

***Department Records Disposition Schedules***

***LOS ANGELES DEPARTMENT OF CONVENTION AND TOURISM DEVELOPMENT***

***Schedule Number Department Name***

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/LACC/	LOS ANGELES DEPARTMENT OF CONVENTION AND TOURISM DEVELOPMENT
/LACC/02/	FACILITY SERVICES
/LACC/03/	SECURITY
/LACC/04/	ACCOUNTING
/LACC/05/	EXECUTIVE ADMINISTRATION
/LACC/06/	PUBLIC RELATIONS
/LACC/07/	PARKING
/LACC/08/	MARKETING
/LACC/09/	EVENT SERVICES
/LACC/10/	CUSTOMER SERVICES
/LACC/11/	SYSTEMS
/LACC/12/	PERSONNEL/PAYROLL

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

**Records of: FACILITY SERVICES**

**/LACC/02/ CONVENTION AND TOURISM DEVELOPMENT**

*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	
/LACC/02/	O	ORIGINAL RECORDS								
/LACC/02/	O001.	BUILDING CONSTRUCTION PLANS	TO+5	PE		N	Y	N		
/LACC/02/	O002.	CORRESPONDENCE & SUBJECT FILES	AR+2	AR+2		N	N	N		
/LACC/02/	O003.	ENERGY USE AND CONSERVATION REPORTS A-DAILY/SHIFT RECORD OF FUEL & OIL DISPENSED - GS-PPA243 B-CORRESPONDENCE	TO+2	TO+2		N	N	N		
/LACC/02/	O005.	WORK ORDERS FORM: MAD 20	CL+2	CL+2		N	N	N		
/LACC/02/	O006.	MONTHLY RECORD OF USAGE - CITY VEHICLES FORM: GEN 49	AU+2	AU+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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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**  
**Original Records**

**Records of: SECURITY**  
**/LACC/03/ CONVENTION AND TOURISM DEVELOPMENT**

*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	
/LACC/03/	O	ORIGINAL RECORDS								
/LACC/03/	O001.	BUILDING PLAN - DOOR LOCATIONS	PE	PE		N	Y	N		
/LACC/03/	O002.	CORE NUMBER - LOCKS	TO+2	TO+2		N	N	N		
/LACC/03/	O003.	CORRESPONDENCE & SUBJECT FILES	AR+2	AR+2		N	N	N		
/LACC/03/	O004.	DAILY ATTENDANCE RECORD	TO+2	TO+2		N	N	N		
/LACC/03/	O005.	CALL SHEETS	TO+2	TO+2		N	N	N		
/LACC/03/	O006.	DOOR NUMBER LOCK RECORDS	TO+2	TO+2		N	N	N		
/LACC/03/	O007.	EMPLOYEE ABSENTEE REPORT	TO+2	TO+2		N	N	N		
/LACC/03/	O008.	FIRE VALVE INSPECTION - WEEKLY	TO+2	TO+2		N	N	N		
/LACC/03/	O009.	INDIVIDUAL KEY CONTROL	TO+2	TO+2		N	N	N		
/LACC/03/	O010.	KEY APPLICATION	TO+2	TO+2		N	N	N		
/LACC/03/	O011.	EQUIPMENT LOG	SU+2	SU+2		N	N	N		
/LACC/03/	O012.	KEY CABINET - KEY NUMBERS	SU+2	SU+2		N	N	N		
/LACC/03/	O013.	KEY DEPOSIT WAIVER	TO+2	TO+2		N	N	N		
/LACC/03/	O014.	KEYING SCHEDULE	TO+2	TO+2		N	N	N		
/LACC/03/	O015.	KEY SIGN IN/OUT LOGS	TO+2	TO+2		N	N	N		
/LACC/03/	O016.	LOCKOUT/FIRE WATCH LOGS (NO. HALL)	TO+2	TO+2		N	N	N		
/LACC/03/	O017.	LOST AND FOUND REPORTS	TO+2	TO+2		N	N	N		
/LACC/03/	O018.	LOST KEYS REPORT	TO+2	TO+2		N	N	N		
/LACC/03/	O019.	SHIFT ASSIGNMENT SHEET RECORD TYPES: Legal	TO+4	TO+10		N	N	N		
/LACC/03/	O020.	REPORTS OF SOUND & EQUIPMENT RETRIEVALS	TO+2	TO+2		N	N	N		
/LACC/03/	O021.	TELEPHONE SYSTEM CHECKLIST	TO+2	TO+2		N	N	N		
/LACC/03/	O023.	WORK SHEET - INTERCHANGEABLE CORE	TO+2	TO+2		N	N	N		

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: ACCOUNTING**  
**/LACC/04/ CONVENTION AND TOURISM DEVELOPMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/LACC/04/	O	ORIGINAL RECORDS								
/LACC/04/	O001.	ACCOUNTS RECEIVABLE REPORTS A-CORRESPONDENCE B-INVOICES - MAD 45 C-ELECTRICAL SERVICE ORDER - MAD 42	AU+2	AU+2		N	N	N		
/LACC/04/	O002.	CASH RECEIPTS FORM: MAD 1 A-COPIES OF RECEIPTS & CHECKS B-CONTRACTS	AU+2	AU+2		N	N	N		
/LACC/04/	O003.	CONTRACTS A-CORRESPONDENCE B-INSURANCE POLICY C-CONTRACTS	AU+2	AU+2		N	N	N		
/LACC/04/	O004.	CORRESPONDENCE & SUBJECT FILES	AR+2	AR+2		N	N	N		
/LACC/04/	O005.	DAILY CASH RECEIPTS A-CASH DEPOSIT CERTIFICATES - GEN 2 B-REPORT OF CASH DEPOSIT C-CASH RECEIPTS - MAD 1 D-DAILY PARKING REPORT E-DAILY DEPOSIT REPORT F-ELECTRICAL SERVICE ORDER - MAD 42	AU+2	AU+2		N	N	N		
/LACC/04/	O006.	ELECTRIC SERVICE ORDER FORM: MAD 42	AU+2	AU+2		N	N	N		
/LACC/04/	O007.	FOOD SALES REPORT	AU+2	AU+2		N	N	N		
/LACC/04/	O008.	GENERAL JOURNAL	TO+50	TO+50		N	N	N		
/LACC/04/	O009.	GENERAL LEDGER	TO+50	TO+50		N	N	N		
/LACC/04/	O010.	HALL LICENSE LOG	TO+2	TO+2		N	N	N		
/LACC/04/	O011.	SHOW FILES RECORD TYPES: Legal A-ACCOUNTING RENTAL DATA	TO+4	TO+10		N	N	N		

