

**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

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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