

Department Records Disposition Schedules

GENERAL SERVICES

Schedule Number Department Name

/GSD/	GENERAL SERVICES
/GSD/01/	GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING
/GSD/02/	GENERAL SERVICES/ADMIN. SVCS./PAYROLL
/GSD/03/	GENERAL SERVICES/ADMINISTRATIVE SERVICES/BUDGET
/GSD/04/	GENERAL SERVICES/ADMINISTRATIVE SERVICES/PERSONNEL
/GSD/05/	GENERAL SERVICES/ADMINISTRATIVE SERVICES/MAIL & MSGR
/GSD/08/	GENERAL SERVICES/HELICOPTER OPERATIONS
/GSD/09/	GENERAL SERVICES/FLEET REENGINEERING
/GSD/11/	GENERAL SERVICES/BUILDING MAINTENANCE & CONSTRUCTION
/GSD/12/	GENERAL SERVICES/PARKING SERVICES
/GSD/13/	GENERAL SERVICES/OFFICE OF PUBLIC SAFETY - (Function Transferred to LAPD)
/GSD/14/	GENERAL SERVICES/ASSET MANAGEMENT
/GSD/17/	GENERAL SERVICES/SPECIAL EVENTS & PROJECTS
/GSD/21/	GENERAL SERVICES/COMMUNICATIONS SVC. DIV/ADMIN - (Function Transferred to ITA)
/GSD/22/	GENERAL SERVICES/COMMUNICATIONS MAINTENANCE - (Function Transferred to ITA)
/GSD/23/	GENERAL SERVICES/COMMUNICATIONS SERVICES RADIO OPERATOR - (Function Transferred to ITA)
/GSD/24/	GENERAL SERVICES/COMMUNICATIONS - (Function Transferred to ITA)
/GSD/31/	GENERAL SERVICES/FLEET SERVICES/MAIN HEADQUARTERS
/GSD/32/	GENERAL SERVICES/FLEET SERVICES/ALL REPAIR FACILITIES
/GSD/33/	GENERAL SERVICES/FLEET SERVICES/ALL AREA HEADQUARTERS
/GSD/41/	GENERAL SERVICES/SUPPLIES/PURCHASING
/GSD/42/	GENERAL SERVICES/PUBLISHING SERVICES

Schedule Number Department Name

/GSD/43/	GENERAL SERVICES/MATERIALS MANAGEMENT
/GSD/44/	GENERAL SERVICES/SMS PAYMENT SERVICES
/GSD/51/	GENERAL SERVICES/STANDARDS

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING

/GSD/01/ *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 V H C L			
			Office	Total					

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/GSD/01/	O	ORIGINAL RECORDS							
/GSD/01/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+1	AR+2		N	N	N	
/GSD/01/	O002.	DAILY METER MAIL REPORT (AM-1-271) FORM: AM-1-271 RECORD TYPES:	TO+1	TO+2		N	N	N	
/GSD/01/	O003.	GASOLINE CREDIT CARD RECEIPTS (NO LONGER AN INDIVIDUAL RECORDS SERIES; NOW INCLUDED IN NEW RECORDS SERIES, ITEM 18) RECORD TYPES: (02/12/2004 moved to GSD/09 item O003)	TO+1	TO+3		N	N	N	
/GSD/01/	O004.	PETROLEUM COMPANY INVOICES (NO LONGER AN INDIVIDUAL RECORDS SERIES; NOW IN NEW RECORDS SERIES, ITEM 18) RECORD TYPES: (02/12/2004 moved to GSD/09 item O003)	TO+1	TO+3		N	N	N	
/GSD/01/	O005.	POSTAGE DUE BILLS (358A) FORM: 358A RECORD TYPES:	TO+1	TO+2		N	N	N	

