS E-ELECTION CALENDAR F-ORDINANCES AND RESOLUTIONS G-PRESS RELEASES H-SEMI AND OFFICIAL RESULTS	TO+4	PE	DO	N	Y	N	
/CLK/03/	O023.	RECALL PETITIONS A-Petition Sections B-Correspondence C-Draft Petitions (Closure: Successful Petitions: Certification Date of the Election Unsuccessful Petitions: Certification of Insufficiency by the City Clerk)	TO+/08	TO+/08		N	N	N	
/CLK/03/	O024.	REFERENDUM PETITIONS A-Petition Sections B-Correspondence C-Draft Petitions (Closure: Successful Petitions: Certification Date of the Election Unsuccessful Petitions: Certification of Insufficiency by the City Clerk)	CL+/08	CL+/08		N	N	N	
/CLK/03/	O025.	ROSTER OF VOTERS A-Official Ballot Statement/Certificate of Performance (front cover) B-List of Provisional Ballots Issued/Assisted Voters C-Challenge List/People Who Signed the Roster But Did Not Vote D-Voter Signature Pages E-Telephone Numbers for Election Questions/Problems (back cover)	ED+/05	ED+5		N	N	N	
/CLK/03/	O026.	SEMI-OFFICIAL RESULTS RECORD TYPES:	TO+/05	TO+/05		N	N	N	
/CLK/03/	O027.	SUBJECT FILE (ADMINISTRATIVE) RECORD TYPES:	AR	AR+2		N	N	N	

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/CLK/03/	O028.	SUBJECT FILE (HOURLY TURNOUT - ELECTION STATISTICS) RECORD TYPES:	TO+10	TO+10		N	N	N	
/CLK/03/	O029.	SUBJECT FILE (SPECIAL RECALL ELECTIONS) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	CL	PE		N	Y	N	
/CLK/03/	O030.	TALLY LISTS (TALLY SHEETS) RECORD TYPES:	TO+/05	TO+/05		N	N	N	
/CLK/03/	O031.	VOTED BALLOT BOXES RECORD TYPES:	TO+/05	TO+/05		N	N	N	
/CLK/03/	O032.	WRITE-IN BALLOT ENVELOPES RECORD TYPES:	TO+/05	TO+/05		N	N	N	
/CLK/03/	O035.	BOARD ELECTION RECORD TYPES: A-ROSTER OF PERSONS ELIGIBLE TO VOTE/CDs with Original Rosters B-BALLOTS C-IDENTIFICATION ENVELOPES D-MAILING ENVELOPES/Undeliverables E-TALLY SHEETS F-NOMINATING PETITIONS	TO+/03	TO+/03		N	N	Y	
/CLK/03/	O036.	EMPLOYEE RELATIONS BOARD RECORD TYPES: A-ROSTER OF PERSONS ELIGIBLE TO VOTE B-BALLOTS C-IDENTIFICATION ENVELOPES D-MAILING ENVELOPES E-TALLY SHEETS F-NOMINATING PETITIONS	TO+/03	TO+/03		N	N	N	
/CLK/03/	O037.	PRECINCT BALLOT READER (PBR) ITEMS A-RETURNED INKA VOTE READER ENVELOPE B-ZERO REPORT C-AUDIO BALLOT BOOTH (ABB) TEST BALLOT	TO+/05	TO+/05	DO	N	N	N	

