

Department Records Disposition Schedules

DEPARTMENT OF FINANCE

Schedule Number Department Name

/FIN/	DEPARTMENT OF FINANCE
/FIN/08/	TAX & PERMIT AND REVENUE MANAGEMENT DIVISION
/FIN/09/	REVENUE MANAGEMENT DIVISION

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TAX & PERMIT AND REVENUE MANAGEMENT DIVISION
/FIN/08/ DEPARTMENT OF FINANCE

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
/FIN/08/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	
/FIN/08/	O001.	BUSINESS TAX PAYMENTS RECORD TYPES: A-APPLICATION AND STATUS CHANGE (ASC)-4000 B-BUSINESS TAX RENEWAL-1000 C-EDIT ERROR LISTING D-TAPS RENEWAL BATCH HEADER (PINK SHORT)-4006 E-INCOMPLETE BUSINESS TAX STATEMENTS	CL+2	CL+5		N	N	N	
/FIN/08/	O002.	CASH REGISTER TAPES RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O003.	CLAIM FOR REFUNDS (SCERS) RECORD TYPES:	TO+10	TO+10		N	N	N	
/FIN/08/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/FIN/08/	O005.	CORRESPONDENCE (CENTRAL FILES) (OCCASIONALLY REQUIRED FOR LAWSUITS) RECORD TYPES:	CL+3	CL+10		N	N	N	
/FIN/08/	O006.	DAILY CASH REPORTS RECORD TYPES: A-COLLECTION RECORD-512.22	TO+2	TO+2		N	N	N	

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/FIN/08/	O007.	DAILY PARKING METER REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O008.	DAILY REPORT OF DEPOSITS (OFC RET = 2 YRS / CHNGD TO ACCEPT AT CRC) RECORD TYPES:	TO+/05	TO+2		N	N	N	
/FIN/08/	O009.	FALSE ALARM SYSTEM CUMULATIVE REPORT RECORD TYPES: A-POLICE CHARGES - EXCESSIVE ALARMS	TO+2	TO+2		N	N	N	
/FIN/08/	O010.	FIELD RECEIPT BOOK CONTROL (523.5) FORM: 523.5 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O011.	FIELD RECEIPTS (512.31) FORM: 512.31 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O012.	AUDIT FILE CARD (551.1) FORM: 551.1 RECORD TYPES:	CL+10	CL+10		N	N	N	

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/FIN/08/	O013.	LISTING OF ACCOUNTS PULLED FOR PRINTING RECORD TYPES: A-BUSINESS TAX B-POLICE PERMITS C-FIRE PERMITS D-HAZARDOUS MATERIALS E-ALARMS F-NOTICE OF HEARING G-FIELD REFERRALS H-MONTHLIES I-QUARTERLIES F-NOTICE OF HEARING	TO+2	TO+2		N	N	N	
/FIN/08/	O014.	NOTICE OF RETURNED CHECK (532.6) FORM: 532.6 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O015.	ORDER FOR SUPPLIES AND SERVICES (183A) FORM: 183A RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O016.	OUT OF CITY CONTRACTORS (IBM CARDS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O017.	OVERTIME CREDIT (SLIP) RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O018.	PARKING METER COLLECTION (TRIP LOGS) RECORD TYPES:	TO+2	TO+2		N	N	N	

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/FIN/08/	O019.	PARKING METER DAILY WORK SHEETS RECORD TYPES: A-PARKING METER BATCH HEADER-CC-4006M B-PARKING METER DAILY DISTRICT LOT/ZONE WORK SHEETS-CC-4008M	TO+2	TO+2		N	N	N	
/FIN/08/	O020.	PARKING METER MONTHLY COLLECTION CHARGES RECORD TYPES: A-MULTIPLE PAYMENT ENTRY FORM-CC 4004	TO+2	TO+2		N	N	N	
/FIN/08/	O021.	PARKING METER TRUCK AND COLLECTOR (DAILY STATS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O022.	PURGED PAYMENT RECORDS RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O023.	REFUND TRANSMITTAL (SCERS) RECORD TYPES: A-MEMO AND CASH REGISTER TAPES B-REMITTANCE ADVICE-5042-A C-REQUEST FOR PAYMENT-GEN.81 D-UTILITY USERS TAX - SENIOR CITIZENS EXEMPTION	TO+2	TO+2		N	N	N	
/FIN/08/	O024.	RETURNED CHECK REGISTER RECORD TYPES:	CL	CL+2		N	N	N	

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/FIN/08/	O025.	SEWER SERVICE - BILLING FILE (OFC RET = 2 YRS / CHGD TO ACCEPT AT CRC) RECORD TYPES: A-APPLICATION AND STATUS CHANGE-4000 B-BILLS C-COMPUTATION SHEETS D-CORRESPONDENCE	TO+/05	TO+2		N	N	N	
/FIN/08/	O026.	TIME DEDUCTION (SLIP) RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O027.	TRANSACTION LISTING (SCERS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O028.	UTILITY USERS TAX EXEMPTION RECORD TYPES:	TE	TE+2		N	N	N	
/FIN/08/	O029.	SCERS INPUT DATA SHEETS (weekly reports) RECORD TYPES:	TO+1	TO+3	DO	N	N	N	
/FIN/08/	O030.	MONTHLY REPORT - FIELD AUDIT ACTIVITY RECORD TYPES:	TO+2	TO+4		N	N	N	
/FIN/08/	O031.	MONTHLY TIME ANALYSIS RECORD TYPES:	TO+2	TO+4		N	N	N	

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/FIN/08/	O033.	DELINQUENT RENEWAL ENVELOPES (BUSINESS TAX POLICE/...) RECORD TYPES:	TO+1	TO+4		N	N	N
/FIN/08/	O034.	ACCOUNTS RECEIVABLE CARD (562.6) FORM: 562.6 RECORD TYPES:	TO+2	TO+2		N	N	N
/FIN/08/	O035.	ACCOUNTS RECEIVABLE SUMMARY RECORD TYPES:	TO+2	TO+2		N	N	N
/FIN/08/	O036.	BOND FILE/BICYCLE LICENSE/POLICE FILE (522.17/521) FORM: 522.17/521 RECORD TYPES:	CL	CL+7		N	N	N
/FIN/08/	O037.	CHANGES OF ADVICE RECORD TYPES: A-K CHANGES	TO+2	TO+2		N	N	N
/FIN/08/	O038.	MAINTENANCE RECORDS/CONTRACTORS'S LIST RECORD TYPES:	TO+2	TO+2		N	N	N

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/FIN/08/	O039.	MILEAGE SHEET RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O040.	ZONING SLIPS (BUSINESS REFERRAL SLIP) (B&S/B200) FORM: B&S/B200 RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O041.	BUSINESS ACTIVITY REQUEST FORMS: (S.I.C.) RECORD TYPES:	TO+/02	TO+3		N	N	N	
/FIN/08/	O042.	HEALTH PERMIT FEES RECORD TYPES:	TO+2	TO+10		N	N	N	
/FIN/08/	O043.	HISTORICAL RECORD OF HEALTH REFUNDS RECORD TYPES:	TO+2	TO+10		N	N	N	
/FIN/08/	O044.	AMNESTY FILES RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O045.	AUTO USE TAX RECORDS	TO+2	TO+5		N	N	N	