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**Original Records**

**Records of: ACCOUNTING**  
**/LACC/04/ CONVENTION AND TOURISM DEVELOPMENT**

*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
		B-COPIES OF RECEIPTS AND CHECKS C-EQUIPMENT RENTAL REQUESTS - MAD 17 D-FACT SHEET - MAD 2 E-INVOICE - MAD 45 F-REQUEST FOR BILLING G-LICENSE ADDENDUM - MAD 4 H-LICENSE AGREEMENT - MAD 16 I-DAILY SHOW REPORT J-BOX OFFICE STATEMENT K-TICKET SELLER'S TALLY SHEET L-TURNSTILE & STUB REPORT M-BOX OFFICE SALES REPORT							
/LACC/04/	O012.	INVOICES FORM: MAD 45	AU+2	AU+2		N	N	N	
/LACC/04/	O013.	JOURNAL VOUCHERS RECORD TYPE: Legal A-CORRESPONDENCE B-INVOICE ADJUSTMENTS C-REMITTANCE ADVICE - 5042A D-INVOICES	AU+2	AU+2		N	N	N	
/LACC/04/	O014.	RECORDS OF CASH RECEIVED (CASH RECEIPT BOOK) RECORD TYPE: Legal	TO+50	TO+50		N	N	N	
/LACC/04/	O015.	RECORD OF JOURNAL ENTRIES (GENERAL JOURNAL) RECORD TYPE: Legal	TO+50	TO+50		N	N	N	
/LACC/04/	O016.	REQUISITIONS AND PURCHASE ORDER LOG	CL+2	CL+2		N	N	N	
/LACC/04/	O017.	ROOM LICENSE LOG	TO+2	TO+2		N	N	N	
/LACC/04/	O018.	ROOM RENTALS RECORD TYPES: Legal A-RECORD OF PAYMENT B-SHORT LICENSE AGREEMENT - MAD 40 C-MEETING BOOKING - MAD 25	AU+4	AU+4		N	N	N	
/LACC/04/	O019.	TRANSFER AT CASH REGISTER	AU+2	AU+2		N	N	N	
/LACC/04/	O020.	TELEPHONE BILLS (OUTSIDE SOURCE)	TO+2	TO+2		N	N	N	
/LACC/04/	O021.	AUDIT RECORDS A-EVENT ELECTRICAL FLOOR AUDIT REPORTS B-CONSUMER SHOW BOX OFFICE REPORTS	AU+2	AU+2		N	N	N	

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

**Records of:**            **ACCOUNTING**  
**/LACC/04/**            **CONVENTION AND TOURISM DEVELOPMENT**

*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
		C-PETTY CASH AUDIT REPORTS							
		D-US BANK STATEMENTS - AUTHORITY EXP. FUNDS							
		E-PARKING							

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

**Records of: EXECUTIVE ADMINISTRATION**  
**/LACC/05/ CONVENTION AND TOURISM DEVELOPMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L
/LACC/05/	O	ORIGINAL RECORD SERIES							
/LACC/05/	O001.	BID PROPOSALS AND SPECIFICATIONS A-CORRESPONDENCE B-NOTICE INVITING PROPOSALS C-SPECIFICATIONS D-FLOOR PLAN E-INSTRUCTIONS F-PROPOSAL G-AFFIDAVIT H-SCHEDULE OF MAJOR EVENTS I-EQUIPMENT PURCHASING REQUIREMENTS J-AFFIRMATIVE ACTION PLANS K-FORFEITURE OF BID BOND L-CONTRACTS	EX+2	EX+2		N	N	N	
/LACC/05/	O002.	CONTRACTS (OUTSIDE CONTRACTORS) A-LICENSE AGREEMENT B-CORRESPONDENCE	AR+2	AR+2		N	N	N	
/LACC/05/	O003.	CONVENTION CENTER AUTHORITY COMMISSION MINUTES RECORD TYPES: Historical	PE	PE		N	Y	N	
/LACC/05/	O004.	CORRESPONDENCE & SUBJECT FILES	AR+2	AR+2		N	N	N	
/LACC/05/	O005.	FORMS LIST - MUNICIPAL AUDITORIUM A-FORMS USED B-TEMPORARY AND PROPOSED FORMS	SU+2	SU+2		N	N	N	
/LACC/05/	O006.	INCIDENT AND LOSS REPORTS FORM: MAD 29	TO+5	TO+5		N	N	N	
/LACC/05/	O008.	MUNICIPAL AUDITORIUM COMMISSION MINUTES RECORD TYPES: Historical	PE	PE		N	Y	N	
/LACC/05/	O009.	REVENUE BONDS RECORD TYPES: Historical A-OFFICIAL STATEMENT B-SUMMARY OF FINANCING	PE	PE		N	Y	N	

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**City of Los Angeles**  
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**Original Records**

**Records of: EXECUTIVE ADMINISTRATION**  
**/LACC/05/ CONVENTION AND TOURISM DEVELOPMENT**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/LACC/05/	O010.	C-PRELIMINARY OFFICIAL STATEMENT D-CORRESPONDENCE LACCD COMMISSION MEETINGS RECORD TYPES: Historical	PE	PE		N	Y	N	
/LACC/05/	O011.	SICK LEAVE HOURS USED - 5 YEAR PERIOD	TO+5	TO+5		N	N	N	
/LACC/05/	O012.	STAFF MEETING MINUTES RECORD TYPES: Historical	PE	PE		N	Y	N	
/LACC/05/	O013.	INSURANCE A-GENERAL LIABILITY POLICIES B-GENERAL LIABILITY CORRESPONDENCE C-PROPERTY POLICIES D-PROPERTY INSURANCE CORRESPONDENCE	EX+5	EX+5		N	N	N	
/LACC/05/	O014.	EXPANSION PROJECT RECORD TYPES: Legal A-SOUTH HALL B-KENTIA HALL C-CONCOURSE HALL	PE	PE		N	Y	N	

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

**Records of: PUBLIC RELATIONS**  
**/LACC/06/ CONVENTION AND TOURISM DEVELOPMENT**

*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	
/LACC/06/	O	ORIGINAL RECORD SERIES								
/LACC/06/	O001.	ADVERTISING CONTRACTS	SU+2	SU+2		N	N	N		
/LACC/06/	O002.	ANNUAL REPORTS - CONVENTION CENTER (SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N		
/LACC/06/	O003.	CORRESPONDENCE & SUBJECT FILES	AR+2	AR+2		N	N	N		
/LACC/06/	O004.	HISTORICAL DATA re: CONVENTION CENTER Historical Materials re: Opening of LACC and Events (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-BROCHURES B-CORRESPONDENCE C-NEWSPAPER CLIPPINGS D-NEWSLETTERS E-PRESS MATERIALS F-CONVENTION CENTER LOGOS	AR	PE		N	Y	N		
/LACC/06/	O005.	SLIDES, NEGATIVES & PHOTOGRAPHS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	AR	PE		N	Y	N		
/LACC/06/	O006.	TELEPHONE TAPE RECORDING SCRIPTS	TO+2	TO+2		N	N	N		

