

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: CITY CLERK/ADMINISTRATIVE SERVICES**  
**/CLK/13/**

*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/13/	O	ORIGINAL RECORDS								
/CLK/13/	O001.	BUDGET ADMINISTRATION RECORDS (SUBTITLE I TO BE DELETED PER REV. 1, 1/3/90 ) RECORD TYPES: A-ANNUAL WORK PROGRAM-CAO-25 B-BLUE BOOK C-BROWN BOOK D-CONTRACTUAL SERVICES E-CORRESPONDENCE AND WORKING PAPERS F-EQUIPMENT SCHEDULE G-EXPENDITURE PROGRAM-CAO-20 H-EXPENSE SCHEDULES J-OVERTIME SCHEDULE K-POSITION AUTHORIZATION L-REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS-GEN.105 M-REVISED BUDGET N-SALARY RANGES O-SUBSTITUTE AUTHORITIES P-TRAVEL AUTHORITY Q-UNFREEZE REQUESTS R-VACANCY REPORTS S-YEAR END CLOSING OF ACCOUNTS	TO+5	TO+5		N	N	N		
/CLK/13/	O002.	INTERNAL BUDGET PREPARATION RECORD TYPES: A-BUDGET INSTRUCTIONS AND CALENDAR B-BUDGET REQUEST FROM DIVISIONS C-ASD BUDGET RECOMMENDATIONS D-CORRESPONDENCE AND NOTES	TO+2	TO+2		N	N	N		
/CLK/13/	O003.	CAL/OSHA LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND... (CAL.200) (CAL/OSHA REQUIREMENT ) FORM: CAL.200 RECORD TYPES: A-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN.166 B-DUTY CERTIFICATE-PDAS 43	TO+5	TO+5		N	N	N		
/CLK/13/	O004.	CHECK DISTRIBUTION RECORD TYPES:	TO+2	TO+2		N	N	N		
	O005.									

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/CLK/13/		CHECKS RETURNED TO CONTROLLER RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/13/	O006.	CONTRACTS (DEPARTMENTAL) RECORD TYPES: A-CONTRACTS B-CORRESPONDENCE C-LOG SHEET D-PURCHASE ORDER CHANGE-GS/S-6 E-PURCHASE ORDERS DS2 F-REQUEST TO ENCUMBER FUNDS-GEN.106 E-PURCHASE ORDERS-DS-2 F-REQUEST TO ENCUMBER FUNDS-GEN.106	TO+3	TO+3		N	N	N	
/CLK/13/	O007.	CONTRACTS (PERSONAL SERVICES & GCP) (OCCASIONALLY USED FOR LAWSUITS) RECORD TYPES: A-APPROVED AGREEMENT B-CORRESPONDENCE C-INSURANCE ENDORSEMENT D-GENERAL ENCUMBRANCE	TE	TE+10		N	N	N	
/CLK/13/	O008.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/13/	O009.	DEPOSIT CERTIFICATE (GEN.2) FORM: GEN.2 RECORD TYPES: A-CERTIFICATION OF JURY SERVICE	TO+2	TO+2		N	N	N	
/CLK/13/	O010.	EMPLOYEE HISTORY CARDS RECORD TYPES:	TE+50	TE+50		N	N	N	
/CLK/13/	O011.	ENCUMBRANCES/EXPENDITURES LOG BOOK RECORD TYPES:	TO+3	TO+3		N	N	N	
/CLK/13/	O012.	INVOICES (COUNTY RECORDER) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/13/	O013.	ORDERS FOR SUPPLIES AND EQUIPMENT (183) FORM: 183 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/13/	O014.	PART TIME EMPLOYEE VACATION RECORD RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/13/	O015.	REQUEST FOR PAYMENT LOG BOOK RECORD TYPES:	TO+3	TO+3		N	N	N	