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RECORD TYPES:											
/FIN/08/	O046.	BATCH SHEET RECAPITULATION RECORD TYPES:	TO+2	TO+2				N	N	N	
/FIN/08/	O047.	CANCELLED INDEXES RECORD TYPES:	TO+2	TO+5				N	N	N	
/FIN/08/	O048.	CANCELLED CHECKS RECORD TYPES:	TO+2	TO+5				N	N	N	
/FIN/08/	O049.	CAO ACTIVITY REPORTS RECORD TYPES:	TO+2	TO+4				N	N	N	
/FIN/08/	O050.	CHANGE CARD FILE RECORD TYPES:	TO+2	TO+5				N	N	N	
/FIN/08/	O051.	CHANGED INDEXES RECORD TYPES:	TO+2	TO+5				N	N	N	

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/FIN/08/	O052.	CLOSED BILLINGS RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O053.	COMBINED CANCELLED INDEXES RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O054.	COMBINED PAID FILES RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O055.	COMMERCIAL RETAIL 098 RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O056.	CONTROL FILES RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O057.	CONVERSION FILE ERROR LISTINGS RECORD TYPES:	TO+2	TO+2		N	N	N	

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/FIN/08/	O058.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+4		N	N	N	
/FIN/08/	O059.	CASH RECEIPT FORM RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O060.	FIRE AUTHORITY RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O061.	FRANCHISE FIELD INVESTIGATION RECORD TYPES:	TO+2	TO+4		N	N	N	
/FIN/08/	O062.	INTERVIEW PROCESSING SHEETS RECORD TYPES:	TO+2	TO+4		N	N	N	
/FIN/08/	O063.	INTERVIEW UNIT-DAILY WORK REPORT RECORD TYPES:	TO+2	TO+4		N	N	N	
/FIN/08/	O064.	ORIGINAL T.A.P.S. MATERIAL RECORD TYPES:	TO+2	TO+7		N	N	N	

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/FIN/08/	O065.	PARKING CITATION FILE MATERIAL RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O066.	PAYMENT BATCH BALANCE BOOK RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O067.	POLICE/FIRE AUTHORITY RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O068.	PROCESSING UNIT-DAILY REPORT RECORD TYPES:	TO+2	TO+4		N	N	N	
/FIN/08/	O069.	REFUND KARDEX FILES RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O070.	REPORTS OF FIELD INVESTIGATIONS RECORD TYPES:	TO+2	TO+4		N	N	N	

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/FIN/08/	O071.	REVIEW BILLING-LETTERS/TRANSMITTALS RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O072.	SALES TAX PAYMENT RECORD RECORD TYPES:	TO+2	TO+5		N	N	N	
/FIN/08/	O073.	SPECIAL INVESTIGATIONS UNIT RECORD TYPES:	TO+3	TO+10		N	N	N	
/FIN/08/	O074.	TELLER FILES RECORD TYPES:	TO+3	TO+10		N	N	N	
/FIN/08/	O075.	ZIP CODES RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIN/08/	O076.	BOARD OF REVIEW FINDINGS RECORD TYPES:	SU	SU+10		N	N	N	
/FIN/08/	O077.	NOTICE OF HEARING, ALL	TO+2	TO+5		N	N	N	

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RECORD TYPES:										
/FIN/08/	O078.	SALES TAX PAYMENTS RECORD TYPES:	TO+2	TO+10		N	N	N		
/FIN/08/	O079.	LICENSES RECORD TYPES: A.-ISSUED B.-ANNUALS C.-SEMI-ANNUAL D.-QUARTERLY E.-MONTHLY F.-DAILY G.-SUMMARY H.-ADJUSTMENTS/BALANCES I.-CHANGE OVER F.-DAILY	TO+2	TO+10		N	N	N		
/FIN/08/	O080.	UTILITY USER TAX RECORD TYPES: A-TAX STATEMENTS B-APPLICATION AND STATUS CHANGE C-UUT LOG D-MONTHLY REPORTS	TO+1	TO+3		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: TAX & PERMIT AND REVENUE MANAGEMENT DIVISION
/FIN/08/ DEPARTMENT OF FINANCE

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
/FIN/08/	D	DUPLICATE RECORD SERIES (Office of Original Record) FORM NO: RECORD TYPES:		DO	N	N	N	
/FIN/08/	D001.	CORRESPONDENCE (SPECIAL INVESTIGATIONS) RECORD TYPES:	TO+2		N	N	N	
/FIN/08/	D002.	INTER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES RECORD TYPES:	SU		N	N	N	
/FIN/08/	D003.	INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS RECORD TYPES:	SU		N	N	N	
/FIN/08/	D004.	POLICE PERMIT APPLICATION (P-917) FORM: P-917 RECORD TYPES:	TO+2		N	N	N	
/FIN/08/	D005.	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM... (NON-RECORD MATERIAL.) RECORD TYPES:	AR		N	N	N	
/FIN/08/	D006.	TIMEKEEPING RECORDS RECORD TYPES: A-CITY CLERK PAYROLL CHANGES-CAS-1 B-TIME OFF/COMPENSATION REPORT-GEN.68	TO+1		N	N	N	

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/FIN/08/ DEPARTMENT OF FINANCE

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
		C-WEEKLY CREW TIME SHEET-5054			
/FIN/08/	D007.	WATER AND POWER MONTHLY BILLING (SCERS) RECORD TYPES:	TO+2		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: REVENUE MANAGEMENT DIVISION
/FIN/09/ DEPARTMENT OF FINANCE

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
/FIN/09/	A	ADD NEW ORIGINAL RECORD SERIES				N	N	N	
/FIN/09/	A001.	CITY BUSINESS TAX CLAIM FILE (TRANSFERRED TO CITY CLERK) A-AUDITS B-CORRESPONDENCE C-NOTICE OF ASSESSMENT	CL	CL+10		N	N	N	
/FIN/09/	A002.	CASH RECEIPT LOG BOOK	TO+2	TO+2		N	N	N	
/FIN/09/	A003.	CLAIM FILES (AUTO LIABILITY AND PROPERTY DAMAGE) RECORD TYPES: A-CORRESPONDENCE B-INCIDENT REPORT C-INVESTIGATIVE RECORDS D-INVOICES E-MEDICAL RECORDS F-RECEIPT OF DEPOSIT G-TRAFFIC ACCIDENT REPORT	CL	CL+10		N	N	N	
/FIN/09/	A004.	CLAIM FILES SENT BY OTHER DEPARTMENTS (TRANSFERRED TO ORIGINATING DEPARTMENTS) RECORD TYPES: A-CORRESPONDENCE B-DOCUMENTATION OF CLAIM C-INVESTIGATIVE RECORDS	CL	CL+10		N	N	N	
/FIN/09/	A005.	COLLECTION INDEX CARDS	CL	CL+10		N	N	N	
/FIN/09/	A006.	CORRESPONDENCE & SUBJECT FILES	AR	AR+2		N	N	N	
/FIN/09/	A007.	EMPLOYEE PERSONNEL FILE (REC. FOR RETIRED EMPLOYEES KEPT PER L.A.A.C. 12.5 (D)(4)) A-CORRESPONDENCE B-EVALUATION	TE+2	TE+10		N	N	N	
/FIN/09/	A008.	FILE LOG BOOK	TO+2	TO+2		N	N	N	
/FIN/09/	A009.	LEGAL FILE OF COLLECTIONS A-CORRESPONDENCE B-DEFAULT JUDGMENT PAPERS C-DEPOSITIONS D-DOCKET SHEETS E-SUMMONS AND COMPLAINT	CL	CL+10		N	N	N	