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

**Records of:           PARKING**  
**/LACC/07/           CONVENTION AND TOURISM DEVELOPMENT**

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			Office	Total	Code	V	H	C	L				
/LACC/07/	O	ORIGINAL RECORD SERIES											
/LACC/07/	O001.	CORRESPONDENCE & SUBJECT FILES	AR+2	AR+2			N	N	N				
/LACC/07/	O002.	DAILY CASHIER WORKSHEET	TO+2	TO+2			N	N	N				
/LACC/07/	O003.	PART-TIME EMPLOYEES PHONE LIST	SU+2	SU+2			N	N	N				
/LACC/07/	O004.	SHOW ATTENDANCE - RECORD OF CARS PARKED	TO+2	TO+2			N	N	N				
/LACC/07/	O005.	TIME CARDS (PART-TIME PARKING ATTENDANTS) FORM: LA8500	TO+2	TO+5			N	N	N				
/LACC/07/	O006.	PARKING DAILY LOG FORM: MAD 20	CL+2	CL+2			N	N	N				
/LACC/07/	O007.	MONTHLY PARKING LOG FORM: GEN 49	AU+2	AU+2			N	N	N				
/LACC/07/	O008.	PARKING CARD WORK ORDER	TO+2	TO+2			N	N	N				
/LACC/07/	O009.	AUTHORIZATION ENTRY LOG A-GUEST SIGN IN OB.V/D.R.	TO+2	TO+2			N	N	N				
/LACC/07/	O010.	DAILY CASHIER WORKSHEET A-ATTENDANT ASSIGNMENT LOG B-ATTENDANT TRACKING LOG	TO+2	TO+2			N	N	N				

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**Records of:           MARKETING**  
**/LACC/08/           CONVENTION AND TOURISM DEVELOPMENT**

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/LACC/08/	O	ORIGINAL RECORD SERIES												
/LACC/08/	O005.	CORRESPONDENCE & SUBJECT FILES	AR+2	AR+2			N	N	N					
/LACC/08/	O009.	SHOW FILES	CL+2	CL+2			N	N	N					
		A-FILE CHECKLIST												
		B-BOOKINGS - MAD 25												
		C-LICENSE AGREEMENT & ADDENDUMS - MAD 46												
		D-CORRESPONDENCE												
		E-COPIES OF RECEIPTS & CHECKS												
		F-SHOW MANAGEMENT INSURANCE												
		G-FLOOR PLANS												

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**Records of: EVENT SERVICES**  
**/LACC/09/ CONVENTION AND TOURISM DEVELOPMENT**

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			Office	Total	Code	V	H	C	L
/LACC/09/	O	ORIGINAL RECORD SERIES			DO	N	N	N	
/LACC/09/	O001.	SERVICE CONTRACTOR'S INSURANCE A-INSURANCE POLICY B-CORRESPONDENCE	TO+2	TO+2	DO	N	N	N	
/LACC/09/	O002.	EVENT SUMMARIES A-FACT SHEETS B-EVENT REPORTS C-EVENT SUMMARIES D-FINAL INVOICE LOG BOOK E-PARKING PASS LOG BOOK	TO+2	TO+2	DO	N	N	N	
/LACC/09/	O003.	SMS RECORDS A-PURCHASE ORDERS B-STORE MULTI-USE FORM	TO+2	TO+2	DO	N	N	N	
/LACC/09/	O004.	EMPLOYEE TIME SHEET - PART TIME RP 507	TO+2	TO+2	DO	N	N	N	
/LACC/09/	O005.	TIME CARDS - EVENT ATTENDANT	TO+2	TO+2	DO	N	N	N	
/LACC/09/	O006.	EVENT SCHEDULE A-CHANGES TO WEEKLY SCHEDULE	SU	SU	DO	N	N	N	
/LACC/09/	O007.	CORRESPONDENCE AND SUBJECT FILES	TO+2	TO+2	DO	N	N	N	
/LACC/09/	O008.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES	TO+2	TO+2	DO	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**  
**Original Records**

**Records of: CUSTOMER SERVICES**  
**/LACC/10/ CONVENTION AND TOURISM DEVELOPMENT**

*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
/LACC/10/	O	ORIGINAL RECORD SERIES			DO	N	N	N	
/LACC/10/	O001.	EVENT SERVICE ORDER A-ELECTRICAL SERVICE ORDER B-ELECTRICAL LABOR SERVICE REQUEST C-PLUMBING SERVICE ORDER D-TELECOMMUNICATION SERVICE ORDER E-PAYMENT & CREDIT CARD CHARGE AUTHORIZATION F-BUILDING PERMIT APPLICATION G-IN & OUT PARKING PASS ORDER H-REFUND AUTHORIZATION I-REQUEST FOR ADDITIONAL SERVICES J-BOOTH DIAGRAM/EXH. FLOOR PLAN K-CHANGE ORDERS L-CORRESPONDENCE	TO+2	TO+2	DO	N	N	N	
/LACC/10/	O002.	DAILY CASH RECEIPTS A-DAILY CHECK LOG B-INTERIM DAILY DEPOSIT REPORT C-FINAL DAILY DEPOSIT REPORT D-CUSTOMER SERVICES ACCTS RECEIVABLE RECEIPTS E-CREDIT CARD DISPUTE	TO+2	TO+2	DO	N	N	N	
/LACC/10/	O003.	ACCOUNTS RECEIVABLE BILLING A-SHOW MANAGEMENT BILLING B-CONTRACTOR BILLING C-TELEPHONE (THIRD PARTY BILLING)	TO+2	TO+2					
/LACC/10/	O004.	SMS RECORDS A-PURCHASE ORDERS B-STORES MULTI-USE FORM	TO+2	TO+2					
/LACC/10/	O005.	PAYROLL/TIMEKEEPING RECORDS A-WEEKLY CREW TIMESHEETS B-TIME OFF/COMPENSATION REQUEST C-PAYROLL ADJUSTMENT MEMO D-CREDIT CARD DISPUTE	TO+2	TO+2					
/LACC/10/	O006.	BUDGET INFORMATION A-ANNUAL BUDGET	TO+10	TO+10					
/LACC/10/	O007.	CORRESPONDENCE AND SUBJECT FILES	TO+2	TO+2					

