

Department Records Disposition Schedules

CONTROLLER

Schedule Number Department Name

/CTR/	CONTROLLER
/CTR/10/	CONTROLLER/ADMINISTRATION
/CTR/12/	CONTROLLER/PAYMASTER
/CTR/14/	CONTROLLER/MANAGEMENT SERVICES
/CTR/14L/	CONTROLLER/MANAGEMENT SERVICES
/	
/CTR/17/	CONTROLLER/PAYROLL CONTROL
/	
/CTR/33/	CONTROLLER/DEMAND AUDIT
/	
/CTR/36/	CONTROLLER/PAYROLL CONTROL
/CTR/37/	CONTROLLER/PAYROLL DEDUCTION
/CTR/41/	CONTROLLER/GENERAL ACCOUNTING
/CTR/44/	CONTROLLER/CHECK RECONCILIATION
/CTR/45/	CONTROLLER/FUND & APPROPRIATION
/CTR/46/	CONTROLLER/AUDITING

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CONTROLLER/ADMINISTRATION
/CTR/10/

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	
/CTR/10/	O	ORIGINAL RECORDS								
/CTR/10/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/CTR/10/	O002.	DAILY PROBLEM REPORTS (KEEP IN FRONT OFFICE) RECORD TYPES:	TO+2	TO+2		N	N	N		
/CTR/10/	O003.	PERSONAL EXPENSE STATEMENT (TRAVELS) (GEN.16) FORM: GEN.16 RECORD TYPES: A-RECEIPTS B-REMITTANCE ADVICE-5042-A	TO+2	TO+5		N	N	N		
/CTR/10/	O004.	Govt. Code 94030 PUBLIC OFFICIAL BONDS (TRANSFER TO STORAGE AFTER TERMINATION OF OFFICIAL) RECORD TYPES: A-BOND OF OFFICIAL B-CORRESPONDENCE	TE+5	TE+15		N	N	N		
/CTR/10/	O005.	STATEMENT OF CONTINGENT EXPENSES (COUNCIL CONTINGENT) (160) (KEEP IN FRONT OFFICE) FORM: 160 RECORD TYPES: A-RECEIPTS B-REMITTANCE ADVICE-5042-A	TO+2	TO+5		N	N	N		
/CTR/10/	O006.	Govt. Code 94030 TRAVEL AUTHORITY (GEN.71) (DEMAND AUDIT (CTR-33) IS TRUSTEE OF RECORDS.) FORM: GEN.71 RECORD TYPES:	TO+2	TO+5		N	N	N		

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Govt. Code 94030

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Records of: CONTROLLER/PAYMASTER
/CTR/12/

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/CTR/12/	O	ORIGINAL RECORDS								
/CTR/12/	O001.	CASH DEPOSIT BOOK RECORD TYPES:	CL	CL+5		N	N	N		
/CTR/12/	O002.	CASH TRANSFER VOUCHER (A/C 355 7/) FORM: A/C 355 7/ RECORD TYPES: A-REQUEST FOR PAYMENT-GEN. 81	SU	SU		N	N	N		
/CTR/12/	O003.	CHAPTER XIII BANKRUPTCIES (FEDERAL COURT ORDER) RECORD TYPES: A-LETTERS TO RELEASE	TE+4	TE+4		N	N	N		
/CTR/12/	O004.	DECEASED AFFIDAVITS (CONT. 110) FORM: CONT. 110 RECORD TYPES:	TO+3	TO+3		N	N	N		
/CTR/12/	O005.	EARNINGS WITHHOLDING ORDER (STATE) (CCP 723.12) (KEEP IN PAYMASTER'S OFFICE) FORM: CCP 723.12 RECORD TYPES: A-NOTICE OF MODIFICATION OR TERMINATION OF EARNINGS...-CCP 723.105	TE+5	TE+5		N	N	N		
/CTR/12/	O006.	EARNINGS WITHHOLDING ORDER FOR TAXES (STATE) (FTB 2905-M) (KEEP IN PAYMASTER'S OFFICE) FORM: FTB 2905-M RECORD TYPES:	TE+5	TE+5		N	N	N		

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		A-NOTICE OF MODIFICATION OR TERMINATION OF EARNINGS...-FTB 2705								
/CTR/12/	O008.	INTERNAL TRANSFER VOUCHER (5055) FORM: 5055 RECORD TYPES:	TO+2	TO+2		N	N	N		
/CTR/12/	O009.	JUDGMENT FILE CARD (CONT. 171) (KEEP IN PAYMASTER'S OFFICE) FORM: CONT. 171 RECORD TYPES:	TE+5	TE+5		N	N	N		
/CTR/12/	O010.	NOTICE OF LEVY ON WAGES, SALARY & OTHER INCOME... (668-WC) (KEEP IN PAYMASTER'S OFFICE) FORM: 668-WC RECORD TYPES: A-RELEASE OF LEVY ON WAGES, SALARY & OTHER INCOME-668-R	TE+5	TE+5		N	N	N		
/CTR/12/	O011.	ORDER ASSIGNING SALARY OR WAGES (CC 4701) (KEEP IN PAYMASTER'S OFFICE) FORM: CC 4701 RECORD TYPES: A-CORRESPONDENCE B-ORDER VACATING WAGE ASSIGNMENT	TE+5	TE+5		N	N	N		
/CTR/12/	O012.	SCHEDULE SHOWING CHARGES OF AUTHORIZED PAYROLL DEDUCTIONS (130) (KEEP IN PAYMASTER'S OFFICE) FORM: 130 RECORD TYPES:	TO+2	TO+2		N	N	N		
/CTR/12/	O013.	SETTLEMENTS-JUDGMENTS RECORD TYPES: A-DEPOSIT CERTIFICATE-GEN. 2 B-REMITTANCE ADVICE-5042-A C-REQUEST FOR PAYMENT-GEN. 81	TO+2	TO+5		N	N	N		
/CTR/12/	O014.	WAGE ASSIGNMENT (BOOKEEPING RECORD) RECORD TYPES:	TE+4	TE+4		N	N	N		
/CTR/12/	O015.	W & P ACCOUNTS PAYABLE CHECK REGISTER (VENDOR CONTROL)	TE	TE+10		N	N	N		

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(REPORT #AP5200P1) RECORD TYPES:

/CTR/12/	O016.	REMITT. ADVICE (OTHER THAN SETLMNT.JDGMT) RECORD TYPES:	TO+5	TO+20		N	N	N
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/CTR/14/

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/CTR/14/	O	ORIGINAL RECORDS								
/CTR/14/	O001.	ACCOUNTS RECEIVABLE LEDGER RECORD TYPES: A-CONTROL SHEET B-CORRESPONDENCE C-DEPOSIT CERTIFICATE-GEN.2 D-GENERAL FUND RECEIPTS LEDGER-5025 E-INTERNAL DEMAND-GEN.1C F-INVOICES	TO+5	TO+5		N	N	N		
/CTR/14/	O002.	F-INVOICES CANDIDATE SELECTION PROCESS RECORD TYPES: A-CANDIDATE SELECTION B-CERTIFICATION LIST-PDAS4 C-CORRESPONDENCE	TO+10	TO+10		N	N	N		
/CTR/14/	O003.	CASH DISBURSEMENT FOLDER RECORD TYPES:	TO+3	TO+8		N	N	N		
/CTR/14/	O004.	CENTRAL DUPLICATING & PRINT SHOP SERVICES RECORD TYPES: B-INTERDEPARTMENTAL ORDER-GEN.34 D-PRINTING SERVICES INVOICES-21 E-STORES MULTI USE FORM-GS/MM1	TO+2	TO+2		N	N	N		
/CTR/14/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		

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/CTR/14/	O006.	DISCIPLINARY FILE, DEPARTMENTAL (SUBJECT TO LAWSUITS) RECORD TYPES: A-CORRESPONDENCE B-NOTICE TO CORRECT DEFICIENCIES-GEN.78 C-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN.77	TE+5	TE+5				N	N	N	
/CTR/14/	O007.	EMPLOYEE PERSONNEL FOLDERS (TRANSFER TO EMPLOYEE'S NEW DEPT. OR PERSONNEL DEPT. (CAO RULE 25)) RECORD TYPES: Confidential A-AUTOMOBILE ACCIDENT REPORT-GEN.88 B-CLAIM FOR REIMBURSEMENT-GEN.130 C-DUTY CERTIFICATE-PDAS43 D-EMPLOYEE EVALUATION REPORT-PDAS28 E-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN.166 F-EMPLOYEE/MEDICAL CALENDAR-GEN.90 G-EXTENDED SICK LEAVE REQUEST-GEN.89 H-MEDICAL INFORMATION CERTIFICATE-GEN.91 I-NOTICE OF COMMENDATION-GEN.79 J-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN.77 K-NOTICE OR REMOVAL FOR MEDICAL REASONS-PDAS66 L-NOTICE TO CORRECT DEFICIENCIES-GEN.78 M-PAY GRADE ADVANCEMENT-CAO 614 N-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN.41 O-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN.42 P-RECORD OF TRAINING-PDMER1 Q-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO656 R-REQUEST FOR LEAVE OF ABSENCE-GEN.38 S-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-GEN.16B T-TIME/OFF COMPENSATION REQUEST-GEN.68	TE	TE				N	N	Y	
/CTR/14/	O008.	FINANCIAL TRANSACTIONS (BY ACCOUNT) RECORD TYPES: B-AUTHORITY FOR EXPENDITURE-GEN.40 C-INVOICES E-PURCHASE ORDER CHANGE-GS/S-6 H-REQUEST TO ENCUMBER FUNDS-GEN.106 J-TRANSMITTAL & DEMAND FUND TRANSFER-CONT.80-D K-TRAVEL AUTHORITY-GEN.71	TO+2	TO+2				N	N	N	

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/CTR/14/	O009.	OFFICE SUPPLIES RECORD TYPES: B-STORES MULTI USE FORM-GS/MM1	TO+2	TO+2		N	N	N	
/CTR/14/	O010.	OFFICE SUPPLIES REQUISITION & ISSUE FORM (CONT.A-07) FORM: CONT.A-07 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/14/	O011.	PERSONNEL UTILIZATION REPORT (CAO 26) FORM: CAO 26 RECORD TYPES: A-ANNUAL WORK PROGRAM-CAO 25 B-EXPENDITURE PROGRAM-CAO 20 C-UPDATING EXCEPTION REPORT-CAO 25 D-WORK UNITS INDEX FOR PERSONNEL UTILIZATION REPORT-CAO 25	TO+2	TO+2		N	N	N	
/CTR/14/	O012.	POSITION DESCRIPTIONS (PDES-3) FORM: PDES-3 RECORD TYPES: A-CLASS SPECIFICATION-PDES-8 B-CORRESPONDENCE	SU	SU+2		N	N	N	
/CTR/14/	O014.	WEEKLY CREW TIME SHEET (5054) FORM: 5054 RECORD TYPES:	TO+2	TO+5		N	N	N	