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Departmental Records Disposition Schedule
Original Records

Records of: REVENUE MANAGEMENT DIVISION
/FIN/09/ DEPARTMENT OF FINANCE

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		
/FIN/09/	A010.	MEMORANDUM OF UNDERSTANDING REPORTS	TO+2	TO+2		N	N	N			

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: REVENUE MANAGEMENT DIVISION
/FIN/09/ DEPARTMENT OF FINANCE

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			
/FIN/09/	B	ADD NEW DUPLICATE RECORD SERIES			N	N	N	
/FIN/09/	B001.	ACCOUNT RECEIVABLE LEDGERS (TRANSPORTATION AND BUREAU OF ACCOUNTING)	SU		N	N	N	
/FIN/09/	B002.	INER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES (ORIGINATING OFFICE)	SU		N	N	N	
/FIN/09/	B003.	INER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS (ORIGINATING OFFICE)	SU		N	N	N	
/FIN/09/	B004.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE (NON-RECORD MATERIALS)	AR		N	N	N	

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Department Records Disposition Schedules

DEPARTMENT OF FINANCE / TREASURY DIVISION

Schedule Number Department Name

/TRE/	DEPARTMENT OF FINANCE / TREASURY DIVISION
/TRE/01/	TREASURY/TELLER
/TRE/02/	TREASURY/STREET IMPROVEMENT BOND
/TRE/03/	TREASURY/ADMINISTRATION
/TRE/04/	TREASURY/ACCOUNTING
/TRE/05/	TREASURY/CASH MANAGEMENT
/TRE/06/	TREASURY/MUNICIPAL BOND REGISTRAR
/TRE/07/	TREASURY/WARRANT/CHECK PROCESSING

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/TELLER
/TRE/01/ DEPARTMENT OF FINANCE

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		
/TRE/01/	O	ORIGINAL RECORDS									
/TRE/01/	O001.	CHECK REQUESTS (T24, T25, T25A, T28, T41, T241, 182B, ORIG EST 4 BOXES PER YR.) RECORD TYPES:	TO+5	TO+5			N	N	N		
/TRE/01/	O002.	DAILY BALANCING SHEETS (T47, T13, T88, T94, T115, ORIG EST. 1 BOX PER YR.) RECORD TYPES:	TO+2	TO+2			N	N	N		
/TRE/01/	O003.	TELLER'S RECEIPTS (T-45) (ORIGINAL EST 2 BOXES PER YR.) FORM: T-45 RECORD TYPES:	TO+2	TO+2			N	N	N		
/TRE/01/	O004.	REGISTERED MAIL LOG (ORIGINAL EST 2 BOXES PER YR.) RECORD TYPES:	TO+2	TO+2			N	N	N		
/TRE/01/	O005.	INTER-DEPARTMENT RECEIPTS (T-90) (ORIGINAL EST 1 BOX PER YR.) FORM: T-90 RECORD TYPES:	TO+2	TO+2			N	N	N		
/TRE/01/	O006.	ARMORED CARRIER (ORIGINAL EST 1 BOX PER YR.) RECORD TYPES:	TO+2	TO+2			N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/TELLER
/TRE/01/ DEPARTMENT OF FINANCE

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		
/TRE/01/	O007.	WARRANT GO BACK REPORTS (ORIGINAL EST 2 BOXES PER YR.) RECORD TYPES:	TO+2	TO+2				N	N	N	
/TRE/01/	O008.	WARRANT STOP PAYMENTS (ORIGINAL EST 2 BOXES PER YR.) RECORD TYPES:	TO+2	TO+2				N	N	N	
/TRE/01/	O009.	REGISTERED MAIL LOG RECORD TYPES:	CL+5	CL+5				N	N	N	
/TRE/01/	O010.	REVOLVING FUND (BAD CHECKS) (T-109) (TO BE DELETED PER REV. 1) FORM: T-109 RECORD TYPES:	TO+3	TO+5				N	N	N	
/TRE/01/	O011.	TELLER'S TREASURY RECEIPTS (T-45) FORM: T-45 RECORD TYPES:	AR+1	AR+7				N	N	N	
/TRE/01/	O012.	WARRANT BANK LISTINGS (TO BE DELETED PER REV. 1) RECORD TYPES:	TO+2	TO+2				N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/TELLER
/TRE/01/ DEPARTMENT OF FINANCE

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
/TRE/01/	O013.	WARRANT GO BACK REPORTS (TREWARD 4 & 5) RECORD TYPES:	TO+2	TO+2		N	N	N	
/TRE/01/	O014.	WARRANT STOP PAYMENTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/TRE/01/	O015.	WIRE TRANSFERS (INCOMING & OUTGOING) (T247) FORM: T247 RECORD TYPES:	TO+5	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/STREET IMPROVEMENT BOND
/TRE/02/ DEPARTMENT OF FINANCE

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	
/TRE/02/	O	ORIGINAL RECORDS								
/TRE/02/	O001.	ASSESSEES NAMES AND ADDRESSES (TRANSFER TO STORAGE AFTER MATURITY) RECORD TYPES:	CL	CL+4		N	N	N		
/TRE/02/	O002.	BONDHOLDER CORRESPONDENCE RECORD TYPES:	TO+3	TO+3		N	N	N		
/TRE/02/	O003.	BONDHOLDER FILE LISTING RECORD TYPES:	TO+3	TO+10		N	N	N		
/TRE/02/	O004.	CANCELLED BOND COUPONS RECORD TYPES:	TO+3	TO+10		N	N	N		
/TRE/02/	O005.	CANCELLED BONDS RECORD TYPES:	TO+3	TO+10		N	N	N		
/TRE/02/	O006.	CERTIFICATES OF SALES REGISTER RECORD TYPES:	TO+14	TO+50		N	N	N		

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/TRE/02/ DEPARTMENT OF FINANCE

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/TRE/02/	O007.	FORECLOSURE SALES REGISTER RECORD TYPES:	TO+14	TO+50			N	N	N	
/TRE/02/	O008.	FORECLOSURES (PAID OR SOLD) RECORD TYPES: A-AFFIDAVIT, UNIMPROVED AND UNOCCUPIED-B-132 B-APPLICATION FOR TREASURER'S DEED-B-183 C-CANCELLATION FORM-B-128 D-CERTIFICATE OF SALE (ORIGINAL AND DUPLICATE)-B-151 E-COLLECTION OF FEES-B-230 F-DECLARATION FOR TREASURER'S DEED-B-204 G-DECLARATION, IMPROVED AND OCCUPIED-B-203 H-DECLARATION, IMPROVED AND UNOCCUPIED-B-202 I-DEED FEE RECEIPT (FEE RECEIPT)-B-156 J-DEMAND TO FORECLOSE-B-161 K-FIRST NOTICE (PROPERTY OWNER NO. 1, NO. 2, NO. 3)-B-131 L-LETTER TO BONDHOLDER-B-131 M-NAME AND ADDRESS REPORT-B-250 N-NOTICE OF SALE (NOTICE OF SALE, NEWSPAPER APPROVED)-B-97 O-NOTICE TO REDEEM (PROPERTY OWNER NO. 1, NO. 2, NO. 3)-B-25 P-PUBLICATION TRUST FUND RECEIPT-B-98 Q-REDEMPTION OF CERTIFICATE RECEIPT-B-6 R-REDEMPTION RECEIPT-B-13 S-REQUEST FOR TREASURER'S DEED-B-240 T-SECOND NOTICE (PROPERTY OWNER NO. 1, NO. 2, NO. 3)-B-209 U-STATEMENT OF SETTLEMENT-B-1 V-TREASURER'S DEED-B-148	TO+3	TO+50			N	N	N	
/TRE/02/	O009.	ITEMIZED STATEMENT OF SETTLEMENT (CASH DISBURSEMENT SHEET) RECORD TYPES:	TO+1	TO+10			N	N	N	

