

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY CLERK/RECORDS MANAGEMENT
/CLK/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	
/CLK/11/	O	ORIGINAL RECORDS								
/CLK/11/	O001.	CORRESPONDENCE AND SUBJECT FILES (ADMINISTRATIVE) (TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES: Historical	AR+2	PE		N	Y	N		
/CLK/11/	O002.	INDEX TO ARCHIVAL RECORDS (CARDS) RECORD TYPES: Historical	PE	PE		N	Y	N		
/CLK/11/	O003.	RECORDS MANAGEMENT MANUAL (SEND ONE COPY TO CITY ARCHIVES) RECORD TYPES: Historical	SU+2	PE		N	Y	N		
/CLK/11/	O004.	RECORDS TRANSFER LIST (GEN.62) (COPIES RETAINED BY DEPARTMENTS) FORM: GEN.62 RECORD TYPES: Vital	CL+10	CL+10		Y	N	N		
/CLK/11/	O005.	REQUEST FOR RETURN OF OUTSTANDING RECORDS (CC 206) FORM: CC 206 RECORD TYPES:	CL	CL+2		N	N	N		
/CLK/11/	O006.	SERVICE REQUEST SLIPS (CC 53) (TRANSFER TO CITY ARCHIVES) FORM: CC 53 RECORD TYPES: Historical	PE	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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/11/	O007.	RECORDS MANAGEMENT REFERENCE SIGN IN SHEETS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N	
/CLK/11/	O009.	ACCOUNTS RECEIVABLE REGISTER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O010.	APPROPRIATION LEDGER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O011.	ASSESSMENT OUTSTANDING RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O012.	AUDITOR'S CASH RECEIPTS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O013.	AUDITOR'S DAILY FUND BALANCE RECORD TYPES:	TO	TO+10		N	N	N	

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/CLK/11/	O014.	AUDITOR'S EXPENSE LEDGER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O015.	AUDITOR'S FUND LEDGER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O016.	AUDITOR'S JOURNAL RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O017.	AUDITOR'S JOURNAL DEMAND REGISTER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O018.	AUDITOR'S JOURNAL WARRANT REGISTER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O019.	AUDITOR'S JOURNAL OF WARRANTS AND LICENSES RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O020.	AUDITOR'S OUTSTANDING FUND LEDGER	TO	TO+10		N	N	N	

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RECORD TYPES:											
/CLK/11/	O021.	AUDITOR'S RECEIPT JOURNAL RECORD TYPES:	TO	TO+10	N	N	N				
/CLK/11/	O022.	AUDITOR'S RECORD OF BANK LOANS RECORD TYPES:	TO	TO+10	N	N	N				
/CLK/11/	O023.	AUDITOR'S RECORD OF TREASURER'S RECEIPTS RECORD TYPES:	TO	TO+10	N	N	N				
/CLK/11/	O024.	BOND CONTROL RECORD TYPES:	TO	TO+10	N	N	N				
/CLK/11/	O025.	BOND PAYMENTS RECORD TYPES:	TO	TO+10	N	N	N				
/CLK/11/	O026.	BONDS RECORD TYPES:	TO	TO+10	N	N	N				

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/CLK/11/	O027.	BONDS AND COUPONS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O028.	CASH JOURNAL RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O029.	COURT JUDGEMENT SUPOENAS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O030.	DAILY REPORT OF DEMANDS PAID BY TREASURER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O031.	DAILY REPORT OF DISBURSEMENTS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O032.	DAILY TAX REPORTS RECORD TYPES:	TO	TO+10		N	N	N	

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/CLK/11/	O033.	DEMAND AND PAYROLL CHECKS OUTSTANDING RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O034.	DEMANDS REGISTER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O035.	DEPARTMENT RECEIPTS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O036.	ELECTRIC PLANT BONDS COUPONS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O037.	ELECTRIC PLANT AND HARBOR IMPROVEMENT BOND RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O038.	FUND BALANCE RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O039.	GENERAL LEDGER RECORD TYPES:	TO	TO+10		N	N	N	

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/CLK/11/	O040.	GENERAL LEDGER BALANCE BOOK RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O041.	INVESTMENT BONDS, COUPONS AND TAXES RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O042.	JOURNAL RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O043.	LEDGER ACCOUNTS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O044.	MUNICIPAL INVESTMENT RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O045.	OUTSTANDING BALANCE RECORD TYPES:	TO	TO+10		N	N	N	

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/CLK/11/	O046.	OUTSTANDING WARRENTS REGISTER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O047.	RECEIPTS AND DISBURSEMENTS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O048.	REDEMPTIONS, CASH RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O049.	REFUNDING BONDS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O050.	REFUNDS, UNSECURED PERSONAL PROPERTY RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O051.	SEWER BOND RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O052.	TAX REFUNDS	TO	TO+10		N	N	N	

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		RECORD TYPES:								
/CLK/11/	O053.	TAX ROLLS RECORD TYPES:	TO	TO+10		N	N	N		
/CLK/11/	O054.	TREASURER'S CASH BOOK RECORD TYPES:	TO	TO+10		N	N	N		
/CLK/11/	O055.	TREASURER'S REGISTER OF RECAPS OF PAYMENTS RECORD TYPES:	TO	TO+10		N	N	N		
/CLK/11/	O056.	TREASURER'S REPORT OF DISBURSEMENTS RECORD TYPES:	TO	TO+10		N	N	N		
/CLK/11/	O057.	TREASURER'S REPORT OF RECEIPTS RECORD TYPES:	TO	TO+10		N	N	N		
/CLK/11/	O058.	TREASURER'S WARRENT REGISTER RECORD TYPES:	TO	TO+10		N	N	N		

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/CLK/11/	O059.	UNCOLLECTED TAXES RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O060.	UNSECURED ROLL RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O061.	WARRENT REGISTER RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O062.	WATER WORKBONDS RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O063.	WATERWORKS BOND RECORD TYPES:	TO	TO+10		N	N	N	
/CLK/11/	O064.	LOS ANGELES DAILY JOURNAL RECORD TYPES:	TO	TO+10		N	N	N	

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/CLK/11/	O065.	CHARTER REFORM COMMISSION - APPOINTED RECORD TYPE: HISTORICAL	CL	PE	DO		Y			
/CLK/11/	O066.	CHARTER REFORM COMMISSION - ELECTED RECORD TYPE: HISTORICAL	CL	PE	DO		Y			
/CLK/11/	O067.	RECORD SERIES TITLE	TO+2	TO+5	DO		Y			

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