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/CTR/14L/	O	ORIGINAL RECORDS								
/CTR/14L/	O001.	ACCOUNTS RECEIVABLE LEDGER (SCHED ITEM NOS. 1 - 8 WILL BE DELETED BECAUSE THERE IS NO DIVISION 14L""; THIS WAS A DATA ENTRY ERROR"") RECORD TYPES: A-CONTROL SHEET B-CORRESPONDENCE C-DEPOSIT CERTIFICATE-GEN.2 D-GENERAL FUND RECEIPTS LEDGER-5025 E-INTERNAL DEMAND-GEN.1C F-INVOICES	TO+5	TO+5		N	N	N		
/CTR/14L/	O002.	F-INVOICES CANDIDATE SELECTION PROCESS RECORD TYPES: A-CANDIDATE SELECTION B-CERTIFICATION LIST-PDAS4 C-CORRESPONDENCE D-PER-EMPLOYMENT QUESTIONNAIRE-EO-18	TO+10	TO+10		N	N	N		
/CTR/14L/	O003.	CASH DISBURSEMENT FOLDER RECORD TYPES:	TO+3	TO+3		N	N	N		
/CTR/14L/	O004.	CENTRAL DUPLICATING & PRINT SHOP SERVICES RECORD TYPES: A-ACCOUNT CONTROL SHEET B-INTERDEPARTMENTAL ORDER-GEN.34 C-NOTICE OF JOURNAL VOUCHER CHARGES-CONT.A-15 D-PRINTING SERVICES INVOICE-21 E-STORES MULTI USE FORM-GS/MML	TO+2	TO+2		N	N	N		
/CTR/14L/	O005.	CORRESPONDENCE & SUBJECT FILES	AR	AR+2		N	N	N		

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/CTR/14L/	O007.	EMPLOYEE PERSONNEL FOLDERS (TRANSFER TO EMPLOYEE'S NEW DEPT. OR PERSONNEL DEPT. (CAO RULE 25)) RECORD TYPES: Confidential A-AUTOMOBILE ACCIDENT REPORT-GEN.88 B-CLAIM FOR REIMBURSEMENT-GEN.130 C-DUTY CERTIFICATE-PSAS430 D-DUTY CERTIFICATE-PSAS430 E-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN.166 F-EMPLOYEE/MEDICAL CALENDAR-GEN.90 G-EXTENDED SICK LEAVE REQUEST-GEN.89 H-MEDICAL INFORMATION CERTIFICATE-GEN.91 I-NOTICE OF COMMENDATION-GEN.79 J-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN.77 K-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS66 L-NOTICE TO CORRECT DEFICIENCIES-GEN.78 M-PAY GRADE ADVANCEMENT-CAO 614 N-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN.41 O-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN.42 P-RECORD OF TRAINING-PDMER1 Q-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO656 R-REQUEST FOR LEAVE OF ABSENCE-GEN.38 S-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-GEN.16B T-TIME/OFF COMPENSATION REQUEST-GEN.68	TE	TE				N	N	Y	
/CTR/14L/	O008.	FINANCIAL TRANSACTIONS (BY ACCOUNT) RECORD TYPES: A-ACCOUNT CONTROL SHEET B-AUTHORITY FOR EXPENDITURE-GEN.40 C-INVOICES D-PURCHASE ORDER-GS/S-6	TO+1	TO+3				N	N	N	

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		E-PURCHASE ORDER CHANGE-GS/S-6							

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Records of: CONTROLLER/PAYROLL CONTROL

/CTR/17/

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
/CTR/17/	0	ORIGINAL RECORDS							

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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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: CONTROLLER/DEMAND AUDIT
/CTR/33/

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
/CTR/33/	O007.	INTERDEPARTMENTAL ORDERS (GEN. 34) FORM: GEN. 34 RECORD TYPES:	TO+3	TO+10		N	N	N	
/CTR/33/	O008.	INTERNAL DEMANDS (GEN. 1-C) (INCLUDES WATER & POWER INTERNAL DEMANDS) FORM: GEN. 1-C RECORD TYPES: A-CORRESPONDENCE B-INVOICES C-INVOICE CORRECTION MEMORANDUM-GEN. 107 D-WORKSHEETS	TO+3	TO+10		N	N	N	
/CTR/33/	O009.	LEASES (6A) (TRANSFER TO CITY ARCHIVES) FORM: 6A RECORD TYPES: Historical A-CORRESPONDENCE B-RECORD OF PAYMENTS-CONT. 57	TO+3	PE		N	Y	N	
/CTR/33/	O011.	ORDINANCE OF INTENTION RECORD TYPES: A-ASSIGNMENT OF DIAGRAM, WARRANT 2ND ASSESSMENT-AB 3.17 B-ORDINANCES C-RECORD PAYMENT SHEET-CONT. 57 D-RESOLUTIONS	TO+3	TO+10		N	N	N	
/CTR/33/	O012.	PURCHASE ORDERS (SEE REMARK) (GS-S-2, RP1009, PA808, AC36) FORM: SEE REMARK RECORD TYPES: B-PURCHASE ORDER CHANGE-DS-6	TO+3	TO+10		N	N	N	
/CTR/33/	O013.	REMITTANCE ADVICE (DEMANDS) (5042) (INCLUDES WATER AND POWER SERIES 60,000 AND 90,000 AND CITY SERIES 300,00) FORM: 5042 RECORD TYPES: A-CLAIM FOR REFUND-GEN. 34 B-INVOICES C-SUB-PURCHASE ORDERS-GEN. 9	TO+3	TO+10		N	N	N	
/CTR/33/	O014.	RESOLUTIONS RECORD TYPES:	TO+3	TO+10		N	N	N	

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			Office	Total	Code	V	H	C	L
		A-RECORD OF PAYMENTS-CONT. 57							
/CTR/33/	0015.	SIGNATURE AUTHORIZATIONS A-AUTHORIZED SIGNATURES INVOICE OR RECEIVING DOCUMENT APPROVAL-CONT. 62 A-AUTHORIZED SIGNATURES INVOICE OR RECEIVING DOCUMENT APPROVAL-CONT. 62 B-CORRESPONDENCE	SU	SU+2		N	N	N	
/CTR/33/	0018.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY RECORD TYPES:	TO+3	TO+10		N	N	N	
/CTR/33/	0019.	USE TAX RECORD RECORD TYPES: A-RECORD OF PAYMENTS-CONT. 57 B-USE TAX REPORTS C-WORKSHEETS	TO+5	TO+5		N	N	N	
/CTR/33/	0020.	ANALYSIS OF DISCOUNT RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/33/	0021.	APPROPRIATION LEDGER TABULATING WORKSHEET RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/33/	0022.	CLOSED P/O DELETED FROM PURCHASE ORDER FILE RECORD TYPES:	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L
/CTR/33/	O023.	EXCEPTION LISTING RECORD TYPES:	TO+/05	TO+3		N	N	N	
/CTR/33/	O024.	EXCEPTION REPORT RECORD TYPES:	TO+/05	TO+3		N	N	N	
/CTR/33/	O025.	INVOICES RECORD TYPES:	TO+1	TO+10		N	N	N	
/CTR/33/	O026.	LIST OF OLD ENCUMBERING RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/33/	O027.	PO FILE ANALSYS REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/33/	O028.	PURCHASE ORDERS (GS/S2) FORM: GS/S2 RECORD TYPES: A-NOTICE OF SCHEDULED PAYMENT-5043	TO+1	TO+10		N	N	N	
/CTR/33/	O029.	PURGE PAID DEMANDS	TO+2	TO+2		N	N	N	

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RECORD TYPES:										
/CTR/33/	O030.	RECORDS FROM APPROPRIATION MASTER FILE RECORD TYPES:	TO+2	TO+3		N	N	N		
/CTR/33/	O031.	TRANSACTION REPORTS RECORD TYPES:	TO+/05	TO+3		N	N	N		

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/CTR/36/

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			Office	Total	Code	V	H	C	L		
/CTR/36/	O	ORIGINAL RECORDS									
/CTR/36/	O001.	ADDRESS ROSTER IN ALPHABETICAL SEQUENCE (REPORT FOR THE LAST PAY PERIOD OF EACH YEAR ONLY) RECORD TYPES: Confidential	TO+2	TO+2			N	N	Y		
/CTR/36/	O002.	ADDRESS ROSTER IN SOCIAL SECURITY NUMBER SEQUENCE (REPORT FOR THE LAST PAY PERIOD OF EACH YEAR ONLY) RECORD TYPES: Confidential	TO+2	TO+2			N	N	Y		
/CTR/36/	O003.	BI-WEEKLY SICK ADJUSTMENTS RECORD TYPES: A-PAYROLL/REIMBURSEMENT ADJUSTMENTS-204 B-CORRESPONDENCE C-ANNUAL PART-TIME SICK LEAVE ROSTER	TO+5	TO+5			N	N	N		
/CTR/36/	O004.	BI-WEEKLY SICK LEAVE ROSTER (KEEP PAY PERIODS 14 AND 12, 10 YEARS) RECORD TYPES:	TO+2	TO+2			N	N	N		
/CTR/36/	O005.	BI-WEEKLY VACATION ROSTERS RECORD TYPES:	TO+2	TO+2			N	N	N		
/CTR/36/	O006.	CANCELLED CHECKS (RETIREMENT & PENSION) RECORD TYPES:	TO+2	TO+2			N	N	N		