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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
/TRE/02/	0010.	SETTLEMENT SHEETS (B-1) FORM: B-1 RECORD TYPES:	TO+3	TO+10		N	N	N	
/TRE/02/	0011.	STREET BOND CORRESPONDENCE RECORD TYPES: A-STREET IMPROVEMENT BOND STATEMENT B-NOTICES OF OVER AND SHORT	CL+3	CL+3		N	N	N	
/TRE/02/	0012.	STREET BOND REGISTER (MICROFICHE) (RECORDS OF STREET BOND RECEIPTS AND DISBURSEMENTS. SEND COPY OF MICROFICHE TO CITY ARCHIVES) RECORD TYPES: Vital	PE	PE		Y	N	N	
/TRE/02/	0013.	STREET BOND REGISTER (1911-13) (RECORD OF BOND PAYMENTS PRIOR TO 1981 - SEE MICROFICHE COMMENCING 1981) RECORD TYPES:	TO	TO+50		N	N	N	
/TRE/02/	0014.	STREET BOND REGISTER (1943) RECORD TYPES:	TO+14	TO+50		N	N	N	
/TRE/02/	0015.	STREET IMPROVEMENT BOND RECEIPTS (TRANSFER TO STORAGE 4 YEARS AFTER PAID) RECORD TYPES: A-ADJUSTMENT VOUCHER-B-193 B-COUNTER STREET BOND ASSESSMENT BILL-B-109 C-FULL PAYMENT OF STREET BOND ASSESSMENT-B-199 D-STATEMENT OF OVERPAYMENT REFUND-B-182 E-STREET IMPROVEMENT BOND STATEMENT	TO+4	TO+14		N	N	N	

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Departmental Records Disposition Schedule
Original Records**

**Records of: TREASURY/STREET IMPROVEMENT BOND
/TRE/02/ DEPARTMENT OF FINANCE**

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			Office	Total	Code	V	H	C
/TRE/02/	O016.	WARRANTS (TREASURER'S LIST OF ASSESSMENTS) (ENG3.266) (TRANSFER TO STORAGE AFTER MATURITY) FORM: ENG3.266 RECORD TYPES: A-CORRESPONDENCE B-DEPOSIT CERTIFICATE-GEN. 2	CL	CL+4		N	N	N

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/TRE/03/	O	ORIGINAL RECORDS										
/TRE/03/	O001.	ANNUAL REPORTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N				
/TRE/03/	O002.	AUDIT REPORTS RECORD TYPES:	PE	PE		N	N	N				
/TRE/03/	O003.	BOND AUTHORITIES AND RESOLUTIONS RECORD TYPES:	PE	PE		N	N	N				
/TRE/03/	O004.	BOND FILES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-BOND SPECIMENS B-CORRESPONDENCE C-OFFICIAL STATEMENTS D-REPORTS E-RESOLUTIONS	CL+5	PE		N	Y	N				
/TRE/03/	O005.	BUDGETS RECORD TYPES: A-COMMITTEE AGENDAS B-CORRESPONDENCE C-WORK PAPERS	TO+7	TO+7		N	N	N				
/TRE/03/	O006.	CONFLICT OF INTEREST FILES	TO+5	TO+5		N	N	N				

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		RECORD TYPES: A-CONFLICT OF INTEREST INDEX-GEN 168 B-STATEMENT OF ECONOMIC INTEREST FOR DESIGNATED EMPLOYEES-730							
/TRE/03/	O007.	CORRESPONDENCE & SUBJECT FILES (PURGE FOR HISTORICAL DATA) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/03/	O008.	DEFERRED COMPENSATION AND PENSION SAVINGS PLAN REPORTS ((MNTLY, QRTRLY & SEM ANN RPTS. NOT IN 1-5, 7 OR 8 OF 12.3B)) RECORD TYPES: A-GREAT WESTERN BANK - TRANSACTION ACTIVITY B-THE HARTFORD - TRANSACTION ACTIVITY C-FIRST FINANCIAL ADM. - TRANSACTION ACTIVITY	AU+2	AU+2		N	N	N	
/TRE/03/	O009.	EMPLOYEE PERSONNEL FOLDERS (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79) BECOME PROPERTY OF PERSONNEL DEPT.) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORT-GEN 88 B-CLAIM FOR REIMBURSEMENT-GEN 130 C-DUTY CERTIFICATE-PDAS 43 D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-EMPLOYEE MEDICAL CALENDAR-GEN 90 F-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 G-EXTENDED SICK LEAVE REQUEST-GEN 89 H-MEDICAL INFORMATION CERTIFICATE-GEN 91 I-NOTICE OF COMMENDATION-GEN 79 J-NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION-GEN 77 K-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 L-NOTICE TO CORRECT DEFICIENCIES-GEN 78 M-PAY GRADE ADVANCEMENT-CAO 614 N-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 O-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN 42 P-RECORD OF TRAINING-PDMER 1 Q-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 R-REQUEST FOR LEAVE OF ABSENCE-GEN 38 S-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-GEN 16B T-TIME/OFF COMPENSATION REQUEST (FOR LEAVE OF ABSENCE ONLY)-GEN 68	TE	TE		N	N	N	

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/TRE/03/	O010.	MEMORANDUMS (WORK PROCEDURES) RECORD TYPES:	TO+10	TO+10		N	N	N
/TRE/03/	O011.	REPORTS TO MAYOR RECORD TYPES:	TO+10	TO+10		N	N	N
/TRE/03/	O012.	STALE CHECKS - ESCHEATMENTS RECORD TYPES:	PE	PE		N	N	N
/TRE/03/	O013.	STREET BONDS - ESCHEATMENTS RECORD TYPES:	PE	PE		N	N	N
/TRE/03/	O014.	STREET BONDS - REAPPROPRIATIONS RECORD TYPES:	PE	PE		N	N	N
/TRE/03/	O015.	TRAVEL AUTHORITIES (GEN 71) FORM: GEN 71 RECORD TYPES: A-CHECKLIST B-COMMITTEE REPORTS C-DEPOSIT CERTIFICATE D-ITINERARY E-PERSONAL EXPENSE STATEMENT-GEN 16 F-RECEIPTS G-REMITTANCE ADVICE-5042A	TO+2	TO+2		N	N	N

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/TRE/03/	0016.	F-RECEIPTS U. S. SAVINGS BONDS RECORD TYPES: A-CONTROL SHEET B-PAYROLL SALES C-REMITTANCE ADVICE-5042A D-SALES REPORT	TO+5	TO+5		N	N	N	
/TRE/03/	0017.	TIME OFF COMPENSATION REQUEST (68) FORM: 68 RECORD TYPES:	TO+2	TO+5		N	N	N	
/TRE/03/	0018.	CONTROLLER/DWP RECORD TYPES: A-BIWEEKLY DEDUCTION REPORTS B-CATCH-UP REPORTS	TO+2	TO+2		N	N	N	
/TRE/03/	0019.	GREAT WESTERN ACTIVITY REPORT (TO BE DELETED PER REVISION NO. 3) RECORD TYPES: A-MONTHLY B-QUARTERLY	TO+2	TO+2		N	N	N	
/TRE/03/	0020.	HARTFORD BIWEEKLY CONFIRMATION STATEMENTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/TRE/03/	0021.	HARTFORD MONTH END LISTING (TO BE DELETED PER REV. NO. 3) RECORD TYPES:	TO+2	TO+2		N	N	N	