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

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

**Records of: SYSTEMS**  
**/LACC/11/ CONVENTION AND TOURISM DEVELOPMENT**

*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
/LACC/11/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	
/LACC/11/	O001.	BUDGET DOCUMENTS A-STUDIES/STATISTICS B-FEASIBILITY STUDIES	AR+2	AR+2					
/LACC/11/	O002.	CORRESPONDENCE & SUBJECT FILES	TO+2	TO+2					
/LACC/11/	O003.	HARDWARE/SOFTWARE SUPPORT INFORMATION A-INCIDENT REPORTS B-ITA SOS SERVICE REQUEST DOCUMENTATION	TO+5	TO+5					
/LACC/11/	O004.	HARDWARE/SOFTWARE DOCUMENTATION A-LICENSE AGREEMENTS B-PRODUCT MANUALS C-TUTORIALS/TRAINING DOCUMENTS	SU+2	SU+2					
/LACC/11/	O005.	INVENTORY A-INVENTORY REPORTS B-ITA SOS ASSET DOCUMENTATION C-SALVAGE INFORMATION D-SIGN OUT SHEETS	SU+2	SU+2					
/LACC/11/	O006.	VENDOR INFORMATION	SU+2	SU+2					
/LACC/11/	O007.	NETWORK INFRASTRUCTURE FILES A-ITA SECURITY ACCESS REQUEST FORMS B-LACC NETWORK TOPOLOGY DIAGRAMS	SU+5	SU+5					

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

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

**Records of: PERSONNEL/PAYROLL**  
**/LACC/12/ CONVENTION AND TOURISM DEVELOPMENT**

*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
/LACC/12/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	
/LACC/12/	O001.	BI-WEEKLY SICK LEAVE ROSTER	TO+2	TO+2		N	N	N	
/LACC/12/	O002.	BI-WEEKLY VACATION ROSTER	TO+2	TO+2		N	N	N	
/LACC/12/	O003.	CAL-OSHA OCCUPATIONAL INJURY & ILLNESS REPORT & LOG A-EMPLOYEE REPORT ON OCCUPATIONAL INJURY OR ILLNESS - FORM GEN 166 B-BI-WEEKLY IOD REPORT C-LOCATION REPORT	TO+5	TO+5		N	N	N	
/LACC/12/	O004.	CANCELLATION OF PAYROLL CHECKS	TO+2	TO+2		N	N	N	
/LACC/12/	O005.	EMPLOYEE PERSONNEL FOLDER (Transfer to employee's new Dept. or City Personnel) Record Type: CONFIDENTIAL A-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 B-MEDICAL RETURN TO DUTY SLIPS C-CORRESPONDENCE D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-DUTY CERTIFICATE-PDAS 43 F-EMPLOYEE REPORT OF OCCUP. INJURY OR ILLNESS-GEN 166 G-KEY APPLICATION-MAD 28 H-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN 77 I-APPLICATION FOR EMPLOYMENT-MAD 14 J-MEDICAL QUESTIONNAIRE/WORKER'S COMP. AUTHORIZATION-MAD 9 K-PERFORMANCE-MAD 13 L-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-GEN 16B M-REQUEST FOR LEAVE OF ABSENCE-GEN 38 N-TIME OFF/COMPENSATION REQUEST - DEPARTMENTAL LEAVES -GEN 68 O-NOTICE TO CORRECT DEFICIENCIES-GEN 78 P-NOTICE OF COMMENDATION-GEN 79 Q-AUTOMOBILE ACCIDENT REPORT-GEN 88 R-EXTENDED SICK LEAVE REQUEST-GEN 89 S-EMPLOYEE MEDICAL CALENDAR-GEN 90 T-MEDICAL INFORMATION CERTIFICATE-GEN 91 U-CLAIM FOR REIMBURSEMENT-GEN 130 V-PAYGRADE ADVANCEMENT-CAO 614 W-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 X-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 Y-RECORD OF TRAINING-PDMER 1	TE	TE		N	N	Y	

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

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

**Records of: PERSONNEL/PAYROLL**  
**/LACC/12/ CONVENTION AND TOURISM DEVELOPMENT**

*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
/LACC/12/	O006.	LOG OF PERSONNEL FOLDERS TRANSFERRED TO OTHER DEPARTMENTS	TO+2	TO+2		N	N	N	
/LACC/12/	O007.	MILEAGE REIMBURSEMENT REPORT	TO+2	TO+2		N	N	N	
/LACC/12/	O008.	LACC DEPT. SERVICE RECORD-EMPLOYEE HISTORY CARDS FORM: MAD 3/3B	TE+10	TE+10		N	N	N	
/LACC/12/	O009.	NON-SELECTED APPLICANTS A-CORRESPONDENCE B-APPLICATION FOR EMPLOYMENT-MAD 14 C-RESULTS OF MEDICAL EXAMS	TO+2	TO+2		N	N	N	
/LACC/12/	O010.	OVERTIME HISTORY REPORT A-PENDING LOSS OF OVERTIME	TO+2	TO+2		N	N	N	
/LACC/12/	O011.	PART-TIME EMPLOYEE REPORT	TO+2	TO+2		N	N	N	
/LACC/12/	O012.	PAYROLL ADJUSTMENT MEMO	TO+2	TO+2		N	N	N	
/LACC/12/	O013.	SIGNATURE SHEETS FOR PAYROLL CHECKS	TO+2	TO+2		N	N	N	
/LACC/12/	O014.	PAYROLL RECORDS A-PAYROLL/REIMBURSEMENT RECAP.-5009 B-PAYROLL/REIMBURSEMENT AUTHORITY AUDIT-5007 C-PAYROLL/REIMBURSEMENT CERTIFICATION AUTHORIZATION-71 D-PAYROLL/REIMBURSEMENT REGISTER-5035 E-EMERGENCY CHECK REQUEST-D-07 F-PAYROLL/REIMBURSEMENT ADJUSTMENTS G-PAYROLL/REIMBURSEMENT WORKSHEETS-5039 H-PAYROLL SPECIAL MESSAGES I-WEEKLY CREW TIME SHEETS-5054 J-PAYROLL WEEKLY TIMESHEET & SUPPORTING DOCUMENTS-PDAS 43 K-JURY DUTY LOG	TO+5	TO+5		N	N	N	
/LACC/12/	O015.	PERSONNEL STATUS REPORT	TO+2	TO+2		N	N	N	
/LACC/12/	O016.	REQUEST FOR CERTIFICATION (PDAS 15) FORM: PDAS 15 A-REQUEST FOR CERTIFICATION LOG B-CERTIFICATION LIST-PDAS 4 C-APPLICATION FOR EMPLOYMENT-PDR 1	TO+2	TO+2		N	N	N	
/LACC/12/	O017.	SICK LEAVE RECORD - QUARTERLY	TO+2	TO+2		N	N	N	
/LACC/12/	O018.	SICK LEAVE RECORD - YEARLY	TO+2	TO+2		N	N	N	
/LACC/12/	O019.	GRIEVANCE RECORDS	TO+5	TO+5		N	N	N	