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			Office	Total	Code	V	H	C	L
		A-RETIREMENT PENSION CHANGE FORMS B-STATEMENT OF DEDUCTIONS							
/CTR/36/	O007.	CITY EMPLOYEE RETIREMENT SYSTEM NEW MEMBERS ROSTER RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/36/	O008.	CIVIL SERVICE PAYROLL AUDIT (CIVIL SERVICE MULTIPLE) RECORD TYPES: A-REGISTER (SYS-OUT 6)	TO+2	TO+2		N	N	N	
/CTR/36/	O009.	CONTROL TOTALS RECORD TYPES: A-EDIT MERGE CONTROLS B-MASTER FILE FLAGS & ERRORS C-MASTER UPDATE D-PAYROLL EDIT ERROR REPORT	TO+2	TO+2		N	N	N	
/CTR/36/	O010.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/CTR/36/	O011.	DEPARTMENTAL PERSONNEL ORDINANCES RECORD TYPES: A-ADVANCE OVERTIME AUTHORITY B-AUTHORITY AUDIT C-COUNCIL ACTIONS D-TRANSMITTAL-CAO649	TO+2	TO+2		N	N	N	
/CTR/36/	O012.	DIRECT DEPOSIT REPORTS (FROM BANK OF AMERICA) RECORD TYPES:	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L		
/CTR/36/	0013.	DIRECT DEPOSIT TRANSACTION REPORTS RECORD TYPES: A-DIRECT DEPOSIT GOOD TRANSACTION LISTING B-DIRECT DEPOSIT INPUT ADJUSTMENT DOCUMENT C-GENERAL PURPOSE CARD PUNCHING FORM D-MASTER FILES FLAGS & ERRORS E-MASTER UPDATE F-PAYROLL DIRECT DEPOSIT EMPLOYEE BYPASS REPORT	TO+2	TO+2		N	N	N			
/CTR/36/	0014.	EMERGENCY CHECK REQUEST (D-03) FORM: D-03 RECORD TYPES: Confidential A-PAYROLL/REIMBURSEMENT REGISTER-5035	TO+2	TO+2		N	N	Y			
/CTR/36/	0015.	EMPLOYEE PAYROLL FOLDERS RECORD TYPES: Confidential A-CER-RECORD OF PAYROLL ADJUSTMENT-186 B-CORRESPONDENCE C-EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE-W-4 D-PAYROLL/PERSONNEL/CHANGE DOCUMENT-GEN. 41	TE+5	TE+5		N	N	Y			
/CTR/36/	0016.	MEMORANDUM OF UNDERSTANDING (MOU) (USED FOR LAWSUITS) RECORD TYPES: A-CORRESPONDENCE B-COUNCIL ACTION C-GENERAL SALARY INCREASE CLASS KEY DOCUMENTS D-ORDINANCE	TO+5	TO+5		N	N	N			
/CTR/36/	0017.	MILEAGE STATEMENTS (2053) FORM: 2053 RECORD TYPES:	TO+2	TO+2		N	N	N			
/CTR/36/	0018.	PAYROLL DIRECT DEPOSIT PRENOTIFICATION REPORT RECORD TYPES:	TO+2	TO+2		N	N	N			

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/CTR/36/	O019.	PAYROLL DIRECT DEPOSIT REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/36/	O022.	PAYROLL REIMBURSEMENT REGISTER (MICROFICHE) (PRINTED COPY IN CONTROLLER, CHECK RECONCILIATION UNIT) RECORD TYPES:	TO+10	TO+10		N	N	N	
/CTR/36/	O024.	PAYROLL WORKSHEETS RECORD TYPES: Confidential A-PAYROLL/REIMBURSEMENT & ADJUSTMENT-204 B-PAYROLL/REIMBURSEMENT & ADJUSTMENT WORKSHEETS-5039 C-PAYROLL SPECIAL MESSAGES D-ON-LINE WORKSHEETS E-DELETED VARIATIONS REPORT F-SUPPLEMENTAL WORKSHEETS G-VARIATIONS FIELDS & HOURS EXEMPTION LIST	TO+/05	TO+5		N	N	Y	
/CTR/36/	O025.	F-SUPPLEMENTAL WORKSHEETS RAP ALPHABETICAL TAX & ADDRESS LISTING (INFORMATION RETAINED BY RETIREMENT AND PENSION SYSTEMS) RECORD TYPES:	SU	SU		N	N	N	
/CTR/36/	O026.	RAP EDITS AND UPDATES (INFORMATION RETAINED BY RETIREMENT AND PENSION SYSTEMS) RECORD TYPES:	SU	SU		N	N	N	
/CTR/36/	O027.	RAP INPUT DOCUMENTS (INFORMATION RETAINED BY RETIREMENT AND PENSION SYSTEMS) RECORD TYPES: A-SUMMARY COUNT BY RECORD/TRANSACTION TYPE	TO+2	TO+2		N	N	N	

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/CTR/36/	O028.	B-PENSION BATCH CONTROL FORM C-PAYROLL CHANGE DOCUMENT-GEN. 43P D-PAYROLL YTD CHANGE FORM-GEN. 43R RAP REGISTER (INFORMATION RETAINED BY RETIREMENT AND PENSION SYSTEMS; C"" IS RETAINED BY GEN...") RECORD TYPES: A-CANCELLED CHECKS & ADJUSTMENTS-144 B-PAYROLL/REIMBURSEMENT RECAPITULATION-5009 C-RETIREMENT OR PENSION REGISTER	TO+2	TO+2		N	N	N	
/CTR/36/	O029.	RAP SOCIAL SECURITY NUMBER ROSTER (INFORMATION RETAINED BY RETIREMENT AND PENSION SYSTEMS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/36/	O030.	REPORT OF ADJUSTMENTS TO PAYROLL MASTER FILE RECORD TYPES: Confidential	TO+2	TO+2		N	N	Y	
/CTR/36/	O031.	REPORT OF EMPLOYEES RETIREMENT CONTRIBUTIONS RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/36/	O033.	RETURNED WAGE & TAX STATEMENTS (W2) (INFORMATION RETAINED ON YEARLY EARNINGS ALPHABETICAL LISTING) FORM: W2 RECORD TYPES: Confidential	TO+4	TO+4		N	N	Y	
/CTR/36/	O034.	SICK LEAVE RECORD (ANNUAL) (USED FOR LAWSUITS) RECORD TYPES:	TO+2	TO+10		N	N	N	

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/CTR/36/	O035.	SOCIAL SECURITY LISTING (YEAR-END) RECORD TYPES: Confidential	TO+4	TO+4			N	N	Y				
/CTR/36/	O037.	UNEMPLOYMENT INSURANCE TAXABLE WAGES REPORT RECORD TYPES: Confidential	TO+2	TO+2			N	N	Y				
/CTR/36/	O038.	WAGE AND TAX STATEMENT (W-2) (INFO RETAINED ON YEARLY EARNINGS ALPHA LISTING) FORM: W-2 RECORD TYPES: Confidential	TO+2	TO+2			N	N	Y				
/CTR/36/	O039.	W-2 PROCESSING RECORD TYPES: A-REPORT OF SPECIAL W-2 CORRECTIONS B-TAPE RECORDS C-TAX TAPES D-YEARLY EARNINGS	TO+2	TO+2			N	N	N				
/CTR/36/	O040.	YEARLY EARNINGS ALPHA LISTING (USED FOR LAWSUITS) RECORD TYPES: Confidential	TO+4	TO+10			N	N	Y				
/CTR/36/	O041.	PAYROLL DIRECT DEPOSIT REPORT (TRANSFERRED FROM CTR-44) RECORD TYPES:	TO+1	TO+10			N	N	N				

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/CTR/36/	O042.	PAYROLL REIMBURSEMENT REGISTER (TRANSFERRED FROM CTR-44) RECORD TYPES:	TO+1	TO+10		N	N	N
/CTR/36/	O043.	RETIREMENT DIRECT DEPOSIT REGISTER SHEET (TRANSFERRED FROM CTR-44) RECORD TYPES:	TO+1	TO+10		N	N	N
/CTR/36/	O046.	W & P PAYROLL (TRANSFERRED FROM CTR-44) RECORD TYPES:	TO+1	TO+10		N	N	N
/CTR/36/	O047.	RETIREMENT OR PENSION PAYROLL REGISTER (TRANSFERRED FROM CTR-44) RECORD TYPES:	TO+1	TO+10		N	N	N
/CTR/36/	O048.	MASTER FLAGS AND ERRORS RECORD TYPES: A-MOU AUDIT ERRORS B-RETIREMENT & AGENCY CORRECTIONS	TO+2	TO+2		N	N	N
/CTR/36/	O049.	MEMORANDUM OF DATA PROCESSING PROBLEMS CHANGE ORDER RECORD TYPES:	TO+3	TO+3		N	N	N
/CTR/36/	O050.	MEMORANDUM OF UNDERSTANDING (MOU) CHANGES RECORD TYPES:	TO+2	TO+2		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CONTROLLER/PAYROLL CONTROL
/CTR/36/

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
/CTR/36/	O051.	ORDINANCES (SALARY INCREASES) RECORD TYPES: A-INDEX TO ORDINANCES B-MOU NUMBER LIST	TO+3	TO+3		N	N	N	
/CTR/36/	O052.	RECAP OF UNION SPONSORED OPTICAL, DENTAL & LIFE INS PROGRAMS RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/36/	O053.	REGISTER (SYSOUT 6) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/36/	O054.	RETROACTIVE REPORT FOR DEPARTMENTS RECORD TYPES:	TO+1	TO+2		N	N	N	
/CTR/36/	O055.	UNION SPONSORED OPTICAL PRGM & SUPPLEMENTAL DENTAL PROGRAM RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/36/	O056.	UPDATE TRANSACTION LIST RECORD TYPES:	TO+1	TO+2		N	N	N	

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Records of: CONTROLLER/PAYROLL CONTROL

/CTR/36/

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			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CONTROLLER/PAYROLL DEDUCTION
/CTR/37/

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	
/CTR/37/	O	ORIGINAL RECORDS								
/CTR/37/	O001.	AUTHORIZATION FOR PAYROLL DEDUCTION CARDS (TRANSFER TO CANCELLED CARD FILE) RECORD TYPES:	TE	TE		N	N	N		
/CTR/37/	O002.	AUTHORIZED ORGANIZATIONS FOR PAYROLL DEDUCTION RECORD TYPES: A-CORRESPONDENCE	TE+2	TE+2		N	N	N		
/CTR/37/	O003.	CANCELLED PAYROLL DEDUCTION CARDS RECORD TYPES:	TO+2	TO+5		N	N	N		
/CTR/37/	O004.	DEDUCTION CODE RECAP REPORT RECORD TYPES: Confidential	TO+2	TO+2		N	N	Y		
/CTR/37/	O005.	PAYROLL REPORTS RECORD TYPES: Confidential	TO+2	TO+2		N	N	Y		
/CTR/37/	O006.	PENSION AND RETIREMENT VOLUNTARY DEDUCTION REPORTS RECORD TYPES: Confidential	TO+2	TO+2		N	N	Y		

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Records of: CONTROLLER/PAYROLL DEDUCTION

