

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	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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

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/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		

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/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	DO	N	N	Y	
/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	

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/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	

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/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		

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/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/		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		
/FIR/320/	O078.	EMERGENCY MEDICAL SERVICES REPORT FORM: F-902M RECORD TYPES: A-RECORDS OF NON-MINORS B-RECORDS OF MINORS (Department will ensure that EMS records of minors are retained for 7 years and until the recipient is 19 years of age)	TO+7	TO+7	EL	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