

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate 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) -- Office | Media Code | Record Type V H C L |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /CLK/03/ | D | DUPLICATE RECORD SERIES | | | |
| /CLK/03/ | D001. | CITY OWNED PROPERTY MAPS RECORD TYPES: | SU | | N N N |
| /CLK/03/ | D002. | DELIVERY ROUTE FOLDERS (INFORMATION RETAINED IN PRECINCT MASTER FILE.) RECORD TYPES: A-LIST OF POLLING PLACES AND BOARD MEMBERS B-MAPS (PHOTOCOPIES) | SU | | N N N |
| /CLK/03/ | D003. | DUTY CERTIFICATE (PDAS43) FORM: PDAS43 RECORD TYPES: | TO+2 | | N N N |
| /CLK/03/ | D004. | EQUIPMENT INVENTORY SHEETS RECORD TYPES: | SU | | N N N |
| /CLK/03/ | D005. | INTER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES RECORD TYPES: | SU | | N N N |
| /CLK/03/ | D006. | INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS RECORD TYPES: | SU | | 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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/03/ | D007. | NON-EMERGENCY MEDICAL ORDER (83) FORM: 83 RECORD TYPES: | TO+2 | | N N N |
| /CLK/03/ | D008. | PURCHASING RECORDS A-Invoices (Vendor Maintenance) B-Stores Multi-Use Form (SMUF) C-Bank Statements and Certifications | TO+10 | | N N N |
| /CLK/03/ | D009. | PRELIMINARY COMPUTER LISTINGS RECORD TYPES: | SU | | N N N |
| /CLK/03/ | D010. | PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FROM OUT... (NON-RECORD MATERIAL.) RECORD TYPES: | AR | | N N N |
| /CLK/03/ | D011. | RECEIPTS (CASH RECEIPT BOOKS) (152) (TRANSFER TO CITY CLERK, ADMINISTRATIVE SERVICES DIVISION,...) FORM: 152 RECORD TYPES: | CL | | N N N |
| /CLK/03/ | D012. | RECORDS TRANSFER LIST (GEN.62) FORM: GEN.62 RECORD TYPES: | CL | | N N N |

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| /CLK/03/ | D013. | REPORT OF PERSONAL INJURY (66) FORM: 66 RECORD TYPES: | TO+2 | | N | N | N | |
| /CLK/03/ | D014. | REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN.48) (ORIGINAL RETAINED IN COUNCIL FILE.) FORM: GEN.48 RECORD TYPES: | TO+10 | | N | N | N | |
| /CLK/03/ | D016. | 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/03/ | D017. | VEHICLE ACCIDENT FORMS (88) FORM: 88 RECORD TYPES: | TO+2 | | N | N | N | |

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