/CTR/37/

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	
		A-ADDRESS CHANGE B-ALPHA DEDUCTION SPREAD C-DEDUCTION CHECKS BALANCE SHEET D-DEDUCTION LISTING SUMMARY BY CODE AND CONTROLLERS FUND E-EDIT ERROR REPORT F-HEALTH INSURANCE & SUBSIDY LISTING G-NAME CHANGES H-OUTSTANDING DEDUCTIONS I-PAYROLL/REIMBURSEMENT RECAP-5009 J-PRELIMINARY LISTING OF FORM 43P AND R K-RECAP OF PENSION & RETIREMENT MEMBERS PAYROLL DEDUCTIONS L-RECORDS OF CANCEL CHECKS AND ADJUSTMENTS-144								
/CTR/37/	O007.	REPORT OF HEALTH DEDUCTIONS (TOTAL SHEETS ONLY) RECORD TYPES: Confidential	TO+2	TO+2		N	N	Y		
/CTR/37/	O008.	REPORT OF OUTSTANDING DEDUCTIONS RECORD TYPES: Confidential	TO+2	TO+2		N	N	Y		
/CTR/37/	O009.	REPORT OF VOLUNTARY DEDUCTIONS (TOTAL SHEETS ONLY) RECORD TYPES: Confidential	TO+2	TO+2		N	N	Y		
/CTR/37/	O010.	SCHEDULE SHOWING CHANGES OF AUTHORIZED PAYROLL DEDUCTIONS (130) FORM: 130 RECORD TYPES: A-HEALTH DEDUCTION CHANGE SHEETS	TO+1	TO+2		N	N	N		
/CTR/37/	O011.	VOLUNTARY DEDUCTION REPORTS RECORD TYPES: A-AGENCY FEE DEDUCTION CODE LISTINGS BY MOU NUMBER	TO+1	TO+2		N	N	N		

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Records of: CONTROLLER/PAYROLL DEDUCTION

/CTR/37/

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			Office	Total	Code	V	H	C	L
		B-CORRESPONDENCE							
		C-DEDUCTION CODE RECAP							
		D-HEALTH DEDUCTION REPORT OF EMPLOYEE CHANGING MOU'S							
		E-PAYROLL DEDUCTION RECAP-U-03.5							
		F-PAYROLL/REIMBURSEMENT RECAPITULATION-5009							
		G-PAYROLL REPORT							
		H-RECAP OF HEALTH DEDUCTION REPORTS							
		I-REPORT OF HEALTH DEDUCTIONS							
		J-REPORT OF OUTSTANDING DEDUCTIONS							
		K-REPORT OF VOLUNTARY DEDUCTIONS							
		L-RETURN FROM LEAVE REPORT							
		M-TERM AND LEAVE REPORT							
		N-UPDATE DEDUCTION ERROR REPORT							

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Departmental Records Disposition Schedule
Original Records

Records of: CONTROLLER/GENERAL ACCOUNTING
/CTR/41/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/CTR/41/	O	ORIGINAL RECORDS								
/CTR/41/	O001.	ANNUAL & FISCAL YEAR WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N		
/CTR/41/	O002.	ANNUAL REPORT OF FINANCIAL TRANSACTIONS (ORIGINAL SENT TO STATE CONTROLLER) RECORD TYPES: A-CORRESPONDENCE B-FINANCIAL STATEMENTS C-WORKING PAPERS	TO+3	TO+10		N	N	N		
/CTR/41/	O003.	ANNUAL STREET REPORT (ORIGINAL SENT TO STATE CONTROLLER) RECORD TYPES: A-CORRESPONDENCE B-FINANCIAL STATEMENTS C-WORKING PAPERS	TO+3	TO+10		N	N	N		
/CTR/41/	O004.	BONDS AND COUPONS RECORD TYPES: A-INNER DEPARTMENT RECEIPT-T-90	TO+10	TO+10		N	N	N		
/CTR/41/	O006.	BUDGET (ADOPTED) PUBLICATION (TRANSFER 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/CTR/41/	O007.	CASH DEPOSITS RECORD TYPES:	TO+5	TO+10		N	N	N		

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Original Records

Records of: CONTROLLER/GENERAL ACCOUNTING

/CTR/41/

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			Office	Total	Code	V	H	C	L
		A-COMPUTER PRINTOUTS B-DEPOSIT CERTIFICATE-GEN. 2							
/CTR/41/	O008.	CITY WIDE EQUIPMENT INVENTORY EDIT UPDATE RECORD TYPES: A-BATCH CONTROL SHEET B-EQUIPMENT INVENTORY INPUT WORKSHEET-GEN. 11	TO+2	TO+5		N	N	N	
/CTR/41/	O009.	CLASS CODE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/41/	O010.	CONTROLLER'S ANNUAL REPORT (TRANSFER 4 COPIES TO CITY ATTORNEY) RECORD TYPES: Historical	PE	PE		N	Y	N	
/CTR/41/	O011.	CONTROLLER'S PRELIMINARY FINANCIAL REPORT (TRANSFER 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N	
/CTR/41/	O012.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/CTR/41/	O013.	DATA PROCESSING CHANGE ORDER FOR CITY-WIDE EQUIPMENT ... RECORD TYPES: A-COMPUTER PRINTOUTS	TO+2	TO+5		N	N	N	

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/CTR/41/

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			Office	Total	Code	V	H	C	L
/CTR/41/	O015.	EQUIPMENT TRANSFER ADVICE (GEN. 116) FORM: GEN. 116 RECORD TYPES: A-BATCH CONTROL SHEET	TO+2	TO+5		N	N	N	
/CTR/41/	O017.	GENERAL LEDGER (143) (TRANSFER TO CITY ARCHIVES) FORM: 143 RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/CTR/41/	O018.	HARBOR DEPARTMENT PURCHASE BONDS RECORD TYPES: A-CORRESPONDENCE B-REPORT OF BONDS & COUPONS PAID-T-195 C-WORKING PAPERS	TO	TO+10		N	N	N	
/CTR/41/	O020.	JOURNAL VOUCHERS RECORD TYPES: A-CORRECTION MEMORANDUM-CONTR. 102 B-CORRESPONDENCE C-GENERAL LEDGER JOURNAL VOUCHER-19 D-MEMO OF ADJUSTMENT-CONTR. 102A E-WORKING PAPERS	TO+10	TO+20		N	N	N	
/CTR/41/	O021.	LAFD APPARATUS INFORMATION SYSTEM RECORD TYPES:	TO+2	TO+5		N	N	N	
/CTR/41/	O022.	LAFD QUARTERLY EQUIPMENT INVENTORY (FIELD INVENTORY) RECORD TYPES:	TO+2	TO+5		N	N	N	

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Records of: CONTROLLER/GENERAL ACCOUNTING

/CTR/41/

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			Office	Total	Code	V	H	C	L
/CTR/41/	O023.	LAFD WAREHOUSE INVENTORY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/41/	O024.	MONTHLY FINANCIAL STATEMENTS RECORD TYPES: A-CASH CONDITION OF FUNDS B-COMPARATIVE STATEMENT OF RECEIPTS C-PERMANENT IMPROVEMENT D-RESERVE FUND E-SEWER CONSTRUCTION AND MAINTENANCE FUND F-SPECIAL GAS TAX FUND G-SUBVENTION & GRANT FUNDS H-TRAFFIC SAFETY FUND I-UNAPPROPRIATED BALANCE F-SPECIAL GAS TAX FUND	TO+10	TO+10		N	N	N	
/CTR/41/	O025.	MONTHLY FINANCIAL STATEMENT WORKING PAPERS RECORD TYPES: A-COMPARATIVE STATEMENT OF RECEIPTS B-FINANCIAL STATEMENTS C-WORKING PAPERS	TO+10	TO+10		N	N	N	
/CTR/41/	O026.	PROPERTY TAX RATE WORKING PAPERS RECORD TYPES: A-CORRESPONDENCE B-COUNCIL LETTERS C-ORDINANCES D-WORKING PAPERS	TO+10	TO+20		N	N	N	
/CTR/41/	O028.	RECONCILIATION & CERTIFICATION OF INVENTORY VALUE RECORD TYPES:	TO+2	TO+5		N	N	N	
/CTR/41/	O029.	REPORT BY DECAL (EQUIPMENT INVENTORY) RECORD TYPES:	TO+2	TO+5		N	N	N	

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/CTR/41/

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			Office	Total	Code	V	H	C	L
/CTR/41/	O030.	REPORT BY SEQUENCE NO. (EQUIP. INVENTORY) RECORD TYPES:	TO+2	TO+5		N	N	N	
/CTR/41/	O031.	RESERVE FUND LOAN LEDGER RECORD TYPES:	CL	CL+10		N	N	N	
/CTR/41/	O033.	SPORTS ARENA PURCHASE BONDS RECORD TYPES: A-CORRESPONDENCE B-REPORT OF BONDS & COUPONS PAID-T-195 C-WORKING PAPERS	TO+10	TO+10		N	N	N	
/CTR/41/	O034.	CONTROLLER'S ANNUAL REPORT RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/CTR/41/	O035.	TRIAL BALANCE BY ACCOUNT DISTRIBUTION RECORD TYPES:	TO+5	TO+5		N	N	N	
/CTR/41/	O036.	SUMMARY TRIAL BALANCE BY ACCTG. DIST. WITHIN FUND RECORD TYPES:	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L
/CTR/41/	O037.	SUMMARY TRIAL BALANCE BY ACCTG. DIST. BY FUND RECORD TYPES:	TO+5	TO+20		N	N	N	
/CTR/41/	O038.	BALANCE SHEET RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/41/	O039.	STATEMENT OF REVENUE EXPENSE RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/41/	O040.	FUND RECEIPT LEDGER - DETAIL RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/41/	O041.	FUND RECEIPTS LEDGER - SUMMARY RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/41/	O042.	MICLA RECORD TYPES: A. BANK STATEMENTS B. STATEMENT OF CONDITION	CL+10	CL+10	DO				

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Records of: CONTROLLER/CHECK RECONCILIATION
/CTR/44/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/CTR/44/	O	ORIGINAL RECORDS								
/CTR/44/	O001.	ALTERED CHECK FILE RECORD TYPES: A-COPY OF CHECK B-CORRESPONDENCE C-REMITTANCE ADVICE-5042-A	TO+5	TO+5		N	N	N		
/CTR/44/	O002.	CANCELLED CHECK LETTERS RECORD TYPES:	TO+1	TO+5		N	N	N		
/CTR/44/	O003.	CANCELLED CHECKS RECORD TYPES:	TO+2	TO+4		N	N	N		
/CTR/44/	O004.	CASHIER VOUCHERS (WATER & POWER) (RECORD SERIES TRANSFERRED TO CTR-45) RECORD TYPES:	TO+10	TO+10		N	N	N		
/CTR/44/	O005.	DEMANDS (CHECK RECONCILIATION UPDATE OF CHECKS ...) (5038) FORM: 5038 RECORD TYPES: A-ADJUSTMENTS TO DEMANDS ISSUED-CONT. 39 B-BATCH REPORT C-CHECKS PAID D-CLEARING HOUSE & TREASURY CHECK RECEIPT-T-18 E-DAILY CASH LIST FOR '360' F-DAILY CHECK LIST FOR PROCESSING-R-04 G-INPUT TAPES (CONTROL COUNT)	TO+3	TO+3		N	N	N		

