

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate 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) -- Office	Media Code	Record Type V H C L
/ETH/01/	D	DUPLICATE RECORD SERIES			
/ETH/01/	D001.	TRAVEL AUTHORITY (GEN 73) (CITY CONTROLLER) FORM: GEN 73 RECORD TYPES:	TO+5		N N N
/ETH/01/	D002.	INTER-DEPARTMENTAL ORDERS (GEN 33) (CITY CONTROLLER) FORM: GEN 33 RECORD TYPES:	TO+5		N N N
/ETH/01/	D003.	REMITTANCE ADVICE (CITY CONTROLLER) RECORD TYPES:	TO+5		N N N
/ETH/01/	D004.	PAYMENT VOUCHERS OVER \$200.00 (GEN 54) (CITY CONTROLLER) FORM: GEN 54 RECORD TYPES:	TO+5		N N N
/ETH/01/	D005.	JOURNAL VOUCHERS (CONT F20) FORM: CONT F20 RECORD TYPES:	TO+5		N N N
/ETH/01/	D006.	INTERNAL VOUCHERS (GEN 1) (CITY CONTROLLER) FORM: GEN 1 RECORD TYPES:	TO+5		N N N
/ETH/01/	D007.	PETTY CASH (GEN 17) FORM: GEN 17 RECORD TYPES:	TO+5		N N N
/ETH/01/	D008.	AUTHORITY FOR EXPENDITURE (GEN 32) FORM: GEN 32 RECORD TYPES:	TO+5		N N N
/ETH/01/	D009.	GENERAL ENCUMBRANCE FORM (GEN 108) FORM: GEN 108 RECORD TYPES:	TO+5		N N N
/ETH/01/	D010.	PURCHASE ORDERS (GEN 9) (CITY CONTROLLER) FORM: GEN 9 RECORD TYPES:	TO+5		N N N
/ETH/01/	D011.	ADJUSTMENT OF APPROPRIATIONS (GEN 104) (CITY CONTROLLER) FORM: GEN 104 RECORD TYPES:	TO+5		N N N
/ETH/01/	D012.	SMUF (STORES & PRINT SHOP) (GS/MM1) (GENERAL SERVICES) FORM: GS/MM1 RECORD TYPES:	TO+5		N N N
/ETH/01/	D013.	BI-WEEKLY VACATION ROSTER (City Controller) RECORD TYPES:	TO+5		N N N
/ETH/01/	D014.	BI-WEEKLY SICK LEAVE ROSTER (City Controller) RECORD TYPES:	TO+5		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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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					V	H	C	L
/ETH/01/	D015.	COMMISSIONER ATTENDANCE-REPORT (NARRATIVE) (City Clerk ) FORM: NARRATIVE RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D016.	AFFIDAVIT & AGREEMENT (LOST CHECK) (CONTR 128) (City Controller ) FORM: CONTR 128 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D017.	EMERGENCY CHECK REQUEST (City Controller ) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D018.	ON-LINE WORKSHEET (City Controller ) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D019.	PAYROLL/REIMBURSEMENT & ADJUSTMENT (City Controller ) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D020.	PAYROLL/REIMBURSEMENT CERTIFICATION (City Controller ) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D021.	PAYROLL/REIMBURSEMENT REGISTER (City Controller ) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D022.	PAYROLL SUPPLEMENTAL WORKSHEET (City Controller ) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D023.	REQUEST TO CANCEL PAYROLL CHECK (FORM PAY) (City Controller ) FORM: FORM PAY RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D024.	STOP PAYMENT REQUEST (SPR 0015C) (City Controller ) FORM: SPR 0015C RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D025.	BIDDER/CONTRACTOR FILINGS (Awarding Agency) A - PROHIBITED CONTRIBUTORS (BIDDERS) CEC 56 B - PROHIBITED CONTRIBUTORS (UNDERWRITERS) CEC 56	TO+5		N	N	N	
/ETH/01/	D026.	TICKET DISTRIBUTION DISCLOSURE FORMS (Distributing Agency) CAL 802	TO+5		N	N	N	

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