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

**Records of: PERSONNEL/PAYROLL**  
**/LACC/12/ CONVENTION AND TOURISM DEVELOPMENT**

*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		
/LACC/12/	O020.	A-GRIEVANCE INITIATIONS - FG162 B-GRIEVANCE RESPONSE - FG163 C-GRIEVANCE APPEAL - FG164 D-GRIEVANCE PROCEDURE FLOW CHART E-CORRESPONDENCE <b>INTERVIEW CERTIFICATION PACKETS</b> A-REQUEST TO FILL VACANT POSITIONS B-REQUEST TO FILL FROZEN POSITIONS - CAO C-TRANSMITTAL - CAO D-REQUEST FOR CERTIFICATION FORM E-INTERVIEW PANEL COMPOSITION & TRAINING F-INTERVIEW QUESTIONS G-CERTIFICATION INTERVIEW REPORT H-JOB DUTIES & RESPONSIBILITIES I-CERTIFICATION LIST J-LACC/CITY APPLICATION FOR EMPLOYMENT K-AFFIRMATIVE ACTION DATA SHEET L-AUTHORIZATION FOR RELEASE OF INFORMATION M-DISCLOSURE N-SUMMARY OF INTERVIEW SCORES O-AGM APPROVAL OF APPOINTMENT P-NON-SELECT LETTERS Q-CORRESPONDENCE	TO+2	TO+2		N	N	N			
/LACC/12/	O021.	<b>DISCIPLINE FOLDERS</b> A-NOTICE TO CORRECT DEFICIENCIES - FG78 B-NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERM - FG77 C-SKELLEY RESPONSES D-INVESTIGATIVE REPORT E-WITNESS STATEMENTS F-SKELLEY PACKET G-RESEARCH NOTES	EX+2	EX+2		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**  
**Duplicate Records**

**Records of: FACILITY SERVICES**  
**/LACC/02/ CONVENTION AND TOURISM DEVELOPMENT**

*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
/LACC/02/	D	DUPLICATE RECORD SERIES			
/LACC/02/	D001.	ANNUAL BUDGET (MA - CONTROLLER)	TO+2		N N N
/LACC/02/	D002.	EQUIPMENT AND MATERIALS PURCHASES (MA - SMS by GSD) A-PURCHASE REQUISITIONS - GS/S2 B-PURCHASE ORDERS - GS/S2 C-RECEIVING REPORTS - GS/S2 D-RECEIVING TICKETS E-INVOICES F-CORRESPONDENCE	TO+2		N N N
/LACC/02/	D003.	SHOW FILES (MA - ACCOUNTING - LACC/04/O011) A-ELECTRICAL PERMITS - B&S E-6 B-ELECTRICAL BILLINGS C-BLDG DAMAGE & EQUIP RENTL BILLINGS D-FLOOR PLANS E-CORRESPONDENCE	CL+2		N N N
/LACC/02/	D004.	INVENTORY COMPUTER READOUT "REPORTS" (MA - DATA SERVICE BUREAU) A-CITY VEHICLES & CITY-WIDE EQUIPMENT B-INVENTORY LISTING C-LACC MATERIALS INVENTORY	SU+2		N N N
/LACC/02/	D005.	PERMITS (MA - BUILDING & SAFETY) A-APPLICATION FOR INSPECTION OF NEW BUILDING - B&S B-1 B-CORRESPONDENCE C-FLOOR PLAN DRAWINGS D-BOOKING SCHEDULES E-CERTIFICATE OF INSPECTION & PERMIT TO OPERATE ELEVATOR - B&S M-24 F-FIRE PERMIT	SU+2		N N N
/LACC/02/	D006.	PERSONNEL FOLDERS (MA - PERSONNEL/PAYROLL - LACC/12/O014)	CL+2		N N N

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

**Records of: FACILITY SERVICES**

**/LACC/02/ CONVENTION AND TOURISM DEVELOPMENT**

*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-APPLICATION FOR EMPLOYMENT - MAD 14 B-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS - GEN 166 C-MEMOS						
/LACC/02/	D007.	PUBLICATIONS & REFERENCE MATERIALS REC. FROM OUTSIDE SOURCES	AR+1		N	N	N	
/LACC/02/	D008.	SERVICE CONTRACTS (MA - ADMINISTRATION - LACC/05/O002)	EX+2		N	N	N	
/LACC/02/	D009.	PURCHASE ORDERS (MA - SMS by GSD) FORM: GEN 9 A-STORES MULTI-USE FORM - GS/MML	TO+2		N	N	N	
/LACC/02/	D010.	WEEKLY CREW TIME SHEETS (MA - PERSONNEL/PAYROLL - LACC/12) FORM: 5054	TO+2		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**  
**Duplicate Records**

**Records of: SECURITY**  
**/LACC/03/ CONVENTION AND TOURISM DEVELOPMENT**

*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			
/LACC/03/	D	DUPLICATE RECORD SERIES						
/LACC/03/	D001.	EMPLOYEES REPORT OF OCCUPATIONAL INJURY OR ILLNESS (MA - PERSONNEL/PAYROLL - LACC/12/O005) FORM: GEN. 166	TO+2		N	N	N	
/LACC/03/	D003.	EVENT SCHEDULE (MA - EVENT SERVICES - LACC/09/O006)	SU		N	N	N	
/LACC/03/	D004.	INCIDENT AND LOSS REPORTS (MA - ADMINI SERVICES - LACC/05/O006)	TO+2		N	N	N	
/LACC/03/	D005.	INTER & INTRA-DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE)	SU		N	N	N	
/LACC/03/	D006.	NON-EMPLOYEE ACCIDENT OR ILLNESS RPT. (MA - GSD)	TO+2		N	N	N	
/LACC/03/	D007.	PUBLICATIONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES	AR		N	N	N	
/LACC/03/	D008.	PURCHASE ORDERS - DOOR HARDWARE (MA - SMS by GSD) FORM: GS/S2	TO+2		N	N	N	
/LACC/03/	D009.	TIME OFF/COMPENSATION REQUESTS (MA - PERSONNEL/PAYROLL - LACC/12/O005) FORM: GEN. 68	TO+2		N	N	N	
/LACC/03/	D010.	WEEKLY CREW TIMESHEETS (MA - PERSONNEL/PAYROLL - LACC/12/O014) FORM: 5054	TO+2		N	N	N	
/LACC/03/	D011.	WORK ORDERS (MA - FACILITIES - LACC/02/O005)	TO+2		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**  
**Duplicate Records**