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			Office	Total	Code		V	H	C	L
/CTR/44/	O006.	F-DAILY CHECK LIST FOR PROCESSING-R-04 DEMANDS (CHECKS PAID LISTING) (5038) (MICROFICHE RETAINED IN OFFICE EFFECTIVE APRIL 1981) FORM: 5038 RECORD TYPES:	SU	SU			N	N	N	
/CTR/44/	O007.	DEMANDS (DEMANDS ISSUED) (5038) (INFORMATION TRANSFERRED TO RESERVE FUND AFTER TWO YEARS) FORM: 5038 RECORD TYPES: A-ACCOUNTS PAYABLE CHECK REGISTER B-CHECK RECONCILIATION RECAP SHEET C-DAILY CHECK REGISTER FOR TYPE 2 CHKS-(WORKERS COMPENSATION) D-EMERGENCY CHECK REQUEST-D-07 E-GENERAL DEMANDS - PAYEE F-GENERAL DISBURSEMENT FUND ERROR MESSAGES G-PAYROLL/REIMBURSEMENT RECAPITULATION-5009 H-RECAPITULATION OF PAYROLL TIME VOUCHERS I-SUPPLEMENTAL DEMANDS ISSUED-CONT. 38	TO+5	TO+20			N	N	N	
/CTR/44/	O008.	DEMANDS (OUTSTANDING FILE LISTING) (5038) (INFORMATION TRANSFERRED TO RESERVE FUND AFTER TWO YEARS) FORM: 5038 RECORD TYPES:	TO+2	TO+2			N	N	N	
/CTR/44/	O009.	DUPLICATE CHECK REGISTER RECORD TYPES:	TO+20	TO+20			N	N	N	
/CTR/44/	O010.	FORGED CHECK FILE RECORD TYPES: A-AFFIDAVIT B-COPY OF CHECK C-CORRESPONDENCE D-REMITTANCE ADVICE-5042-A	TO+5	TO+5			N	N	N	
/CTR/44/	O011.	GENERAL LEDGER JOURNAL VOUCHER (CONT. 19A)	PE	PE			N	N	N	

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		(RESERVE FUND CHECK LISTING) FORM: CONT. 19A RECORD TYPES: A-DEMAND (ADJUSTMENTS)										
/CTR/44/	O012.	IBM CARDS (CHECKS IN RESERVE FUND) RECORD TYPES:	PE	PE			N	N	N			
/CTR/44/	O013.	PAYROLL DIRECT DEPOSIT REPORT (RECORD SERIES TRANSFERRED TO CTR-36) RECORD TYPES:	TO+1	TO+10			N	N	N			
/CTR/44/	O014.	PAYROLL REIMBURSEMENT REGISTER (5035) (RECORDS SERIES TRANSFERRED TO CTR-36) FORM: 5035 RECORD TYPES: A-EMERGENCY CHECK REQUEST-D-07 B-PAYROLL & REIMBURSEMENTS CERTIFICATION, AUTHENTICATION...-71 C-PAYROLL/REIMBURSEMENT RECAPITULATION-5009	TO+1	TO+10			N	N	N			
/CTR/44/	O015.	REGISTER OF RETURNED CHECKS (CONT. 10) FORM: CONT. 10 RECORD TYPES:	TO+2	TO+5			N	N	N			
/CTR/44/	O016.	RELEASE STOP PAYMENT LETTERS RECORD TYPES:	TO+5	TO+5			N	N	N			
/CTR/44/	O017.	REMAKE CHECKS (CROSS REFERENCE FILE) RECORD TYPES:	TO+20	TO+20			N	N	N			
/CTR/44/	O018.	RETIREMENT DIRECT DEPOSIT REGISTER SHEET (RECORD SERIES TRANSFERRED TO CTR-36) RECORD TYPES: A-ONE TIME CANCELLATIONS	TO+1	TO+10			N	N	N			

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			Office	Total	Code	V	H	C	L
/CTR/44/	O019.	RETIREMENT OR PENSION PAYROLL REGISTER (RECORD SERIES TRANSFERRED TO CTR-36) RECORD TYPES: A-CANCELLED CHECKS AND ADJUSTMENTS B-PAYROLL/REIMBURSEMENT RECAPITULATION-5009	TO+1	TO+10		N	N	N	
/CTR/44/	O020.	RETURNED CHECKS (VOIDED AFTER TWO YEARS AND FILED WITH CANCELLED CHECKS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/44/	O021.	STOP PAYMENT LETTERS RECORD TYPES:	TO+5	TO+5		N	N	N	
/CTR/44/	O022.	TIME VOUCHER TRANSMITTALS (W & P) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/44/	O023.	WARRANT (PAID CHECKS) RECORD TYPES:	TO+3	TO+10		N	N	N	
/CTR/44/	O024.	WARRANTS PAID REPORT (MICROFICHE) (SAME AS DEMANDS (CHECKS PAID LISTING)) RECORD TYPES:	TO+10	TO+20		N	N	N	
/CTR/44/	O025.	WATER & POWER EMPLOYEES RETIREMENT FUND BENEFIT ROLL (2208) (RECORD SERIES TRANSFERRED TO CTR-36) FORM: 2208 RECORD TYPES:	TO+1	TO+10		N	N	N	

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/CTR/44/	O026.	A-PAYROLL B-PAYROLL RECAPITULATION C-WATER & POWER EMPLOYEES DEATH DISABILITY FUND-3074 D-WATER & POWER EMPLOYEES DISABILITY FUND BENEFIT ROLL-2524 WATER AND POWER PAYROLL (RECORD SERIES TRANSFERRED TO CTR-36) RECORD TYPES: A-PAYROLL RECAPITULATION	TO+1	TO+10		N	N	N		

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/CTR/45/	O	ORIGINAL RECORDS								
/CTR/45/	O001.	ALLOCATION LEDGER RECORD TYPES:	TO+7	TO+7		N	N	N		
/CTR/45/	O002.	APPROPRIATION LEDGER (LEVEL 5 SUMMARY & RECONCILIATION) RECORD TYPES:	TO+5	TO+20		N	N	N		
/CTR/45/	O004.	AUTHORITIES FOR EXPENDITURE REGISTER (CONT 54) FORM: CONT 54 RECORD TYPES:	TO+5	TO+20		N	N	N		
/CTR/45/	O005.	CASH TRANSFER VOUCHER (W & P) (AC 355) FORM: AC 355 RECORD TYPES:	TO+2	TO+7		N	N	N		
/CTR/45/	O006.	CONTRACTS CARDS RECORD TYPES:	CL+2	CL+2		N	N	N		
/CTR/45/	O007.	CORRESPONDENCE (FUND TRANSACTIONS) RECORD TYPES:	CL+7	CL+7		N	N	N		

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			Office	Total	Code	V	H	C	L
/CTR/45/	O008.	A-CORRESPONDENCE B-COUNCIL ACTIONS C-ORDINANCES & BOARD ORDERS D-RESOLUTIONS DAILY BATCH CONTROL WORKSHEET RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O009.	DAILY FUND LEDGER CREDIT BALANCES (WORKSHEETS) RECORD TYPES:	TO+3	TO+5		N	N	N	
/CTR/45/	O010.	DEMAND TRANSMITTAL (W & P) RECORD TYPES:	TO+2	TO+7		N	N	N	
/CTR/45/	O012.	CASH RECEIPT (FORM GEN.4) FORM: FORM GEN.4 RECORD TYPES:	TO+2	TO+5		N	N	N	
/CTR/45/	O013.	ENCUMBRANCE ADJUSTMENT (GEN. 36) FORM: GEN. 36 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O014.	EXPENDITURE PROGRAM (CAO 20) FORM: CAO 20 RECORD TYPES:	TO+2	TO+2		N	N	N	

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/CTR/45/	0015.	EXPENDITURE PROGRAM CUMULATIVE STATUS REPORT (CAO 21) FORM: CAO 21 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	0016.	EXPENDITURE REPORT (SUBACCOUNTS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	0017.	FUND BOOKS RECORD TYPES: A-BALLOTS B-CORRESPONDENCE C-COUNCIL LETTERS D-ORDINANCES E-RESOLUTIONS	PE	PE		N	N	N	
/CTR/45/	0018.	FUND LEDGER & DEMAND REGISTER (FUND LEDGER) RECORD TYPES:	CL+5	CL+20		N	N	N	
/CTR/45/	0020.	GENERAL FUND RECEIPTS (DAILY) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	0021.	GENERAL FUND RECEIPTS (MONTHLY) (5025) FORM: 5025 RECORD TYPES:	TO+5	TO+20		N	N	N	

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/CTR/45/	O024.	INTERDEPARTMENTAL ORDER (GEN. 34) FORM: GEN. 34 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O025.	INTERDEPARTMENTAL ORDER REGISTER (CONT. 55) FORM: CONT. 55 RECORD TYPES:	TO+5	TO+20		N	N	N	
/CTR/45/	O026.	INTERNAL TRANSFER VOUCHER (W & P) (RP 225) FORM: RP 225 RECORD TYPES:	TO+2	TO+7		N	N	N	
/CTR/45/	O029.	PAYMENT OF JOURNAL VOUCHERS RECORD TYPES: A-APPROPRIATION BATCH TOTALS B-CITY STORES INVOICE C-INVOICE (PRINTING SERVICES)	TO+5	TO+5		N	N	N	
/CTR/45/	O031.	PURCHASE ORDER TRANSMITTAL (FMIS 41AP-) FORM: FMIS 41AP- RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O033.	REQUEST TO ENCUMBER FUNDS (LEASES AND CONTRACTS) (GEN. 106) FORM: GEN. 106 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O035.	SPECIAL GAS TAX (USED FOR LAWSUITS) RECORD TYPES:	TO+10	TO+10		N	N	N	

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		A-COUNCIL ACTIONS B-MEMORANDUMS C-REPORTS								
/CTR/45/	O036.	SS RUN (YR-START COMPUTER OUTPUT) RECORD TYPES:	TO+10	TO+10		N	N	N		
/CTR/45/	O037.	STATEMENT OF CONDITION OF APPROPRIATION (YEARLY) RECORD TYPES:	CL+5	CL+20		N	N	N		
/CTR/45/	O038.	TRAVEL AUTHORITY (GEN. 71) FORM: GEN. 71 RECORD TYPES:	TO+2	TO+2		N	N	N		
/CTR/45/	O039.	TREASURER'S WARRANT PAID REPORT RECORD TYPES:	TO+3	TO+3		N	N	N		
/CTR/45/	O040.	UNAPPROPRATED BALANCE (USED FOR LAWSUITS) RECORD TYPES: A-COUNCIL ACTIONS	TO+4	TO+10		N	N	N		
/CTR/45/	O041.	VOUCHER WITHOUT DEMAND (MONTHLY REPORT) RECORD TYPES:	TO+2	TO+2		N	N	N		

