

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate 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) -- Office	Media Code	Record Type V H C L
/CLK/11/	D	DUPLICATE RECORD SERIES			
/CLK/11/	D001.	INTER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES RECORD TYPES:	SU		N N N
/CLK/11/	D002.	INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS RECORD TYPES:	SU		N N N
/CLK/11/	D003.	ORDERS FOR SUPPLIES OR SERVICES (183-A) FORM: 183-A RECORD TYPES: A-PACKING SLIPS AND DELIVERY MEMOS B-PURCHASE ORDERS-DS-2 C-PURCHASE REQUISITIONS-DS-1A D-STORES MULTI-USE FORM-GS/MM1	TO+2		N N N
/CLK/11/	D004.	PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FROM OUT... (NON-RECORD MATERIAL. ) RECORD TYPES:	AR		N N N
/CLK/11/	D005.	RECEIPTS (PHOTOCOPY RECEIPT BOOKS) (152) (TRANSFER TO CITY CLERK, ADMINISTRATIVE SERVICES DIVISION... ) FORM: 152 RECORD TYPES:	CL		N N N
/CLK/11/	D006.	RECORDS DESTRUCTION PROGRAMS (ORIGINAL RETAINED IN COUNCIL FILE. ) A-REQUEST FOR AUTHORITY TO DESTROY OBSOLETE	TO+10		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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/11/	D007.	RECORDS-GEN.48 A-REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS-GEN.48 B-CONSOLIDATED REQUEST FOR AUTHORITY DESTROY OBSOLETE RECORDS-GEN.48A C-COMMITTEE RECOMMENDATION AND COUNCIL APPROVAL-GEN.48A <b>RECORDS RETENTION SCHEDULES (GEN.60, GE)</b> (ORIGINAL RETAINED IN COUNCIL FILE. ) FORM: GEN.60, GE RECORD TYPES:	SU+10		N	N	N	
/CLK/11/	D008.	<b>RECORDS WITHDRAWAL SLIPS (CC 54)</b> (NON-RECORD MATERIAL. ) FORM: CC 54 RECORD TYPES:	CL		N	N	N	
/CLK/11/	D009.	<b>TIMEKEEPING RECORDS</b> 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	

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