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/CLK/13/	O016.	TIME OFF/COMPENSATION REQUEST (GEN.68) FORM: GEN.68 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/13/	O017.	WEEKLY CREW TIMESHEETS (5054) FORM: 5054 RECORD TYPES:	TO+2	TO+5		N	N	N	
/CLK/13/	O018.	OFFICIAL RECEIPTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/13/	O019.	DEPARTMENT ORGANIZATION CHART (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/CLK/13/	O020.	CITY CLERK ANNUAL REPORT (SEND ONE COPY TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+3	PE		N	Y	N	
/CLK/13/	O021.	RECORD OF OFFICIAL ADVERTISING INVENTORY RECORD TYPES:	TO+2	TO+2		N	N	N	
/CLK/13/	O022.	INVENTORY AND EQUIPMENT DOCUMENTS RECORD TYPES: A-EQUIPMENT TRANSFER ADVICE-GEN. 116 B-EQUIPMENT INVENTORY INPUT WORKSHEET-GEN. 111	TO+2	TO+2		N	N	N	
/CLK/13/	O023.	CITY CLERK AND CITY COUNCIL PERSONNEL FILES (TRANSFER TO EMPLOYEE'S NEW DEPT OR PERSONNEL (CAO RULE #10) ) RECORD TYPES: Confidential A-CORRESPONDENCE B-DOCTOR'S SLIP C-DUTY CERTIFICATE-PDAS 43 D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-EMPLOYEE MEDICAL CALENDAR-GEN. 90 F-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 G-EXTENDED SICK LEAVE REQUEST-GEN. 89 H-FOLLOW-UP REPORT ON PROBATIONARY EMPLOYEE I-MEDICAL INFORMATION CERTIFICATE-GEN. 91 J-NOTICE OF COMMENDATION-GEN. 79 K-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN. 77 L-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 M-PAYGRADE ADVANCEMENT-CAO 614 N-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 O-PERSONNEL INFORMATION SHEET-205 P-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN. 42 Q-RECORD OF TRAINING-PDMER 1 R-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 S-REQUEST FOR LEAVE OF ABSENCE-GEN. 38	TE	TE		N	N	Y	

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		T-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE-GEN. 16-B U-REQUEST FOR VERIFICATION OF EMPLOYMENT V-PERSONNEL CHANGE REQUEST								
/CLK/13/	O024.	ASD CERTIFICATION INTERVIEW WORKSHEET RECORD TYPES:	TO+3	TO+3		N	N	N		
/CLK/13/	O025.	EMPLOYEE GRIEVANCE/ARBITRATION RECORDS RECORD TYPES: A-GRIEVANCE INITIATION-GEN. 162 B-GRIEVANCE APPEAL-GEN. 164 C-GRIEVANCE RESPONSE-GEN. 163 D-GRIEVANCE DISPOSITION-GEN. 165 E-ARBITRATION OPINION AND AWARD F-CORRESPONDENCE	TO+5	TO+10		N	N	N		
/CLK/13/	O026.	MONTHLY EMPLOYEE SICK TIME USAGE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/CLK/13/	O027.	END OF CALENDAR/FISCAL YEAR EMPLOYEE SICK TIME USAGE RPT. RECORD TYPES:	TO+5	TO+5		N	N	N		
/CLK/13/	O028.	COUNCIL OFFICE CAO PERIOD EXPENDITURE REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/CLK/13/	O029.	COUNCIL OFFICE YEAR-END EXPENDITURE REPORTS RECORD TYPES:	TO+5	TO+5		N	N	N		
/CLK/13/	O030.	EMPLOYEE PERSONNEL FOLDERS (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79) BECOME PROPERTY OF PERSONNEL DEPT.) RECORD TYPES: A-CORRESPONDENCE B-DOCTOR'S SLIPS C-DUTY CERTIFICATE-PDAS 43 D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-EMPLOYEE MEDICAL CALENDAR-GEN. 90 F-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 G-EXTENDED SICK LEAVE REQUEST-GEN. 89 H-FOLLOW UP REPORT ON PROBATIONARY EMPLOYEE I-MEDICAL INFORMATION CERTIFICATE-GEN. 91 J-NOTICE OF COMMENDATION-GEN. 79 K-NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERM'N-GEN. 77 L-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 M-PAYGRADE ADVANCEMENT-CAO 614 N-PAYROLL/PERSONNEL CHANGE DOCUMENT-41	TE	TE		N	N	N		

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/CLK/13/	O031.	CERTIFICATION FILES ((RECORD SERIES TRANSFERRED FROM CLK 01 AS SCHED. ITEM 1)) RECORD TYPES: A-CERTIFICATION LISTS-PDAS 4 B-CLASS SPECIFICATIONS-PDES 8 C-CORRESPONDENCE D-POSITION DESCRIPTION-PDES 3	AR	AR+2		N	N	N		

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