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/CTR/45/	O042.	EXPENDITURE CORRECTION (FORM GEN.) FORM: FORM GEN. RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O043.	STATEMENT OF COND. OF APPROPRIATION (RECAP) RECORD TYPES:	SU	SU		N	N	N	
/CTR/45/	O044.	STATEMENT OF COND. OF APPROPRIATION (RECAP) (MICROFICHE) RECORD TYPES:	TO+5	TO+10		N	N	N	
/CTR/45/	O045.	STATEMENT OF COND. OF APPROPRIATION (DETAIL) RECORD TYPES:	SU	SU		N	N	N	
/CTR/45/	O046.	STATEMENT OF COND. OF APPROPRIATION (DETAIL) (MICROFICHE) RECORD TYPES:	TO+5	TO+10		N	N	N	
/CTR/45/	O048.	ALLOTMENT RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O049.	APPROPRIATION (FORM CAO 2)	TO+3	TO+3		N	N	N	

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		FORM: FORM CAO 2 RECORD TYPES:											
/CTR/45/	O050.	GENERAL ENCUMBRANCE FORM RECORD TYPES:	TO+3	TO+3			N	N	N				
/CTR/45/	O051.	TRANSFER OF APPROPRIATION (FORM GEN.) FORM: FORM GEN. RECORD TYPES:	TO+3	TO+3			N	N	N				
/CTR/45/	O052.	INTERNAL VOUCHER RECORD TYPES:	TO+5	TO+5			N	N	N				
/CTR/45/	O053.	JOURNAL VOUCHERS RECORD TYPES:	TO+5	TO+5			N	N	N				
/CTR/45/	O054.	REVENUE BUDGET (FORM CAO 2) FORM: FORM CAO 2 RECORD TYPES:	TO+3	TO+3			N	N	N				
/CTR/45/	O056.	FUND RECEIPTS LEDGER (FMIS04AP) (MICROFICHE) FORM: FMIS04AP RECORD TYPES:	TO+5	TO+10			N	N	N				

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/CTR/45/	O057.	TRIAL BALANCE BY ACCOUNTING DISTRIBUTION (GFSA611) (MICROFICHE) FORM: GFSA611 RECORD TYPES:	TO+5	TO+10		N	N	N	
/CTR/45/	O058.	SUMMARY TRIAL BALANCE BY ACCOUNTING DISTRIBUTION (GFSA613) (MICROFICHE) FORM: GFSA613 RECORD TYPES:	TO+5	TO+10		N	N	N	
/CTR/45/	O059.	SUMMARY TRIAL BALANCE BY FUND (GFSA614) (MICROFICHE) FORM: GFSA614 RECORD TYPES:	TO+5	TO+10		N	N	N	
/CTR/45/	O061.	BALANCE SHEET ACCT/EXPEND STATUS (FMIS67AP) FORM: FMIS67AP RECORD TYPES: A-EXPENDITURE PGM CUMMULATIVE STATUS RPT B-STATUS OF BUDGET EXPENDITURE PLAN C-EXPENDITURE PGM. CUMMULATIVE STATUS RPT.SUMMRY D-PROJECT REVENUE & COMMITMENT REPORT E-MONTHLY SALARY EXPEND. RPT TMIS/09A	TO+2	TO+2		N	N	N	
/CTR/45/	O063.	AGED OPEN PURCHASE ORDER (GSA641) FORM: GSA641 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O064.	AGED OPEN PAYMENT VOUCHER (GSA651) FORM: GSA651 RECORD TYPES:	TO+2	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: CONTROLLER/FUND & APPROPRIATION
/CTR/45/

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
/CTR/45/	O065.	AGED OPEN PURCHASE REQUISITION (GFSA661) FORM: GFSA661 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O066.	SCHEDULE FUND OF CASH BALANCE (GFSCASH) FORM: GFSCASH RECORD TYPES: A-RUN TIME STATISTICS GFSC B-RUN TIME STATISTICS GFSDS C-RUN TIME STATISTICS GFSL	TO+2	TO+2		N	N	N	
/CTR/45/	O067.	FIXED ASSETS EQUIPMENT REPORT (GFSFAR) FORM: GFSFAR RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O068.	EXPENDITURE REPORT CURRENT & PRIOR YEAR (FMIS80AP) FORM: FMIS80AP RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O069.	RECAP OF EXPENDITURE CURRENT & PRIOR YEAR (FMIS84AP) FORM: FMIS84AP RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O070.	UNRESERVED & UNDESIGNATED ANALYSIS OF FUND BALANCE (FMIS114A) FORM: FMIS114A RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O071.	PURCHASE ORDER OVERDUE NOTICE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O072.	DAILY CASH ACCOUNT BALANCE REPORT (FMIS42AP) FORM: FMIS42AP RECORD TYPES:	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L		
/CTR/45/	O073.	LIST OF CLOSED FUNDS FROM GFSNY (FMIS180A) FORM: FMIS180A RECORD TYPES:	TO+2	TO+5				N	N	N	
/CTR/45/	O074.	LISTING OF YEAR-START CLSLED-YTD RECORDS (FMIS78AP) FORM: FMIS78AP RECORD TYPES:	TO+2	TO+2				N	N	N	
/CTR/45/	O075.	COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS (FMIS136A) FORM: FMIS136A RECORD TYPES:	TO+2	TO+2				N	N	N	
/CTR/45/	O076.	EXPENDITURE RECAP BY OBJECT, CURRENT & PRIOR YEAR (FMIS121A) FORM: FMIS121A RECORD TYPES:	TO+2	TO+2				N	N	N	
/CTR/45/	O077.	WARRANTS CANCELLATION (FORM GEN 5) FORM: FORM GEN 5 RECORD TYPES:	TO+2	TO+2				N	N	N	
/CTR/45/	O078.	CAO EXPEND.PGM-TO SET BUDGET FOR GEN.FD,R&P,LIB RECORD TYPES:	TO+2	TO+2				N	N	N	
/CTR/45/	O079.	BDGT ALLOC./ADDTL APPROPRIATION - GEN. FD RECORD TYPES:	TO+2	TO+2				N	N	N	
/CTR/45/	O080.	REVERSION WKSHEET TO RESERVE & OTHER FUNDS RECORD TYPES:	TO+3	TO+3				N	N	N	

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Records of: CONTROLLER/FUND & APPROPRIATION

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			Office	Total	Code	V	H	C	L
/CTR/45/	O081.	BDGT ALLOC. WKSHEET - TO/FROM GEN. FD RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O082.	YEAR-END CASH RECONCIL. WKSHEET - GEN. FD RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O083.	YEAR-END FOCUS REPORTS (NUMEROUS) RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O084.	YEAR-END REVERSION WKSHEET - GEN.FD ((BY DEPARTMENT)) RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O085.	ANALYSIS OF APRTYPE FOR FUND (FOCUS-PROJ.OFCE) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O086.	RECONCIL. OF INTERFUND OPERATING TRANSFER RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O087.	CAPITAL IMPROVEMENT REVERSIONS RECORD TYPES:	TO+3	TO+3		N	N	N	

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			Office	Total	Code	V	H	C	L
/CTR/45/	O088.	COUNCIL FILES RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O089.	DEFERRED ALLOCATION WORKSHEET RECORD TYPES:	TO+3	TO+5		N	N	N	
/CTR/45/	O090.	INTERFACE PROGRAM: MMS PURCHASE ORDERS RECORD TYPES: A-NEW PURCHASE ORDER TRANSMITTAL-P100065E-P1 B-MMS CONTROL FILE EDIT REPORT-FMIS41AP-01 C-INTERFACE UPDATE REPORT-FMIS41AP-02	TO+2	TO+2		N	N	N	
/CTR/45/	O091.	INTERFACE PROGRAM: MMS PURCHASE REQUIS. RECORD TYPES: A-MMS/FMIS REQUISITION INTERFACE-P740297H-P1 B-REQ. CONTROL FILE EDIT REPORT-FMIS41AP-01 C-REQ INTERFACE UPDATE REPORT-FMIS41AP-02	TO+2	TO+2		N	N	N	
/CTR/45/	O092.	INTERFACE PROGRAM: CLEAN WATER SYSTEM RECORD TYPES: A-CWS INTERFACE UPDATE REPORT-FMIS41AP-02 B-SUMMARY OF CHG GENERATED CV & WC DOCUMENTS-L-623	TO+2	TO+2		N	N	N	
/CTR/45/	O093.	INTERFACE PROGRAM: PAYROLL RECORD TYPES: A-PAYROLL INTERFACE REPORT-FMIS87AP-01 B-PAYROLL INTERFACE DOCUMENT-FMIS87AP-02	TO+2	TO+2		N	N	N	

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Records of: CONTROLLER/FUND & APPROPRIATION
/CTR/45/

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
/CTR/45/	O094.	PAYROLL RECAP (DWP) RECORD TYPES: A-WATER & POWER EMPLOYEES PAYROLL-FORM 2524	TO+5	TO+5		N	N	N	
/CTR/45/	O095.	BATCH CONTROL LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/CTR/45/	O096.	JOURNAL VOUCHER CONTRO LOG RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O097.	WORK REQUEST RECORD TYPES:	TO+3	TO+3		N	N	N	
/CTR/45/	O098.	CORRESPONDENCES RECORD TYPES:	TO+2	TO+5		N	N	N	

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Records of: CONTROLLER/AUDITING
/CTR/46/

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	
/CTR/46/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:								DO
/CTR/46/	O001.	AUDIT WORK PAPERS FORM NO: RECORD TYPES: A. Permanent Files B. Other Work Paper Files Govt. Code 34090	PE	PE						DO
/CTR/46/	O002.	INVOICE BLANK CHECK ANALYSIS FORM NO: RECORD TYPES: Govt. Code 34090	TO+5	TO+5						DO
/CTR/46/	O003.	PAYROLL OBSERVANCES FORM NO: RECORD TYPES: Govt. Code 34090	TO+5	TO+5						DO
/CTR/46/	O004.	OTHERS (CORRESPONDENCE, LOSS REPORTS, ETC.) FORM NO: RECORD TYPES: Govt. Code 34090	TO+5	TO+5						DO

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Records of: CONTROLLER/ADMINISTRATION
/CTR/10/

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
/CTR/10/	D	DUPLICATE RECORD SERIES			
/CTR/10/	D001.	CITY ATTORNEY OPINIONS (CITY ATTORNEY) RECORD TYPES:	SU		N N N
/CTR/10/	D002.	PUBL'CONS & REF. RECV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/CTR/10/	D003.	INTER/INTRA DEPT'AL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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Records of: CONTROLLER/PAYMASTER
/CTR/12/

