

# City of Los Angeles

August 17, 2015

## *Department Records Disposition Schedules*

### ***CULTURAL AFFAIRS***

*Schedule Number Department Name*

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/CUL/	CULTURAL AFFAIRS
/CUL/01/	CULTURAL AFFAIRS/ADMINISTRATION

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

**Records of: CULTURAL AFFAIRS/ADMINISTRATION**  
**/CUL/01/**

*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		
/CUL/01/	O	ORIGINAL RECORDS									
/CUL/01/	O001.	AGENDAS RECORD TYPES: A-MINUTES (DUP)	TO+2	TO+2			N	N	N		
/CUL/01/	O002.	ARCHITECTURAL PLANS RECORD TYPES:	TO+3	TO+8			N	N	N		
/CUL/01/	O003.	CONTRACT AGREEMENTS (CONTRACT AGREEMENTS INVOLVING FEDERAL FUNDING ARE TO BE KEPT C+10) RECORD TYPES: A-REQUEST TO ENCUMBER FUNDS-GEN-106 B-LIST OF CULTURAL GRANT RECIPIENTS C-REMITTANCE ADVICE-4042A	CL+3	CL+3			N	N	N		
/CUL/01/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N		
/CUL/01/	O005.	DEPARTMENT PUBLICATIONS (SEND 4 COPIES TO CITY ARCHIVES ) RECORD TYPES: Historical	SU	PE			N	Y	N		
/CUL/01/	O006.	EMPLOYEE PERSONNEL FOLDERS (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79)BECOME PROPERTY OF PERSONNEL DEPT.) RECORD	TE	TE			N	N	Y		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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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			Office	Total	Code	V	H	C	L			
		TYPES: Confidential A-EMPLOYEE EVALUATION REPORT-PDAS-28 B-NOTICE OF VACANCY AND/OR REQUEST/CERT.-RP-900 C-PERFORMANCE EVALUATION-RP-918 D-TIME OFF/COMPENSATION REQUEST (FOR LEAVE ONLY)-GEN-68 E-PAYROLL/PERSONNEL CHANGE DOC-GEN-41 F-CORRESPONDENCE										
/CUL/01/	O007.	F-CORRESPONDENCE GENERAL LEDGER RECORD TYPES:	CL+3	CL+3			N	N	N			
/CUL/01/	O008.	GRANTS (GRANTS INVOLVING FEDERAL FUNDING ARE TO BE KEPT C+10) RECORD TYPES: A-CORRESPONDENCE B-GRANT APPLICATION C-IRS - EXEMPTION STATEMENT D-CONTRACT E-APPLICATION REVIEW FORM F-APPLICANTS SUPPORTING DATA G-FINAL REPORT	CL+3	CL+3			N	N	N			
/CUL/01/	O009.	F-APPLICANTS SUPPORTING DATA GRANT COST LEDGER (OUTSIDE) (STATE OR FED FUNDED) RECORD TYPES: A-AGREEMENT B-REQUEST FOR PAYMENT-GEN-81	AR+2	AR+2			N	N	N			
/CUL/01/	O010.	MINUTES (BOUND BOOKS) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Vital Historical	TO+10	PE			Y	Y	N			

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			Office	Total	Code	V	H	C	L
/CUL/01/	O011.	ON LINE WORK SHEETS (PAYROLL) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CUL/01/	O012.	PHOTOS OF HISTORICAL MONUMENTS RECORD TYPES: Historical	PE	PE		N	Y	N	
/CUL/01/	O013.	STATUS REPORT WORKSHEET RECORD TYPES:	TO+/03	TO+5/01		N	N	N	
/CUL/01/	O014.	SUBMISSIONS RECORD TYPES: A-APPLICATION FOR APPROVAL OF DESIGN-1 B-CORRESPONDENCE C-PHOTOGRAPH	TO+3	TO+10		N	N	N	
/CUL/01/	O015.	TIME OFF/COMP REQUESTS (GEN-68) FORM: GEN-68 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CUL/01/	O016.	WEEKLY CREW TIMESHEET (5054) FORM: 5054 RECORD TYPES:	TO+2	TO+2		N	N	N	
/CUL/01/	O017.	WEEKLY TIMESHEETS	TO+2	TO+5		N	N	N	

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			Office	Total	Code	V	H	C	L
(REQUIRED BY WORKERS' COMP ) RECORD TYPES:									
/CUL/01/	O018.	PRESS RELEASES (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	AR+2	PE		N	Y	N	
/CUL/01/	O019.	GRANTS (NON-SELECT) RECORD TYPES:	TO+2	TO+2		N	N	N	
/CUL/01/	O022.	VENUE RENTAL AGREEMENTS	TO+2	TO+10	DO	N	N	N	

