

Department Records Disposition Schedules

CITY EMPLOYEES' RETIREMENT SYSTEM

Schedule Number Department Name

/CER/	CITY EMPLOYEES' RETIREMENT SYSTEM
/CER/00/	CITY EMPLOYEES' RETIREMENT SYSTEM/CITY EMPLOYEES' RETIREMENT SYSTEM

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY EMPLOYEES' RETIREMENT SYSTEM/CITY EMPLOYEES' RETIREMENT SYSTEM
/CER/00/

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	
/CER/00/	0	ORIGINAL RECORDS								
/CER/00/	O001.	AGENDAS (ADMINISTRATION ONLY. OTHERS SEE SCHEDULE FOR DUPLICATE RECORDS)	AR	AR+2		N	N	N		
/CER/00/	O002.	ANNUAL REPORTS (SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/CER/00/	O003.	BOND EXCHANGES	TO+2	TO+2		N	N	N		
/CER/00/	O004.	BONDS (USED FOR LAWSUITS) RECORD TYPES: A-STATEMENT OF SETTLEMENT B-CORRESPONDENCE C-WORKING PAPERS D-CONFIRMATIONS E-RECEIPTS F-REPORTS	CL+3	CL+10		N	N	N		
/CER/00/	O005.	CITY ATTORNEY MEMORANDUMS	TO+80	TO+80		N	N	N		
/CER/00/	O006.	CITY ATTORNEY OPINIONS	TO+80	TO+80		N	N	N		
/CER/00/	O007.	CORRESPONDENCE FILES	AR	AR+2		N	N	N		
/CER/00/	O008.	COST-OF-LIVING UPDATE	TO+5	TO+10		N	N	N		
/CER/00/	O009.	DEPOSIT CERTIFICATES (GEN. 2) FORM: GEN. 2	AU	AU+2		N	N	N		

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			Office	Total	Code	V	H	C	L
/CER/00/	O010.	EMPLOYEE PERSONNEL FOLDERS (TRANSFER TO EMPLOYEE'S NEW DEPT. OR PERSONNEL DEPT. (CAO RULE #25) RECORD TYPES: Confidential	TE	TE		N	N	Y	
/CER/00/	O011.	EMPLOYEE REFUND FOLDERS RECORD TYPES: Confidential A-REMITTANCE ADVICE-5042A B-IRS FORM 1099R C-MEMBER STATUS REPORT D-REQUEST FOR REFUND E-PAYROLL/PERSONNEL DOCUMENT-GEN. 41 F-CORRESPONDENCE G-DESIGNATION OF BENEFICIARY	SU	SU		N	N	Y	
/CER/00/	O012.	EMPLOYEE RETIREMENT, DISABILITY AND DEATH BENEFIT FOLDERS RECORD TYPES: Confidential A-ADDRESS CHANGE B-SERVICE RETIREMENT APPLICATION C-DESIGNATION OF BENEFICIARY D-RETIREMENT REPORT E-AFFIDAVIT OF MARITAL STATUS F-TAX FORM G-RETIREMENT ROLL CHANGE DOCUMENT-GEN 43R H-BETA FORMULA RETIREMENT SHEET I-RETIREMENT SERVICE CREDIT SHEET J-CORRESPONDENCE K-BIRTH CERTIFICATE L-MARRIAGE CERTIFICATE M-ACTUARIAL CERTIFICATION N-MEMBER STATUS REPORT	SU	SU		N	N	Y	
/CER/00/	O013.	FORMER MEMBER FOLDERS RECORD TYPES: Confidential A-CORRESPONDENCE B-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 C-MEMBER STATUS REPORT D-DESIGNATION OF BENEFICIARY	SU	SU		N	N	Y	
/CER/00/	O014.	GENERAL LEDGER - GENERAL VOUCHER (CONT. 19) FORM: CONT. 19 RECORD TYPES: A-MEMORANDUM OF ADJUSTMENT-CONT. 102A B-INTERNAL DEMAND-GEN. 1	AU	AU+2		N	N	N	

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		C-NOTICE TO DEPARTMENT-CONT 19A							
/CER/00/	O015.	INVESTMENT REPORTS	TO+2	TO+2		N	N	N	
/CER/00/	O016.	IRS W-20 FORMS	TO+4	TO+4		N	N	N	
/CER/00/	O017.	TIME OFF COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68	TO+2	TO+2		N	N	N	
/CER/00/	O018.	MINUTES (BOUND) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/CER/00/	O019.	OPTION LETTERS	TO+2	TO+2		N	N	N	
/CER/00/	O020.	PAYROLL REGISTER (5030) FORM: 5030	TO+10	TO+80		N	N	N	
/CER/00/	O021.	PAYROLL YEAR TO DATE CHANGE FORMS	TO+2	TO+2		N	N	N	
/CER/00/	O022.	PORTFOLIO RECOMMENDATIONS	TO+2	TO+2		N	N	N	
/CER/00/	O023.	PROXIES	TO+2	TO+2		N	N	N	
/CER/00/	O024.	REQUEST FOR PAYMENT (GEN 81) FORM: GEN 81 A-NOTICE OF SCHEDULED PAYMENT	AU	AU+2		N	N	N	
/CER/00/	O025.	REQUEST FOR PAYMENT LISTING (REFUND ROLL)	TO+2	TO+2		N	N	N	