**Records of: ACCOUNTING**  
**/LACC/04/ CONVENTION AND TOURISM DEVELOPMENT**

*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
/LACC/04/	D	DUPLICATE RECORD SERIES			
/LACC/04/	D001.	AUTHORITY FOR EXPENDITURES (MA - CONTROLLER) FORM: GEN 40 A-REMITTANCE ADVICE - 5042 B-ENCUMBRANCE ADJUSTMENT - GEN 36 C-INVOICES D-TRAVEL AUTHORITIES - GEN 71 E-DEPOSIT CERTIFICATES - GEN 2 F-PERSONAL EXPENSE STATEMENTS - GEN 16	TO+2		N N N
/LACC/04/	D002.	CONTRACTS (YEARLY) (MA CONTROLLER) A-REQUEST TO ENCUMBER FUNDS - GEN 106	TO+2		N N N
/LACC/04/	D003.	EXPENDITURE PROGRAM (CONTROLLER)	TO+2		N N N
/LACC/04/	D004.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE)	SU		N N N
/LACC/04/	D005.	INTERDEPARTMENTAL PURCHASE ORDERS (MA CONTROLLER) FORM: GEN 34 A-INTERNAL DEMAND - GEN 1C B-INTERNAL DEMAND TRANSMITTANCE - GEN 5A C-STORES MULTI-USE FORM (MA SMS by GSD) -GS/MM1	TO+2		N N N
/LACC/04/	D006.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES	AR		N N N
/LACC/04/	D007.	PURCHASE ORDERS (YEARLY) (MA SMS by GSD) FORM: GS/S2 A-REQUEST TO ENCUMBER FUNDS - GEN 106 B-REMITTANCE ADVICE - 5042A C-PURCHASE ORDER CHANGE - GS/S6	EX+2		N N N
/LACC/04/	D008.	PURCHASE REQUISITIONS (MA SMS by GSD) FORM: GS/S2 A-PURCHASE ORDER CHANGE - GS/S6	TO+2		N N N
/LACC/04/	D009.	REMITTANCE ADVICE (MA CONTROLLER) FORM: 504A	TO+2		N N N

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**City of Los Angeles**  
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**Duplicate Records**

**Records of:            ACCOUNTING**  
**/LACC/04/            CONVENTION AND TOURISM DEVELOPMENT**

*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			
/LACC/04/	D010.	REQUEST FOR PAYMENT (MA - CONTROLLER) FORM: GEN 81 A-CLAIM FOR REFUND (UNDER \$5000) - GEN 64 B-INVOICES C-REQUEST FOR REFUND - MAD 49 D-ELECTRICAL SERVICE ORDERS - MAD 42	TO+2		N	N	N	
/LACC/04/	D011.	STATEMENT OF COND. OF APPROPRIATION (MA - CONTROLLER)	TO+2		N	N	N	
/LACC/04/	D012.	AUDIT RECORDS (MA - PAYROLL - LACC/12/O014) A-PAYROLL	TO+2		N	N	N	

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**Records of: EXECUTIVE ADMINISTRATION**  
**/LACC/05/ CONVENTION AND TOURISM DEVELOPMENT**

*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
/LACC/05/	D	DUPLICATE RECORD SERIES			
/LACC/05/	D001.	ANNUAL BUDGET (MA - CONTROLLER)	TO+2		N N N
/LACC/05/	D002.	CITY SEAL EXEMPTION & HOME GARAGING (MA - CITY ADMINISTRATIVE OFFICER) A-PERMIT FOR HOME GARAGING - CAO 34 B-CITY SEAL EXEMPTION - CAO 32	TO+2		N N N
/LACC/05/	D003.	CONFLICT OF INTEREST (CITY CLERK) A-CONFLICT OF INTEREST DISCLOSURE - CAL 730 B-STATEMENT OF ECONOMIC INTERESTS	TO+2		N N N
/LACC/05/	D004.	DAMAGE/INJURY CLAIMS (CITY ATTORNEY) A-CLAIMS LOG B-CORRESPONDENCE C-CLAIM FOR DAMAGES - CONT.100-A D-NON-EMPLOYEE ACCIDENT OR ILLNESS REPORT - GEN 87	CL+2		N N N
/LACC/05/	D005.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (MA - PERSONNEL - LACC/12/O005) FORM: GEN 166	TO+2		N N N
/LACC/05/	D006.	INTER AND INTRA DEPARTMENTAL MANUALS AND PROCEDURES (MA - ORIGINATING OFFICE)	SU+2		N N N
/LACC/05/	D007.	ORGANIZATION CHARTS (MA - CITY ADMINISTRATIVE OFFICER)	SU+2		N N N
/LACC/05/	D008.	OVERTIME HISTORY REPORT (MA - PERSONNEL/PAYROLL - LACC/12/O010)	TO+2		N N N
/LACC/05/	D009.	PERSONAL EXPENSE STATEMENT (CONTROLLER) FORM: GEN 16 A-TRAVEL B-NON-TRAVEL	TO+2		N N N
/LACC/05/	D010.	POSITION DESCRIPTION (MA - PERSONNEL DEPARTMENT/PAYROLL - LACC/12/O020)	SU+2		N N N
	D011.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES	AR		N N N

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**Records of: EXECUTIVE ADMINISTRATION**  
**/LACC/05/ CONVENTION AND TOURISM DEVELOPMENT**

*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			
/LACC/05/								
/LACC/05/	D012.	PUBLIC WORKS EMPLOYMENT ACT (MA - BOARD OF GRANTS ADMINISTRATION) A-PROPOSED PROJECTS B-CORRESPONDENCE	CL+2		N	N	N	
/LACC/05/	D013.	SCHEDULE 1 - L.A. CITY POLITICAL REFORM (MA - CHIEF LEGISLATIVE ANALYST)	TO+2		N	N	N	
/LACC/05/	D014.	PURCHASING DOCUMENTS (SMS by GSD) A-PURCHASE ORDERS B-STORES MULTI-USE FORM (SMUF) C-INVOICE D-PETTY CASH VOUCHER AND RECEIPT	CL+3		N	N	N	