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/TRE/03/	O022.	PICAS DISKS (RECORDS OF INTEREST DISTRIBUTION) RECORD TYPES: Vital	TO+2	TO+7		Y	N	N	
/TRE/03/	O023.	DEPOSIT DISKS (RECORDS OF DEPOSITS) RECORD TYPES: Vital	TO+2	TO+7		Y	N	N	
/TRE/03/	O025.	AFFIDAVIT FORMS DESIGNATING BENEFICIARY AUTHORIZED TO... (CONT. 110) (TRE'S OFFICE RECEIVES ORIG WHICH IS ACCOMPANIED BY RETIREMENT LETTER...) FORM: CONT. 110 RECORD TYPES:	TO+2	TO+2		N	N	N	

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/TRE/04/	O001.	ADJUSTMENT ACCOUNT (SIB) RECORD TYPES:	PE	PE		N	N	N		
/TRE/04/	O002.	AUTHORIZATION FOR PURCHASE OF UNITED STATES SAVINGS BONDS (DESTROY THREE YEARS AFTER CANCELLED) RECORD TYPES:	CL+3	CL+3		N	N	N		
/TRE/04/	O003.	BANK STATEMENTS RECORD TYPES:	TO+5	TO+10		N	N	N		
/TRE/04/	O004.	BOND & COUPON HISTORY FILE (MICROFICHE) (UPDATED MONTHLY, SEND COPY TO CITY ARCHIVES) RECORD TYPES: Vital	PE	PE		Y	N	N		
/TRE/04/	O005.	BOND REDEMPTION & INTEREST LEDGER (T-79) FORM: T-79 RECORD TYPES:	TO+5	TO+10		N	N	N		
/TRE/04/	O006.	BUDGETS RECORD TYPES:	TO+5	TO+5		N	N	N		

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		A-PERSONNEL REQUIREMENTS-CAO 10 B-RECAPITULATION BY ACTIVITY-CAO 12 C-RECAPITULATION BY EXPENDITURE CLASSIFICATION-CAO 14 D-RECAPITULATION OF POSITION CHANGES-CAO 16 E-REVENUE ESTIMATE-CAO 19 F-SALARIES/EQUIPMENT REQUIREMENTS-CAO 11 G-SUBSTITUTE POSITION REQUIREMENTS-CAO 17 H-SUPPORTING SCHEDULE-CAO 18 I-WORK PAPERS J-WORK PROGRAM-CAO 9							
/TRE/04/	O007.	CANCELLED CHECKS (BANKS) RECORD TYPES:	TO+5	TO+10		N	N	N	
/TRE/04/	O008.	CASH FLOW UPDATE EXCEPTION REPORT (SIB) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O009.	CITY CASH (T-92) FORM: T-92 RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O010.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O011.	DAILY CASH BALANCE RECORD TYPES:	AR+2	AR+2		N	N	N	

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/TRE/04/	O012.	DAILY CASH DISBURSEMENTS (SIB) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O013.	DAILY CASH RECEIPTS (SIB) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O014.	DAILY REPORT OF CASH (T-93B) FORM: T-93B RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O015.	GENERAL LEDGER (T-106) FORM: T-106 RECORD TYPES:	TO+5	TO+10		N	N	N	
/TRE/04/	O016.	INVENTORY CARDS (T-193) FORM: T-193 RECORD TYPES:	PE	PE		N	N	N	
/TRE/04/	O017.	1913-1911 IMPROVEMENT FOLDERS (SIB) RECORD TYPES: A-BID LETTERS B-BOND BID INFORMATION C-CORRESPONDENCE D-PROPOSED ASSESSMENTS E-WORK PAPERS	CL+1	CL+5		N	N	N	

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/TRE/04/	O018.	NOTICE OF JOURNAL VOUCHERS CHARGES (A-15) FORM: A-15 RECORD TYPES:	AR+2	AR+2		N	N	N
/TRE/04/	O019.	OVER AND SHORT ACCOUNT (SIB) RECORD TYPES:	PE	PE		N	N	N
/TRE/04/	O020.	PAYROLL REGISTER RECORD TYPES: A-BI-WEEKLY SICK LEAVE ROSTER B-BI-WEEKLY VACATION ROSTER C-PAYROLL/REIMBURSEMENT AUTHORITY AUDIT-5007 D-PAYROLL/REIMBURSEMENT RECAPITALIZATION-5009 E-PAYROLL/REIMBURSEMENT REGISTER-5035 F-PAYROLL SPECIAL MESSAGES G-SALARY CHANGE ROSTER-5040 H-VARIATION FIELDS & HOURS EXCEPTION LIST I-VARIATION RECAP REPORT J-WEEKLY CREW TIMESHEETS-5054	TO+5	TO+5		N	N	N
/TRE/04/	O021.	RECEIPTS & FUNDS TO WHICH CREDITED (T-3) FORM: T-3 RECORD TYPES:	TO+5	TO+10		N	N	N
/TRE/04/	O022.	RECONCILEMENT OF ACCOUNT WITH BANKS (T-96) FORM: T-96 RECORD TYPES:	TO+5	TO+10		N	N	N
/TRE/04/	O023.	RECORD OF CHECK DRAWN (T-62) FORM: T-62 RECORD TYPES:	TO+5	TO+10		N	N	N

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/TRE/04/	O024.	REGISTER CHANGE REPORT (SIB) RECORD TYPES:	AR+2	AR+2				N	N	N	
/TRE/04/	O025.	SAVINGS BOND ROSTER RECORD TYPES:	TO+5	TO+10				N	N	N	
/TRE/04/	O026.	SAVINGS BONDS INPUT DOCUMENT RECORD TYPES: A-AUTHORIZED PAYROLL DEDUCTIONS-130 B-DEDUCTIONS CODE - 71 LISTING C-PAYROLL/PERSONNEL CHANGE ROSTER-FG41A D-PAYROLL REPORT E-USE FOR BOND OWNERS CHANGE F-USE FOR CHANGE - OTHER NAME	AR+2	AR+2				N	N	N	
/TRE/04/	O027.	STOP PAYMENT RELEASES (BR & I) RECORD TYPES:	AR+2	AR+2				N	N	N	
/TRE/04/	O028.	STOP PAYMENT REQUESTS (BR & I) RECORD TYPES: A-STOP PAYMENT-T-49 B-CORRESPONDENCE	TO+10	TO+50				N	N	N	
/TRE/04/	O029.	STREET IMPROVEMENT BOND CANCELLED ACCOUNTS RECORD TYPES:	AR+2	AR+2				N	N	N	