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/GSD/01/

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/GSD/01/	O006.	PRINTING REVOLVING FUND (RECORD NO LONGER MAINTAINED) RECORD TYPES: A-ANALYSIS OF BURDEN-F 16 B-BALANCE SHEET-F 14 C-RECAP OF PAYROLL DISTRIBUTION-F 38 D-RECAP OF PAYROLL DISTRIBUTION-F 17	TO+1	TO+7		N	N	N	
/GSD/01/	O007.	STORES REVOLVING DEMAND REGISTER (RECORD NO LONGER MAINTAINED) RECORD TYPES:	TO+1	TO+5		N	N	N	
/GSD/01/	O008.	STORES REVOLVING FUND 3511 RECORD TYPES: A-FINANCIAL STATEMENT	TO+1	TO+7		N	N	N	
/GSD/01/	O009.	STORES REVOLVING SALES LEDGER (RECORD NO LONGER MAINTAINED) RECORD TYPES:	TO+1	TO+7		N	N	N	
/GSD/01/	O010.	SUB-PURCHASE ORDER RECORD TYPES: A-COPIES OF VENDOR'S INVOICES B-PACKING SLIPS C-STORES MULTI-USE FORM-GS/MMI E-SUB-PURCHASE ORDER-F 9	TO+1	TO+3		N	N	N	
/GSD/01/	O011.	SUB-PURCHASE ORDER RECORD (APPROPRIATION LOGS)	TO+1	TO+3		N	N	N	

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(RECORD NO LONGER MAINTAINED) RECORD TYPES:

/GSD/01/	0012.	UNITED PARCEL SERVICE MAILING RECORD RECORD TYPES:	TO+1	TO+2		N	N	N		
/GSD/01/	0013.	AVIATION GAS TAX REFUND (NO LONGER MAINTAINED AS A RECORD TITLE) RECORD TYPES: A-CLAIM FOR REFUND OF MOTOR VEHICLE FUEL LICENSE TAX B-DEPOSIT CERTIFICATE-F 2 C-GSD/LETTER TO STATE D-MEMO BILLING E-WORKSHEET	TO+1	TO+3		N	N	N		
/GSD/01/	0014.	BULK MAIL PERMIT RECORD TYPES: A-STATEMENT OF MAILING IMPRINTS-PS FORM 3602	TO+1	TO+2		N	N	N		
/GSD/01/	0015.	CLAIM FOR REFUND OF GASOLINE TAX STATE OF CALIFORNIA (NO LONGER MAINTAINED AS A RECORD TITLE) RECORD TYPES: A-CLAIM FOR REFUND OF MOTOR VEHICLE FUEL LICENSE TAX B-GASOLINE PURCHASE DETAIL LISTING C-GSD/LETTER D-INVENTORY RECONCILIATION-GR-62 E-MEMO BILLING F-REPORT TO CAO (PETROLEUM, INVENTORY, DELIVERY & CONSUMPTION	TO+1	TO+3		N	N	N		

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/GSD/01/	O016.	F-REPORT TO CAO (PETROLEUM, INVENTORY, DELIVERY & CONSUMPTION) POST OFFICE LEDGERS (PS FORM 36) (NO LONGER MAINTAINED AS A RECORD TITLE) FORM: PS FORM 36 RECORD TYPES:	TO+1	TO+7		N	N	N		
/GSD/01/	O017.	USER USE TAX RETURN (NO LONGER AN INDIVIDUAL RECORDS SERIES; NOW INCLUDED IN NEW RECORDS SERIES, ITEM 18) RECORD TYPES: A-REQUEST FOR PAYMENT-F 81 B-USER USE FUEL TAX RETURN-BT-401-O (SIF) C-WORKSHEET	TO+1	TO+3		N	N	N		
/GSD/01/	O018.	PETROLEUM (PREVIOUSLY:ITEM A.WAS ITEM #3; ITEM B.WAS ITEM #4;ITEM C. WAS 13A. AND 15A.;ITEM E WAS ITEM # 17;ITEM F WAS #17A.) RECORD TYPES: A-GASOLINE CREDIT CARD RECEIPTS B-PETROLEUM COMPANY INVOICES C-CLAIM FOR REFUND OF MOTOR VEHICLE FUEL LICENSE TAX D-CASH RECEIPT E-USER USE TAX RETURNS F-PAYMENT VOUCHER	TO+1	TO+3		N	N	N		
/GSD/01/	O019.	F-PAYMENT VOUCHER REQUEST FOR POSTAGE STAMPS RECORD TYPES:	TO+1	TO+2		N	N	N		
/GSD/01/	O020.	TELEPHONE BILLS (PREVIOUSLY DUPLICATE RECORD, ITEM # 37. SHOULD HAVE BEEN AN ORIGINAL RECORD) RECORD TYPES:	TO+1	TO+3		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/ADMIN. SVCS./PAYROLL

