

## *Department Records Disposition Schedules*

### ***LOS ANGELES FIRE DEPARTMENT***

#### *Schedule Number Department Name*

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/FIR/	LOS ANGELES FIRE DEPARTMENT
/FIR/001/	FIRE COMMISSION
/FIR/001112/	LOS ANGELES FIRE DEPARTMENT/FIRE COMPANY
/FIR/1140/	LOS ANGELES FIRE DEPARTMENT/FIRE ADMINISTRATIVE SERVICES BUREAU
/FIR/200/	LOS ANGELES FIRE DEPARTMENT/FIRE COMMISSION
/FIR/210/	LOS ANGELES FIRE DEPARTMENT/COMMUNITY LIAISON OFFICE
/FIR/210A/	LOS ANGELES FIRE DEPARTMENT/PUBLIC SERVICE UNIT
/FIR/212/	LOS ANGELES FIRE DEPARTMENT/PROFESSIONAL STANDARDS DIVISION
/FIR/215/	LOS ANGELES FIRE DEPARTMENT/DISASTER PREPAREDNESS DIVISION
/FIR/215A/	LOS ANGELES FIRE DEPARTMENT/DISASTER PREPAREDNESS DIVISION
/FIR/220/	LOS ANGELES FIRE DEPARTMENT/ADMINISTRATIVE OPERATIONS/DEPUTY AND STAFF
/FIR/230/	LOS ANGELES FIRE DEPARTMENT/STAFF ASSISTANT CHIEFS OFFICE
/FIR/240/	LOS ANGELES FIRE DEPARTMENT/TRAINING SECTION
/FIR/250/	LOS ANGELES FIRE DEPARTMENT/MANAGEMENT INFORMATION SYSTEMS
/FIR/300/	LOS ANGELES FIRE DEPARTMENT/ADMIN. SERVICE BUR. HEADQUARTERS
/FIR/311/	LOS ANGELES FIRE DEPARTMENT/MANAGEMENT SERVICES SECTION
/FIR/313/	LOS ANGELES FIRE DEPARTMENT/MAPS AND DRAFTING SECTION
/FIR/320/	LOS ANGELES FIRE DEPARTMENT/ACCOUNTING
/FIR/321/	LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES
/FIR/340/	LOS ANGELES FIRE DEPARTMENT/MANUALS AND ORDERS SECTION
/FIR/360/	LOS ANGELES FIRE DEPARTMENT/PHOTO/VIDEO SECTION
/FIR/400/	LOS ANGELES FIRE DEPARTMENT/HEADQUARTERS

*Schedule Number Department Name*

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/FIR/412437/	LOS ANGELES FIRE DEPARTMENT/ALL BATTALIONS
/FIR/420/	LOS ANGELES FIRE DEPARTMENT/DIVISION OFFICES
/FIR/500/	LOS ANGELES FIRE DEPARTMENT/FIRE PREVENTION AND PUBLIC SAFETY
/FIR/650/	LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES BUREAU
/FIR/650A/	LOS ANGELES FIRE DEPARTMENT/FIRE SUPPRESS & RESCUE/AMBULANCE LIAISON
/FIR/655/	LOS ANGELES FIRE DEPARTMENT/EMS DISTRICT OFFICES
/FIR/700/	LOS ANGELES FIRE DEPARTMENT/BUREAU OF SUPPORT SERVICES
/FIR/710/	LOS ANGELES FIRE DEPARTMENT/OPERATIONS CONTROL DIVISION
/FIR/720/	LOS ANGELES FIRE DEPARTMENT/ARSON INVESTIGATION UNIT
/FIR/730/	LOS ANGELES FIRE DEPARTMENT/DEPARTMENT SAFETY OFFICER
/FIR/730A/	LOS ANGELES FIRE DEPARTMENT/STAFF ASSISTANT CHIEF
/FIR/810/	LOS ANGELES FIRE DEPARTMENT/SUPPLY & MAINTENANCE/MAINTENANCE SECT
/FIR/820/	LOS ANGELES FIRE DEPARTMENT/SUPPLY & MAINTENANCE/EQUIP ENGINEERING
/FIR/830/	LOS ANGELES FIRE DEPARTMENT/SUPPORT SERVICES
/FIR/850/	LOS ANGELES FIRE DEPARTMENT/COMMANDER'S OFFICE/SUPPLY & MAINTENANCE
/FIR/850A/	LOS ANGELES FIRE DEPARTMENT/EQUIPMENT ENGINEERING
/FIR/850B/	LOS ANGELES FIRE DEPARTMENT/FACILITIES/BLDG. ADMINISTRATION SECTION
/FIR/850C/	LOS ANGELES FIRE DEPARTMENT/MAINTENANCE SECTION
/FIR/850D/	LOS ANGELES FIRE DEPARTMENT/PURCHASING & SUPPLIES SECTION

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

**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE COMPANY**  
**/FIR/001112/**

*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	
/FIR/001112/	O	ORIGINAL RECORDS								
/FIR/001112/	O001.	ACCIDENT PROCEDURE PACKET (F-620) (UPON USE, FORWARD TO PERSONNEL SECTION) FORM: F-620 RECORD TYPES: Confidential	CL	CL		N	N	Y		
/FIR/001112/	O002.	AIR FILLING STATION MAINTENANCE RECORD (F-665A) FORM: F-665A RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/001112/	O003.	APPARATUS AND EQUIPMENT CHECK RECORD (F-973) FORM: F-973 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/001112/	O004.	ASSIGNMENT RECORD (F-702) (MAINTAINED ON ALL DEPARTMENTAL APPARATUS) FORM: F-702 RECORD TYPES:	TE+2	TE+2		N	N	N		
/FIR/001112/	O005.	AUTOMATIC FIRE SPRINKLER SYSTEM (F-316) FORM: F-316 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/001112/	O006.	BARBECUE PERMIT INSTRUCTIONS (F-863) (TRANSFERRED TO DUPLIC. RETEN. SCHEDULE AS ITEM NO.5 - TO BE DELETED) FORM: F-863 RECORD	TO+2	TO+2		N	N	N		

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			Office	Total	Code	V	H	C	L		
TYPES:											
/FIR/001112/	O007.	BATTERY RECORD STARTING (F-706) (FILED IN LOG BOOK ) FORM: F-706 RECORD TYPES:	TO+2	TO+2			N	N	N		
/FIR/001112/	O008.	BUDGET REQUEST (F-1002) FORM: F-1002 RECORD TYPES:	TO+2	TO+2			N	N	N		
/FIR/001112/	O009.	CHECK LIST FOR SPECIAL EVENTS (F-862) FORM: F-862 RECORD TYPES:	TO+2	TO+2			N	N	N		
/FIR/001112/	O010.	COMMUNITY DIRECTORY (F-400) (COMPANY FILES, BOOK 20 ) FORM: F-400 RECORD TYPES:	SU+2	SU+2			N	N	N		
/FIR/001112/	O011.	COMPANY JOURNAL (F-2) (UPON COMPLETION FORWARD TO MANUALS AND ORDERS UNIT SERVICES SECTION) FORM: F-2 RECORD TYPES: Confidential	CL+1	CL+1			N	N	Y		
/FIR/001112/	O012.	COMPARATIVE UTILITY USAGE RECORD (F-65B) (COMPANY FILES, NO COPIES MAINTAINED ) FORM: F-65B RECORD TYPES:	TE+2	TE+2			N	N	N		

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/FIR/001112/	O013.	COMPLAINT HAZARD (F-334) FORM: F-334 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/001112/	O014.	DAILY RECORD OF TRAINING AND FIRE PREV. ACTIVITIES (F-63B) FORM: F-63B RECORD TYPES:	TO+3	TO+3		N	N	N	
/FIR/001112/	O015.	ELECTRICAL ENERGY USE RECORD (F-65) (MAINTAINED UNTIL PROGRAM TERMINATED ) FORM: F-65 RECORD TYPES:	TE+2	TE+2		N	N	N	
/FIR/001112/	O016.	EMERGENCY OVERTIME RECEIPT (F-23) FORM: F-23 RECORD TYPES:	AU+2	AU+2		N	N	N	
/FIR/001112/	O017.	EQUIPMENT LOAN RECEIPT (F-215) FORM: F-215 RECORD TYPES:	CL+2	CL+2		N	N	N	
/FIR/001112/	O019.	FIRE HYDRANT RECORD (F-95) FORM: F-95 RECORD TYPES:	TE+2	TE+2		N	N	N	

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			Office	Total	Code	V	H	C	L
/FIR/001112/	O020.	FIRE HYDRANT TEST RECORD (F-70) (COMPANY FILES, NO COPIES) FORM: F-70 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/001112/	O021.	FIRE PROTECTION EQUIPMENT PERFORMANCE CERTIFICATE (F-24) (F-24) FORM: F-24 RECORD TYPES:	CL+5	CL+5		N	N	N	
/FIR/001112/	O022.	FUEL USE RECORD (F-181) (FORWARDED TO ACCOUNTING SECTION AT THE END OF EACH MONTH) FORM: F-181 RECORD TYPES:	TO+/01	TO+0/01		N	N	N	
/FIR/001112/	O023.	HAZARDOUS MATERIALS INCIDENT DATA SHEET (F-666C) (TRANSFERRED TO RESEARCH UNIT) FORM: F-666C RECORD TYPES:	CL+2	CL+2		N	N	N	
/FIR/001112/	O024.	HOSE INVENTORY RECORD (F-121) FORM: F-121 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/001112/	O025.	HOSE & SALVAGE COVER CHANGE RECORD (F-128) (COMPANY FILES, BOOK 55) FORM: F-128 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/001112/	O026.	LARGE SCALE EMERGENCY WORK PACKAGE (F-665) (ON ALL DEPARTMENT APPARATUS) FORM: F-665 RECORD TYPES:	CL+10	CL+10		N	N	N	

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/FIR/001112/	O027.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESS (CAL OSHA 2) (STATE REQUIREMENT) FORM: CAL OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N	
/FIR/001112/	O028.	MAINTENANCE RECORD (BOATS) (F-704D) FORM: F-704D RECORD TYPES:	TE+2	TE+2		N	N	N	
/FIR/001112/	O029.	NOTICE OF COMMENDATION (F-79) (TRANSFER TO PERSONNEL SERVICES SECTION) FORM: F-79 RECORD TYPES: Confidential	TE	TE		N	N	Y	
/FIR/001112/	O030.	OCCUPANCY LOAD SIGN REQUEST (F-527) (RETAIN 2 YEARS AFTER CANCELLED OR SUPERCEDED) FORM: F-527 RECORD TYPES:	CL+2	CL+2		N	N	N	
/FIR/001112/	O031.	OCCUPANCY RECORD CARD (F-173) (COMPANY FILES, BOOK 55) FORM: F-173 RECORD TYPES:	CL+3	CL+3		N	N	N	
/FIR/001112/	O032.	PERSONAL EQUIPMENT, BED AND LOCKER ASSIGNMENT RECORD (F-126) FORM: F-126 RECORD TYPES:	TE+2	TE+2		N	N	N	

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/FIR/001112/	O033.	RECORD OF FIRE PREVENTION ACTIVITIES (F-63A) FORM: F-63A RECORD TYPES:	TO+3	TO+3		N	N	N	
/FIR/001112/	O034.	RECORD OF OVERTIME CARD (F-590) FORM: F-590 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/001112/	O035.	RECORD STATUS REQUEST DISPOSITION (F-682) FORM: F-682 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/001112/	O036.	REPAIR RECORD (F-705) (MAINTAINED ON ALL DEPARTMENT APPARATUS) FORM: F-705 RECORD TYPES:	TE+2	TE+2		N	N	N	
/FIR/001112/	O037.	REPORT OF ADMINISTRATIVE OVERTIME (F-26) FORM: F-26 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/001112/	O038.	REQUEST FOR TRANSFER (F-18A) FORM: F-18A RECORD TYPES: Confidential	CL+2	CL+2		N	N	Y	
/FIR/001112/	O039.	RESOURCE AND SITUATION STATUS RECORD (F-666A,B)	CL+2	CL+2		N	N	N	

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			Office	Total	V	H	C	L			
(COMPANY FILES, NO COPIES ) FORM: F-666A,B RECORD TYPES:											
/FIR/001112/	O040.	STATION EXCEPTION AND OVERTIME (F-11) FORM: F-11 RECORD TYPES:	SU+2	SU+2	N	N	N				
/FIR/001112/	O041.	STATION S.O.D. REQUEST RECORD (F-591) FORM: F-591 RECORD TYPES:	TO+2	TO+2	N	N	N				
/FIR/001112/	O042.	STATISTICAL INFORMATION (F-701) (MAINTAINED ON ALL DEPT. APPARATUS ) FORM: F-701 RECORD TYPES:	TE+2	TE+2	N	N	N				
/FIR/001112/	O043.	S.O.D. NOTIFICATION (F-592) FORM: F-592 RECORD TYPES:	TO+2	TO+2	N	N	N				
/FIR/001112/	O044.	SUGGESTED COMMAND POST LAYOUT (F-668) FORM: F-668 RECORD TYPES:	TO+2	TO+2	N	N	N				
/FIR/001112/	O045.	TIME RECORD (F-351) (BY STATION 1 YEAR, THEN TRANSFER TO ACTG ) FORM: F-351 RECORD TYPES: Confidential	TO+1	TO+1	N	N	Y				

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/FIR/001112/	O046.	TIME RECORD WORKSHEET (F-351A) (BY STATION 1 YEAR ) FORM: F-351A RECORD TYPES: Confidential	CL+2	CL+2		N	N	Y	
/FIR/001112/	O047.	TRANSFER OF PERSONNEL (F-18) (TRANSFER TO PERSONNEL SERVICES ) FORM: F-18 RECORD TYPES:	TE	TE		N	N	N	
/FIR/001112/	O048.	VARIABLE STAFFING ACTIVITY (V-2) FORM: V-2 RECORD TYPES:	CL+3	CL+3		N	N	N	
/FIR/001112/	O049.	VISITOR WAIVER (F-1109) (USED FOR LAWSUITS ) FORM: F-1109 RECORD TYPES:	TO+5	TO+5		N	N	N	
/FIR/001112/	O050.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/FIR/001112/	O071.	HOSE & SALVAGE COVER RECORDS (F-122) (KEPT IN BOOK 55 ) FORM: F-122 RECORD TYPES:	PE	PE		N	N	N	

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/FIR/001112/	O072.	RECORD OF PERMANENTLY WIRED SMOKE DETECTORS (F-173B) (KEPT WITH F-173 OCCUPANCY CARD ) FORM: F-173B RECORD TYPES:	TO+5	TO+5		N	N	N	
/FIR/001112/	O073.	TRAINING ACTIVITY RECORD (F-393) (RETAINED IN MEMBER'S FILE; FORWARDED TO PERSONNEL SERVICES ) FORM: F-393 RECORD TYPES:	PE	PE		N	N	N	
/FIR/001112/	O074.	FIRE PROTECTION EQUIPMENT PERFORMANCE CERTIFICATION (F-340D) (F-340D) FORM: F-340D RECORD TYPES:	TO+5	TO+5		N	N	N	
/FIR/001112/	O075.	HAZARDOUS MATERIALS TASK FORCE TRAINING RECORD (F-394) (RETAINED IN MEMBER'S FILE; FOWARDED TO PERSONNEL SERVICES ) FORM: F-394 RECORD TYPES:	PE	PE		N	N	N	
/FIR/001112/	O076.	TIRE RECORD (F-710) (KEPT IN APPARATUS LOG BOOK ) FORM: F-710 RECORD TYPES:	PE	PE		N	N	N	
/FIR/001112/	O077.	RESERVE APPARATUS CONDITION/INVENTORY RECORD (F-974) (RETAIN IN LOG BOOK ) FORM: F-974 RECORD TYPES:	SU+2	SU+2		N	N	N	

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**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE ADMINISTRATIVE SERVICES BUREAU**  
**/FIR/1140/**