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/CLK/03/	O038.	D-PRECINCT BALLOT READER (PBR) HEADER CARDS E-HEADER CARDS (PRECINCTS, FISCAL, SYSTEMS) LOYALTY OATHS (Primary/General Elections) Precinct Board Payroll Document	TO+3	TO+3	DO	N	N	N	
/CLK/03/	O039.	PAYROLL RECORDS (AS-NEEDED EMPLOYEES) A. Timesheets/Time Cards B. Adjustments C. Payroll Register D. Controller Recaps E. SK/VC/OT Roster F. PAYSR Reports G. Employment Eligibility Verification (Form I-9 for 1652)	TO+10	TO+20	DO	N	N	N	
/CLK/03/	O040.	PURCHASING RECORDS A. Invoices (FMS/SMS) B. Check Deposits (Audit Work Sheets/Checks/Deposit Slips)	TO+10	TO+20	DO	N	N	N	
/CLK/03/	O041.	PAYROLL RECORDS (PERMANENT EMPLOYEES) A. Time Off/Compensation Request (Form Gen. 68)	TO+3	TO+3	DO	N	N	N	
/CLK/03/	O042.	COLLECTION DEPOT INSPECTOR RECEIPTS	TO+/05	TO+/05	DO	N	N	N	
/CLK/03/	O043.	BALLOT SECURITY ENVELOPES	TO+/05	TO+/05	DO	N	N	N	
/CLK/03/	O044.	EMERGENCY RESPONSE TEAM (ERT) DOCUMENTS A-ERT Ballot Use Log B-Inspector Log In Sheets C-Troubleshooter Checklist D-Troubleshooter Log E-PBR Exchange Log F-Tamper Evidence Seal Replacement Log	TO+4	TO+4	DO	N	N	N	
/CLK/03/	O045.	ELECTION CENTRAL PAYROLL RECORDS A-Time Cards B-Agreement Forms C-Troubleshooter Payroll Documents	TO+3	TO+3	DO	N	N	N	
/CLK/03/	O046.	LADOT TRANSIT SURVEYS A-Ballots B-Mailing Envelopes	TO+/03	TO+/03	DO	N	N	Y	
/CLK/03/	O047.	BUREAU OF STREET LIGHTING PROPOSITION 218 BALLOT PROCEEDINGS A-Ballots B-Certification and Transmittals	TO+4	PE	DO	Y	N	Y	

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/CLK/03/	O048.	OFFICIAL CANVASS A-Snag Forms B-Ballot Inspection Statements C-Remake Logs Including Ballots (At-Polls, VBM, Provisional) D-Green Manual Tally Sheets E-Challenged Ballots F-Manual Tally Recap Sheets/Variance Reports G-Roster Signature Reconciliation Reports H-Ballot Count Comparisons - Election Night and Re-run Reports I-Variable Ad-Hoc Reports J-Ballots With Writing and Write-In Ballots K-Gray Secrecy Envelopes (Used/Written On)	TO+/05	TO+/05	DO	N	Y	N	
/CLK/03/	O049.	SUPPLY BOX CHECKLIST	TO+3	TO+3	DO	N	N	N	
/CLK/03/	O050.	CITY EMPLOYEE POLLWORKER ADMIN/PAYROLL DOCUMENTS A-Applications B-Time Cards C-Graphics D-Administrative Documents	TO+5	TO+5	DO	Y	Y	Y	
/CLK/03/	O051.	OUTREACH/MEDIA A-Language Assistance Survey Cards B-Star Student Nomination Forms	TO+/05	TO+/05	DO	N	Y	N	
/CLK/03/	O052.	PAYROLL RECORDS (AS-NEEDED EMPLOYEES) A. Invoices (FMS/SMS) B. Check Deposits (Audit Work Sheets/Checks/Deposit Slips)	TO+10	TO+20	DO	N	N	Y	
/CLK/03/	O053.	REQUEST FOR PROPOSAL/QUOTE DOCUMENTATION FOR SUCCESSFUL BIDS (Documents shall be retained until audit review plus five years.) A-RFP Documents B-RFQ Documents	AU+2	AU+5	DO	N	Y	N	
/CLK/03/	O054.	REQUEST FOR PROPOSAL/QUOTE DOCUMENTATION FOR UNSUCCESSFUL BIDS (Documents shall be retained until audit review plus five years.) A-RFP Documents B-RFQ Documents	CY+1	CY+2	DO	N	Y	N	

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