

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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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