*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	
/FIR/1140/	O	ORIGINAL RECORDS								
/FIR/1140/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/1140/	O002.	EMPLOYEE PERSONNEL FOLDERS RECORD TYPES: A-ACCIDENT REPORT-F-150 AA-PAY GRADE ADVANCEMENT-CAO 614 B-AMBULANCE PERSONNEL CERTIFICATE-F-744 BB-PAYROLL/PERSONNEL CHARGE DOCUMENT-FG-41 C-AUTOMOBILE ACCIDENT REPORT-FG-88 CC-PERFORMANCE EVALUATION - MEMBERS-F-1122 D-CERTIFICATE OF TRAINING-DMV DD-PERFORMANCE EVALUATION - OFFICERS-F-1132 E-CIVILIAN AMBULANCE PERSONNEL PERFORMANCE EVALUATION-F-1162 EE-PERSON TO BE NOTIFIED IN CASE OF EMERGENCY-F-1124 F-DIVISION TRANSFER-F-18 FF-PRE-EMPLOYMENT-EO-18 G-DUTY CERTIFICATE-PDAS 43 GG-PROBATIONARY EMPLOYEE PROGRESS REPORT-F-1134 H-EMPLOYEE EVALUATION REPORT-PDAS 28 HH-PROBATIONARY FIREFIGHTER ORIENTATION CHART-F-741 I-EMPLOYEE MEDICAL CALENDAR-FG-90 II-PROBATIONARY FIREFIGHTER PERFORMANCE EVALUATION REPORT-F-1142 J-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-FG-66 JJ-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-FG-42 K-EXTENDED SICK LEAVE REQUEST-FG-89 KK-RECORD OF TRAINING-PDMER 1 L-INTERDEPARTMENTAL MEMO-FG-160 LL-RED LETTERHEAD REPORTS M-MEDICAL EXAM REPORT-PDMSD-2 MM-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 N-MEDICAL EXAM SCHEDULE-F-25 NN-REQUEST FOR LEAVE OF ABSENCE-FG-38 O-MEDICAL INFORMATION CERTIFICATE-FG-91 OO-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-FG-16B P-MEDICAL TRAINING RECORD-F-743 PP-ROSTER CHANGE-F-8 Q-MEDICAL TREATMENT CERTIFICATE-F-47 QQ-TIME OFF/COMPENSATION REQUEST-FG-68 R-MILITARY LEAVE, INJURY-PDAS-43	TE+2	TE+80		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE ADMINISTRATIVE SERVICES BUREAU**  
**/FIR/1140/**

*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	
		RR-PERSONNEL NOTICE-F-1104 S-NOTICE OF COMMENDATION-FG-79 SS-CHANGE OF STATUS-F-1106 T-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-FG-77 TT-OUTSIDE EMPLOYMENT ACTIVITY REPORT-F-1150 U-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS-66 UU-EMS PERSONNEL FIELD EVALUATION-F-1161 V-NOTICE TO CORRECT DEFICIENCIES-FG-78 VV-PARAMEDIC RECERTIFICATION EXAMS SCORE-LA CO. W-OFFICE MEMO-FG-53 WW-TRAINING ACTIVITY RECORD-F-393 X-OUTSIDE EMPLOYMENT ACTIVITY REPORT-F-1150 XX-HAZARDOUS MATERIALS TASK FORCE TRAINING RECORD-F-394 Y-PARAMEDIC TRAINEE ORIENTATION CHART-F-742 YY-PARAMEDIC IN-SERVICE FILES Z-PAY GRADE ADVANCEMENT-PGA 1								
/FIR/1140/	O003.	EMPLOYEE LEVEL ROSTER RECORD TYPES:	TO+5	TO+5		N	N	N		
/FIR/1140/	O004.	PAY GRADE ADVANCEMENT APPLICATION FOR PREMIUM/HAZARD PAY (F-17) FORM: F-17 RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/1140/	O005.	WITNESS CARD (FG-94B) (RECORD DELETED FROM FIR 730A AND TRANSFERRED TO FIR 1140) ) FORM: FG-94B RECORD TYPES: Confidential	CL+5	CL+5		N	N	Y		
/FIR/1140/	O006.	CIVILIAN SELECTION INTERVIEW MATERIAL RECORD TYPES: Confidential a. Certification Lists b. Rating Sheets c. Resume/Applications d. Selection Letter	TO+2	TO+5	DO	N	N	Y		
/FIR/1140/	O007.	PGA TEST MATERIALS (SWORN) RECORD TYPES: Confidential a. Audio Tapes b. Written Exercises c. Oral Interview Rating Sheets	TO+2	TO+5	DO	N	N	Y		
/FIR/1140/	O008.	THREE WHOLE SCORE INTERVIEWS (SWORN) RECORD TYPES: Confidential a. Sign-In Sheets b. Confidentiality Sheets c. Promotional Applications	TO+2	TO+5	DO	N	N	Y		

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 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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE ADMINISTRATIVE SERVICES BUREAU**

**/FIR/1140/** *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
/FIR/1140/	O009.	d. Rating Sheets e. Audio Sheets FIREFIGHTER RECRUIT SELECTION MATERIAL RECORD TYPES: Confidential	TO+2	TO+5	DO	N	N	Y	
/FIR/1140/	O010.	a. Candidate Questionnaire b. Questionnaire Certificates, Background Unit Information SWORN SELECTION INTERVIEW MATERIAL RECORD TYPES: Confidential	TO+2	TO+5	DO	N	N	Y	
		a. Certification Lists b. Rating Sheets c. resume/Applications d. Selection Letter							

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE COMMISSION**  
**/FIR/200/**

*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	
/FIR/200/	O	ORIGINAL RECORDS								
/FIR/200/	O001.	CORRESPONDENCE & SUBJECT FILES (PREDOMINATELY, THESE CORRESPONDENCES WILL BE ON THE FIRE DEPT FORM F-228 (BLACK LETTER).) RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/200/	O002.	FIRE COMMISSION - AGENDA RECORD TYPES: Historical	PE	PE		N	Y	N		
/FIR/200/	O003.	FIRE COMMISSION - MINUTES (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+18	PE		N	Y	N		
/FIR/200/	O004.	AFFIRMATIVE ACTION PROGRAM RECORD TYPES: A-RECRUIT AND TRAINING SURVEYS B-RECRUITING CORRESPONDENCE C-DRILL TOWER SURVEYS D-PERIODIC REPORTS	SU+2	SU+2		N	N	N		
/FIR/200/	O005.	BOARD MEETINGS RECORD TYPES:	TO+5	TO+10		N	N	N		
/FIR/200/	O006.	CERTIFICATES AND RESOLUTIONS RECORD TYPES: Historical	TO+5	PE	DO	N	Y	N		

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/COMMUNITY LIAISON OFFICE**  
**/FIR/210/**

*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	
/FIR/210/	O	ORIGINAL RECORDS								
/FIR/210/	O001.	CHIEF ENGINEER DIRECTIVES AND BULLETINS (F-239) (TRANSFER TO CITY ARCHIVES) FORM: F-239 RECORD TYPES: Historical	AR	PE		N	Y	N		
/FIR/210/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/210/	O003.	INDEMNITY AGREEMENT (F-1109A) (TO BE DELETED/TRANSFERRED TO F210A O/S) FORM: F-1109A RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/210/	O004.	NEWS RELEASE, PUBLICATION, ENDORSEMENTS (F-1109C) (TO BE DELETED/TRANSFERRED TO F210A O/S) FORM: F-1109C RECORD TYPES: Confidential Historical	AR+2	PE		N	Y	Y		
/FIR/210/	O005.	PHOTO FACT SHEET (F-915) (TO BE DELETED/TRANSFERRED TO F500 O/S) FORM: F-915 RECORD TYPES: Confidential Historical A-PHOTOS	AR+2	PE		N	Y	Y		
/FIR/210/	O006.	PUBLIC INFORMATION MATERIAL (TO BE DELETED/TRANSFERRED TO F500 O/S) RECORD TYPES:	AR	AR+20		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/COMMUNITY LIAISON OFFICE**

**/FIR/210/**

*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	
		A-YOUTH FIRE SAFETY PROGRAM B-EDITH PROGRAM C-SMOKE DETECTORS D-HANDICAPPED CITIZENS E-CARDIOPULMONARY RESUSCITATION								
/FIR/210/	O007.	VISITOR WAIVER (F-1109) (TO BE DELETED/TRANSFERRED TO F210A O/S ) FORM: F-1109 RECORD TYPES: Confidential	AR+2	AR+2		N	N	Y		

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/PUBLIC SERVICE UNIT**

**/FIR/210A/** *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	
/FIR/210A/	O	ORIGINAL RECORDS								
/FIR/210A/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/210A/	O002.	DEPARTMENTAL BULLETINS & DIRECTIVES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/210A/	O003.	VISITOR WAIVER (F-1109A) FORM: F-1109A RECORD TYPES: Confidential	AR+2	AR+2		N	N	Y		
/FIR/210A/	O004.	INDEMNITY AGREEMENT (F-1109B) FORM: F-1109B RECORD TYPES:	AR+5	AR+5		N	N	N		
/FIR/210A/	O005.	NEWS RELEASE, PUBLICATION (F1109C) (TRANSFER TO CITY ARCHIVES) FORM: F1109C RECORD TYPES: Confidential Historical	AR+2	PE		N	Y	Y		

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/PROFESSIONAL STANDARDS DIVISION**  
**/FIR/212/**

*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			
/FIR/212/	O	ORIGINAL RECORD SERIES:										
/FIR/212/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES: Confidential A-CIVIL SERVICE COMMISSION B-COMPLAINTS AGAINST MEMBERS C-CA OPINIONS	TO+3	TO+3	DO	N	N	Y				
/FIR/212/	O002.	DISCIPLINARY/COMPLAINT FILES (SUBTTL A COP'S KEPT BY OPER'NS/SUBTTL C COP'S KEPT BY OPER'N ) RECORD TYPES: Confidential A-BACKGROUND INFORMATION & EVIDENCE B-DISCIPLINARY/COMPLAINTS/TERM. DOCUMENTS C-BRD. RIGHTS/CIVIL SERV. HEARING TRANSCRIPTS D-ADVOCATE INVESTIGATION REPORTS/NOTES	TO+3	TO+30	DO	N	N	Y				
/FIR/212/	O003.	DISCIPLINARY/COMPLAINT SUBJECT FILES RECORD TYPES: Confidential A-DEBT B-THEFT	TO+3	TO+30	DO	N	N	Y				
/FIR/212/	O004.	ACCIDENT/FIRE REPORT INVESTIGATIONS RECORD TYPES: Confidential	TO+5	TO+10	DO	N	N	Y				
/FIR/212/	O005.	COMPLAINT TRACKING SYSTEM FILES RECORD TYPES: Confidential	TO+3	TO+30	DO	N	N	Y				
/FIR/212/	O006.	DISCIPLINE TRACKING SYSTEM FILES RECORD TYPES: Confidential	TO+3	TO+30	DO	N	N	Y				
/FIR/212/	O007.	EEO UNIT FILES RECORD TYPES: Confidential	TO+3	TO+30	DO	N	N	Y				
/FIR/212/	O008.	OVERSIZED EXHIBITS RECORD TYPES: Confidential	TO+3	TO+30	OD	N	N	Y				

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/DISASTER PREPAREDNESS DIVISION**

**/FIR/215/**

*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				
/FIR/215/	0	ORIGINAL RECORDS											
/FIR/215/	0001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/DISASTER PREPAREDNESS DIVISION**

**/FIR/215A/** *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	
/FIR/215A/	O	ORIGINAL RECORDS								
/FIR/215A/	O001.	PHOTO FACT SHEET (F-915) (TRANSFER TO CITY ARCHIVES ) FORM: F-915 RECORD TYPES: Historical	AR+2	PE		N	Y	N		
/FIR/215A/	O002.	PUBLIC INFORMATION MATERIAL RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/215A/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/215A/	O004.	HIGH-RISE OCCUPANCY SAFETY TRAINING (RECORD OF) RECORD TYPES:	AR+20	AR+20		N	N	N		
/FIR/215A/	O005.	HOSPITAL LIFE SAFETY TRAINING (RECORD OF) RECORD TYPES:	AR+10	AR+10		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/ADMINISTRATIVE OPERATIONS/DEPUTY AND STAFF**

**/FIR/220/** *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	
/FIR/220/	0	ORIGINAL RECORDS								
/FIR/220/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO+3	TO+3		N	N	N		
/FIR/220/	O002.	LITIGATION FILES RECORD TYPES: Confidential	TO+3	TO+30		N	N	Y		
/FIR/220/	O003.	SAFETY OFFICER FILES	TO+3	TO+10		N	N	N		
/FIR/220/	O005.	DEPARTMENT V-STAFFING PROGRAM RECORD TYPES:	TO+5	TO+10		N	N	N		
/FIR/220/	O006.	DEPARTMENT GOALS AND OBJECTIVES RECORD TYPES:	TO+5	TO+10		N	N	N		
/FIR/220/	O007.	DEPARTMENTAL/OPERATIONS BULLETINS RECORD TYPES:	TO+5	TO+5		N	N	N		
/FIR/220/	O015.	OFFICE DIRECTIVES AND BULLETINS RECORD TYPES:	TO+5	TO+5		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/STAFF ASSISTANT CHIEFS OFFICE**  
**/FIR/230/**

*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	
/FIR/230/	O	ORIGINAL RECORDS								
/FIR/230/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/230/	O002.	DISASTER PREPAREDNESS DRILL SCENARIOS RECORD TYPES:	TO+5	TO+5		N	N	N		
/FIR/230/	O003.	EMPLOYEE RELATIONS FILES RECORD TYPES: Confidential A-MEMORANDA WITH EMPLOYEE REPS. B-MINUTES OF NEGOTIATING SESSIONS C-SALARY & WORKING COND. SURVEYS	SU+25	SU+25		N	N	Y		
/FIR/230/	O004.	GRIEVANCE FILES (SUB-TIT B\DUP TO GRIEVANT; SUB-TIT C\DUP TO GRIEVANT SUB-TIT D\ORIG TO GRIEVT) RECORD TYPES: Confidential A-REPORT OF INFORMAL GRIEVANCE DISC.-F-226A B-STATEMENT OF GRIEVANCE-F-226B C-FINAL REPORT OF GRIEVANCE D-REPLY TO STATEMENT OF GRIEVANCE-F-226C	CL+10	CL+10		N	N	Y		
/FIR/230/	O005.	MUTUAL AIDE AGREEMENTS (ORIGINALS ALSO HELD BY OTHER OUTSIDE AGENCIES.) RECORD TYPES: Historical	PE	PE		N	Y	N		
/FIR/230/	O006.	PERSONNEL NOTICE (F-1104) (TRANSFER TO PERSONNEL SERVICES AFTER TERMINATION OF EMPLOYEE) FORM: F-1104 RECORD TYPES: Confidential	TE	TE		N	N	Y		
/FIR/230/	O007.	SUBJECT FILES, PLANNING (THESE ARE ALL STUDIES MADE OVER THE YEARS, LISTED BY YEARS AND SUBJECT MATTER) RECORD TYPES: Historical	AR+2	PE		N	Y	N		

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/TRAINING SECTION**  
**/FIR/240/**

*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	
/FIR/240/	O	ORIGINAL RECORDS								
/FIR/240/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES: Confidential	AR+3	AR+3		N	N	Y		
/FIR/240/	O002.	OFFICER TRAINING RECORD TYPES:	AR+10	AR+10		N	N	N		
/FIR/240/	O003.	RECRUITMENT BULLETINS RECORD TYPES:	TO+3	TO+3		N	N	N		
/FIR/240/	O004.	RECRUIT TRAINING MATERIAL RECORD TYPES: Confidential	AR+5	AR+10		N	N	Y		
/FIR/240/	O005.	TRAINING ACTIVITY RECORD (F-393) FORM: F-393 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/240/	O006.	BACKGROUND PACKETS (NO COPIES) RECORD TYPES: Confidential A-APPLICATION B-CANDIDATE REVIEW C-CREDIT PRINTOUT D-FACE SHEET E-FINGERPRINT CARD F-INITIAL INTERVIEW QUESTIONNAIRE G-INTERVIEW COP SHEET H-INTERVIEW EMPLOYMENT (SHEETS) I-INTERVIEW PERSONNEL REFERENCE (SHEETS) J-INTERVIEW WORK SHEET K-INVESTIGATOR NOTES L-INVESTIGATOR RESIDENCY M-INVESTIGATOR SYNOPSIS N-MEDICAL INFORMATION O-MOTOR VEHICLE RECORDS P-POLICE DEPARTMENT RECORDS Q-UPDATED BACKGROUND APPLICATION	TE+2	TE+80		N	N	Y		
/FIR/240/	O007.	APPEALS TO DISQUALIFICATION (NO COPIES) RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y		
/FIR/240/	O008.	DRILL TOWER/PROBATIONARY RECORDS RECORD TYPES: Confidential	AR+2	AR+5	DO	N	N	Y		