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/CER/00/	O026.	RETIRED W-2P LISTINGS	TO+5	TO+30		N	N	N	
/CER/00/	O027.	RETIREMENT ROLL A-PAY/REIMBURSEMENT RECAPITULATION-5009 B-CANCELLED CHECKS AND ADJUSTMENTS-144 C-RETIREMENT OR PENSION PAYROLL REGISTER	TO+2	TO+80	VOL	N	N	N	
/CER/00/	O028.	RETIREMENT ROLL CHANGE DOCUMENT (GEN. 43) FORM: GEN. 43	TE+2	TE+2		N	N	N	
/CER/00/	O029.	STOCK PURCHASES AND SALES	AU	AU+2		N	N	N	
/CER/00/	O030.	STOCK PURCHASE LETTERS	TO+2	TO+2		N	N	N	
/CER/00/	O031.	STOCKS (USE FOR LAWSUITS) A-CORRESPONDENCE B-CONFIRMATION C-RECEIPTS	CL+3	CL+10		N	N	N	
/CER/00/	O032.	STOP-RELEASE PAYMENT FORM	TO+2	TO+3		N	N	N	
/CER/00/	O033.	WEEKLY CREW TIMESHEET (5054) FORM: 5054	TO+5	TO+5		N	N	N	
/CER/00/	O034.	BECKER REPORTS	TO+2	TO+25		N	N	N	
/CER/00/	O035.	PROPOSALS FROM INVESTMENT COUNSELORS	TO+1	TO+5		N	N	N	
/CER/00/	O036.	HEALTH CORRESPONDENCE & SUBJECT FILES Carrier Correspondence Member Correspondence	AR+5	AR+5	DO	N	N	N	

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/CER/OO/	O037.	DENTAL PLAN CARRIER CONTRACTS	EX+10	EX+10	DO	Y	N	N	
/CER/OO/	O038.	ENROLLMENT & CHANGE FORMS Original to Health & Dental Plan Carrier	TO+5	TO+5	DO	N	N	N	
/CER/OO/	O039.	HEALTH (MEDICAL) PLAN CARRIER CONTRACTS	EX+10	EX+10	DO	Y	N	N	
/CER/OO/	O040.	SELECTION INTERVIEW MATERIALS	TO+2	TO+5	DO	N	N	Y	
/CER/OO/	O041.	GRIEVANCE FILES	TO+2	TO+5	DO	N	N	Y	
/CER/OO/	O042.	EMPLOYEE REFUND FOLDERS RECORD TYPES: Confidential A-REMITTANCE ADVICE-5042A B-IRS FORM 1099R C-MEMBER STATUS REPORT D-REQUEST FOR REFUND E-PAYROLL/PERSONNEL DOCUMENT-GEN. 41 F-CORRESPONDENCE G-DESIGNATION OF BENEFICIARY	TE+2	TE+80	EL	N	N	Y	
/CER/OO/	O043.	EMPLOYEE RETIREMENT, DISABILITY AND DEATH BENEFIT FOLDERS RECORD TYPES: Confidential A-ADDRESS CHANGE B-SERVICE RETIREMENT APPLICATION C-DESIGNATION OF BENEFICIARY D-RETIREMENT REPORT E-AFFIDAVIT OF MARITAL STATUS F-TAX FORM G-RETIREMENT ROLL CHANGE DOCUMENT-GEN 43R H-BETA FORMULA RETIREMENT SHEET I-RETIREMENT SERVICE CREDIT SHEET J-CORRESPONDENCE K-BIRTH CERTIFICATE L-MARRIAGE CERTIFICATE M-ACTUARIAL CERTIFICATION N-MEMBER STATUS REPORT	TE	TE+80	EL	N	N	Y	
/CER/OO/	O044.	FORMER MEMBER FOLDERS RECORD TYPES: Confidential A-CORRESPONDENCE B-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 C-MEMBER STATUS REPORT D-DESIGNATION OF BENEFICIARY	TE+10	TE+80	EL	N	N	Y	

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/CER/00/	D	DUPLICATE RECORD SERIES						
/CER/00/	D001.	AGENDAS (ADMINISTRATION)	TO+2		N	N	N	
/CER/00/	D002.	CASH TRANSFER VOUCHERS (5041) (CONTROLLER) FORM: 5041	TO+1		N	N	N	
/CER/00/	D003.	DIRECT DEPOSIT REGISTRATION SHEET (INFORMATION RETAINED ON FORM 43R & ORIGINAL DIRECT DPST. CARDS) A-ONE TIME CANCELLATIONS B-PRELIMINARY LISTING	TO+1		N	N	N	
/CER/00/	D004.	INTERDEPARTMENTAL MANUALS, BULLETINS AND PUBLICATIONS (ORIGINATING OFFICE)	SU		N	N	N	
/CER/00/	D005.	MINUTES (ADMINISTRATION; INFORMATION RETAINED IN BOUND MINUTES)	TO+2		N	N	N	
/CER/00/	D006.	PUBL'CONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL)	AR		N	N	N	
/CER/00/	D007.	PURCHASE REQUISITIONS (PURCHASING AGENT)	TO+2		N	N	N	
/CER/00/	D008.	REMITTANCE ADVICE (5042A)	TO+1		N	N	N	

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		(CONTROLLER) FORM: 5042A						
/CER/00/	D009.	RETIREE'S DIRECT DEPOSIT AUTHORIZATION CARD (CONTROLLER)	CL		N	N	N	
/CER/00/	D010.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL)	AR		N	N	N	
/CER/00/	D011.	MASTER RESOLUTIONS (ADMINISTRATION; INFORMATION RETAINED IN BOUND MINUTES)	TO+2		N	N	N	

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