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**Records of: PUBLIC RELATIONS**  
**/LACC/06/ CONVENTION AND TOURISM DEVELOPMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/LACC/06/	D	DUPLICATE RECORD SERIES						
/LACC/06/	D001.	BUDGET INFORMATION (MA - CONTROLLER)	TO+2		N	N	N	
/LACC/06/	D002.	EVENT SCHEDULES (MA - EVENT SERVICES - LACC/09/O006) FORM: MAD-12	SU+2		N	N	N	
/LACC/06/	D003.	INTER AND INTRA-DEPARTMENTAL MANUALS (MA - ORIGINATING OFFICE)	SU+2		N	N	N	
/LACC/06/	D004.	PERSONAL EXPENSE STATEMENT (MA - CONTROLLER)	TO+2		N	N	N	
/LACC/06/	D005.	PUBLICATIONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES	AR		N	N	N	

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**Records of:           PARKING**  
**/LACC/07/           CONVENTION AND TOURISM DEVELOPMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/LACC/07/	D	DUPLICATE RECORD SERIES						
/LACC/07/	D001.	CASH REGISTER REPAIR REQUESTS (MA - SMS by GSD)	TO+2		N	N	N	
/LACC/07/	D002.	DAILY PARKING REPORTS (MA - ACCOUNTING - LACC/04/O005)	TO+2		N	N	N	
/LACC/07/	D003.	EMPLOYEE APPLICATIONS - PART TIME (MA - PERSONNEL - LACC/12/O005) FORM: MAD-14	TO+2		N	N	N	
/LACC/07/	D006.	INTER & INTRA DEPARTMENTAL MANUALS PUBLICATIONS AND PROCEDURES	SU		N	N	N	
/LACC/07/	D007.	NOTICE OF APPOINTMENT (MA - PERSONNEL - LACC/12/O005) FORM: MAD08	TO+2		N	N	N	
/LACC/07/	D008.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES	AR		N	N	N	
/LACC/07/	D010.	WEEKLY CREW TIMESHEET (MA - PERSONNEL - LACC/12/O014) FORM: 5054	TO+2		N	N	N	
/LACC/07/	D011.	ARMORED CARRIER RECEIPTS (MA - ACCOUNTING - LACC/04/O002)	TO+2		N	N	N	

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**Records of:           MARKETING**  
**/LACC/08/           CONVENTION AND TOURISM DEVELOPMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/LACC/08/	D	DUPLICATE RECORD SERIES						
/LACC/08/	D004.	PAYROLL ADJUSTMENT MEMOS (MA - PAYROLL - LACC/12/O012)	TO+2		N	N	N	
/LACC/08/	D005.	PERFORMANCE EVALUATIONS (PART-TIME) (MA - PERSONNEL - LACC/12/O005) FORM: MAD 13	TO+2		N	N	N	
/LACC/08/	D006.	RESERVATIONS AND CANCELLATIONS (MA - ADMINISTRATION - LACC/05/O010) FORM: MAD 22	TO+1		N	N	N	
/LACC/08/	D008.	TIME OFF/COMPENSATION REQUEST (MA - PAYROLL - LACC/12/O005) FORM: GEN 68	TO+1		N	N	N	
/LACC/08/	D009.	PERSONAL EXPENSE STATEMENTS (CONTROLLER)	TO+2		N	N	N	

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**City of Los Angeles**  
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**Records of: EVENT SERVICES**  
**/LACC/09/ CONVENTION AND TOURISM DEVELOPMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/LACC/09/	D	DUPLICATE RECORD SERIES (Office of Original Record)		DO	N N N
/LACC/09/	D001.	EQUIPMENT RENTAL REQUEST (MA-ACCOUNTING-LACC-04-O011)	TO+2	DO	N N N
/LACC/09/	D002.	PAYROLL/TIMEKEEPING RECORDS (MA-PAYROLL-LACC-12-O014) A-WEEKLY CREW TIMESHEETS B-TIME OFF/COMPENSATION REQUEST	TO+2	DO	N N N
/LACC/09/	D003.	OVERTIME HISTORY REPORT (MA-PAYROLL-LACC-12-O010)	TO+2	DO	N N N
/LACC/09/	D004.	MEETING BOOKINGS (MA-ACCOUNTING-LACC-04-O005)	TO+2	DO	N N N
/LACC/09/	D005.	CORRESPONDENCE & SUBJECT FILES	TO+2	DO	N N N
/LACC/09/	D006.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES	TO+2	DO	N N N
/LACC/09/	D007.	PERSONAL EXPENSE STATEMENT (CONTROLLER)	TO+2	DO	N N N

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**City of Los Angeles**  
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**Records of: CUSTOMER SERVICES**  
**/LACC/10/ CONVENTION AND TOURISM DEVELOPMENT**

*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
/LACC/10/	D	DUPLICATE RECORD SERIES (Office of Original Record)		DO	N N N
/LACC/10/	D001.	SHOW FILE (MA - ACCOUNTING LACC-04- ) A-ELECTRICAL SERVICE ORDER B-ELECTRICAL LABOR SERVICE REQUEST C-PLUMBING SERVICE ORDER D-TELECOMMUNICATION SERVICE ORDER E-PAYMENT & CREDIT CARD CHARGE AUTHORIZATION F-BUILDING PERMIT APPLICATION G-IN & OUT PARKING PASS ORDER H-REFUND AUTHORIZATION I-REQUEST FOR ADDITIONAL SERVICES J-BOOTH DIAGRAM/EXH. FLOOR PLAN K-CHANGE ORDERS L-CORRESPONDENCE	TO+2	DO	N N N
/LACC/10/	D002.	DAILY CASH RECEIPTS (MA - ACCOUNTING LACC-04- ) A-DAILY CHECK LOG B-INTERIM DAILY DEPOSIT REPORT C-FINAL DAILY DEPOSIT REPORT D-CUSTOMER SERVICES ACCTS RECEIVABLE RECEIPTS E-CREDIT CARD DISPUTE	TO+2	DO	N N N
/LACC/10/	D003.	ACCOUNTS RECEIVABLE BILLING (MA - ACCOUNTING LACC-04- ) A-SHOW MANAGEMENT BILLING B-CONTRACTOR BILLING C-TELEPHONE (THIRD PARTY BILLING)	TO+2		
/LACC/10/	D004.	SMS RECORDS (MA - SMS by GSD LACC-04- ) A-PURCHASE ORDERS B-STORES MULTI-USE FORM	TO+2		
/LACC/10/	D005.	PAYROLL/TIMEKEEPING RECORDS (MA - PAYROLL LACC-12- ) A-WEEKLY CREW TIMESHEETS B-TIME OFF/COMPENSATION REQUEST C-PAYROLL ADJUSTMENT MEMO	TO+2		

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**City of Los Angeles**  
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**Records of: CUSTOMER SERVICES**