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

**Records of: LOS ANGELES FIRE DEPARTMENT/MANAGEMENT INFORMATION SYSTEMS**

**/FIR/250/** *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	
/FIR/250/	O	ORIGINAL RECORDS								
/FIR/250/	O001.	DAILY INCIDENT SUMMARY RECORD TYPES:	TO+/01	TO+10		N	N	N		
/FIR/250/	O002.	DAILY LISTING OF INCIDENTS RECORD TYPES:	TO+/01	TO+10		N	N	N		
/FIR/250/	O003.	FIELD INCIDENT REPORT (F-902) FORM: F-902 RECORD TYPES:	TO+/01	TO+10		N	N	N		
/FIR/250/	O004.	FIELD OPERATIONS REPORT (F-902S) FORM: F-902S RECORD TYPES:	TO+/01	TO+10		N	N	N		
/FIR/250/	O005.	LA FIRE DEPT. ACTIVITY CARD (F-307) FORM: F-307 RECORD TYPES:	TO+3	TO+10		N	N	N		
/FIR/250/	O006.	WEEKLY INCIDENT SUMMARY RECORD TYPES:	TO+/01	TO+10		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/MANAGEMENT INFORMATION SYSTEMS**  
**/FIR/250/**

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/ADMIN. SERVICE BUR. HEADQUARTERS**

**/FIR/300/** *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	
/FIR/300/	O	ORIGINAL RECORDS								
/FIR/300/	O001.	BUREAU BULLETINS & DIRECTIVES RECORD TYPES:	SU+2	SU+2		N	N	N		
/FIR/300/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/300/	O003.	GRANT FILES (TO BE DELETED/TRANSFERRED TO FIR 320 (ACCOUNTING) ) RECORD TYPES: A-CONTRACTS B-AMENDMENTS C-GRANT AGENCY CORRESPONDENCE	CL+10	CL+10		N	N	N		
/FIR/300/	O004.	MONTHLY VEHICLE ACTIVITY LOG HOME-GARAGED VEHICLES (F-522) FORM: F-522 RECORD TYPES:	AU+2	AU+2		N	N	N		
/FIR/300/	O005.	PERSONNEL NOTICE (F-1104) (TO BE DELETED/TRANSFERRED TO PERSONNEL SERVICES (F1140) ) FORM: F-1104 RECORD TYPES:	TE	TE		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/MANAGEMENT SERVICES SECTION**  
**/FIR/311/**

*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			
/FIR/311/	O	ORIGINAL RECORDS										
/FIR/311/	O001.	ANNUAL BUDGET JUSTIFICATION DOCUMENTS (CAO 26) FORM: CAO 26 RECORD TYPES: Confidential	TO+12	TO+12		N	N	Y				
/FIR/311/	O002.	COMPENSATE TIME SUMMARY (F-1145B) FORM: F-1145B RECORD TYPES:	TO+2	TO+2		N	N	N				
/FIR/311/	O003.	CONTRACTS WITH OTHER AGENCIES RECORD TYPES: A-OTHER MUNICIPALITIES B-LOS ANGELES COUNTY C-CALIFORNIA STATE AGENCIES D-FEDERAL AGENCIES & PROGRAMS	CL+20	CL+20		N	N	N				
/FIR/311/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/FIR/311/	O005.	DEPARTMENTAL ORGANIZATION CHARTS, PROPOSED AND ADOPTED (TRANSFER TO THE CITY ARCHIVES) RECORD TYPES: Historical	TO+35	PE		N	Y	N				
/FIR/311/	O006.	MAJOR INCIDENT (DATE/EVENT) REIMBURSEMENT ((STATE OF CALIFORNIA)) RECORD TYPES:	CL+5	CL+5		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/MANAGEMENT SERVICES SECTION**

**/FIR/311/**

*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
/FIR/311/	O007.	MANPOWER SHEETS (F-1145A) (TO BE DELETED/NO LONGER SUBMITTED TO MSS ) FORM: F-1145A RECORD TYPES:	TO+3	TO+3		N	N	N	
/FIR/311/	O008.	PERSONAL SERVICE CONTRACTS RECORD TYPES: Confidential	CL+10	CL+10		N	N	Y	

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

**Records of: LOS ANGELES FIRE DEPARTMENT/MAPS AND DRAFTING SECTION**

**/FIR/313/** *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	
/FIR/313/	O	ORIGINAL RECORDS								
/FIR/313/	O001.	DEPARTMENT OPERATIONAL MAPS RECORD TYPES:	SU	SU		N	N	N		
/FIR/313/	O002.	DRAFTING OR ILLUSTRATION REQUEST UNNUMBERED RECORD TYPES:	CL+2	CL+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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING**  
**/FIR/320/**

*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								
/FIR/320/	O	ORIGINAL RECORDS																	
/FIR/320/	O001.	ENCUMBRANCE ADJUSTMENT (FG 36) FORM: FG 36 RECORD TYPES:	TO+4	TO+4				N	N	N									
/FIR/320/	O002.	GASOLINE AND DIESEL REPORT (F-392) FORM: F-392 RECORD TYPES:	TO+3	TO+5				N	N	N									
/FIR/320/	O003.	INTRADEPARTMENTAL CASH RECEIPTS TRANSFER (F-275) FORM: F-275 RECORD TYPES:	AU+2	AU+2				N	N	N									
/FIR/320/	O004.	PURCHASE ORDERS (GS-S2) FORM: GS-S2 RECORD TYPES:	TO+3	TO+5				N	N	N									
/FIR/320/	O005.	REQUEST FOR ENCUMBER FUNDS (FG-106) FORM: FG-106 RECORD TYPES:	TO+2	TO+2				N	N	N									
/FIR/320/	O006.	STORES MULTI-USE FORM (GS-1) FORM: GS-1 RECORD TYPES:	TO+2	TO+4				N	N	N									
/FIR/320/	O007.	STORES REQUISITION (F-80) FORM: F-80 RECORD TYPES:	TO+2	TO+4				N	N	N									
/FIR/320/	O008.	DAILY CASH SHEET RECORD TYPES:	AU+2	AU+2				N	N	N									
/FIR/320/	O009.	RECEIPT BOOKS (F-118) FORM: F-118 RECORD TYPES:	AU	AU+5				N	N	N									
/FIR/320/	O010.	REQUEST FOR PAYMENT (GEN-81) FORM: GEN-81 RECORD TYPES:	TO+3	TO+5				N	N	N									
/FIR/320/	O011.	CONTROL SHEETS RECORD TYPES:	AU+3	AU+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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING**  
**/FIR/320/**

*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
/FIR/320/	O012.	FEE STATEMENTS (PAID) RECORD TYPES:	AU	AU+5		N	N	N
/FIR/320/	O013.	FIRE DEPARTMENT EMERGENCY AID REPORT (F-660) FORM: F-660 RECORD TYPES: A-RECORDS OF NON-MINORS B-RECORDS OF MINORS	TO+1	TO+19		N	N	N
/FIR/320/	O014.	HOSPITAL BOOKS F660 EMERGENCY AID REPORT (F-660) FORM: F-660 RECORD TYPES:	AU+1	AU+10		N	N	N
/FIR/320/	O015.	REGISTER OF F-660 RECORD TYPES:	TO+2	TO+2		N	N	N
/FIR/320/	O016.	TRANS AMERICAN MEDICARE CROSSOVERS RECORD TYPES:	AU	AU+5		N	N	N
/FIR/320/	O017.	CORRECTION NEEDED - F-580 O/T REPORT RECORD TYPES:	TO+1	TO+2		N	N	N
/FIR/320/	O018.	EMERGENCY OVERTIME REPORT RECORD TYPES:	AU	AU+2		N	N	N
/FIR/320/	O019.	NOTICE OF SCHEDULED PAYMENT (F-5043) FORM: F-5043 RECORD TYPES:	TO+3	TO+5		N	N	N
/FIR/320/	O020.	REMITTANCE ADVICE (F-5042A) FORM: F-5042A RECORD TYPES:	TO+3	TO+5		N	N	N
/FIR/320/	O021.	REPORT OF ADMINISTRATIVE OVERTIME (F-26) FORM: F-26 RECORD TYPES:	TO+2	TO+2		N	N	N
/FIR/320/	O022.	REQUEST FOR CITY ORDINANCE LEAVE (F-49) FORM: F-49 RECORD TYPES:	TO+2	TO+2		N	N	N
	O023.	TIME/OFF COMPENSATION REQUEST (FG-68)	AU+2	AU+2		N	N	N

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

**Records of: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING**  
**/FIR/320/**

*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	
/FIR/320/		FORM: FG-68 RECORD TYPES:								
/FIR/320/	O024.	TIME RECORD (F-351) (MICROFICHE BEFORE TRANSFER TO STORAGE) FORM: F-351 RECORD TYPES:	CL	CL+2		N	N	N		
/FIR/320/	O025.	WEEKLY CREW TIME SHEET (F-5054) FORM: F-5054 RECORD TYPES:	TO+1	TO+7		N	N	N		
/FIR/320/	O026.	BONUS PAY RECAP WORK FORM EMT-1A (F-82) FORM: F-82 RECORD TYPES:	TO+1	TO+2		N	N	N		
/FIR/320/	O027.	FIRE DEPARTMENT INVOICES (F-199) FORM: F-199 RECORD TYPES:	AU	AU+5		N	N	N		
/FIR/320/	O028.	REGISTER OF REVENUES RECORD TYPES:	AU	AU+2		N	N	N		
/FIR/320/	O029.	MEDICAL (PAID) STATEMENTS RECORD TYPES:	AU	AU+2		N	N	N		
/FIR/320/	O030.	F-662 FROM DSB (F-662) FORM: F-662 RECORD TYPES:	TO+1	TO+3		N	N	N		
/FIR/320/	O031.	MEDICAL & MEDICARE FORMS RECORD TYPES:	TO+1	TO+3		N	N	N		
/FIR/320/	O032.	MEDICAL & MEDICARE CROSSOVERS RECORD TYPES:	TO+1	TO+3		N	N	N		
/FIR/320/	O033.	MICROFICHE PATIENT RECORD ACCOUNTS RECORD TYPES:	TO+3	TO+5		N	N	N		
/FIR/320/	O034.	FEE STATEMENTS (DECEASED) RECORD TYPES:	TO+1	TO+3		N	N	N		

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

**Records of: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING**  
**/FIR/320/**

*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
/FIR/320/	O035.	FEE STATEMENT UNPAID RECORD TYPES:	TO+1	TO+3		N	N	N	
/FIR/320/	O036.	LAFD TERMINATION & RETIREMENTS RECORD TYPES:	TE+5	TE+80		N	N	N	
/FIR/320/	O037.	EMERGENCY MEDICAL SERVICES REPORT (F-902M) FORM: F-902M RECORD TYPES: A-RECORDS OF NON-MINORS B-RECORDS OF MINORS	TO+1	TO+19		N	N	N	
/FIR/320/	O038.	MEDICARE (PAID) STATEMENTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/320/	O039.	OCD DISPATCH LOGS RECORD TYPES:	TO+1	TO+10		N	N	N	
/FIR/320/	O040.	E.M.S. DAILY REPORTS RECORD TYPES:	TO+1	TO+7		N	N	N	
/FIR/320/	O041.	SUB. ORDER RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/320/	O042.	PURCHASE REQUISITION RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/320/	O043.	FIRE OVERTIME (F-580-83) FORM: F-580-83 RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/320/	O044.	SUB-PURCHASE ORDERS RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/320/	O045.	FIRE TIMEKEEPING (F-580-82) FORM: F-580-82 RECORD TYPES:	TO+3	TO+5		N	N	N	

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**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING**  
**/FIR/320/**

*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
/FIR/320/	O046.	SALVAGE RECEIPTS RECORD TYPES: A-PURCHASE REQ. B-INTERDEPARTMENTAL SUB. ORDER	TO+3	TO+5		N	N	N	
/FIR/320/	O047.	COMPUTER RUNS RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/320/	O048.	RABS PRINTOUTS RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/320/	O049.	PAYROLL REIMBURSEMENT RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/320/	O050.	GRANT FILES (TRANSFERRED FROM ADMINISTRATIVE SERVICES) RECORD TYPES: A-CONTRACTS B-AMENDMENTS C-GRANT AGENCY CORRESPONDENCE-F-228	CL+10	CL+10		N	N	N	
/FIR/320/	O051.	FUEL USE RECORD (F-181) (USED FOR AUDITING PURPOSES ONLY) FORM: F-181 RECORD TYPES:	AU+2	AU+2		N	N	N	
/FIR/320/	O052.	WRITE-OFF PRINTOUTS FORM NO: RECORD TYPES:	TO+3	TO+9	DO	N	N	N	
/FIR/320/	O053.	LOW INCOME ADJUSTMENTS HARD COPY & BACKUP FORM NO: RECORD TYPES:	TO+1	TO+7	DO	N	N	N	
/FIR/320/	O054.	FILMING PERMITS (EIDC) FORM NO: F-288 RECORD TYPES:	TO+2	TO+9	DO	N	N	N	
/FIR/320/	O055.	FILM PERMITS (FINAL CHARGES) FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N	
/FIR/320/	O056.	DIVISION 5 PERMITS & FPB FILES HAZMAT	TO+2	TO+9	DO	N	N	N	

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

**Records of: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING**  
**/FIR/320/**

*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	
		FORM NO: F-280 RECORD TYPES:								
/FIR/320/	O057.	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP FORM NO: F-280 RECORD TYPES:	TO+2	TO+9	DO	N	N	N		
/FIR/320/	O058.	INTERNAL VOUCHERS FORM NO: RECORD TYPES:	TO+4	TO+4	DO	N	N	N		
/FIR/320/	O059.	BUSINESS PLAN FORM NO: RECORD TYPES:	TO+2	TO+7	DO	N	N	N		
/FIR/320/	O060.	REVENUE SUBSIDIARY LEDGERS FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N		
/FIR/320/	O061.	CITY ATTORNEY FILES FORM NO: RECORD TYPES:	TO+1	TO+3	DO	N	N	N		
/FIR/320/	O062.	B OF A LOCK BOX PAYMENTS FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N		
/FIR/320/	O063.	FSO PAID INVOICES FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N		
/FIR/320/	O064.	IR PAID INVOICES FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N		
/FIR/320/	O065.	SPOT CHECKS FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N		
/FIR/320/	O066.	BILL DIRECT PERMITS FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N		
/FIR/320/	O067.	FEE EXEMPT PERMITS FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N		
	O068.	BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+1	TO+7	DO	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING**  
**/FIR/320/**

*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
/FIR/320/		FORM NO: RECORD TYPES:							
/FIR/320/	O069.	BRUSH CLEARANCE INVOICES/REPORTS FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N	
/FIR/320/	O070.	PAID HIGH-RISE INVOICES FORM NO: RECORD TYPES:	TO+2	TO+9	DO	N	N	N	
/FIR/320/	O071.	SUPPLEMENTAL WORKSHEETS FORM NO: RECORD TYPES:	TO+3	TO+5	DO	N	N	N	
/FIR/320/	O072.	CIVILIAN TERMS PAYROLL RECORDS FORM NO: RECORD TYPES:	TO+3	TO+5	DO	N	N	N	
/FIR/320/	O073.	UNIFORMED TERMS PAYROLL RECORDS FORM NO: RECORD TYPES:	TO+3	TO+5	DO	N	N	N	
/FIR/320/	O074.	ON-LINE OVERTIME FORM NO: RECORD TYPES:	TO+2	TO+2	DO	N	N	N	
/FIR/320/	O075.	ARS CREDIT MEMO	TO+2	TO+5	DO	N	N	N	
/FIR/320/	O076.	PAID INVOICES	TO+2	TO+5	DO	N	N	N	
/FIR/320/	O077.	FILMING PERMITS - CASH RECEIPTS	TO+2	TO+5	DO	N	N	N	