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/TRE/04/	O030.	STREET IMPROVEMENT BOND TRACT INDEX (MICROFICHE) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O031.	SUMMARIES (DAILY CASH) (T-91A) FORM: T-91A RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O032.	SURPLUS ACCOUNT (SIB) RECORD TYPES:	PE	PE		N	N	N	
/TRE/04/	O033.	TIME OFF COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O034.	TRIAL BALANCE OF UNDISBURSED RECEIPTS (SIB) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O035.	UNDISBURSED RECEIPTS ON REGISTER FILE (SIB) RECORD TYPES:	AR+2	AR+2		N	N	N	

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/TRE/04/	O036.	UNPAID PRINCIPAL BALANCE (SIB) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O037.	UNPAID PRINCIPAL BALANCE ON REGISTER FILE (SIB) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O038.	WARRANT PAID REPORTS RECORD TYPES:	TO+5	TO+10		N	N	N	
/TRE/04/	O039.	CHECK REGISTERS RECORD TYPES:	TO+5	TO+10		N	N	N	
/TRE/04/	O040.	DAILY CASH DISBURSEMENTS POSTING SHEETS (SIB) RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O041.	BR & I REPORT OF BONDS & COUPONS PAID (T-195) FORM: T-195 RECORD TYPES:	AR+2	AR+2		N	N	N	
/TRE/04/	O042.	BR & I COUPONS PAID (ENVELOPES ONLY) RECORD TYPES:	AR+2	AR+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/ACCOUNTING
/TRE/04/ DEPARTMENT OF FINANCE

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

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/CASH MANAGEMENT
/TRE/05/ DEPARTMENT OF FINANCE

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		
/TRE/05/	O	ORIGINAL RECORDS									
/TRE/05/	O001.	ACCOUNT ANALYSIS (BANKS) (USED FOR LAWSUITS) RECORD TYPES:	TO+5	TO+10			N	N	N		
/TRE/05/	O002.	ACCRUED INTEREST COMPUTATIONS RECORD TYPES:	CL	CL+7			N	N	N		
/TRE/05/	O003.	AGREEMENT FOR INACTIVE DEPOSIT OF FUNDS (T-191) (USED FOR LAWSUITS) FORM: T-191 RECORD TYPES:	CL+5	CL+10			N	N	N		
/TRE/05/	O004.	B R & I DISBURSEMENTS (CONT. 198) (USED FOR LAWSUITS) FORM: CONT. 198 RECORD TYPES: A-CORRESPONDENCE B-GENERAL LEDGER JOURNAL VOUCHER C-MATURITY REPORTS	TO+5	TO+10			N	N	N		
/TRE/05/	O005.	BROKERS, DEALERS AND BANKS DOING BUSINESS WITH CITY RECORD TYPES: A-ANNUAL REPORTS B-CORRESPONDENCE	TO+5	TO+7			N	N	N		
/TRE/05/	O006.	CITY ATTORNEY OPINIONS (BANKING) (USED FOR LAWSUITS) RECORD TYPES:	PE	PE			N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/CASH MANAGEMENT
/TRE/05/ DEPARTMENT OF FINANCE

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/TRE/05/	O007.	CONTRACTS WITH STATE & NATIONAL BANKS & SAVINGS & LOANS ... (USED FOR LAWSUITS) RECORD TYPES:	CL+10	CL+10			N	N	N	
/TRE/05/	O008.	CORRESPONDENCE (CITY DEPARTMENTS AND JOINT POWER ENTITIES) (USED FOR LAWSUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/TRE/05/	O009.	DAILY COMPUTER INPUT FORMS RECORD TYPES:	TO+2	TO+2			N	N	N	
/TRE/05/	O010.	DIRECT DEPOSIT (USED FOR LAWSUITS) RECORD TYPES: A-BANK DEPOSIT SLIPS B-CORRESPONDENCE C-DEPOSIT CERTIFICATES D-PAYROLL REIMBURSEMENT RECAPITULATION-5009 E-RECAP DAILY BANK DEPOSITS	TO+5	TO+10			N	N	N	
/TRE/05/	O011.	GENERAL JOURNAL - GOVERNMENT SECURITIES & TIME DEPOSITS (USED FOR LAWSUITS) RECORD TYPES:	TO+5	TO+10			N	N	N	
/TRE/05/	O012.	GOVERNMENT SECURITY INVESTMENTS OUTSTANDING RECORD TYPES:	TO+3	TO+3			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/CASH MANAGEMENT
/TRE/05/ DEPARTMENT OF FINANCE

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			Office	Total	Code	V	H	C	L
/TRE/05/	O013.	INACTIVE DEPOSIT BIDS (INTEREST) BEARING PUBLIC DPST... (USED FOR LAWSUITS) RECORD TYPES:	CL+10	CL+10		N	N	N	
/TRE/05/	O014.	INCOME SUMMARY REPORT - GOVERNMENT SECURITIES RECORD TYPES:	TO+5	TO+5		N	N	N	
/TRE/05/	O015.	INVESTMENT BIDS AND OFFERS (USED FOR LAWSUITS) RECORD TYPES: A-COMPETITIVE BID SHEET B-COMPUTATION SHEET C-CONFIRMATION D-CORRESPONDENCE E-DEPOSIT CERTIFICATE	TO+5	TO+10		N	N	N	
/TRE/05/	O016.	MONTHLY POOLED CASH & INTEREST EARNED REC'D & DISTRIBUTED (USED FOR LAWSUITS) RECORD TYPES:	PE	PE		N	N	N	
/TRE/05/	O017.	RECEIPT AND DISBURSEMENT FORECAST & BANK BALANCES (T-200) (USED FOR LAWSUITS) FORM: T-200 RECORD TYPES:	TO+5	TO+10		N	N	N	
/TRE/05/	O018.	RECEIPT FOR INACTIVE PUBLIC DEPOSIT (USED FOR LAWSUITS) RECORD TYPES:	TO+5	TO+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/CASH MANAGEMENT
/TRE/05/ DEPARTMENT OF FINANCE

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/TRE/05/	O019.	UNION BANK SAFEKEEPING ACCOUNTS (USED FOR LAWSUITS) RECORD TYPES: A-BOOK ENTRY CONTROL SHEET B-CONFIRMATIONS C-WIRE TRANSFER OF FUNDS	TO+5	TO+10		N	N	N	
/TRE/05/	O020.	WARRANTS (STATE AND COUNTY) (USED FOR LAWSUITS) RECORD TYPES: A-COPIES OF CHECKS B-CORRESPONDENCE C-DEPOSIT CERTIFICATE-GEN. 2	TO+10	TO+10		N	N	N	
/TRE/05/	O021.	WIRE CONFIRMATIONS (USED FOR LAWSUITS) RECORD TYPES: A-FEDERAL WIRE NOTIFICATIONS B-REQUEST FOR FEDERAL FUNDS TRANSFER	TO+5	TO+10		N	N	N	
/TRE/05/	O022.	WIRE TRANSFER OF FUNDS THRU FEDERAL RESERVE SYSTEM (USED FOR LAWSUITS) RECORD TYPES:	TO+5	TO+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/MUNICIPAL BOND REGISTRAR
/TRE/06/ DEPARTMENT OF FINANCE

