

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

**Records of: CITY CLERK/NEIGHBORHOOD AND BUSINESS IMPROVEMENT DISTRICT DIVISION**

**/CLK/13A/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media Office	Total	Code	Record Type V H C L			
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*All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.*

/CLK/13A/	O	ORIGINAL RECORD SERIES									
/CLK/13A/	O001.	BUS. IMPROVEMENT DIST. RECORDS (LSPM PBID) A. Administration Contract B. Annual/Financial Reports C. Articles/Publications, BID D. Consultant Contract E. Correspondence F. Council Action/Clerk Report/Ordinances G. Miscellaneous H. Hearing Notice and Proof of Mailing I. Management District Plan J. Nonprofit/BTRC Documents K. Program Review L. Proposition 218 Election/Ballots M. Quarterly Reports/Newsletters N. Request for Proposals (RFP) O. RFP Responses P. Written Protests	EX+5	PE	DO	N	N	N			
/CLK/13A/	O002.	BUS. IMPROVEMENT DIST. RECORDS (MERCHANT BIDS) A. Administration Contract B. Annual/Financial Reports C. Articles/Publications, BID D. Consultant Contract E. Correspondence F. Council Action/Clerk Report/Ordinances G. Miscellaneous H. Hearing Notice and Proof of Mailing I. Establishment District Plan J. Nonprofit/BTRC Documents K. Program Review L. Proposition 218 Election/Ballots M. Quarterly Reports/Newsletters N. Request for Proposals (RFP) O. RFP Responses	TO+2	PE	DO	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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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/13A/	O003.	P. Written Protests BUS. IMPROVEMENT DIST. RECORDS (PROPERTY BIDS) A. Administration Contract B. Annual/Financial Reports C. Articles/Publications, BID D. Consultant Contract E. Correspondence F. Council Action/Clerk Report/Ordinances G. Miscellaneous H. Hearing Notice and Proof of Mailing I. Management District Plan J. Nonprofit/BTRC Documents K. Program Review L. Proposition 218 Election/Ballots M. Quarterly Reports/Newsletters N. Request for Proposals (RFP) O. RFP Responses P. Written Protests	EX+5	PE	DO	N	N	N	
/CLK/13A/	O004.	BID ACCOUNTING RECORDS A. City Attorney Collection Documents/Collection Agency Documents B. BID Contracts/Miscellaneous Accounting Documents C. Journal Vouchers/Appropriation/Encumbrance Documents D. Payment Vouchers (copies) E. Refund Documents (copies)	EX+5	PE	DO	N	N	N	
/CLK/13A/	O005.	BID ACCOUNTING RECORDS A. Payment Vouchers (originals) B. Refund Documents (originals)	TO+3	PE	DO	N	N	N	
/CLK/13A/	O006.	BID ACCOUNTING RECORDS A. Cash Receipt Documents/Direct Billing Accounting Documents	TO+10	PE	DO	N	N	N	
/CLK/13A/	O007.	BID RECORDS (NON-ESTABLISHED BIDS)	TO+5	PE	DO	N	N	N	
/CLK/13A/	O008.	BID TECHNICAL RESEARCH RECORDS A. Petitions	TO+1	PE	DO	N	N	N	

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		B. Correspondence C. Maps D. Miscellaneous								
/CLK/13A/	0009.	SPECIAL BOND RECORDS (Hard Copy) A. Special Police Communications/911 System (E-TAX) B. Special Fire Safety and Paramedic Communications Equipment Tax (F-TAX) Hard copy documents to be superceded by image files, item 10, for full 10 year retention requirement, per GC 34090.5 and LAAC 12.4.	SU	SU+5	DO	N	N	N	N	N
/CLK/13A/	0010.	SPECIAL BOND RECORDS (Image Files) A. Special Police Communications/911 System (E-TAX) B. Special Fire Safety and Paramedic Communications Equipment Tax (F-TAX) Image files to supercede hard copy documents, item 9, for full ten year retention requirment, per GC 34090.5 and LAAC 12.4.	EX+10	EX+10	EL	N	N	N	N	N

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