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

**Records of: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES**  
**/FIR/321/**

*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
/FIR/321/	O	ORIGINAL RECORD SERIES			DO	N	N	N	
/FIR/321/	O031.	MEDICAL & MEDICARE FORMS RECORD TYPES:	TO+1	TO+3		N	N	N	
/FIR/321/	O037.	EMERGENCY MEDICAL SERVICES REPORT (F-902M) FORM: F-902M RECORD TYPES: A-RECORDS OF NON-MINORS B-RECORDS OF MINORS	TO+1	TO+19		N	N	N	
/FIR/321/	O039.	OCD DISPATCH LOGS RECORD TYPES:	TO+1	TO+10		N	N	N	
/FIR/321/	O075.	PRIVATE INSURANCE HOLD REACTIVATION RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O076.	PRI INS/ITEMIZED STATEMENT DETAIL LISTING RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O077.	PRI INS/ITEMIZED STATEMENT DAILY SUMMARY RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O078.	ELECTRONIC BILLING - KAISER BILLING DETAIL RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	
/FIR/321/	O079.	DAILY MEDICAR/MEDI-CAL TAPE BILLINGS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/FIR/321/	O080.	ELECTRONIC BILLING - DAILY MEDICARE TAPE RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	
/FIR/321/	O081.	KAISER TARGETED DESTINATION BILLING RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O082.	PATIENT INVOICE SUMMARY RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O083.	INSURANCE COMPANY STATEMENT ANALYSIS RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O084.	DAILY ACTIVITY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O085.	ACCOUNTS ON 3I HOLD FOR MISSING INS INFO RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O086.	INS COMPANY PAYMENT HISTORY RECORD RECORD TYPES:	TO+2	TO+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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES**  
**/FIR/321/**

*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
/FIR/321/	O087.	INS COMPANY BILLING HISTORY RECORD RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O088.	PRI INSURANCE ITEMIZED STATEMENTS MONTHLY RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O089.	MONTHLY ACTIVITY REPORT RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O090.	DAILY NON-ZERO PATIENT ENTRY REPORT RECORD TYPES: Confidential	TO+1	TO+10		N	N	Y	
/FIR/321/	O091.	FOLLOW-UP UNDELIVER COMMENT CODE & DATE RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O092.	FOLLOW-UP BILLED BY COMMENT CODE & DATE RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O093.	FOLLOW-UP ACCOUNTS BY ADJ DATE & COMMENT RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O094.	EXPLANATION OF MEDI-CAL BENEFITS RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	
/FIR/321/	O095.	WEEKLY MEDI-CAL TAPE BILLINGS RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/MANUALS AND ORDERS SECTION**  
**/FIR/340/**

*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	
/FIR/340/	O	ORIGINAL RECORDS								
/FIR/340/	O001.	FORMS CONTROL FOLDERS RECORD TYPES:	SU+2	SU+2		N	N	N		
/FIR/340/	O002.	INTRADPARTMENTAL MANUALS (DIVISION WILL KEEP PER THEIR 4-89 REV'N.) RECORD TYPES:	PE	PE		N	N	N		
/FIR/340/	O003.	MANUAL OF OPERATION (SEPARATE COPY HAS BEEN MADE AVAILABLE FOR CITY ARCHIVES ) RECORD TYPES:	PE	PE		N	N	N		
/FIR/340/	O004.	PROJECT FOLDERS RECORD TYPES: A-NEW PAGE B-REQUEST FOR MANUAL REVISION-F-41 C-SUPERCEDE PAGE D-WORKING PAGES	CL+5	CL+5		N	N	N		
/FIR/340/	O005.	REQUEST FOR DUPLICATION (F-526) FORM: F-526 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/340/	O006.	SUGGESTION FILES (NUMBERED) (ALL HELD IN MANUALS AND ORDERS ) RECORD TYPES: Confidential	CL+5	CL+5		N	N	Y		

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



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

**Records of: LOS ANGELES FIRE DEPARTMENT/MANUALS AND ORDERS SECTION**  
**/FIR/340/**

*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
		A-WHAT IS YOUR SUGGESTION?-F-100 B-CORRESPONDENCE TO SUGGESTOR C-EVALUATION REPORTS D-COMMITTEE RECOMMENDATIONS E-CHIEF ENGINEER REVIEW F-IMPLEMENTATION ORDERS G-REQUEST FOR MONETARY COMP.							
/FIR/340/	O007.	F-IMPLEMENTATION ORDERS WORD PROCESSING TICKETS (TO BE DELETED/NOT OFFICAL RECORD ) RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/340/	O008.	COMPANY JOURNAL (F-2) (FIRE STATION LOG ) FORM: F-2 RECORD TYPES: Confidential Historical	CL	PE		N	Y	Y	
/FIR/340/	O009.	OBSOLETE MANUAL OF OPERATIONS PAGES (FIRE STATION LOG ) RECORD TYPES: Confidential	PE	PE		N	N	Y	
/FIR/340/	O010.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/PHOTO/VIDEO SECTION**  
**/FIR/360/**

*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	
/FIR/360/	O	ORIGINAL RECORDS								
/FIR/360/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/360/	O002.	FILM NEGATIVES, 16MM (PER ALBERT DRYGGS 2/6/86, THIS IS PERMT RECORD: TO BE REV'D ) RECORD TYPES:	TO+10	TO+10		N	N	N		
/FIR/360/	O003.	FILM SCRIPTS RECORD TYPES:	TO+10	TO+10		N	N	N		
/FIR/360/	O004.	PHOTO NEGATIVE FILE RECORD TYPES:	TO+25	TO+25		N	N	N		
/FIR/360/	O005.	REQUEST FOR PHOTOGRAPHIC SERVICES (F-916) FORM: F-916 RECORD TYPES:	CL+2	CL+2		N	N	N		
/FIR/360/	O006.	SLIDES, 35MM FILE RECORD TYPES:	TO+20	TO+20		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/PHOTO/VIDEO SECTION**

**/FIR/360/**

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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	
/FIR/360/	O007.	SLIDE PACKETS RECORD TYPES:	TO+20	TO+20				N	N	N			
/FIR/360/	O008.	VIDEOTAPE MASTERS RECORD TYPES:	TO+20	TO+20				N	N	N			
/FIR/360/	O009.	VIDEOTAPE SCRIPTS RECORD TYPES:	TO+20	TO+20				N	N	N			

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/HEADQUARTERS**  
**/FIR/400/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
/FIR/400/	O	ORIGINAL RECORDS								
/FIR/400/	O001.	ADJUSTMENT OF PLATOON DUTY SCHEDULE (F-360) FORM: F-360 RECORD TYPES:	AU+2	AU+2		N	N	N		
/FIR/400/	O002.	ADMINISTRATIVE DETAIL (F-35) FORM: F-35 RECORD TYPES:	AU+2	AU+2		N	N	N		
/FIR/400/	O003.	ANALYSIS OF EMERGENCY OPERATIONS (F-113) FORM: F-113 RECORD TYPES:	AR+3	AR+3		N	N	N		
/FIR/400/	O004.	CLAIMS - CITY ATTORNEY OFFICE RECORD TYPES: Confidential	CL+5	CL+5		N	N	Y		
/FIR/400/	O006.	COMPLAINTS RECORD TYPES: Confidential	CL+5	CL+5		N	N	Y		
/FIR/400/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		

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**Records of: LOS ANGELES FIRE DEPARTMENT/HEADQUARTERS**  
**/FIR/400/**

*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
/FIR/400/	O008.	COUNCILMANIC COMPLAINTS RECORD TYPES: Confidential	CL+5	CL+5		N	N	Y	
/FIR/400/	O009.	DAILY STAFFING REPORT (F-91A) FORM: F-91A RECORD TYPES:	AU+3	AU+3		N	N	N	
/FIR/400/	O010.	HELISPOT LOCATION MAPS RECORD TYPES:	SU+2	SU+2		N	N	N	
/FIR/400/	O011.	PRIMARY VACANCY TRANSFER (F-18B) FORM: F-18B RECORD TYPES:	CL+2	CL+2		N	N	N	
/FIR/400/	O012.	REQUEST FOR TRANSFER (F-18A) FORM: F-18A RECORD TYPES:	CL+2	CL+2		N	N	N	
/FIR/400/	O013.	RESCUE AMBULANCE COMPLAINTS (TO BE DELETED/TRANSFERRED TO 650) RECORD TYPES: Confidential	CL+5	CL+5		N	N	Y	

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**Records of: LOS ANGELES FIRE DEPARTMENT/HEADQUARTERS**

**/FIR/400/**

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			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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**Records of: LOS ANGELES FIRE DEPARTMENT/ALL BATTALIONS**  
**/FIR/412437/**

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			Office	Total	Code	V	H	C	L				
/FIR/412437/	O	ORIGINAL RECORDS											
/FIR/412437/	O001.	DAILY STAFFING ROSTER (F-5) FORM: F-5 RECORD TYPES:	AR+2	AR+2		N	N	N					
/FIR/412437/	O002.	INTRADPARTMENTAL MEMORANDA (F-44) (ORIGINATING OFFICE ) FORM: F-44 RECORD TYPES:	TO+3	TO+3		N	N	N					
/FIR/412437/	O003.	FIRE PREVENTION & TRAINING SUMMARY (F-63) (SUMMARIZED AND FORWARDED ) FORM: F-63 RECORD TYPES:	TO+5	TO+5		N	N	N					
/FIR/412437/	O004.	COMPARATIVE UTILITY USAGE RECORD (F-65B) FORM: F-65B RECORD TYPES:	TO+2	TO+2		N	N	N					
/FIR/412437/	O005.	DIVISION EVALUATION REPORT (F-111) FORM: F-111 RECORD TYPES:	TO+2	TO+2		N	N	N					
/FIR/412437/	O006.	COUNCILMANIC COMPLAINT CONTROL RECORD (F-333) FORM: F-333 RECORD TYPES:	TO+3	TO+3		N	N	N					

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**/FIR/412437/**

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			Office	Total	Code	V	H	C	L		
/FIR/412437/	O007.	ADJUSTMENT OF PLATOON DUTY SCHEDULE (F-360) (COMPANY FILES) FORM: F-360 RECORD TYPES:	TO+2	TO+2		N	N	N			
/FIR/412437/	O008.	REQUEST FOR TIME OFF OR VACATION CHANGE (F-361) (COMPANY FILES) FORM: F-361 RECORD TYPES:	TO+2	TO+2		N	N	N			
/FIR/412437/	O009.	RECORD OF BATTALION VACATION SELECTION (F-535) (COMPANY FILES) FORM: F-535 RECORD TYPES:	TO+2	TO+2		N	N	N			
/FIR/412437/	O010.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N			
/FIR/412437/	O011.	PERSONNEL NOTICE (F-1104) (TRANSFER TO PERSONNEL SERVICES) FORM: F-1104 RECORD TYPES: Confidential	TE	TE		N	N	Y			
/FIR/412437/	O012.	DIVISION DAILY STAFFING FORM (F-957) (TRANSFERRED FROM F-420 DIVISION OFFICES) FORM: F-957 RECORD TYPES:	TO+2	TO+2		N	N	N			

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**/FIR/412437/**

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			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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**Records of: LOS ANGELES FIRE DEPARTMENT/DIVISION OFFICES**  
**/FIR/420/**

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			Office	Total	Code	V	H	C	L	
/FIR/420/	O	ORIGINAL RECORDS								
/FIR/420/	O001.	DIVISION DAILY STAFFING FORM (F-957) (TO BE DELETED/TRANSFERRED TO F412-437 ) FORM: F-957 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/420/	O002.	DIVISION DAILY STAFFING FORM (F-91B) FORM: F-91B RECORD TYPES:	AR+3	AR+3		N	N	N		
/FIR/420/	O003.	FIRE PREVENTION & TRAINING SUMMARY (F-63) FORM: F-63 RECORD TYPES:	TO+5	TO+5		N	N	N		
/FIR/420/	O004.	MEDICAL EXAMINE SCHEDULE (F-25) FORM: F-25 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/420/	O005.	REPORT COMMUNITY RELATIONS ACTIVITIES, STATION VISITOR ... (F-971) FORM: F-971 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/420/	O006.	REQUEST FOR LEGAL OWNERSHIP (F-85) FORM: F-85 RECORD TYPES:	AR+3	AR+3		N	N	N		

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**/FIR/420/**

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/FIR/420/	O007.	REQUEST FOR TIME OFF OR VACATION CHANGE (F-361) FORM: F-361 RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/420/	O008.	SCHOOL VISITATION REPORT (F-109) FORM: F-109 RECORD TYPES:	TO+2	TO+2		N	N	N	

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**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE PREVENTION AND PUBLIC SAFETY**  
**/FIR/500/**

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			Office	Total	Code	V	H	C	L	
/FIR/500/	O	ORIGINAL RECORDS								
/FIR/500/	O001.	ADMINISTRATIVE DETAIL (F-35) (KEPT IN BUREAU OFFICE) FORM: F-35 RECORD TYPES:	CL+10	CL+10		N	N	N		
/FIR/500/	O002.	AUTOMATIC FIRE SPRINKLER SYSTEM (F316) (PER REV'N NO.2(4/89)-TO BE DELETED) FORM: F316 RECORD TYPES:	TO+7	TO+7		N	N	N		
/FIR/500/	O003.	BRUSH CLEARANCE CLEANED BY OWNER INSPECTION RECORD (F-1307) (DUPLICATE IN LIEU OF ORIGINAL) FORM: F-1307 RECORD TYPES:	TO+1	TO+5		N	N	N		
/FIR/500/	O004.	BRUSH CLEARANCE NOTICE OF NONCOMPLIANCE (F-1308) (DUPLICATE IN LIEU OF ORIGINAL) FORM: F-1308 RECORD TYPES:	TO+2	TO+10		N	N	N		
/FIR/500/	O005.	CITATION (F-211) (KEPT IN LEGAL UNIT) FORM: F-211 RECORD TYPES: Confidential	CL+5	CL+5		N	N	Y		
/FIR/500/	O006.	COUNCILMANIC COMPLAINTS (F-333) (KEPT IN VARIOUS UNITS OF FPB) FORM: F-333 RECORD TYPES:	TO+1	TO+8		N	N	N		
/FIR/500/	O007.	FIRE DEPARTMENT - CITY OF LA APPLICATION FOR PERMIT (F-280) (KEPT IN VARIOUS UNITS OF FPB) FORM: F-280 RECORD TYPES:	TO+10	TO+10		N	N	N		
/FIR/500/	O008.	FIRE HYDRANT REPORT (F-367) FORM: F-367 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/500/	O009.	FIRE LIFE SAFETY VIOLATION (F-340-A B-) (KEPT IN VARIOUS UNITS OF FPB) FORM: F-340-A B- RECORD TYPES:	TO+10	TO+10		N	N	N		
/FIR/500/	O010.	HAZARDOUS MATERIALS INFORMATION (F-293) (KEPT IN VARIOUS UNITS OF FPB) FORM: F-293 RECORD TYPES:	TO+3	TO+3		N	N	N		
/FIR/500/	O011.	HAZARDOUS MATERIALS INCIDENT DATA SHEET (F-666C) (TO BE DELETED PER REV'N NO.2 (4/89)) FORM: F-666C RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/500/	O012.	INTRADEPARTMENTAL MEMORANDA (F-44) FORM: F-44 RECORD TYPES: Confidential	TO+3	TO+3		N	N	Y		
/FIR/500/	O013.	OCCUPANCY LOAD SIGN REQUEST (F-527) (KEPT IN VARIOUS UNITS OF FPB) FORM: F-527 RECORD TYPES:	CL+2	CL+2		N	N	N		
/FIR/500/	O014.	OCCUPANCY RECORD CARD (F-173A) (KEPT IN VARIOUS UNITS FPB) FORM: F-173A RECORD TYPES:	CL+3	CL+3		N	N	N		
/FIR/500/	O015.	PERMIT TO RECEIVE EXPLOSIVES (F-277) (ENGINEERING UNIT) FORM: F-277 RECORD TYPES:	TO+3	TO+3		N	N	N		
/FIR/500/	O016.	PLAN CORRECTION REQUIREMENTS (F-297) (KEPT IN BLDG. STDS. UNIT) FORM: F-297 RECORD TYPES:	TO+1	TO+1		N	N	N		

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**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE PREVENTION AND PUBLIC SAFETY**  
**/FIR/500/**