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				
/TRE/06/	O	ORIGINAL RECORDS											
/TRE/06/	O001.	BOND COUPONS (TRANSFER TO STORAGE FIVE YEARS AFTER MATURITY) RECORD TYPES:	CL+5	CL+10		N	N	N					
/TRE/06/	O002.	CONTROL SHEET - SECURITIES IN VAULT (LEDGER CARDS) (T-122) FORM: T-122 RECORD TYPES:	CL+5	CL+10		N	N	N					
/TRE/06/	O003.	IN AND OUT RECEIPTS RECORD TYPES: A-IN RECEIPTS-T-99 B-OUT RECEIPTS-T-71 C-TRANSACTION PAPERS	TO+5	TO+10		N	N	N					
/TRE/06/	O004.	REGISTERED BOND CHECK REGISTER RECORD TYPES:	TO+10	TO+50		N	N	N					
/TRE/06/	O005.	REGISTERED BONDS (LEDGER CARDS) (T-123) (DESTROY 2 YRS AFTER MATURITY OF BOND OR WHEN BOND IS RELEASED FROM CUSTODY) FORM: T-123 RECORD TYPES:	CL+2	CL+5		N	N	N					
/TRE/06/	O006.	SECURITIES IN VAULT (LEDGER CARDS) (T-124)	CL+2	CL+5		N	N	N					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/MUNICIPAL BOND REGISTRAR
/TRE/06/ DEPARTMENT OF FINANCE

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type V H C L		
		(DESTROY 2 YRS AFTER MATURITY OF SECURITY OR WHEN SECURITY IS RELEASED FROM CUSTODY) FORM: T-124 RECORD TYPES:						
/TRE/06/	O007.	REGISTERED BONDHOLDERS-SECURITY FOLDERS RECORD TYPES:	CL+2	CL+5		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/WARRANT/CHECK PROCESSING
/TRE/07/ DEPARTMENT OF FINANCE

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type												
			Office	Total	V	H	C	L	V	H	C	L								
/TRE/07/	O	ORIGINAL RECORDS																		
/TRE/07/	O001.	REVOLVING FUND TRANSMITTAL (T-46) (ORIGINAL EST. 1 BOX PER YR.) FORM: T-46 RECORD TYPES:	TO+2	TO+2				N	N	N										
/TRE/07/	O002.	REVOLVING FUND CHECK LISTINGS (T-109) (ORIGINAL EST. 1 BOX PER YR.) FORM: T-109 RECORD TYPES:	TO+2	TO+2				N	N	N										
/TRE/07/	O003.	CHECK DEPOSITED (MICROFILM) (ORIGINAL EST. 26 BOXES PER YR.) RECORD TYPES:	TO+2	TO+2				N	N	N										
/TRE/07/	O004.	CITY CLEARING TAPES (ORIGINAL EST. 130 BOXES PER YR.) RECORD TYPES:	TO+2	TO+2				N	N	N										
/TRE/07/	O005.	WARRANT BANK LISTINGS (ORIGINAL EST. 12 BOXES PER YR.) RECORD TYPES:	TO+2	TO+2				N	N	N										
/TRE/07/	O006.	WARRANT STATISTICS (ORIGINAL EST. 2 BOXES PER YR.) RECORD TYPES:	TO+2	TO+2				N	N	N										

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Departmental Records Disposition Schedule
Original Records

Records of: TREASURY/WARRANT/CHECK PROCESSING
/TRE/07/ DEPARTMENT OF FINANCE

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/TRE/07/	O007.	WARRANT FLOAT LISTINGS (ORIGINAL EST. 4 BOXES PER YR.) RECORD TYPES:	TO+2	TO+2	N	N	N	N
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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: TREASURY/TELLER
/TRE/01/ DEPARTMENT OF FINANCE

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/TRE/01/	D	DUPLICATE RECORD SERIES			
/TRE/01/	D001.	PAID WARRANTS (MICROFICHE) (CONTROLLER; UPDATED MONTHLY) RECORD TYPES:	SU		N N N

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Departmental Records Disposition Schedule
Duplicate Records

Records of: TREASURY/STREET IMPROVEMENT BOND
/TRE/02/ DEPARTMENT OF FINANCE

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/TRE/02/	D	DUPLICATE RECORD SERIES			
/TRE/02/	D001.	ACCOUNTS BY BONDHOLDER (ST IMPROVEMENT BOND DIV; INFO RETAINED IN WARRANTS & BONDHOLDER CORRESPONDENCE) RECORD TYPES:	SU		N N N
/TRE/02/	D002.	BONDHOLDER FILE LISTING (ST IMPROVEMENT BOND DIV; INFO RETAINED IN WARRANTS & BONDHOLDER CORRESPONDENCE) RECORD TYPES:	SU		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: TREASURY/ADMINISTRATION
/TRE/03/ DEPARTMENT OF FINANCE

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/TRE/03/	D	DUPLICATE RECORD SERIES			
/TRE/03/	D001.	INTER/INTRA DEPT'L MANUALS, PUBL'CONS, BULLETINS & NOTICES... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/TRE/03/	D002.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/TRE/03/	D003.	PUBL'CONS & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/TRE/03/	D004.	REPORTS (CASH MANAGEMENT) (CASH MANAGEMENT DIVISION) RECORD TYPES:	TO+3		N N N
/TRE/03/	D005.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/TRE/03/	D006.	WEEKLY CREW TIMESHEETS (5054) (ACCOUNTING DIVISION; TO BE DELETED PER REV. 1) FORM: 5054 RECORD TYPES:	TO+1		N N N

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/TRE/03/	D007.	REGISTERED/CERTIFIED DOC'TN FOR PROOF OF RETURNED SECURITIES (PS3877/PS (GENERAL SERVICES - MAIL ROOM) FORM: PS3877/PS3 RECORD TYPES:	TO+2		N N N
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/TRE/04/ DEPARTMENT OF FINANCE

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			
/TRE/04/	D	DUPLICATE RECORD SERIES						
/TRE/04/	D001.	ACCUMULATED FILE UPDATE (ERROR REPORT) (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE)) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D002.	ACCUMULATED TRANSACTION (UPDATE REPORT) (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE)) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D003.	ADJUSTMENT EDIT REPORT (ACCOUNTING DIV; INFO RETAINED IN BOND COUPON HISTORY FILE (MICROFICHE)) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D004.	BONDS & COUPONS PROCESSED BY BR & I CODE (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE)) RECORD TYPES:	SU		N	N	N	
/TRE/04/	D005.	BONDS & COUPONS PROCESSED BY TR & ENVELOPE (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE)) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D006.	BR & I ACCUMULATED FILE LISTED (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE)) RECORD TYPES:	AR+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: TREASURY/ACCOUNTING
/TRE/04/ DEPARTMENT OF FINANCE

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/TRE/04/	D007.	BR & I CODE BOOK (DATA SERVICE BUREAU; INFO RETAINED IN COMPUTER) RECORD TYPES:	SU		N N N
/TRE/04/	D008.	BR & I MASTER TRANSACTION UPDATE (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE)) RECORD TYPES:	AR+2		N N N
/TRE/04/	D009.	BR & I MATURED & OUTSTANDING REPORT (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE) RECORD TYPES:	AR+2		N N N
/TRE/04/	D010.	BR & I MATURITY REPORT (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE) RECORD TYPES:	AR+2		N N N
/TRE/04/	D011.	BR & I REQUIREMENT FILE LISTING (ACCOUNTING DIV; INFO RETAINED IN COMPUTER) RECORD TYPES:	SU		N N N
/TRE/04/	D012.	BR & I REQUIREMENT FILE UPDATE (ACCOUNTING DIV; INFO RETAINED IN COMPUTER) RECORD TYPES:	AR+2		N N N

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Departmental Records Disposition Schedule
Duplicate Records

