

City of Los Angeles

August 17, 2015

Department Records Disposition Schedules

Emergency Management Department

Schedule Number Department Name

/EMD/	Emergency Management Department
/EMD/02/	Emergency Management Department/Emergency Operations Center

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: Emergency Management Department/Emergency Operations Center
/EMD/02/

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			
/EMD/02/	O	Original Records										
/EMD/02/	O001.	After Action Reports	TO+2	TO+5	DO	N	N	N				
/EMD/02/	O002.	Audio Tapes - Emergency Management Committee	TO+/06	TO+/06	AT	N	N	N				
/EMD/02/	O003.	Audio Tapes - Emergency Operations Board	TO+/06	TO+/06	AT	N	N	N				
/EMD/02/	O004.	Correspondence	TO+2	TO+5	DO	N	N	N				
/EMD/02/	O005.	Cost Recovery for Declarations	TO+2	TO+5	DO	N	N	N				
/EMD/02/	O006.	Emergency Plans	SU	SU+5	DO	N	N	N				
/EMD/02/	O007.	Grants	TO+5	TO+10	DO	N	N	N				
/EMD/02/	O008.	Subject Files	TO+2	TO+5	DO	N	N	N				
/EMD/02/	O009.	Time Sheets	TO+2	TO+5	DO	N	N	N				

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: Emergency Management Department/Emergency Operations Center

/EMD/02/

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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			
/EMD/02/	D	Duplicate Records						
/EMD/02/	D001.	Payroll Registers	TO+2	DO	N	N	N	
/EMD/02/	D002.	Time Sheets	TO+2	DO	N	N	N	

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