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			Office	Total	Code	V	H	C	L	V	H	C	L	
/FIR/500/	O017.	REPORT ON PRIVATE HYDRANTS (F-366) (KEPT IN HYDRANTS UNIT) FORM: F-366 RECORD TYPES:	PE	PE		N	N	N						
/FIR/500/	O018.	REQUEST FOR LEGAL ACTION (F-290) (LEGAL LIAISON) FORM: F-290 RECORD TYPES:	CL+5	CL+10		N	N	N						
/FIR/500/	O019.	SPECIAL PERMIT (F-315) (KEPT IN VARIOUS UNITS OF FPB) FORM: F-315 RECORD TYPES:	CL+3	CL+3		N	N	N						
/FIR/500/	O020.	TRANSFER OF FLAMMABLE & COMBUSTIBLE LIQ AT OIL TERMINAL ... (F-306) (KEPT IN HARBOR FIRE PREVENTION) FORM: F-306 RECORD TYPES:	CL+3	CL+3		N	N	N						
/FIR/500/	O021.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+3	AR+3		N	N	N						
/FIR/500/	O022.	BUREAU BULLETINS & DIRECTIVES RECORD TYPES:	AR+2	AR+2		N	N	N						
/FIR/500/	O023.	CITY CONTRACTED BRUSH CLEARANCE BID AND AWARD FILES RECORD TYPES: Confidential A-NOTICE OF NONCOMPLIANCE-F-1308 B-CITY ATTORNEY HEARING LETTER C-PROPERTY PHOTOS D-BID FORMS (COMPLETED) E-REGISTERED OWNERS PRINTOUT F-INVOICE-F-199A G-CLEANED BY OWNER INSPECTION RECORD-F-1307	TO+2	TO+10		N	N	Y						
/FIR/500/	O024.	APPLICATION FOR CERTIFICATE OF FITNESS (F-322) (KEPT IN IND & COMM UNIT) FORM: F-322 RECORD TYPES:	PE	PE		N	N	N						
/FIR/500/	O025.	APPLICATION FOR GENERAL APPROVAL (F-326) (KEPT IN ENGINEERING UNIT) FORM: F-326 RECORD TYPES:	PE	PE		N	N	N						
/FIR/500/	O026.	ALTERNATE MEANS OF COMPLIANCE (KEPT IN BLDG. STDS. UNIT) RECORD TYPES:	PE	PE		N	N	N						
/FIR/500/	O027.	ADMINISTRATIVE VARIANCE (KEPT IN BLDG. STDS. UNIT) RECORD TYPES:	PE	PE		N	N	N						
/FIR/500/	O028.	APPLICATION FOR CERTIFICATE OF DISCLOSURE OF HAZARDOUS SUBST (KEPT IN HAZARDOUS MATERIALS SECTION) RECORD TYPES:	TO+3	TO+5		N	N	N						
/FIR/500/	O029.	BUSINESS PLANS (BP1-6) (KEPT IN HAZARDOUS MATERIALS SECTION) FORM: BP1-6 RECORD TYPES:	TO+5	TO+5		N	N	N						
/FIR/500/	O030.	PHOTO FACT SHEET (F-915)	AR+2	PE		N	Y	Y						

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		(TRANSFERRED FROM F-210 TO BE TRANSFERRED TO CITY ARCHIVES ) FORM: F-915 RECORD TYPES: Confidential Historical A.-PHOTOS								
/FIR/500/	O031.	PUBLIC INFORMATION MATERIAL RECORD TYPES: A-YOUTH FIRE SAFETY PROGRAM B-EDITH PROGRAM C-SMOKE DETECTORS D-HANDICAPPED CITIZENS E-CARDIOPULMONARY RESUSCITATION	AR	AR+20		N	N	N		
/FIR/500/	O032.	CUPA BILLING ADJUSTMENTS HARD COPY and BACK UP	TO+2	TO+7	DO	N	N	N		
/FIR/500/	O033.	CUPA CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP Certified Unified Program Agency (CUPA)	TO+2	TO+9	DO	N	N	N		
/FIR/500/	O034.	LOCK BOX PAYMENTS Bank of America	TO+2	TO+9	DO	N	N	N		
/FIR/500/	O035.	PRINCIPAL CLERK CUPA MANUALS	TO+2	TO+9	DO	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES BUREAU**  
**/FIR/650/**

*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	
/FIR/650/	O	ORIGINAL RECORDS								
/FIR/650/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/650/	O002.	E.M.S. DISTRICT EVALUATIONS RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/650/	O003.	E.M.S. STUDIES AND SURVEYS RECORD TYPES:	AR+10	AR+10		N	N	N		
/FIR/650/	O004.	PARAMDEIC INTERNSHIP REPORTS RECORD TYPES:	TE	TE		N	N	N		
/FIR/650/	O005.	E.M.S. (PRE) BUREAU FILES RECORD TYPES:	AR+5	AR+5		N	N	N		
/FIR/650/	O006.	E.M.S. BUREAU DAILY STAFFING FORM (F-91E) FORM: F-91E RECORD TYPES:	TO+3	TO+3		N	N	N		

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES BUREAU**  
**/FIR/650/**

*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
/FIR/650/	O007.	RESCUE AMBULANCE COMPLAINTS (RECORDS SERIES TRANSFERRED FROM FIR-400 (SUPPRES & RESC BUR) ) RECORD TYPES: Confidential	CL+10	CL+10		N	N	Y	
/FIR/650/	O008.	AMBULANCE DRIVER'S CERTIFICATE (RECORD SERIES TO BE ELIMINATED PER REV'N NO. 1, 4/12/85 ) RECORD TYPES:	SU+2	SU+2		N	N	N	
/FIR/650/	O009.	AMBULANCE STAFFING REPORTS (RECORD SERIES TO BE ELIMINATED PER REV'N NO.1, 4/12/85 ) RECORD TYPES:	TE+2	TE+2		N	N	N	
/FIR/650/	O010.	BIO-COM INVENTORY (RECORD SERIES TO BE ELIMINATED PER REV 1, 4/12/85 ) RECORD TYPES:	SU+2	SU+2		N	N	N	
/FIR/650/	O011.	DRILLS AND TRAINING EXERCISES (RECORD SERIES TO BE ELIMINATED PER REV NO 1 4/12/85 ) RECORD TYPES:	SU+2	SU+2		N	N	N	
/FIR/650/	O012.	EMERGENCY FIRST CARE HOSPITALS (RECORD SERIES TO BE ELIMINATED PER REV'N NO. 1, 4/12/85 ) RECORD TYPES:	TO+5	TO+5		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES BUREAU**  
**/FIR/650/**

*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
/FIR/650/	O013.	E.M.S. COMMISSION BY-LAWS (RECORD SERIES TO BE ELIMINATED PER REV'N NO 1, 4/12/85) RECORD TYPES:	SU+2	SU+2		N	N	N	
/FIR/650/	O014.	E.M.T. - I COLLEGE CREDIT (RECORD SERIES TO BE ELIMINATED PER REV'N NO. 1, 4/12/85) RECORD TYPES:	TE+2	TE+2		N	N	N	
/FIR/650/	O015.	PARAMEDIC IN-SERVICE FILES (TO BE DELETED/TRANSFERRED TO F-1140 (PERSONNEL SERVICES)) RECORD TYPES: A-FIELD INTERNSHIP REPORTS B-EMPLOYEE EVALUATIONS C-CLINICAL REVIEWS D-FIELD REPORTS	TE	TE		N	N	N	
/FIR/650/	O016.	MEDICATION LIST (RECORD SERIES TO BE ELIMINATED PER REV'N NO. 1, 4/12/85) RECORD TYPES:	SU+5	SU+5		N	N	N	
/FIR/650/	O017.	PARAMEDIC CONTINUING EDUCATION REPORT (F-674) (RECORD SERIES TO BE ELIMINATED PER REV'N NO. 1, 4/12/85) FORM: F-674 RECORD TYPES:	TO+3	TO+3		N	N	N	
/FIR/650/	O018.	PARAMEDIC SURVEYS AND STUDIES (RECORD SERIES TO BE ELIMINATED PER REV'N NO. 1, 4/12/85) RECORD TYPES: Confidential	SU+5	SU+5		N	N	Y	

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE SUPPRESS & RESCUE/AMBULANCE LIAISON**  
**/FIR/650A/**

*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	
/FIR/650A/	O	ORIGINAL RECORDS								
/FIR/650A/	O001.	AMBULANCE DRIVER'S CERTIFICATE (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU: SEE DIV 650) RECORD TYPES:	SU+2	SU+2		N	N	N		
/FIR/650A/	O002.	AMBULANCE STAFFING REPORTS (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU; SEE DIV 650) RECORD TYPES:	SU+2	SU+2		N	N	N		
/FIR/650A/	O003.	BIO-COM INVENTORY (REC. SERIES NOW SCHED ITEM 10 UNDER DIV 650-EMS BUREAU) RECORD TYPES:	SU+2	SU+2		N	N	N		
/FIR/650A/	O004.	CORRESPONDENCE & SUBJECT FILES (REC SERIES NOW SCHED ITEM 1 UNDER DIV 650-EMS BUREAU) RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/650A/	O005.	DIVISION EMS EVALUATIONS (F-225) (REC SERIES NOW SCHED ITEM NO 2 UNDER DIV 650-EMS BUREAU) FORM: F-225 RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/650A/	O006.	DRILLS AND TRAINING EXERCISES (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU: SEE DIV 650) RECORD TYPES:	SU+2	SU+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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE SUPPRESS & RESCUE/AMBULANCE LIAISON**  
**/FIR/650A/**

*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
/FIR/650A/	O007.	EMERGENCY FIRST CARE HOSPITALS (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU; SEE DIV 650 ) RECORD TYPES:	TO+5	TO+5		N	N	N	
/FIR/650A/	O008.	E.M.S. COMMISSION BY-LAWS (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU; SEE DIV 650 ) RECORD TYPES:	SU+2	SU+2		N	N	N	
/FIR/650A/	O009.	E.M.S. STUDIES AND SURVEYS (REC SERIES NOW SCHED ITEM NO 3 ON DIV 650/E.M.S. BUREAU ) RECORD TYPES:	AR+10	AR+10		N	N	N	
/FIR/650A/	O010.	E.M.T. -I COLLEGE CREDIT (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU; SEE DIV 650 ) RECORD TYPES:	TE+2	TE+2		N	N	N	
/FIR/650A/	O011.	PARAMEDIC IN-SERVICE FILES (TO BE DELETED/TRANSFERRED TO DIV 1140-PERSONNEL SERVICES ) RECORD TYPES: A.-FIELD INTERNSHIP REPORTS B.-EMPLOYEE EVALUATIONS C.-CLINICAL REVIEWS D.-FIELD REPORTS	TE	TE		N	N	N	
/FIR/650A/	O012.	MEDICATION LIST (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU; SEE DIV 650 ) RECORD TYPES:	SU+5	SU+5		N	N	N	

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

**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE SUPPRESS & RESCUE/AMBULANCE LIAISON**

**/FIR/650A/** *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
/FIR/650A/	O013.	PARAMEDIC CONTINUING EDUCATION REPORT (F-674) (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU; SEE DIV 650 ) FORM: F-674 RECORD TYPES:	TO+3	TO+3		N	N	N	
/FIR/650A/	O014.	PARAMEDIC SURVEYS AND STUDIES (AMBULANCE LIAISON DIV NOW RENAMED E.M.S. BUREAU; SEE DIV 650 ) RECORD TYPES: Confidential	SU+5	SU+5		N	N	Y	

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

**Records of: LOS ANGELES FIRE DEPARTMENT/EMS DISTRICT OFFICES**  
**/FIR/655/**

*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	
/FIR/655/	O	ORIGINAL RECORDS								
/FIR/655/	O001.	E.M.S. DAILY STAFFING ROSTER ((TEMP) F-5) FORM: (TEMP) F-5 RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/655/	O002.	DISTRICT EVALUATION REPORT ((TEMP) F-1) FORM: (TEMP) F-1 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/655/	O003.	ADJUSTMENT OF PLATOON DUTY SCHEDULE (F-360) FORM: F-360 RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/655/	O004.	REQUEST FOR TIME OFF OR VACATION CHANGE (F-361) FORM: F-361 RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/655/	O005.	RECORD OF EMS DISTRICT VACATION SELECTION (F-535A) FORM: F-535A RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/655/	O006.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/EMS DISTRICT OFFICES**

**/FIR/655/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title ( Description / Sub Categories / Remarks )</i>	<i>-- Retention (YEARS) --Media</i>			<i>Record Type</i>			
			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/BUREAU OF SUPPORT SERVICES**  
**/FIR/700/**

*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				
/FIR/700/	0	ORIGINAL RECORDS											
/FIR/700/	O001.	ADMINISTRATIVE DETAIL (F-35) (TRANSFER TO PERSONNEL SERVICES ) FORM: F-35 RECORD TYPES:	TE	TE		N	N	N					
/FIR/700/	O002.	BUREAU BULLETINS & DIRECTIVES RECORD TYPES:	AR+5	AR+5		N	N	N					
/FIR/700/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+3	AR+3		N	N	N					
/FIR/700/	O004.	SPECIAL PROJECTS/COMMITTEE REPORTS RECORD TYPES:	AR+5	AR+5		N	N	N					
/FIR/700/	O005.	SAFETY INVESTIGATIONS/REPORTS RECORD TYPES: Confidential	AR+5	AR+10		N	N	Y					

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/OPERATIONS CONTROL DIVISION**  
**/FIR/710/**

*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	
/FIR/710/	O	ORIGINAL RECORDS								
/FIR/710/	O001.	BUILDING INVENTORY PAGES (COPIES MAINTAINED BY FIRE COMPANIES) RECORD TYPES: Vital	SU+2	SU+2		Y	N	N		
/FIR/710/	O002.	DISPATCHER'S LOG (F-27A) (USED FOR LAWSUITS) FORM: F-27A RECORD TYPES:	TO+10	TO+10		N	N	N		
/FIR/710/	O003.	CORRESPONDENCE FILES RECORD TYPES:	AR+3	AR+3		N	N	N		
/FIR/710/	O004.	DISPATCHER TRAINING INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N		
/FIR/710/	O005.	FCCS I AND II FILES RECORD TYPES:	CL+5	CL+5		N	N	N		
/FIR/710/	O006.	MAPS (400', 800', AND 1200' SCALE) RECORD TYPES: Vital	SU+2	SU+2		Y	N	N		

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

**Records of: LOS ANGELES FIRE DEPARTMENT/OPERATIONS CONTROL DIVISION**  
**/FIR/710/**

*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
/FIR/710/	O007.	RECALL CARDS (F-4) FORM: F-4 RECORD TYPES: Vital	TO+2	TO+2		Y	N	N	
/FIR/710/	O008.	RADIO AND TELEPHONE TAPE RECORDINGS (24 HRS) (PER ORDINANCE 157699) RECORD TYPES:	TO+1/03	TO+1/03		N	N	N	
/FIR/710/	O009.	RADIO AND TELEPHONE TAPE RECORDINGS (PERMANENT) RECORD TYPES: Vital	TO+1	PE		Y	N	N	
/FIR/710/	O010.	RADIO & TELEPHONE TAPE RECORDING TELEPHONE NUMBER PRINTOUTS RECORD TYPES:	TO+1/03	TO+1/03		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/ARSON INVESTIGATION UNIT**  
**/FIR/720/**

*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				
/FIR/720/	O	ORIGINAL RECORDS											
/FIR/720/	O001.	ARSON INVESTIGATION FILES (BY CASE #) (NO DUPLICATES ) RECORD TYPES: A-FIRE INVESTIGATION RPTS-F-260 B-CONTINUATION PAGES C-MEMORANDA D-PHOTOS E-SKETCHES F-PRELIMINARY INVEST. REPT-LAPD 3.1 G-LAB REPORTS H-WARRANTS/SUBPOENAS I-PATRIC MAKE SHEET J-ARREST REPORTS K-CASE CORRESPONDENCE	TO+6	TO+15		N	N	N					
/FIR/720/	O002.	ARSON JOURNALS (NO DUPLICATES ) RECORD TYPES:	TO+10	TO+80		N	N	N					
/FIR/720/	O003.	CORRESPONDENCE FILES (AS DIRECTED ) RECORD TYPES: A-LEGAL B-INTRA DEPARTMENTAL C-INTER DEPARTMENTAL D-FEDERAL, STATE, LOCAL LAW ENFORCEMENT AGENCIES E-CITIZENS F-CITY ATTORNEY	AR+2	AR+2		N	N	N					
/FIR/720/	O004.	F-CITY ATTORNEY FIELD INCIDENT INVESTIGATION REPORT (F-27) (NO DUPLICATES ) FORM: F-27 RECORD TYPES:	TO+3	TO+3		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/ARSON INVESTIGATION UNIT**  
**/FIR/720/**

