

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: OFFICE OF THE INDEPENDENT ASSESSOR
/FIR/100/ LOS ANGELES FIRE DEPARTMENT

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

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/FIR/100/	O	ORIGINAL RECORD SERIES								
/FIR/100/	O001.	Workpapers and Misc. for OIA Audits may contain audio tapes	AU+3	AU+10	DO	N	N	Y		
/FIR/100/	O002.	Workpapers and Misc. for OIA Review of Department Audits may contain audio tapes	AU+3	AU+10	DO	N	N	Y		
/FIR/100/	O003.	Workpapers and Misc. for OIA Review of Department Investigations Arson Discipline may contain audio tapes	AU+3	AU+13	DO	N	N	Y		
/FIR/100/	O004.	Workpapers and Misc. for OIA Review of Department Reports Discipline Reports EPCRs may contain audio tapes	AU+3	AU+10	DO	N	N	Y		
/FIR/100/	O005.	Administrative Correspondence & Subject Files	AU+3	AU+10	DO	N	N	Y		
/FIR/100/	O006.	OIA Project Report Folders OIA Audits OIA Reviews of Dept. Audit Discipline Report Reviews	CO+3	CO+10	DO	N	N	Y		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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