**/LACC/10/ CONVENTION AND TOURISM DEVELOPMENT**

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/LACC/10/	D006.	D-CREDIT CARD DISPUTE BUDGET INFORMATION (MA - ADMINISTRATIVE SERVICES LACC-05- ) A-ANNUAL BUDGET	TO+2		
/LACC/10/	D007.	CORRESPONDENCE AND SUBJECT FILES (MA - ACCOUNTING LACC-04- )	TO+2		

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**City of Los Angeles**  
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**Records of: SYSTEMS**  
**/LACC/11/ CONVENTION AND TOURISM DEVELOPMENT**

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/LACC/11/	D	DUPLICATE RECORD SERIES (Office of Original Record)		DO	N N N
/LACC/11/	D001.	ANNUAL BUDGET INFORMATION (MA - CONTROLLER)	TO+2	DO	N N N
/LACC/11/	D002.	CONTRACTS (MA - ADMINISTRATION - LACC-05-002)	SU+2	DO	N N N
/LACC/11/	D003.	TIMESHEETS (MA - PERSONNEL - LACC-12-014)	TO+2	DO	N N N
/LACC/11/	D004.	PERSONAL EXPENSE STATEMENT (MA - CONTROLLER ) A-TRAVEL B-NON-TRAVEL	EX+5	DO	N N N
/LACC/11/	D005.	PERSONNEL DOCUMENTATION (MA - PERSONNEL - LACC-12- ) A-APPLICATIONS/RESUMES B-INTERVIEW DOCUMENTS C-TRAINING D-PART TIME SIGN IN/OUT SHEETS	TO+2	DO	N N N

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**Records of: PERSONNEL/PAYROLL**  
**/LACC/12/ CONVENTION AND TOURISM DEVELOPMENT**

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					V	H	C	L
/LACC/12/	D	DUPLICATE RECORD SERIES (Office of Original Record)		DO	N	N	N	
/LACC/12/	D001.	AMPLIFIED FUNCTION SCHEDULES (MARKETING - LACC-08-001)	TO+2		N	N	N	
/LACC/12/	D002.	ANNUAL WORK PROGRAM (MA CAO) (MA CAO) FORM: CAO 25	TO+2		N	N	N	
/LACC/12/	D003.	CANCELLATION OF PAYROLL CHECKS (MA - CONTROLLER)	TO+2		N	N	N	
/LACC/12/	D004.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (MA - ORIGINATING OFFICE)	SU		N	N	N	
/LACC/12/	D005.	MEMORANDA OF UNDERSTANDING (MOU'S) (MA - CAO) A-EMPLOYEE RELATIONS BULLETIN (PERSONNEL)	SU		N	N	N	
/LACC/12/	D006.	PERSONNEL UTILIZATION REPORT (MA - CAO) FORM: CAO 26	TO+2		N	N	N	
/LACC/12/	D007.	REVENUE & EXPENSES (MA - L.A. CONVENTION BUREAU)	TO+2		N	N	N	
/LACC/12/	D008.	ANNIVERSARY/PRELIMINARY ROSTER (MA CONTROLLER) FORM 5040	TO+2		N	N	N	
/LACC/12/	D009.	W-4 FORMS (MA - CONTROLLER) FORM CO 205	TO+2		N	N	N	
/LACC/12/	D010.	W-4 FORMS (MA - CONTROLLER) FORM: C0 205	TO+2		N	N	N	
/LACC/12/	D011.	REPORTS FROM CONTROLLER'S OFFICE (MA - CONTROLLER) A-UNDISTRIBUTED PAYROLL CHECKS REPORT B-CLASS TITLES & SALARY TABLE C-PAYROLL PERSONNEL LABOR TABLE	TO+5		N	N	N	
/LACC/12/	D012.	REFERENCE BOOKS & MANUALS (MA - CAO) A-DPO & BUDGET AUTHORITIES B-EMPLOYEE RELATIONS BULLETIN & DIRECTIVE C-ADMINISTRATIVE CODE	TO+5		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**  
**Duplicate Records**

**Records of: PERSONNEL/PAYROLL**  
**/LACC/12/ CONVENTION AND TOURISM DEVELOPMENT**

*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			
		D-PAYSR'S USER'S MANUAL E-FAIR LABOR STANDARDS ACT F-SALARY RANGES						
/LACC/12/	D013.	STOP PAYMENTS (MA - CONTROLLER) A-AFFIDAVITS & AGREEMENT FORM	TO+5		N	N	N	
/LACC/12/	D014.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (CITY PERSONNEL DEPARTMENT) FORM FG166	TO+5		N	N	N	
/LACC/12/	D015.	WORKER'S COMPENSATION EMPLOYEE'S NO DOI FORMS (CITY PERSONNEL DEPARTMENT)	TO+5		N	N	N	
/LACC/12/	D016.	WORKER'S COMPENSATION EMPLOYEE CASE FILE (CITY PERSONNEL/WORKER'S COMP) A-EMPLOYEE'S CLAIM FOR WC BENEFITS B-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS FG166 C-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (REV) F5020 D-DOCUMENTATION OF MEDICAL IMPAIRMENT E-PRIMARY TREATING PHYSICIAN'S PROGRESS REPORT F-DUTY CERTIFICATE PDAS43 G-CORRESPONDENCE	TO+5		N	N	N	
/LACC/12/	D017.	41 DOC BY PAY PERIOD (CONTROLLER/PAYSR) A-PAYSR FORM 41 CHANGE FORM PYHR0020 B-PAYSR FOR 41 Form Gen 41 C-INPUT SUMMARY REPORT PYHR0005 D-REQUEST FOR DELIVERY FORM E-INPUT SUMMARY COUNT TRANSMITTAL	TO+2	DO	N	N	N	
/LACC/12/	D018.	WEEKLY TIME SHEETS (CITY PERSONNEL/PAYSR) A-BLUE SLIPS Form Gen 68	TO+2		N	N	N	
/LACC/12/	D019.	TERMINATED EMPLOYEE DOCUMENTATION (CITY PERSONNEL/REQUESTING DEPT) A-PAYROLL PERSONNEL CHANGE DOCUMENT Form Gen 41 B-TERMINATION CHECKLIST C-EMPLOYEE TERMINATION 1/2 SHEET D-EMPLOYEE SEPARATION CHECKLIST E-RESIGNATION FORM LETTER F-RELEASE DATE REQUESTED G-PERSONNEL & PAYROLL INFORMATION REQUEST	TO+2	DO	N	N	N	

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/LACC/12/	D020.	H-EMPLOYEE WORKWEEK I-REQUEST FOR TRANSFER J-TERMINATION SUPPORT DOCUYMENTATION CORRESPONDENCE	ERD01555 Form Gen 16-B TO+2	DO	N N N

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