*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
/FIR/720/	O005.	ARSON INVESTIGATION REPORT (NEGATIVES) (NO DUPLICATES ) RECORD TYPES: Confidential	TO+6	TO+12		N	N	Y	
/FIR/720/	O006.	TRANSFER RECEIPT (FG-30) (NO DUPLICATES ) FORM: FG-30 RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/720/	O007.	DISPATCHER'S LOG (F-27A) FORM: F-27A RECORD TYPES:	TO+10	TO+10		N	N	N	
/FIR/720/	O008.	RECEIPT (FOR DUPLICATING PUBLIC DOCUMENTAL) (FG-30) FORM: FG-30 RECORD TYPES:	TO+3	TO+5		N	N	N	
/FIR/720/	O009.	FIELD INCIDENT INVESTIGATION REPORT (F-902) (NO DUPLICATES ) FORM: F-902 RECORD TYPES:	TO+3	TO+10		N	N	N	
/FIR/720/	O010.	EMERGENCY AID REPORT (F-660) FORM: F-660 RECORD TYPES:	TO+6	TO+15		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/ARSON INVESTIGATION UNIT**

**/FIR/720/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title ( Description / Sub Categories / Remarks )</i>	<i>-- Retention (YEARS) --Media</i>			<i>Record Type</i>			
			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/DEPARTMENT SAFETY OFFICER**

**/FIR/730/**

*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				
/FIR/730/	O	ORIGINAL RECORDS											
/FIR/730/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO+3	TO+3			N	N	N				
/FIR/730/	O002.	REPORT AND BACKGROUND STUDIES RECORD TYPES: A-SAFETY STUDIES B-EQUIPMENT EFFECTIVENESS C-EQUIPMENT EVALUATION D-CARCINOGEN STUDIES E-SMOKE PARTICULATE STUDIES	TO+10	TO+10			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  
Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/STAFF ASSISTANT CHIEF  
/FIR/730A/**

*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	
/FIR/730A/	O	ORIGINAL RECORDS								
/FIR/730A/	O001.	MEDICAL RECORDS (BY MEMBER) (TRANSFER TO PERSONNEL SERVICES.) RECORD TYPES: Confidential A-EMPLOYEES REPORT OF OCCUPATIONAL B-ILLNESS OF INJURY-FG-166 C-DUTY CERTIFICATES-PDAS 43 D-DOCTORS LETTERS & NOTES E-DOCTORS DUTY RECOMMENDATIONS-F-1000 F-MEDICAL EXAM REPORT-PDMSD-2 G-HOSPITAL EMERGENCY REPORT H-RED LETTERHEAD REPORT I-INTERDEPARTMENTAL MEMO (SPECIFIC CASES)-FG-160 J-MEDICAL TREATMENT CERTIFICATES-F-47 K-VISITATION REPORTS L-WEIGHT CONTROL PROGRESS REPORTS-F-1202 M-EMERGENCY REPORT (DOCTOR'S FIRST REPORT)-F-1202	TE+1	TE+1		N	N	Y		
/FIR/730A/	O002.	WITNESS CARD (FG-94B) (RECORD DELETED AND TRANSFERRED TO FIR 1140.) FORM: FG-94B RECORD TYPES: Confidential	CL+5	CL+5		N	N	Y		
/FIR/730A/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO+3	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/SUPPLY & MAINTENANCE/MAINTENANCE SECT**  
**/FIR/810/**

*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	
/FIR/810/	O	ORIGINAL RECORDS								
/FIR/810/	O001.	AIR FILLING STATION DAILY USE AND CHECK RECORD (F-655) (NO DUPLICATE ) FORM: F-655 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/810/	O002.	AIR FILLING STATION MAINTENANCE RECORD (F-655A) (NO DUPLICATE ) FORM: F-655A RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/810/	O003.	ANNUAL HOSE TEST RECORD (F-129) FORM: F-129 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/810/	O004.	APPARATUS FILES (LEGAL, VITAL LOG OF POSSIBLE EQUIPMENT PROBLEMS) BI-MONTHLY APPARATUS INS. RECORD-F-377	CL+5	CL+5		N	N	N		
/FIR/810/	O005.	LOG OF OCCUPATIONAL INJURIES AND ILLNESSES (PUBLIC AGENCY) (CAL OSHA 2) (STATE REQUIREMENT ) FORM: CAL OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/FIR/810/	O006.	WIPING TOWEL AND DUST CLOTH RECORD	TO+2	TO+2		N	N	N		
/FIR/810/	O009.	ANNUAL GROUND LADDER INSP RECORD (F-976) (FORWARDED AFTER GROUND LADDER IS REMOVED FROM SERVICE ) FORM: F-976 RECORD TYPES:	TO+2	TO+2		N	N	N		

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 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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/SUPPLY & MAINTENANCE/MAINTENANCE SECT**

**/FIR/810/**

*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

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



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

**Records of: LOS ANGELES FIRE DEPARTMENT/SUPPLY & MAINTENANCE/EQUIP ENGINEERING**

**/FIR/820/** *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				
/FIR/820/	0	ORIGINAL RECORDS											
/FIR/820/	O001.	SPECIFICATIONS (SPECS FILED BY NAME OF INDIV DEPT EQUIP WHERE WRITTEN ) RECORD TYPES: A-CORRESPONDENCE W/VENDOR B-DRAWINGS AND ILLUSTRATIONS C-INTERNAL COMMUNICATION	TO+25	TO+25		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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/SUPPORT SERVICES**

**/FIR/830/**

*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			
/FIR/830/	O	ORIGINAL RECORDS										
/FIR/830/	O001.	BLUEPRINTS (ACTUAL CONSTRUCTION PLAN W/MOD MADE DURING BLDG) (EA SET BOUND IN NUM ORDER BY FAC NO-OVERSIZE, 120 SQ'-96PKS ) RECORD TYPES:	AR	AR+20		N	N	N				
/FIR/830/	O002.	BUILDING REPAIR & SERVICE REQUEST (FG-113) FORM: FG-113 RECORD TYPES:	CL+2	CL+2		N	N	N				

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**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/COMMANDER'S OFFICE/SUPPLY & MAINTENANCE**

**/FIR/850/** *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	
/FIR/850/	0	ORIGINAL RECORDS								
/FIR/850/	0003.	CORRESPONDENCE FILES RECORD TYPES:	AR+5	AR+5		N	N	N		
/FIR/850/	0004.	MATERIALS TO STOREROOM TAG (F-175) (TO BE DELETED/NOT OFFICIAL RECORD ) FORM: F-175 RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/850/	0005.	STORES REQUISITION Processed Electronically in SRS	TO+3	TO+3	EL	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/EQUIPMENT ENGINEERING**

**/FIR/850A/** *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				
/FIR/850A/	0	ORIGINAL RECORDS								
/FIR/850A/	0001.	SPECIFICATIONS (NOTE: SPECS FILED BY NAME OF INDIV DEPT EQUIP WHERE WRITTEN ) RECORD TYPES: A-CORRESPONDENCE W/VENDOR B-DRAWINGS AND ILLUSTRATIONS C-INTERNAL COMMUNICATION	TO+25	TO+25		N	N	N		

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/FACILITIES/BLDG. ADMINISTRATION SECTION**

**/FIR/850B/** *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	
/FIR/850B/	O	ORIGINAL RECORDS								
/FIR/850B/	O001.	BLUEPRINTS (ACTUAL CONSTRUCTION PLAN W/MOD MADE DURING BLDG) RECORD TYPES: HISTORICAL (EACH SET BOUND IN NUM ORDER BY FAC NO-OVERSIZE:120'SQ 96 PKG) Retention increased from AR+20 to PE, approved 11/02/1999	AR	PE					Y	
/FIR/850B/	O002.	BUILDING REPAIR & SERVICE REQUEST (FG-113) FORM: FG-113 RECORD TYPES:	CL+2	CL+2						
/FIR/850B/	O003.	FIRE STATION CONSTRUC. FILES (EARTHQUAKE REPLACEMENT PRO.) RECORD TYPES: Historical (TRANSFER TO CITY ARCHIVES)	CL+2	PE					Y	

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/MAINTENANCE SECTION**  
**/FIR/850C/**

*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	
/FIR/850C/	O	ORIGINAL RECORDS								
/FIR/850C/	O001.	AIR FILLING STATION DAILY USE AND CHECK RECORD (F-655) (NO DUPLICATE) FORM: F-655 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/850C/	O002.	AIR FILLING STATION MAINTENANCE RECORD (F-655A) (NO DUPLICATE) FORM: F-655A RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/850C/	O003.	ANNUAL HOSE TEST RECORD (F-129) FORM: F-129 RECORD TYPES:	TO+2	TO+2		N	N	N		
/FIR/850C/	O004.	APPARATUS FILES (FOR SUBTITLE D. LEGAL, VITAL LOG OF POSSIBLE EQUIPMENT PROBLEMS) BI-MONTHLY APPARATUS INS. RECORD-F-377	CL+5	CL+5		N	N	N		
/FIR/850C/	O005.	LOG OF OCCUPATIONAL INJURIES AND ILLNESSES (PUBLIC AGENCY) (CAL OSHA 2) (STATE REQUIREMENT) FORM: CAL OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/FIR/850C/	O006.	WIPING TOWEL AND DUST CLOTH RECORD	TO+2	TO+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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/PURCHASING & SUPPLIES SECTION**

**/FIR/850D/** *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	
/FIR/850D/	O	ORIGINAL RECORDS								
/FIR/850D/	O001.	ANNUAL CONTRACTS (DS-10) (TO BE DELETED/SEE ITEM 10 ON DUPLIC. R/S) FORM: DS-10 RECORD TYPES:	TO+5	TO+5		N	N	N		
/FIR/850D/	O002.	CORRESPONDENCE WITH VENDORS RECORD TYPES:	TO+3	TO+3		N	N	N		
/FIR/850D/	O003.	MATERIALS TO STOREROOM TAG (F-175) (TO BE DELETED/NOT OFFICIAL RECORD) FORM: F-175 RECORD TYPES:	AR+2	AR+2		N	N	N		
/FIR/850D/	O004.	STORES REQUISITION (DS-70 OLD FORM) (F-80) (ACCOUNTING & INVENTORY CONTROL) FORM: F-80 RECORD TYPES:	TO+3	TO+3		N	N	N		

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**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE COMPANY**  
**/FIR/001112/**

*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
/FIR/001112/	D	DUPLICATE RECORD SERIES			
/FIR/001112/	D001.	ADJUSTMENT TO PLATOON DUTY SCHEDULE (F-360) FORM: F-360 RECORD TYPES:	AU		N N N
/FIR/001112/	D002.	ANNUAL HOSE TEST RECORD (F-129) FORM: F-129 RECORD TYPES:	TE		N N N
/FIR/001112/	D003.	INTRA-DEPARTMENTAL MEMORANDUM (F-44) FORM: F-44 RECORD TYPES:	TO+3		N N N
/FIR/001112/	D004.	APPARATUS OPERATOR'S TRAINING MANUAL RECORD TYPES:	SU		N N N
/FIR/001112/	D005.	BARBECUE PERMIT (F-863) FORM: F-863 RECORD TYPES:	TO+2		N N N
/FIR/001112/	D006.	BIMONTHLY PREVENTION MAINTENANCE RECORD (F-377) FORM: F-377 RECORD TYPES:	TO+5		N N N

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/FIR/001112/	D007.	BRUSH CLEARANCE NOTICE OF NONCOMPLIANCE (F-1308) FORM: F-1308 RECORD TYPES:	TO+5		N N N
/FIR/001112/	D008.	BRUSH FIRE GUIDE RECORD TYPES:	TO+5		N N N
/FIR/001112/	D009.	BUILDING INVENTORY RECORD TYPES:	TO+5		N N N
/FIR/001112/	D010.	BUILDING REPAIR AND SERVICE REQUISITION (FG-113) FORM: FG-113 RECORD TYPES:	TO+2		N N N
/FIR/001112/	D011.	BULLETINS MANUAL (NON-RECORD MATERIAL ) RECORD TYPES: A-ADMINISTRATIVE BULLETINS B-ARTICLE X, L.A. CITY CHARTER C-PERSONAL MANAGEMENT BULLETINS D-TRAINING MANUAL E-WEEKLY BULLETINS	SU		N N N
/FIR/001112/	D012.	CAPTAIN'S EXAM RECORD TYPES:	SU		N N N

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/FIR/001112/	D013.	CERTIFICATE OF OCCUPANCY (F-95B) FORM: F-95B RECORD TYPES:	SU		N N N
/FIR/001112/	D014.	CHARTER PROVISIONS GOVERNING RECORD TYPES:	SU		N N N
/FIR/001112/	D015.	CITY CHARTER RECORD TYPES:	SU		N N N
/FIR/001112/	D016.	COMPANY ACTIVITY SCHEDULE (F-957) FORM: F-957 RECORD TYPES:	TO+2		N N N
/FIR/001112/	D017.	COMPANY RESCUE MANUAL (NON-RECORD MATERIALS ) RECORD TYPES:	SU		N N N
/FIR/001112/	D018.	CORRECTION NEED F-580 O/T REPORT RECORD TYPES:	CL		N N N

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/FIR/001112/	D019.	COUNCILMANIC COMPLAINTS RECORD TYPES:	CL+3		N	N	N	
/FIR/001112/	D020.	DIVISION DAILY STAFFING FORM (F-91B) FORM: F-91B RECORD TYPES:	CL		N	N	N	
/FIR/001112/	D021.	DUTY CERTIFICATE (UNIFORMED) (PDAS 43) FORM: PDAS 43 RECORD TYPES:	CL+5		N	N	N	
/FIR/001112/	D022.	EARTHQUAKE OPERATION PLAN (NON-RECORD MATERIAL) RECORD TYPES:	SU		N	N	N	
/FIR/001112/	D023.	EMERGENCY MEDICAL SERVICES PROCEDURES MAN. (NON-RECORD MATERIAL) RECORD TYPES:	SU		N	N	N	
/FIR/001112/	D024.	EMPLOYEE'S REPORT OF OCCUPATION ILLNESS OR INJURY, I.O.D. (FG-166) FORM: FG-166 RECORD TYPES:	TO+2		N	N	N	
/FIR/001112/	D025.	ENGINEER'S EXAM RECORD TYPES:	SU		N	N	N	

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/FIR/001112/	D026.	FIELD INCIDENT BOOK RECORD TYPES:	SU		N N N
/FIR/001112/	D027.	FIRE DEPARTMENT ANNUAL REPORT RECORD TYPES:	TO+5		N N N
/FIR/001112/	D028.	FIRE EXPLORER MANUAL (NON-RECORD MATERIAL) RECORD TYPES:	SU		N N N
/FIR/001112/	D029.	FIRE INVESTIGATION (NON-RECORD MATERIAL) RECORD TYPES:	SU		N N N
/FIR/001112/	D030.	FIRE/LIFE SAFETY VIOLATION (F-340D) FORM: F-340D RECORD TYPES:	TO+5		N N N
/FIR/001112/	D031.	FIRE LIFE SAFETY VIOLATION (F-340 A-B-) FORM: F-340 A-B- RECORD TYPES:	TO+3		N N N

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/FIR/001112/	D032.	FIRE PREVENTION BUREAU REFERRAL PINK"""" (F-338) FORM: F-338 RECORD TYPES:	TO+3		N	N	N	
/FIR/001112/	D033.	FIRE PREVENTION AND TRAINING SUMMARY (F-63) FORM: F-63 RECORD TYPES:	TO+5		N	N	N	
/FIR/001112/	D034.	FIRE PREVENTION PLANS RECORD TYPES:	SU		N	N	N	
/FIR/001112/	D035.	GASOLINE AND DIESEL FUEL REPORT (F-392) FORM: F-392 RECORD TYPES:	TO+3		N	N	N	
/FIR/001112/	D036.	HIGH RISE OPERATION GUIDE (NON-RECORD MATERIAL) RECORD TYPES:	SU		N	N	N	
/FIR/001112/	D037.	INCIDENT COMMAND SYSTEM RECORD TYPES:	SU		N	N	N	
/FIR/001112/	D038.	INTRA-DEPARTMENT CASH RECEIPT TRANS. (F-275)	TO+5		N	N	N	