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			
/CTR/12/	D	DUPLICATE RECORD SERIES						
/CTR/12/	D001.	ADDRESS ROSTER IN ALPHA (CONTROLLER PAYROLL) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/12/	D002.	ADDRESS ROSTER S.S. NO. SEQUENCE (CONTROLLER PAYROLL; TRANSFER SUPERSEDED COPY TO PAYROLL) RECORD TYPES:	SU		N	N	N	
/CTR/12/	D003.	ALPHA TAX & ADDRESS LIST (RETIREMENT AND PENSION SYSTEMS) (CONTROLLER PAYROLL) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/12/	D004.	NAME ADDRESS RECORDS (W & P) (DEPARTMENT OF WATER & POWER) RECORD TYPES:	TO+0/03		N	N	N	
/CTR/12/	D005.	PAYROLL/REIMBURSEMENT REGISTER (5035) (CONTROLLER PAYROLL) FORM: 5035 RECORD TYPES:	TO+2		N	N	N	
/CTR/12/	D006.	TERM AND LEAVE REPORT (CONTROLLER PAYROLL) RECORD TYPES:	TO+0/02		N	N	N	

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Records of: CONTROLLER/PAYMASTER

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<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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Records of: CONTROLLER/MANAGEMENT SERVICES

/CTR/14/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/CTR/14/	D	DUPLICATE RECORD SERIES			
/CTR/14/	D001.	BI-WEEKLY VACATION ROSTER (CONTROLLER, PAYROLL) RECORD TYPES: A-BI-WEEKLY SICK LEAVE ROSTER B-PAYROLL SPECIAL MESSAGE	TO+2		N N N
/CTR/14/	D002.	BUDGET, DEPARTMENTAL RECORD TYPES: A-ALTERATION & IMPROVEMENT REQUEST-CAO42 B-BUDGET REQUEST/REDUCTION PACKAGE-CAO696B C-LISTING-CAO652 D-CORRESPONDENCE E-EXTENSION SHEET-CAO10/11 F-PACKAGE RANKING-CAO696C G-PERSONNEL REQUIREMENTS-CAO10 H-POSITION DESCRIPTION-PDES-3 I-RECAPITULATION BY ELEMENT/PROGRAM-CAO12 J-RECAPITULATION BY EXPENDITURE CLASS-CAO14 K-RECAPITULATION BY POSITION CHANGES-CAO16 L-REQUIREMENTS-CAO11 M-REVENUE ESTIMATES-CAO19 N-SALARY WORKSHEET-PRELIMINARY-CAO6A O-SALARY WORKSHEET - FINAL-CAO6B P-SUBSTITUTE POSITION REQUIREMENTS-CAO17 Q-SUPPORTING SCHEDULES-CAO18 R-WORK PROGRAM-CAO 9	TO+7		N N N
/CTR/14/	D003.	EQUIPMENT INVENTORY (CONTROLLER, GENERAL ACCOUNTING) RECORD TYPES:	SU		N N N
/CTR/14/	D004.	EXPENDITURE PROGRAM (CAO20)	TO+2		N N N

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(CONTROLLER, FUNDS & APPROPRIATION) FORM: CAO20 RECORD TYPES:					
/CTR/14/	D005.	INTER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CTR/14/	D006.	INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CTR/14/	D007.	MATERIALS MANAGEMENT REPORTS (GENERAL SERVICES, MATERIALS MGMT.) RECORD TYPES: A-CITY STORE INVOICE-GS/MM2 B-CURRENT PERIOD SUMMARY OF ACTIVITY & REMAINING BALANCES C-CURRENT PERIOD TRANSACTION LISTING D-DAILY FUND ACTIVITY REPORT E-DAILY TRANSACTION LISTINGS	TO+1		N N N
/CTR/14/	D008.	ON-LINE WORKSHEET (CONTROLLER, PAYROLL) RECORD TYPES:	TO+1		N N N
/CTR/14/	D009.	ORDINANCES (SALARY INCREASES) (CITY CLERK) RECORD TYPES:	SU		N N N
/CTR/14/	D010.	OVERTIME HISTORY REPORT (CONTROLLER, PAYROLL) RECORD TYPES: A-CURRENT OVERTIME REPORT	TO+2		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		B-PENDING LOSS OF OVERTIME REPORT			
/CTR/14/	D011.	PAYROLL/REIMBURSEMENT REGISTER (CONT.5035) (CONTROLLER, PAYROLL) FORM: CONT.5035 RECORD TYPES: A-ADJUSTMENT TO RETRO B-EMERGENCY CHECK REQUEST-CONT.D-07 C-PAYROLL & REIMBURSEMENTS CERTIFICATION...-CONT.71 D-PAYROLL/REIMBURSEMENT ADJUSTMENTS-CONT.204 E-PAYROLL/REIMBURSEMENT RECAPITULATION-5009 F-RETROACTIVE PAYROLL REPORT G-RETROACTIVE REPORT FOR DEPARTMENT	TO+2		N N N
/CTR/14/	D012.	F-RETROACTIVE PAYROLL REPORT PUBL'CONS & REF. MATERIAL RECVD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/CTR/14/	D013.	REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS (GEN105) (CONTROLLER, FUNDS AND APPROPRIATION) FORM: GEN105 RECORD TYPES: A-ENCUMBRANCE ADJUSTMENTS-GEN36 B-REQUEST TO ENCUMBER FUNDS-GEN106	TO+2		N N N
/CTR/14/	D014.	REQUEST FOR DUPLICATIING SERVICE (DS45) (GENERAL SERVICES) FORM: DS45 RECORD TYPES:	TO+1		N N N
/CTR/14/	D015.	STATEMENT OF CONDITION OF APPROPRIATION (CONTROLLER, FUNDS AND APPROPRIATION) RECORD TYPES:	TO+2		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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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
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CONTROLLER/MANAGEMENT SERVICES

/CTR/14L/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/CTR/14L/	D	DUPLICATE RECORD SERIES			

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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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: CONTROLLER/PAYROLL CONTROL
/CTR/17/

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			
/CTR/17/	D	DUPLICATE RECORD SERIES						
/CTR/17/	D001.	ADDRESS ROSTER IN ALPHABETIC SEQUENCE (SOCIAL SECURITY NO.) (PAYROLL; TRANSFER TO PAYROLL) RECORD TYPES:	TO+0/02		N	N	N	
/CTR/17/	D002.	ADDRESS ROSTER IN SOCIAL SECURITY NUMBER SEQUENCE (PAYROLL; LIST DOES NOT CONTAIN ADDRESS) RECORD TYPES:	TO+0/02		N	N	N	
/CTR/17/	D003.	ALPHABETIC ROSTER BY CLASS & GRADE (PAYROLL) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/17/	D004.	CURRENT OVERTIME REPORT (PAYROLL) RECORD TYPES: A-INACTIVE OVERTIME REPORT B-PENDING LOSS OF OVERTIME REPORT	TO+1		N	N	N	
/CTR/17/	D005.	DEDUCTION CONTROL REPORTS (PAYROLL) RECORD TYPES: A-PAYROLL UPDATE CONTROL TOTALS B-RECAP OF HEALTH DEDUCTION REPORTS	TO+1		N	N	N	
/CTR/17/	D006.	HEALTH PLAN LISTINGS (PER DEPARTMENT; INFORMATION RETAINED IN PAYROLL REIMBURSEMENT REGISTER) RECORD TYPES:	TO+0/01		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
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Records of: CONTROLLER/PAYROLL CONTROL
/CTR/17/

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
/CTR/17/	D007.	INTER & INTRA DEPARTMENTAL BULLETINS AND NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CTR/17/	D008.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CTR/17/	D009.	MILEAGE STATEMENT FLAGS AND ERRORS (PAYROLL) RECORD TYPES: A-MILEAGE STATEMENT VARIATIONS	TO+0/01		N N N
/CTR/17/	D010.	OVERTIME HISTORY REPORT (PAYROLL) RECORD TYPES:	TO+0/01		N N N
/CTR/17/	D011.	PAYROLL REIMBURSEMENT REGISTER (5035) (CONTROLLER PAYROLL; RETAIN REGISTER FOR 2 YEARS) FORM: 5035 RECORD TYPES:	TO+0/01		N N N
/CTR/17/	D012.	PAYROLL REPORT (SOCIAL SECURITY CHANGES) (PAYROLL) RECORD TYPES:	TO+1		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: CONTROLLER/PAYROLL CONTROL
/CTR/17/

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			
/CTR/17/	D013.	PAYROLL REPORTS (TRANSFER OF EMPLOYEES) (CONTROLLER, PAYROLL) RECORD TYPES:	TO+1		N	N	N	
/CTR/17/	D014.	PAYROLL SPECIAL MESSAGES (CONTROLLER, PAYROLL) RECORD TYPES: A-VARIATION FIELDS & HOURS EXCEPTION LIST	TO+0/01		N	N	N	
/CTR/17/	D015.	PAYROLL UPDATE CONTROL TOTALS (DETAIL BY FUND) (PAYROLL) RECORD TYPES: A-PAYROLL EDIT ERROR REPORT B-PAYROLL UPDATE ERROR REPORT	TO+0/02		N	N	N	
/CTR/17/	D016.	PERSONNEL LIST FOR MEMORANDUM OF UNDERSTANDING (MOU) (CAO) RECORD TYPES:	SU		N	N	N	
/CTR/17/	D017.	RETROACTIVE PAYROLL REPORT FOR PAY PERIODS (CONTROLLER FISCAL SYSTEMS; INFO. RETAINED IN RETROACTIVE REPORT BY DEPT.) RECORD TYPES:	TO+0/05		N	N	N	
/CTR/17/	D018.	TERM AND LEAVE REPORT (CONTROLLER, PAYROLL) RECORD TYPES:	TO+1		N	N	N	
/CTR/17/	D019.	SALARY CHANGE ROSTER (5040)	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
Duplicate Records

Records of: CONTROLLER/PAYROLL CONTROL

/CTR/17/

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
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(CONTROLLER, PAYROLL) FORM: 5040 RECORD TYPES:

/CTR/17/	D020.	WAGES AND COUNT REPORT (CONTROLLER, PAYROLL MASTER FILE) RECORD TYPES:	SU		N N N
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: CONTROLLER/DEMAND AUDIT

/CTR/33/

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
/CTR/33/	D	DUPLICATE RECORD SERIES			
/CTR/33/	D001.	PUBL'CONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/CTR/33/	D002.	LIAB. CLAIM/LAWSUIT PAYMENT REQUEST FORM (CITY ATY CLAIMS) (CA 180) FORM: CA 180 RECORD TYPES:	TO+2		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
Duplicate Records

