

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate 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) -- Office	Media Code	Record Type V H C L
/CLK/13/	D	DUPLICATE RECORD SERIES			
/CLK/13/	D001.	AUTHORITY FOR EXPENDITURE (GEN.40) FORM: GEN.40 RECORD TYPES: A-INVOICE B-TRAVEL AUTHORITY-GEN.71	TO+2		N N N
/CLK/13/	D002.	BIWEEKLY SICK LEAVE ROSTER RECORD TYPES:	TO+1		N N N
/CLK/13/	D003.	BIWEEKLY VACATION ROSTER RECORD TYPES:	TO+1		N N N
/CLK/13/	D004.	DEPARTMENT BUDGET REQUEST PACKAGE RECORD TYPES: A-BUDGET REQUEST/REDUCTION-CAO 696B B-PROPOSED ORGANIZATION CHART C-PACKAGE RANKING-CAO 696C D-PRODUCTIVITY IMPROVEMENT PROJECT REQUEST-CAO 121 E-SUPPORTING SCHEDULES-CAO 18 F-WAGE AND COUNT REPORT G-PERSONNEL REQUIREMENTS-CAO 10 H-RECAP BY EXPENDITURE CLASSIFICATION-CAO 14 I-RECAP OF POSITION CHANGES-CAO 16 J-RECAP BY ELEMENT/PROGRAM-CAO 12 K-REQUIREMENTS-CAO 11 L-SUBSTITUTE POSITION REQUIREMENTS-CAO 17	TO+5		N N N
/CLK/13/	D005.	BUDGET REQUEST TO CAO (REC SERIES TO BE DELETED PER REV 3, 10/6/89; NOW INCORP'D UNDER SCH ITEM 4, CLK-13 DUP) RECORD TYPES: A-PERSONNEL REQUIREMENTS-CAO-10 B-RECAP BY EXPENDITURE CLASSIFICATION-CAO-14 C-RECAP OF POSITION CHANGES-CAO-16 D-RECAPITULATION BY ELEMENT/PROGRAM E-REQUIREMENTS-CAO-11 F-SUBSTITUTE POSITIONS REQUIREMENT-CAO-17 G-SUPPORTING SCHEDULE-CAO-18	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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/CLK/13/	D006.	F-SUBSTITUTE POSITIONS REQUIREMENT-CAO-17 CURRENT OVERTIME REPORT RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D007.	ENCUMBRANCE ADJUSTMENT (GEN.36) FORM: GEN.36 RECORD TYPES:	TO+2		N	N	N	
/CLK/13/	D008.	INTER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES RECORD TYPES:	SU		N	N	N	
/CLK/13/	D009.	INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS RECORD TYPES:	SU		N	N	N	
/CLK/13/	D010.	JOURNAL VOUCHERS RECORD TYPES: A-CITY STORE INVOICE-5027 B-NOTICE OF JOURNAL VOUCHER CHARGES-A-15 C-PRINTING SERVICES-21 D-STORES MULTI-USE FORM-GS-MM1	TO+3		N	N	N	
/CLK/13/	D011.	MILEAGE REIMBURSEMENT REPORT RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D012.	MILEAGE STATEMENT FLAGS AND ERRORS RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D013.	MILEAGE STATEMENT VARIATIONS RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D014.	ON LINE WORKSHEETS RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D015.	PAYROLL AND REIMBURSEMENT CERTIFICATION, AUTHENTICATION... (71) FORM: 71 RECORD TYPES:	TO+4		N	N	N	
/CLK/13/	D016.	PAYROLL/PERSONNEL CHANGE DOCUMENT (GEN.41) (REC SERIES TO BE DELETED PER REV 3, 10/6/89; NOW INCORP'D IN SCH ITEM 30(N)-CLK 13 ORIG) FORM: GEN.41 RECORD TYPES:	SU		N	N	N	
/CLK/13/	D017.	PAYROLL RECAPITULATION (5009) FORM: 5009 RECORD TYPES: A-PAYROLL REIMBURSEMENT AUTHORITY AUDIT-5007	PE		N	N	N	

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					V	H	C	L
/CLK/13/	D018.	PAYROLL REIMBURSEMENT ADJUSTMENTS RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D019.	PAYROLL REIMBURSEMENT REGISTER (5035) FORM: 5035 RECORD TYPES:	TO+3		N	N	N	
/CLK/13/	D020.	PAYROLL SPECIAL MESSAGES RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D021.	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM... (NON-RECORD MATERIAL. ) RECORD TYPES:	AR		N	N	N	
/CLK/13/	D022.	PURCHASE ORDERS RECORD TYPES: A-NOTICE OF SCHEDULED PAYMENT-5043 B-PACKING SLIPS AND INVOICES C-PURCHASE ORDERS-GS/S-2 D-PURCHASE REQUISITIONS-DS-1	TO+2		N	N	N	
/CLK/13/	D023.	REQUEST FOR PAYMENT (GEN.81) FORM: GEN.81 RECORD TYPES: A-INVOICES B-PERSONAL EXPENSE STATEMENT-GEN.16 C-REMITTANCE ADVICE-5042A D-TRAVEL AUTHORITY-GEN.71	TO+3		N	N	N	
/CLK/13/	D024.	RETROACTIVE REPORT CONTROLS RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D025.	SALARY CHANGE ROSTER (5040) FORM: 5040 RECORD TYPES:	TO+2		N	N	N	
/CLK/13/	D026.	STATEMENT OF CONDITION OF APPROPRIATION RECORD TYPES:	TO+2		N	N	N	
/CLK/13/	D027.	SUB-PURCHASE ORDER (GEN.9) FORM: GEN.9 RECORD TYPES:	TO+3		N	N	N	
/CLK/13/	D028.	VARIATION RECAP REPORT RECORD TYPES:	TO+1		N	N	N	
/CLK/13/	D029.	CLASSIFICATION FILES RECORD TYPES: A-CERTIFICATION FILES-PDAS 4 B-CLASS SPECIFICATION-PDES 8 C-CORRESPONDENCE	AR		N	N	N	

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/CLK/13/	D030.	D-POSITION DESCRIPTION-PDES 3 TELEPHONE CALL SUMMARY AND DETAIL REPORT RECORD TYPES:	TO+1		N N N

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