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		FORM: F-275 RECORD TYPES:			
/FIR/001112/	D039.	INTRA-DEPARTMENTAL MEMORANDUM (F-44) FORM: F-44 RECORD TYPES:	TO+3		N N N
/FIR/001112/	D040.	LAFD EMERGENCY OVERTIME REPORT (F-23) FORM: F-23 RECORD TYPES:	CL+1		N N N
/FIR/001112/	D041.	LOS ANGELES ADMINISTRATIVE CODE RECORD TYPES:	SU		N N N
/FIR/001112/	D042.	LOS ANGELES FIRE DEPARTMENT BUDGET RECORD TYPES:	SU		N N N
/FIR/001112/	D043.	LOS ANGELES MUNICIPAL CODE RECORD TYPES:	SU		N N N
/FIR/001112/	D044.	MANUAL OF OPERATION (NON-RECORD MATERIAL ) RECORD TYPES:	SU		N N N

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/FIR/001112/	D045.	MEDICAL EXAMINATION SCHEDULE (F-25) FORM: F-25 RECORD TYPES:	TO+1		N N N
/FIR/001112/	D046.	OUTSIDE EMPLOYMENT ACTIVITY REPORT (F-1150) FORM: F-1150 RECORD TYPES:	AR		N N N
/FIR/001112/	D047.	OVERTIME REPORT (F-580) FORM: F-580 RECORD TYPES:	TO+2		N N N
/FIR/001112/	D048.	PARAMEDIC CONTINUING EDUCATION REPORT (F-674) FORM: F-674 RECORD TYPES:	TO+2		N N N
/FIR/001112/	D049.	PAYGRADE ADVANCEMENT PROCEDURE PENSION PLANS, COMPARATIVE... RECORD TYPES:	SU		N N N
/FIR/001112/	D050.	PERSONNEL NOTICE (F1104) (AT TERMINATION WILL BE SENT TO FIRE DEPT. PERSONNEL FOR - INCLUSION IN PERSONNEL FILE) FORM: F1104 RECORD TYPES:	TE		N N N

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/FIR/001112/	D051.	PHYSICAL FITNESS MANUAL (NON-RECORD MATERIAL ) RECORD TYPES:	SU		N	N	N	
/FIR/001112/	D052.	PRIMARY VACANCY TRANSFER (F-18B) FORM: F-18B RECORD TYPES:	CL		N	N	N	
/FIR/001112/	D053.	PUBLICATION & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SO... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/FIR/001112/	D054.	RECALL CARDS (F-4) FORM: F-4 RECORD TYPES:	TO+5		N	N	N	
/FIR/001112/	D055.	RECEIPT BOOK (F-118) FORM: F-118 RECORD TYPES:	TO+5		N	N	N	
/FIR/001112/	D056.	REFERENCE MATERIAL-UNNUMBERED BOOKS RECORD TYPES:	SU		N	N	N	
/FIR/001112/	D057.	REPORT OF PRIVATE HYDRANTS (F-366) FORM: F-366 RECORD TYPES:	SU+2		N	N	N	

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/FIR/001112/	D058.	REPORT OF SURVEY-REGULATION #4 (F-313) FORM: F-313 RECORD TYPES:	TO+5		N N N
/FIR/001112/	D059.	REQUEST FOR LEGAL ACTION (F-290) FORM: F-290 RECORD TYPES:	TO+5		N N N
/FIR/001112/	D060.	REQUEST FOR LEGAL OWNERSHIP (F-85) FORM: F-85 RECORD TYPES:	CL		N N N
/FIR/001112/	D061.	REQUEST FOR TIME OFF OR VACATION CHANGE (F-361) FORM: F-361 RECORD TYPES:	TO+2		N N N
/FIR/001112/	D062.	ROSTER CHANGE (F-8) FORM: F-8 RECORD TYPES:	CL+5		N N N
/FIR/001112/	D063.	RULES AND REGULATIONS (NON-RECORD MATERIAL) RECORD TYPES:	SU		N N N

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/FIR/001112/	D064.	SCHOOL VISITATION REPORT (F-109) FORM: F-109 RECORD TYPES:	TO+1		N	N	N	
/FIR/001112/	D065.	SPECIAL EQUIPMENT LIST RECORD TYPES:	SU		N	N	N	
/FIR/001112/	D066.	SPECIAL PERMIT (F-315) FORM: F-315 RECORD TYPES:	TO+2		N	N	N	
/FIR/001112/	D067.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/001112/	D068.	TIME SHEET - CORRECTION NEEDED (F-398) FORM: F-398 RECORD TYPES:	TO+1		N	N	N	
/FIR/001112/	D069.	WEEKLY CREW TIME SHEET (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N	N	N	
/FIR/001112/	D070.	WORD PROCESSING USER'S MANUAL	SU		N	N	N	

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(NON-RECORD MATERIAL ) RECORD TYPES:

/FIR/001112/	D071.	NOTICE TO COMPLY (SD) FORM: SD RECORD TYPES:	TO+3	N	N N
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**Records of: LOS ANGELES FIRE DEPARTMENT/FIRE ADMINISTRATIVE SERVICES BUREAU**  
**/FIR/1140/**

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/FIR/1140/	D	DUPLICATE RECORD SERIES			
/FIR/1140/	D001.	CERTIFICATE OF DRIVING EXPERIENCE (DL-170) FORM: DL-170 RECORD TYPES:	TO+5		N N N
/FIR/1140/	D002.	CLAIM FOR REIMBURSEMENT (FG-130) FORM: FG-130 RECORD TYPES:	CL+5		N N N
/FIR/1140/	D003.	NON-EMPLOYEES ACCIDENT REPORT (FG-87) FORM: FG-87 RECORD TYPES:	TO+3		N N N
/FIR/1140/	D004.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N N N
/FIR/1140/	D005.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N N N
/FIR/1140/	D006.	MAYOR'S FREEZE LETTERS, REQUEST APPROVAL AND DENIALS RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/FIRE ADMINISTRATIVE SERVICES BUREAU**

**/FIR/1140/** *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
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/FIR/1140/	D007.	SWORN LONGEVITY ROSTER RECORD TYPES:	TO+2		N N N
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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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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: LOS ANGELES FIRE DEPARTMENT/FIRE COMMISSION**

**/FIR/200/**

*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
/FIR/200/	D	DUPLICATE RECORD SERIES			
/FIR/200/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS & DIRECTIVES RECORD TYPES:	SU		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: LOS ANGELES FIRE DEPARTMENT/COMMUNITY LIAISON OFFICE**

**/FIR/210/**

*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			
/FIR/210/	D	DUPLICATE RECORD SERIES						
/FIR/210/	D001.	AFFIRMATIVE ACTION PROGRAM RECORD TYPES: A-RECRUIT AND TRAINING SURVEYS B-RECRUITING AND CORRESPONDENCE C-DRILL TOWERS SURVEYS D-PERIODIC REPORTS	SU		N	N	N	
/FIR/210/	D002.	DIRECTIVES & BULLETINS FROM ALL BUREAUS RECORD TYPES:	SU		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: LOS ANGELES FIRE DEPARTMENT/PUBLIC SERVICE UNIT**  
**/FIR/210A/**

*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
/FIR/210A/	D	DUPLICATE RECORD SERIES			

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: LOS ANGELES FIRE DEPARTMENT/DISASTER PREPAREDNESS DIVISION**

**/FIR/215/** *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			
/FIR/215/	D	DUPLICATE RECORD SERIES						
/FIR/215/	D001.	DEPARTMENTAL BULLETINS & DIRECTIVES RECORD TYPES:	SU		N	N	N	
/FIR/215/	D002.	STORES REQUISITION (F-80) FORM: F-80 RECORD TYPES:	TO+2		N	N	N	
/FIR/215/	D003.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N	N	N	
/FIR/215/	D004.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/DISASTER PREPAREDNESS DIVISION**  
**/FIR/215A/**

*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
/FIR/215A/	D	DUPLICATE RECORD SERIES			
/FIR/215A/	D001.	DEPARTMENTAL BULLETINS & DIRECTIVES RECORD TYPES:	SU		N N N
/FIR/215A/	D002.	STORES REQUISITION (F-80) FORM: F-80 RECORD TYPES:	TO+2		N N N
/FIR/215A/	D003.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N N N
/FIR/215A/	D004.	TIME OFF/COMPENSATION (F-68) FORM: F-68 RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/ADMINISTRATIVE OPERATIONS/DEPUTY AND STAFF**

**/FIR/220/** *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			
/FIR/220/	D	DUPLICATE RECORD SERIES						
/FIR/220/	D001.	OUTSIDE PUBLICATIONS (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/FIR/220/	D002.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/220/	D003.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/STAFF ASSISTANT CHIEFS OFFICE**  
**/FIR/230/**

*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			
/FIR/230/	D	DUPLICATE RECORD SERIES						
/FIR/230/	D001.	ALL BUREAUS' BULLETINS & DIRECTIVES RECORD TYPES:	TO+2		N	N	N	
/FIR/230/	D002.	CHIEF ENGINEERS DIRECTIVES & BULLETINS RECORD TYPES:	TO+2		N	N	N	
/FIR/230/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/FIR/230/	D004.	STORES REQUISITION (DS-70) FORM: DS-70 RECORD TYPES:	TO+2		N	N	N	
/FIR/230/	D005.	WEEKLY CREW TIME SHEET (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/TRAINING SECTION**

**/FIR/240/**

*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
/FIR/240/	D	DUPLICATE RECORD SERIES			
/FIR/240/	D001.	ANALYSIS OF EMERGENCY OPERATION (F-113) FORM: F-113 RECORD TYPES:	CL		N N N
/FIR/240/	D002.	BUREAU BULLETINS & DIRECTIVES RECORD TYPES:	TO+5		N N N
/FIR/240/	D003.	DIVISION EVALUATION REPORT (F-111) FORM: F-111 RECORD TYPES:	CL		N N N
/FIR/240/	D004.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N N N
/FIR/240/	D005.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/MANAGEMENT INFORMATION SYSTEMS**  
**/FIR/250/**

*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
/FIR/250/	D	DUPLICATE RECORD SERIES			
/FIR/250/	D001.	BUREAU DIRECTIVE AND BULLETINS RECORD TYPES:	TO+5		N N N
/FIR/250/	D002.	DATA ANALYSIS PROJECTS RECORD TYPES:	TO+5		N N N
/FIR/250/	D003.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N N N
/FIR/250/	D004.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N N N
/FIR/250/	D005.	FPB MONTHLY ACTIVITY REPORTS RECORD TYPES:	TO+5		N N N
/FIR/250/	D006.	COMPANY RECORD OF OPERATIONS (F-28B) FORM: F-28B 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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/MANAGEMENT INFORMATION SYSTEMS**

**/FIR/250/** *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
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/FIR/250/	D007.	RECORD OF FIRE PREVENTION ACTIVITY (F-63) FORM: F-63 RECORD TYPES:	TO+5		N N N
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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: LOS ANGELES FIRE DEPARTMENT/ADMIN. SERVICE BUR. HEADQUARTERS**

**/FIR/300/** *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			
/FIR/300/	D	DUPLICATE RECORD SERIES						
/FIR/300/	D001.	MANAGEMENT INFORMATION BULLETINS RECORD TYPES:	AR		N	N	N	
/FIR/300/	D002.	REQUEST FOR TRANSFER (CIV) (F-18A) FORM: F-18A RECORD TYPES:	TO+2		N	N	N	
/FIR/300/	D003.	STORES REQUISITION (DS-70) FORM: DS-70 RECORD TYPES:	TO+2		N	N	N	
/FIR/300/	D004.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/MANAGEMENT SERVICES SECTION**  
**/FIR/311/**

*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
/FIR/311/	D	DUPLICATE RECORD SERIES			
/FIR/311/	D001.	BUDGET FILES (EACH FISCAL YEAR) RECORD TYPES: A-COMMUNICATION	TO+2		N N N
/FIR/311/	D002.	BUREAU BULLETINS & DIRECTIVES RECORD TYPES:	TO+2		N N N
/FIR/311/	D003.	CIVIL DEFENSE REIMBURSEMENT DOCUMENT (YEAR) RECORD TYPES:	TO+2		N N N
/FIR/311/	D004.	REPORT OF POLITICAL ACTIVITIES RECORD TYPES:	AU+5		N N N
/FIR/311/	D005.	SPECIAL SERVICES BUDGET DOCUMENT (YEAR) RECORD TYPES:	TO+2		N N N
/FIR/311/	D006.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/MANAGEMENT SERVICES SECTION**

**/FIR/311/**

*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
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/FIR/311/	D007.	WEEKLY CREW TIME SHEET (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N N N
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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"**

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 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: LOS ANGELES FIRE DEPARTMENT/MAPS AND DRAFTING SECTION**

**/FIR/313/**

*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			
/FIR/313/	D	DUPLICATE RECORD SERIES						
/FIR/313/	D001.	BUREAU DIRECTIVES & BULLETINS RECORD TYPES:	SU		N	N	N	
/FIR/313/	D002.	NEW TRACT REVISION INDEX RECORD TYPES:	SU		N	N	N	
/FIR/313/	D003.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/313/	D004.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		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: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING  
/FIR/320/**

*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
/FIR/320/	D	DUPLICATE RECORD SERIES						
/FIR/320/	D001.	INVOICES (F-199) FORM: F-199 RECORD TYPES:	TO+2		N	N	N	
/FIR/320/	D002.	INTERDEPARTMENTAL SUB-ORDERS (FG-340A) FORM: FG-340A RECORD TYPES:	TO+2	DO	N	N	N	
/FIR/320/	D003.	INTERNAL DEMAND TRANSMITTAL (FG-5) FORM: FG-5 RECORD TYPES:	TO+2	DO	N	N	N	
/FIR/320/	D004.	JOURNAL VOUCHERS RECORD TYPES:	TO+2	DO	N	N	N	
/FIR/320/	D005.	LAFD - PAYROLL REGISTERS (FG-5035) FORM: FG-5035 RECORD TYPES:	TO+2	DO	N	N	N	
/FIR/320/	D006.	PURCHASE ORDER CHANGE (GS-56) FORM: GS-56 RECORD TYPES:	TO+2	DO	N	N	N	
/FIR/320/	D007.	REQUEST FOR SALE RECORD TYPES:	TO+2		N	N	N	
/FIR/320/	D008.	REQUEST FOR ANNUAL AGREEMENT (DS-1B) FORM: DS-1B RECORD TYPES:	TO+2		N	N	N	
/FIR/320/	D009.	FORM 41'S (Personnel Dept.) FORM NO: FG-41 RECORD TYPES:	TO+2	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: LOS ANGELES FIRE DEPARTMENT/MANUALS AND ORDERS SECTION**  
**/FIR/340/**

*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
/FIR/340/	D	DUPLICATE RECORD SERIES			

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: LOS ANGELES FIRE DEPARTMENT/PHOTO/VIDEO SECTION**

**/FIR/360/**

*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			
/FIR/360/	D	DUPLICATE RECORD SERIES						
/FIR/360/	D001.	BUREAU BULLETINS & DIRECTIVES RECORD TYPES:	SU		N	N	N	
/FIR/360/	D002.	FILM SUPPLY REQUISITIONS (DS-70) FORM: DS-70 RECORD TYPES:	TO+2		N	N	N	
/FIR/360/	D003.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/360/	D004.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N	N	N	

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 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: LOS ANGELES FIRE DEPARTMENT/HEADQUARTERS**

**/FIR/400/**

*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			
/FIR/400/	D	DUPLICATE RECORD SERIES						
/FIR/400/	D001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2		N	N	N	
/FIR/400/	D002.	MONTHLY VEHICLE ACTIVITY LOG (F-522) (ADMINISTRATIVE SERVICES) FORM: F-522 RECORD TYPES:	TO+2		N	N	N	
/FIR/400/	D003.	RECALL CARDS (F-4) (OPERATION CONTROL DIVISION) FORM: F-4 RECORD TYPES:	SU		N	N	N	
/FIR/400/	D004.	TIME OFF/COMPENSATION REQUEST (FG-68) (ACCOUNTING SERVICES SECTION) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/400/	D005.	WEEKLY CREW TIME SHEET (F-5054) (ACCOUNTING SERVICES SECTION) FORM: F-5054 RECORD TYPES:	TO+2		N	N	N	