Records of: CONTROLLER/PAYROLL CONTROL
/CTR/36/

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			
/CTR/36/	D	DUPLICATE RECORD SERIES						
/CTR/36/	D001.	CITY ATTORNEY OPINIONS (CITY ATTORNEY) RECORD TYPES:	SU		N	N	N	
/CTR/36/	D002.	CITY EMPLOYEES RETIREMENT SYSTEM BOARD ACTIONS (CITY EMPLOYEES RETIREMENT SYSTEM) RECORD TYPES:	TO+1		N	N	N	
/CTR/36/	D003.	DEPARTMENT PERSONNEL ORDINANCES (DPO) (CONTROLLER PAYROLL) RECORD TYPES:	TO+1		N	N	N	
/CTR/36/	D004.	DIRECT DEPOSIT TAPE DUMP (DSB) RECORD TYPES:	TO+0/05		N	N	N	
/CTR/36/	D005.	FIRE & POLICE PENSION SYSTEM BOARD ACTIONS (FIRE AND POLICE PENSION SYSTEM) RECORD TYPES:	TO+1		N	N	N	
/CTR/36/	D006.	GENERAL PAYROLL RECAPS (CONTROLLER, CHECK RECONCILIATION) RECORD TYPES:	TO+1		N	N	N	

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Departmental Records Disposition Schedule
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Records of: CONTROLLER/PAYROLL CONTROL
/CTR/36/

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
		A-CANCELLED CHECKS & ADJUSTMENTS-144 B-PAYROLL/RECAPITULATION			
/CTR/36/	D007.	INTER & INTRA DEPARTMENTAL MANUALS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CTR/36/	D008.	INTERNAL TRANSFER VOUCHER (5055) (TREASURER) FORM: 5055 RECORD TYPES:	TO+2		N N N
/CTR/36/	D009.	PAYROLL REIMBURSEMENT REGISTER (5035) (CONTROLLER, CHECK RECONCILIATION AND MICROFICHE IN PAYROLL) FORM: 5035 RECORD TYPES: A-MILEAGE REIMBURSEMENT REPORT B-PAYROLL & REIMBURSEMENTS CERTIFICN AUTHENTICATION & APPROVAL-71	TO+2		N N N
/CTR/36/	D010.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/CTR/36/	D011.	ORDINANCES (CITY CLERK) RECORD TYPES:	TO+3		N N N
/CTR/36/	D012.	SALARY CHANGE ROSTER (5040) (CONTROLLER, FISCAL SYSTEMS) FORM: 5040 RECORD TYPES:	TO+1		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
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Records of: CONTROLLER/PAYROLL CONTROL
/CTR/36/

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
/CTR/36/	D013.	SOCIAL SECURITY LISTINGS (BI-WEEKLY) (CONTROLLER, PAYROLL; INFORMATION RETAINED ON YEAR-END LISTING (CONFIDENTIAL)) RECORD TYPES:	SU		N N N
/CTR/36/	D014.	VARIATION FIELD & HOURS EXCEPTION LIST (MILEAGE STATEMENTS) (CONTROLLER, PAYROLL; INFORMATION RETAINED IN PAYROLL WORKSHEETS) RECORD TYPES:	TO+0/01		N N N
/CTR/36/	D015.	W & P RETIRE'MT-RETIREEES CHECK RECONCILIATION ERROR MESSAGES (CONTROLLER, CHECK RECONCILIATION) RECORD TYPES:	TO+1		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: CONTROLLER/PAYROLL DEDUCTION
/CTR/37/

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			
/CTR/37/	D	DUPLICATE RECORD SERIES						
/CTR/37/	D001.	ADDRESS ROSTER IN ALPHABETICAL SEQUENCE (CONTROLLER, PAYROLL CONTROL) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D002.	ADDRESS ROSTER IN SOCIAL SECURITY NUMBER SEQUENCE (CONTROLLER, PAYROLL CONTROL) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D003.	DEDUCTION CODE LISTINGS (CONTROLLER, PAYROLL DEDUCTION FROM PAYROLL REIMBURSEMENT REGISTER) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D004.	DEDUCTION CODE RECAP REPORT (CONTROLLER, PAYROLL DEDUCTION; RETAINED WITH VOLUNTARY DEDUCTION REPORT) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D005.	DEDUCTIONS ON MASTER FILE (CONTR., CHECK RECONCILIATION ON PAYROLL REIMBURSEMENT REGISTER AND IN PERSONNEL DEPARTMENT) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D006.	LISTING OF HEALTH DEDUCTIONS ON MASTER FILE	TO+0/01		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: CONTROLLER/PAYROLL DEDUCTION

/CTR/37/

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			
(EMPLOYEE BENEFITS SECTION) RECORD TYPES:								
/CTR/37/	D007.	PAYROLL/REIMBURSEMENT REGISTER (5035) (CONTROLLER, CHECK RECONCILIATION & MICROFICHE IN PAYROLL) FORM: 5035 RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D008.	PAYROLL REPORTS (CONTROLLER, PAYROLL DEDUCTION; RETAINED WITH VOLUNTARY DEDUCTION REPORT) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D009.	PENSION & RETIREMENT DEDUCTION REPORTS (CTR, PAYROLL DEDUCTION; RETAINED W/PENSION RETIREMENT VOLUNTARY...) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D010.	REPORT OF HEALTH DEDUCTIONS (CONTROLLER, PAYROLL DEDUCTION; RETAINED WITH VOLUNTARY DEDUCTION REPORT) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D011.	REPORT OF OUTSTANDING DEDUCTIONS (CONTROLLER, PAYROLL DEDUCTION; RETAINED WITH VOLUNTARY DEDUCTION REPORT) RECORD TYPES:	TO+0/01		N	N	N	
/CTR/37/	D012.	REPORT OF VOLUNTARY DEDUCTIONS (CONTROLLER, PAYROLL DEDUCTION; RETAINED WITH VOLUNTARY DEDUCTION REPORT) RECORD TYPES:	TO+0/01		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
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Records of: CONTROLLER/PAYROLL DEDUCTION

/CTR/37/

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: CONTROLLER/GENERAL ACCOUNTING

/CTR/41/

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
/CTR/41/	D	DUPLICATE RECORD SERIES			
/CTR/41/	D001.	ACCUM FILE UPDATE REPORTS, BR&I (TREASURER) RECORD TYPES:	TO+1		N N N
/CTR/41/	D002.	BOND & COUPON CHARGE OFF BY FUND (TREASURER) RECORD TYPES:	SU		N N N
/CTR/41/	D003.	BONDS & COUPONS PROCESSED BY TR & ENVELOPE (TREASURER; INFORMATION TRANSFERRED TO MICROFICHE) RECORD TYPES:	SU		N N N
/CTR/41/	D004.	COUNCIL LETTERS (COUNCIL ACTIONS) (CITY CLERK) RECORD TYPES:	TO+2		N N N
/CTR/41/	D005.	DWP SHORT TERM REVENUE CERTIFICATE (DWP) RECORD TYPES: A-CORRESPONDENCE B-ELECTRIC PLANT REVENUE CERTIFICATE C-INNER DEPARTMENT RECEIPT-T-90	TO+5		N N N
/CTR/41/	D006.	FUND LEDGER & DEMAND REGISTER BY CLASS (CONTROLLER, FUND & APPROPRIATION) RECORD TYPES:	TO+1		N N N

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City of Los Angeles
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Records of: CONTROLLER/GENERAL ACCOUNTING

/CTR/41/

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
/CTR/41/	D007.	INTER/INTRA DEPT'AL MANUALS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CTR/41/	D008.	MATURED & OUTSTANDING REPORTS, BR&I (TREASURER) RECORD TYPES:	TO+5		N N N
/CTR/41/	D009.	MATURING REPORTS, BR&I (TREASURER) RECORD TYPES:	TO+2		N N N
/CTR/41/	D010.	PAYABLE FILE SUMMARY REPORT, BR&I (TREASURER) RECORD TYPES:	SU		N N N
/CTR/41/	D012.	REMITTANCE ADVICE (REVOLVING FUND) (5042A) (CONTROLLER, DOCUMENT PREPARATION) FORM: 5042A RECORD TYPES:	TO+1		N N N
/CTR/41/	D013.	STATEMENT OF CONDITION OF APPROPRIATION RECAP (CONTROLLER, FUND & APPROPRIATION) RECORD TYPES:	TO+2		N N N

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/CTR/41/	D014.	STOP PAYMENT LETTERS, BR&I (TREASURER) RECORD TYPES:	TO+5		N	N	N	
/CTR/41/	D015.	STOP PAYMENT LISTING, BR&I (TREASURER) RECORD TYPES:	SU		N	N	N	
/CTR/41/	D016.	STOP PAYMENT UPDATE REPORTS, BR&I (TREASURER) RECORD TYPES:	TO+10		N	N	N	
/CTR/41/	D017.	SURPLUS PRINTED MATERIALS (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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Records of: CONTROLLER/CHECK RECONCILIATION

/CTR/44/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/CTR/44/	D	DUPLICATE RECORD SERIES			

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Records of: CONTROLLER/FUND & APPROPRIATION

/CTR/45/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/CTR/45/	D	DUPLICATE RECORD SERIES			
/CTR/45/	D001.	INTER & INTRA DEPARTMENTAL MANUALS, BULLETINS AND NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CTR/45/	D002.	INTERNAL DEMAND TRANSMITTAL (GEN. 5A) (CONTROLLER, PAYMASTER) FORM: GEN. 5A RECORD TYPES:	TO+1		N N N
/CTR/45/	D003.	INTERNAL TRANSFER VOUCHER (5055) (CONTROLLER, PAYROLL) FORM: 5055 RECORD TYPES:	TO+2		N N N
/CTR/45/	D004.	JOURNAL VOUCHER (19A CONTR) (CONTROLLER, GENERAL ACCOUNTING) FORM: 19A CONTR RECORD TYPES:	TO+3		N N N
/CTR/45/	D005.	MEMORANDUM OF ADJUSTMENT (GEN 10A) (CONTROLLER, GENERAL ACCOUNTING; ORIGINAL FILED WITH JOURNAL VOUCHER) FORM: GEN 10A RECORD TYPES:	TO+1		N N N
/CTR/45/	D006.	PUBL'CONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES	AR		N N N

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/CTR/45/

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(NON-RECORD MATERIAL) RECORD TYPES:					
/CTR/45/	D007.	STATEMENT OF CONDITION OF APPROPRIATION (MONTHLY) (INFORMATION ACCUMULATED IN YEARLY REPORT) RECORD TYPES:	TO+0/02	N	N N
/CTR/45/	D008.	STATEMENT OF CONDITION OF APPROPRIATION (WEEKLY) (INFORMATION ACCUMALATED IN MONTHLY REPORT) RECORD TYPES:	TO+0/01	N	N N

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