Records of: TREASURY/ACCOUNTING
/TRE/04/ DEPARTMENT OF FINANCE

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/TRE/04/	D013.	BR & I STOP PAYMENT LISTING (ACCOUNTING DIV; INFO RETAINED IN COMPUTER) RECORD TYPES:	SU		N	N	N	
/TRE/04/	D014.	BR & I STOP PAYMENT UPDATE (ACCOUNTING DIV; INFO RETAINED IN COMPUTER) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D015.	BR & I SUSPENSE FILE UPDATE REPORT (ACCOUNTING DIV) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D016.	DEDUCT CHARGE-OFF FROM PAYABLE FILE (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D017.	DEPOSIT CERTIFICATE (GEN 2) (CONTROLLER) FORM: GEN 2 RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D018.	EQUIPMENT INVENTORY SYSTEM (CONTROLLER) RECORD TYPES: A-EQUIPMENT INVENTORY INPUT WORKSHEETS-GEN 111 B-EQUIPMENT TRANSFER ADVICE-GEN 116 C-PHYSICAL INVENTORY	AR+2		N	N	N	
/TRE/04/	D019.	EXPENDITURE PROGRAM (CAO 20)	AR+2		N	N	N	

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Departmental Records Disposition Schedule
Duplicate Records

Records of: TREASURY/ACCOUNTING
/TRE/04/ DEPARTMENT OF FINANCE

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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(CITY ADMINISTRATIVE OFFICER) FORM: CAO 20 RECORD TYPES:					
/TRE/04/	D020.	GENERAL LEDGER JOURNAL VOUCHER (CONT 19B) (CONTROLLER) FORM: CONT 19B RECORD TYPES:	AR+2	N	N N
/TRE/04/	D021.	HISTORY FILE UPDATE REPORT (BR & I) (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE) RECORD TYPES:	AR+2	N	N N
/TRE/04/	D022.	INTER/INTRA DEPT'L MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU	N	N N
/TRE/04/	D023.	INTERNAL DEMAND (GEN 1-C) (CONTROLLER) FORM: GEN 1-C RECORD TYPES:	AR+2	N	N N
/TRE/04/	D024.	INTERNAL TRANSFER VOUCHER (CONTROLLER) RECORD TYPES:	AR+2	N	N N
/TRE/04/	D025.	MONTHLY HISTORY FILE UPDATE ERROR REPORT (BR & I) (ACCOUNTING DIV; INFO RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE) RECORD TYPES:	AR+2	N	N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: TREASURY/ACCOUNTING
/TRE/04/ DEPARTMENT OF FINANCE

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			
/TRE/04/	D026.	1911 ACT INCIDENTAL FEES (SIB) (BUREAU OF ACCOUNTING) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D027.	NOTICE OF SCHEDULED PAYMENT (5043) (CONTROLLER) FORM: 5043 RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D028.	ORDERS, CONTRACTS & ENCUMBRANCE DOCUMENTS (CONTROLLER; GEN SERVICES; CAO) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-GEN 40 B-CONTRACTS C-ENCUMBRANCE ADJUSTMENT-GEN 36 D-INTERDEPARTMENTAL ORDERS-GEN 34 E-PURCHASE ORDERS-GS/S-2 F-PURCHASE REQUISITIONS-GS/S-1 G-REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS-GEN 105 H-REQUEST TO ENCUMBER FUNDS-GEN 106 I-STORES MULTI-USE FORM-GS/MMI J-TRAVEL AUTHORITY-GEN 71	TO+5		N	N	N	
/TRE/04/	D029.	PAYABLE FILE LISTING (BR & I) (ACCOUNTING DIVISION; INFORMATION RETAINED IN COMPUTER) RECORD TYPES:	SU		N	N	N	
/TRE/04/	D030.	PAYABLE FILE UPDATE REPORT (BR & I) (ACCOUNTING DIVISION; INFORMATION RETAINED IN COMPUTER) RECORD TYPES:	AR+2		N	N	N	
/TRE/04/	D031.	PAYABLE FILE UPDATE REPORT (BR & I)	AR+2		N	N	N	

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Departmental Records Disposition Schedule
Duplicate Records

Records of: TREASURY/ACCOUNTING
/TRE/04/ DEPARTMENT OF FINANCE

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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		(ACCOUNTING DIVISION; INFORMATION RETAINED IN BOND & COUPON HISTORY FILE (MICROFICHE) RECORD TYPES:			
/TRE/04/	D032.	PAYROLL & REIMBURSEMENT CERTIFICATION, AUTHENTICATION... (CONT 71) (CONTROLLER) FORM: CONT 71 RECORD TYPES:	AR+2		N N N
/TRE/04/	D033.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES:	AR+2		N N N
/TRE/04/	D034.	REMITTANCE ADVICE (5042 A) (CONTROLLER) FORM: 5042 A RECORD TYPES:	AR+2		N N N
/TRE/04/	D035.	STATEMENT OF CONDITION OF APPROPRIATION (CONTROLLER) RECORD TYPES:	AR+2		N N N
/TRE/04/	D036.	STREET BOND REGISTER (MICROFICHE) (STREET IMPROVEMENT BOND DIV; INFORMATION RETAINED ON COMPUTER TAPE. MICROFICHE UPDATED EVERY TWO WEEKS) RECORD TYPES:	SU		N N N
/TRE/04/	D037.	STORES MULTI-USE FORM (G/SMM1) (ISSUING STORE; CONTROLLER) FORM: G/SMM1 RECORD TYPES:	AR+2		N N N

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Departmental Records Disposition Schedule
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Records of: TREASURY/ACCOUNTING
/TRE/04/ DEPARTMENT OF FINANCE

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		A-INTERDEPARTMENTAL ORDER-GEN 34 B-DELIVERY RECEIPT			
/TRE/04/	D038.	SUSPENSE FILE BATCH STATUS REPORT (SIB) (ACCOUNTING DIVISION) RECORD TYPES:	AR+2		N N N
/TRE/04/	D039.	SUSPENSE FILE STATUS REPORT (BR & I) (ACCOUNTING DIVISION) RECORD TYPES:	AR+2		N N N
/TRE/04/	D040.	CASH TRANSFER VOUCHER (5041) (CONTROLLER) FORM: 5041 RECORD TYPES:	AR+2		N N N
/TRE/04/	D041.	BANK DEPOSIT SLIPS (BANKS) RECORD TYPES:	AR+2		N N N
/TRE/04/	D042.	INNER DEPARTMENT RECEIPT (T-90) (TREASURER - TELLER'S SECTION) FORM: T-90 RECORD TYPES:	TO+4		N N N

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Departmental Records Disposition Schedule
Duplicate Records

Records of: TREASURY/CASH MANAGEMENT
/TRE/05/ DEPARTMENT OF FINANCE

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/TRE/05/	D	DUPLICATE RECORD SERIES			
/TRE/05/	D001.	SURPLUS PRINTED MATERIAL (PUBLICATIONS) (SEND FOUR COPIES TO CITY ARCHIVES (SECTION 50110 CALIFORNIA GOVERNMENT CODE) RECORD TYPES:	AR		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: TREASURY/MUNICIPAL BOND REGISTRAR
/TRE/06/ DEPARTMENT OF FINANCE

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/TRE/06/	D	DUPLICATE RECORD SERIES			

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Duplicate Records

Records of: TREASURY/WARRANT/CHECK PROCESSING
/TRE/07/ DEPARTMENT OF FINANCE

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