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/ALL BATTALIONS**  
**/FIR/412437/**

*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
/FIR/412437/	D	DUPLICATE RECORD SERIES			
/FIR/412437/	D001.	BUREAU BULLETINS AND DIRECTIVES RECORD TYPES:	SU		N N N
/FIR/412437/	D002.	INTRADPARTMENTAL MEMORANDA (F-44) FORM: F-44 RECORD TYPES:	TO+3		N N N
/FIR/412437/	D003.	MEDICAL EXAMS RECORD TYPES:	TE		N N N
/FIR/412437/	D004.	RECALL CARD (F-4) FORM: F-4 RECORD TYPES:	SU		N N N
/FIR/412437/	D005.	ROSTER CARD RECORD TYPES:	TE		N N N
/FIR/412437/	D006.	WEEKLY CREW TIME SHEET (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N N N

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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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: LOS ANGELES FIRE DEPARTMENT/ALL BATTALIONS**

**/FIR/412437/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title ( Description / Sub Categories / Remarks )</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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 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: LOS ANGELES FIRE DEPARTMENT/DIVISION OFFICES**

**/FIR/420/** *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
/FIR/420/	D	DUPLICATE RECORD SERIES			
/FIR/420/	D001.	EMPLOYEE EVALUATION RPT. (CIV.) (PDAS 28) FORM: PDAS 28 RECORD TYPES:	TO+2		N N N
/FIR/420/	D002.	INTRADEPARTMENTAL MEMORANDA (F-44) FORM: F-44 RECORD TYPES:	TO+3		N N N
/FIR/420/	D003.	PERSONNEL NOTICE (F-1104) FORM: F-1104 RECORD TYPES:	TE		N N N
/FIR/420/	D004.	RECALL CARD (F-4) FORM: F-4 RECORD TYPES:	SU		N N N
/FIR/420/	D005.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N N N

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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 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: LOS ANGELES FIRE DEPARTMENT/FIRE PREVENTION AND PUBLIC SAFETY**  
**/FIR/500/**

*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
/FIR/500/	D	DUPLICATE RECORD SERIES			
/FIR/500/	D001.	INTRA DEPARTMENT CASH RECEIPTS TRANSMITTAL (F-275) (TRANSFER TO PERSONNEL SERVICES ) FORM: F-275 RECORD TYPES:	TO+7		N N N
/FIR/500/	D002.	PERSONNEL NOTICE SERVICES (F-1104) (TRANSFER TO PERSONNEL SERVICES ) FORM: F-1104 RECORD TYPES:	TE		N N N
/FIR/500/	D003.	TIME OFF COMPENSATION REQUEST (FG-68) (ACCOUNTING SERVICES SECTION ) FORM: FG-68 RECORD TYPES:	TO+2		N N N
/FIR/500/	D004.	WEEKLY CREW TIME SHEETS (F-5054) (ACCOUNTING SERVICES SECTION ) FORM: F-5054 RECORD TYPES:	TO+2		N N N

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 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: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES BUREAU**

**/FIR/650/** *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
/FIR/650/	D	DUPLICATE RECORD SERIES			

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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 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: LOS ANGELES FIRE DEPARTMENT/FIRE SUPPRESS & RESCUE/AMBULANCE LIAISON**

**/FIR/650A/** *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
/FIR/650A/	D	DUPLICATE RECORD SERIES			

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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 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: LOS ANGELES FIRE DEPARTMENT/EMS DISTRICT OFFICES**

**/FIR/655/**

*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			
/FIR/655/	D	DUPLICATE RECORD SERIES						
/FIR/655/	D001.	DEPARTMENTAL BULLETINS AND BUREAU DIRECTIVES RECORD TYPES:	SU		N	N	N	
/FIR/655/	D002.	MEDICAL EXAMS (F-10) FORM: F-10 RECORD TYPES:	TE		N	N	N	
/FIR/655/	D003.	RECALL CARD (F-4) FORM: F-4 RECORD TYPES:	SU		N	N	N	
/FIR/655/	D004.	ROSTER CARD (F-9) FORM: F-9 RECORD TYPES:	TE		N	N	N	
/FIR/655/	D005.	WEEKLY CREW TIME SHEET (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N	N	N	

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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 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: LOS ANGELES FIRE DEPARTMENT/BUREAU OF SUPPORT SERVICES**

**/FIR/700/** *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			
/FIR/700/	D	DUPLICATE RECORD SERIES						
/FIR/700/	D001.	RECORD OF OPERATION-FOOD SERVICES (F-28D) FORM: F-28D RECORD TYPES:	TO+2		N	N	N	
/FIR/700/	D002.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/700/	D003.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+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: LOS ANGELES FIRE DEPARTMENT/OPERATIONS CONTROL DIVISION**  
**/FIR/710/**

*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			
/FIR/710/	D	DUPLICATE RECORD SERIES						
/FIR/710/	D001.	BUREAU BULLETINS AND DIRECTIVES RECORD TYPES:	SU		N	N	N	
/FIR/710/	D002.	EMPLOYEE TRANSFER REQUESTS (PRIMARY) (F-18A) FORM: F-18A RECORD TYPES:	TO+2		N	N	N	
/FIR/710/	D003.	MUTUAL AID AGREEMENTS RECORD TYPES:	SU		N	N	N	
/FIR/710/	D004.	ROSTER CHANGE (F-8) FORM: F-8 RECORD TYPES:	SU		N	N	N	
/FIR/710/	D005.	TIME OFF/COMPENSATION REQUESTS (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/710/	D006.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+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: LOS ANGELES FIRE DEPARTMENT/OPERATIONS CONTROL DIVISION**

**/FIR/710/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title ( Description / Sub Categories / Remarks )</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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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: LOS ANGELES FIRE DEPARTMENT/ARSON INVESTIGATION UNIT**

**/FIR/720/**

*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			
/FIR/720/	D	DUPLICATE RECORD SERIES						
/FIR/720/	D001.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/720/	D002.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N	N	N	

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 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: LOS ANGELES FIRE DEPARTMENT/DEPARTMENT SAFETY OFFICER**

**/FIR/730/**

*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
/FIR/730/	D	DUPLICATE RECORD SERIES			

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"**

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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: LOS ANGELES FIRE DEPARTMENT/STAFF ASSISTANT CHIEF**  
**/FIR/730A/**

*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			
/FIR/730A/	D	DUPLICATE RECORD SERIES						
/FIR/730A/	D001.	LOG & SUMMARY OF OCCUPATIONAL INJURIES & ILLNESSES (CAL OSHA 2) (NON RECORD MATERIAL.) FORM: CAL OSHA 2 RECORD TYPES:	TO+5		N	N	N	
/FIR/730A/	D002.	MEDICAL EXAMINATION SCHEDULE (F-25) FORM: F-25 RECORD TYPES:	TE		N	N	N	
/FIR/730A/	D003.	WEEKLY CREW TIME SHEET (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N	N	N	
/FIR/730A/	D004.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/730A/	D005.	OPERATIONS BULLETINS & DIRECTIVES RECORD TYPES:	SU		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: LOS ANGELES FIRE DEPARTMENT/SUPPLY & MAINTENANCE/MAINTENANCE SECT**

**/FIR/810/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title ( Description / Sub Categories / Remarks )</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>			
/FIR/810/	D	DUPLICATE RECORD SERIES						
/FIR/810/	D001.	ACCIDENT REPORTS (FG-88) FORM: FG-88 RECORD TYPES:	CL+5		N	N	N	
/FIR/810/	D002.	TIME/OFF COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/810/	D003.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+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: LOS ANGELES FIRE DEPARTMENT/SUPPLY & MAINTENANCE/EQUIP ENGINEERING**  
**/FIR/820/**

*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			
/FIR/820/	D	DUPLICATE RECORD SERIES						
/FIR/820/	D001.	EQUIPMENT & APPARATUS REPORTS RECORD TYPES:	TO+5		N	N	N	
/FIR/820/	D002.	STATISTICAL INFORMATION (EQUIPMENT) (F-701) FORM: F-701 RECORD TYPES:	TE		N	N	N	
/FIR/820/	D003.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N	N	N	
/FIR/820/	D004.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2		N	N	N	

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/SUPPORT SERVICES**

**/FIR/830/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title ( Description / Sub Categories / Remarks )</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/FIR/830/	D	DUPLICATE RECORD SERIES			

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/COMMANDER'S OFFICE/SUPPLY & MAINTENANCE**  
**/FIR/850/**

*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
/FIR/850/	D	DUPLICATE RECORD SERIES			
/FIR/850/	D001.	BIMONTHLY PREVENTIVE MAINTENANCE RECORD (F-377) (MAINTAINED ABOARD SUBJECT APPARATUS ) FORM: F-377 RECORD TYPES:	CL		N N N
/FIR/850/	D002.	BUILDING REPAIR & SERVICE REQUEST (FG-113) (COMPANY FILES ) FORM: FG-113 RECORD TYPES:	CL		N N N
/FIR/850/	D003.	EQUIPMENT INVENTORY (CONTROLLER ) RECORD TYPES:	TO+5		N N N
/FIR/850/	D004.	PERSONNEL FILES (TRANSFER TO PERSONNEL SERVICES ) RECORD TYPES: A-COMMUNICATIONS/COMMENDATIONS B-REQUEST FOR CITY ORDINANCE LEAVE-F-49 C-EMPLOYEE EVALUATION REPORT (CIV)-PDAS 28 D-PERSONNEL NOTICES-F-1104 E-PROBATIONARY EMPLOYEE PROG. RPT.-NF-1134	TE		N N N
/FIR/850/	D005.	STATISTICAL INFORMATION (APPARATUS) (F-701) (ABOARD APPARATUS ) FORM: F-701 RECORD TYPES:	TE		N N N
/FIR/850/	D006.	WEEKLY CREW TIME SHEETS (F-5054)	TO+2		N N N

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



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

**Records of: LOS ANGELES FIRE DEPARTMENT/COMMANDER'S OFFICE/SUPPLY & MAINTENANCE**  
**/FIR/850/**

*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
		(ACCOUNTING SERVICES SECTION) FORM: F-5054 RECORD TYPES:			
/FIR/850/	D007.	PURCHASE REQUISITIONS (DS-1A) (GENERAL SERVICES, PURCHASING) FORM: DS-1A RECORD TYPES:	TO+2		N N N
/FIR/850/	D008.	RECEIVING REPORT (GSS-2) (ISSUING AGENCY) FORM: GSS-2 RECORD TYPES:	TO+2		N N N
/FIR/850/	D009.	STORES MULTI-USE FORM (SS MM-1) (GENERAL SERVICES, STORES SECTION) FORM: SS MM-1 RECORD TYPES:	TO+2		N N N
/FIR/850/	D010.	SUB-PURCHASE ORDERS (FORM GEN:) (ACCOUNTING SERVICES SECTION) FORM: FORM GEN: RECORD TYPES:	TO+2		N N N
/FIR/850/	D011.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N N N
/FIR/850/	D012.	CONTRACT FILES (CITY PURCHASING AGENT) RECORD TYPES: A-CONTRACTS B-BID SPECS	CL+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  
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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: LOS ANGELES FIRE DEPARTMENT/COMMANDER'S OFFICE/SUPPLY & MAINTENANCE**

**/FIR/850/**

*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-CORRESPONDENCE D-BID NOTICES E-COMPETENCY VERIFICATIONS			

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

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

**Records of: LOS ANGELES FIRE DEPARTMENT/EQUIPMENT ENGINEERING**

**/FIR/850A/** *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
/FIR/850A/	D	DUPLICATE RECORD SERIES			
/FIR/850A/	D001.	EQUIPMENT & APPARATUS REPORTS (MAINTAINED AS AN INFORMATION AND RESEARCH RESOURCE ON DEPT. EQUIPMENT AND APPARATUS.) RECORD TYPES:	TO+5		N N N
/FIR/850A/	D002.	STATISTICAL INFORMATION (EQUIPMENT) (F-701) FORM: F-701 RECORD TYPES:	TE		N N N
/FIR/850A/	D003.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N N N
/FIR/850A/	D004.	WEEKLY CREW TIMESHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+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: LOS ANGELES FIRE DEPARTMENT/FACILITIES/BLDG. ADMINISTRATION SECTION**

**/FIR/850B/** *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
/FIR/850B/	D	DUPLICATE RECORD SERIES			

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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: LOS ANGELES FIRE DEPARTMENT/MAINTENANCE SECTION**

**/FIR/850C/** *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
/FIR/850C/	D	DUPLICATE RECORD SERIES			
/FIR/850C/	D001.	ACCIDENT REPORTS (FG-88) FORM: FG-88 RECORD TYPES:	CL+5		N N N
/FIR/850C/	D002.	TIME/OFF COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2		N N N
/FIR/850C/	D003.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+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: LOS ANGELES FIRE DEPARTMENT/PURCHASING & SUPPLIES SECTION**  
**/FIR/850D/**

*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			
/FIR/850D/	D	DUPLICATE RECORD SERIES						
/FIR/850D/	D001.	BI-MONTHLY PREVENTIVE MAINTENANCE RECORD (F-377) FORM: F-377 RECORD TYPES:	CL		N	N	N	
/FIR/850D/	D002.	BUILDING REPAIR & SERVICE REQUEST (FG-113) FORM: FG-113 RECORD TYPES:	CL		N	N	N	
/FIR/850D/	D003.	EQUIPMENT INVENTORY RECORD TYPES:	TO+5		N	N	N	
/FIR/850D/	D004.	PURCHASE ORDER REQUISITION (DS-1A) FORM: DS-1A RECORD TYPES:	TO+2		N	N	N	
/FIR/850D/	D005.	RECEIVING REPORT (GSS-2) FORM: GSS-2 RECORD TYPES:	TO+2		N	N	N	
/FIR/850D/	D006.	STORES MULTI-USE FORM (SS MM-1) FORM: SS MM-1 RECORD TYPES:	TO+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: LOS ANGELES FIRE DEPARTMENT/PURCHASING & SUPPLIES SECTION**  
**/FIR/850D/**

*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
/FIR/850D/	D007.	SUB-PURCHASE ORDERS (FORM GEN.) FORM: FORM GEN. RECORD TYPES:	TO+2	N	N N
/FIR/850D/	D008.	TIME OFF/COMPENSATION REQUEST (FG-68) FORM: FG-68 RECORD TYPES:	TO+2	N	N N
/FIR/850D/	D009.	WEEKLY CREW TIME SHEETS (F-5054) FORM: F-5054 RECORD TYPES:	TO+2	N	N N
/FIR/850D/	D010.	ANNUAL CONTRACTS (DS-10) FORM: DS-10 RECORD TYPES:	TO+5	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/SUPPLY & MAINTENANCE/MAINTENANCE SECT**  
**/FIR/810/**

*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			
/FIR/810/	P	CHANGE ORIGINAL RECORD SERIES TO:										
/FIR/810/	P004.	APPARATUS FILES (LEGAL, VITAL LOG OF POSSIBLE EQUIPMENT PROBLEMS) BI-MONTHLY APPARATUS INS. RECORD-F-377	CL+5	CL+5			N	N	N			
/FIR/810/	P006.	WIPING TOWEL AND DUST CLOTH RECORD	TO+2	TO+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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/COMMANDER'S OFFICE/SUPPLY & MAINTENANCE**  
**/FIR/850/**

*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			
/FIR/850/	P	CHANGE ORIGINAL RECORD SERIES TO:										
/FIR/850/	P005.	STORES REQUISITION Processed Electronically in SRS	TO+3	TO+3	EL	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**  
**Original Records**

**Records of: LOS ANGELES FIRE DEPARTMENT/MAINTENANCE SECTION**  
**/FIR/850C/**

*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			
/FIR/850C/	P	CHANGE ORIGINAL RECORD SERIES TO:										
/FIR/850C/	P004.	APPARATUS FILES (FOR SUBTITLE D. LEGAL, VITAL LOG OF POSSIBLE EQUIPMENT PROBLEMS) BI-MONTHLY APPARATUS INS. RECORD-F-377	CL+5	CL+5			N	N	N			
/FIR/850C/	P006.	WIPING TOWEL AND DUST CLOTH RECORD	TO+2	TO+2			N	N	N			

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