

City of Los Angeles
Departmental Records Disposition Schedule
Original 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) --		Media Code	Record Type				
			Office	Total		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		

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 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) --		Media	Record Type			
			Office	Total	Code	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	

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 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) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
		(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		
/FIR/500/	O036.	UNDERGROUND STORAGE TANK RECORDS (HARD COPY)	SU	SU	DO	N	N	N		
/FIR/500/	O037.	UNDERGROUND STORAGE TANK RECORDS (ELECTRONIC)	PE	PE	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