

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY ETHICS COMMISSION/CITY ETHICS COMMISSION

/ETH/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	
/ETH/01/	O	ORIGINAL RECORDS								
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/ETH/01/	O001.	CAMPAIGN DOCUMENTS FOR SUCCESSFUL CANDIDATES RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/ETH/01/	O002.	CAMPAIGN DOCUMENTS FOR UNSUCCESSFUL CANDIDATES	TO+2	TO+7		N	N	N		
/ETH/01/	O003.	CAMPAIGN DOCUMENTS FOR NON-CANDIDATES	TO+2	TO+7		N	N	N		
/ETH/01/	O004.	FINANCIAL DISCLOSURE DOCUMENTS (NON-ELECTED OFFICIALS)	TO+2	TO+7		N	N	N		
/ETH/01/	O008.	LOBBYING DOCUMENTS	TO+2	TO+5		N	N	N		
/ETH/01/	O009.	INVESTIGATING DOCUMENTS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y		
/ETH/01/	O010.	WHISTLE-BLOWER COMPLAINT DOCUMENTS	TO+2	TO+5		N	N	N		
/ETH/01/	O015.	PUBLIC MATCHING FUNDS DOCUMENTS	TO+2	TO+5		N	N	N		
/ETH/01/	O016.	AUDIT DOCUMENTS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y		
/ETH/01/	O017.	AUDIT REPORTS RECORD TYPES: Historical	TO+2	PE		N	Y	N		
/ETH/01/	O018.	COMMISSION MEETING DOCUMENTS RECORD TYPES: Historical	TO+2	PE		N	Y	N		
/ETH/01/	O019.	TIME OFF/COMPENSATION REQUESTS (GEN. 68-A) FORM: GEN. 68-A	TO+2	TO+5		N	N	N		
/ETH/01/	O020.	PAYMENT VOUCHERS UNDER \$200.00 (SENT TO CITY CONTROLLER AFTER 3 YEARS)	TO+3	TO+3		N	N	N		
/ETH/01/	O021.	RECEIPT BOOK (GEN. 30) FORM: GEN. 30	TO+2	TO+5		N	N	N		
/ETH/01/	O023.	FINANCIAL DISCLOSURE DOCUMENTS (ELECTED OFFICIALS) RECORD TYPES: Historical	TO+2	PE		N	Y	N		
/ETH/01/	O026.	RECUSAL DOCUMENTS	TO+2	TO+7		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

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/ETH/01/	O028.	COI CODE DOCUMENTS	TO+2	TO+7		N	N	N		
/ETH/01/	O029.	FORMAL ADVICE DOCUMENTS	TO+2	TO+7		N	N	N		
/ETH/01/	O030.	FORMAL ADVICE LETTERS RECORD TYPES: Historical	TO+2	PE		N	Y	N		
/ETH/01/	O031.	COMMISSION OPINION DOCUMENTS	TO+2	TO+7		N	N	N		
/ETH/01/	O032.	COMMISSION OPINIONS RECORD TYPES: Historical	TO+2	PE		N	Y	N		
/ETH/01/	O033.	PUBLIC RECORDS ACT REQUESTS	TO+2	TO+2		N	N	N		
/ETH/01/	O034.	CONTRACTS	EX+2	EX+7		N	N	N		
/ETH/01/	O035.	ENFORCEMENT MATTER DOCUMENTS RECORD TYPES: Confidential	TO+7	TO+7		N	N	Y		
/ETH/01/	O036.	ENFORCEMENT MATTER ORDERS RECORD TYPES: Historical	TO+7	PE		N	Y	N		
/ETH/01/	O037.	GOVERNMENT ETHICS DOCUMENTS	TO+2	TO+5		N	N	N		
/ETH/01/	O038.	BID DOCUMENTS (Bids for contract with EC)	CL+2	CL+5		N	N	N		
/ETH/01/	O039.	BIDDER/CONTRACTOR FILINGS	EX+2	EX+7		N	N	N		
/ETH/01/	O040.	PERSONNEL RECORDS	TE+2	TE+7		N	N	Y		
/ETH/01/	O041.	MISCELLANEOUS CORRESPONDENCE	TO+2	TO+5		N	N	N		

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