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/CUL/01/	D	DUPLICATE RECORD SERIES			
/CUL/01/	D001.	AUTHORITY FOR EXPENDITURE (GEN 40) FORM: GEN 40 RECORD TYPES:	TO+3		N N N
/CUL/01/	D002.	CITY PRINT SHOP ORDERS/BILLINGS RECORD TYPES: A-PRINT SHOP INVOICE-21 B-NOTICE OF JOURNAL VOUCHER CHARGES C-ENCUMBERANCE ADJ.-GEN 36 D-INTERDEPARTMENTAL ORDER-GEN 34 E-REQUEST FOR DUPLICATING SERVICE-GS 45 F-STORES MULTI-USE FORM-GS/MM1	TO+3		N N N
/CUL/01/	D003.	DEPOSIT CERTIFICATES (GEN 2) FORM: GEN 2 RECORD TYPES:	TO+3		N N N
/CUL/01/	D004.	GENERAL FUNDS RECEIPT LEDGER (5025) FORM: 5025 RECORD TYPES:	TO+2		N N N
/CUL/01/	D005.	GENERAL LEDGER/GENERAL VOUCHER (19) FORM: 19 RECORD TYPES: A-TRAVEL AUTHORITY B-PAYMENT VOUCHER-RP726 C-INTERNAL DEMAND-GEN 1C D-NOTICE TO DEPARTMENT-CONTR 19A E-WORKSHEETS F-CORRESPONDENCE	TO+3		N N N
/CUL/01/	D006.	GRANT EXPENDITURES RECORD TYPES: A-INTER-DEPARTMENTAL ORDER-GEN 34 B-REQUEST FOR PAYMENT-GEN 81 C-REMITTANCE ADVICE-5042A D-GENERAL LEDGER/VOUCHER-19 E-REQUEST ADJUST/APPROPRIATED FUNDS-GEN 105 F-CORRESPONDENCE G-INVOICES H-INTERNAL DEMANDS-GEN 1C I-INTERNAL DEMANDS TRANSMITTAL-GEN 59 J-DEPOSIT CERTIFICATE-GEN 2 K-TRAVEL AUTHORITY-GEN 71 L-CONTRACTS	AR+2		N N N

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					V	H	C	L
/CUL/01/	D007.	INTER/INTRA DEPARTMENTAL MANUALS RECORD TYPES: A-PUBLS., BULLTNS. & NOTICES	SU		N	N	N	
/CUL/01/	D008.	MAILING LIST (2. CARDS ON DISKS USED FOR SENDING OUT) RECORD TYPES:	SU		N	N	N	
/CUL/01/	D009.	PAYROLL/REIMBURSEMENT REGISTER (5035) FORM: 5035 RECORD TYPES: A-PAYROLL/REIMBURSE AUTHORITY AUDIT-5007 B-PAYROLL/REIMB. CERT. AUTHO./APPR.-71 C-PAYROLL & REIMB. RECOPITULATION-5009 D-EMERGENCY CHECK REQUEST-DO7	TO+2		N	N	N	
/CUL/01/	D010.	PAYROLL/REIMBURSEMENT WORKSHEET RECORD TYPES:	TO+0/05		N	N	N	
/CUL/01/	D011.	PUBLS. & REFER. MATERIALS FROM OUTSIDE (1. NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/CUL/01/	D012.	PURCHASE ORDERS (GS/S2) FORM: GS/S2 RECORD TYPES: A-PURCHASE REQUISITION B-NOTICE OF SCHEDULE PAYMENT-5043 C-INVOICE	TO+3		N	N	N	
/CUL/01/	D013.	RECEIPTS (BOOKS) (GEN 30) FORM: GEN 30 RECORD TYPES:	AR+2		N	N	N	
/CUL/01/	D014.	REQUEST FOR PAYMENT (GEN 81) FORM: GEN 81 RECORD TYPES:	TO+3		N	N	N	
/CUL/01/	D015.	STATEMENT OF CONDITION OF APPROPRIATION RECORD TYPES:	TO+2		N	N	N	
/CUL/01/	D016.	SUB PURCHASE ORDERS (GEN 9) FORM: GEN 9 RECORD TYPES: A-REQUEST TO ENCUMBER FUNDS-GEN 106 B-REQUEST FOR ANNUAL PURCHASE AGREEMENT-DS 1B	TO+3		N	N	N	
/CUL/01/	D017.	SURPLUS PRINTED MATERIAL (3. GREEN COPY FILED WITH DEPOSIT CERTIFICATE) RECORD TYPES:	AR		N	N	N	
/CUL/01/	D018.	GRANTS (NON-SELECT) (FIVE COPIES) RECORD TYPES:	TO+0/01		N	N	N	
/CUL/01/	D019.	EIR	AR+2		N	N	N	

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		RECORD TYPES: A-CORRESPONDENCE B-PLANS C-PHOTOS D-REPORTS						
/CUL/01/	D020.	STREET LIGHTING PLANS	TO+5/01		N	N	N	
/CUL/01/	D021.	RECORD TYPES: GRANTS (SELECT) (SIX COPIES ) RECORD TYPES:	TO+0/01		N	N	N	
/CUL/01/	D022.	Contract Agreements (CLK & CUL ACCT) Added by 99-1651	TO+2	DO				

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