/GSD/02/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/GSD/02/	O	ORIGINAL RECORDS							
/GSD/02/	O001.	PBACS - (WORK ORDER COST REPORTS) RECORD TYPES:	TO+1	TO+7		N	N	N	
/GSD/02/	O002.	TIME SHEET - WEEKLY (5053) (NO LONGER IN USE) FORM: 5053 RECORD TYPES:	TO+1	TO+5		N	N	N	
/GSD/02/	O003.	DAILY TIME SHEET (5051) FORM: 5051 RECORD TYPES:	TO+1	TO+6		N	N	N	
/GSD/02/	O004.	TIME REPORT SHEET (9005) FORM: 9005 RECORD TYPES:	TO+3	TO+8		N	N	N	
/GSD/02/	O005.	TIME VARIATION REQUEST (BLUE SLIP) (68A) FORM: 68A RECORD TYPES:	TO+3	TO+8		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/ADMIN. SVCS./PAYROLL

/GSD/02/

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/GSD/02/	O006.	TIME SHEET CORRECTION (GS/AC2) FORM: GS/AC2 RECORD TYPES:	TO+3	TO+8		N	N	N	
/GSD/02/	O007.	PUBLIC UTILITIES AND TRANSPORTATION (DEPT WAS ABOLISHED ON 6/30/1979) RECORD TYPES:	TO	TO+10		N	N	N	
/GSD/02/	O008.	ABOLISHED DEPARTMENT AND BUREAU RECORDS (DEPT. & BUREAUS ABOLISHED JUNE 30, 1979) RECORD TYPES:	TO	TO+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/ADMINISTRATIVE SERVICES/BUDGET

/GSD/03/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/GSD/03/	O	ORIGINAL RECORDS							
/GSD/03/	O001.	ASSIGNMENT NOTICES (GS/ADM 11) FORM: GS/ADM 11 RECORD TYPES:	CL+2	CL+2		N	N	N	
/GSD/03/	O002.	CORRESPONDENCE AND SUBJECT FILES (ADMINISTRATIVE) (TRANSFER HISTORICAL DATA TO CITY ARCHIVES; MARK AS HISTORICAL PER RET SCHED) RECORD TYPES:	AR	AR+2		N	N	N	
/GSD/03/	O003.	OVERDUE AND OUTSTANDING ASSIGNMENT SHEETS RECORD TYPES:	SU+2	SU+2		N	N	N	
/GSD/03/	O004.	PROCEDURE MANUALS (INTRADEPARTMENTAL) RECORD TYPES:	SU+2	SU+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/ADMINISTRATIVE SERVICES/PERSONNEL

/GSD/04/ **CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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/GSD/04/	O	ORIGINAL RECORDS							
/GSD/04/	O001.	EMPLOYEE PERSONNEL FOLDERS (GEN. 44) (TRANSFER TO EMPLOYEE'S NEW DEPARTMENT OR TO PERSONNEL DEPARTMENT) FORM: GEN. 44 D-PROPOSED DESIGNATION OF CONFIDENTIAL A-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-GEN. 16B B-REQUEST FOR LEAVE OF ABSENCE-GEN. 38 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 E-TIME OFF/COMPENSATION REQUEST-GEN. 68 F-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN. 77 G-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 H-NOTICE OF COMMENDATION-GEN. 79 I-AUTOMOBILE ACCIDENT REPORT-GEN. 88 J-EXTENDED SICK LEAVE REQUEST-GEN. 89 K-EMPLOYEE MEDICAL CALENDAR-GEN. 90 L-MEDICAL INFORMATION CERTIFICATE-GEN. 91 M-CLAIM FOR REIMBURSEMENT-GEN. 130 N-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 O-PAY GRADE ADVANCEMENT-CAO 614 P-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 Q-EMPLOYEE EVALUATION REPORT-PDAS 28 R-DUTY CERTIFICATE-PDAS 43 S-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 T-RECORD OF TRAINING-PDMER 1	TE	TE	N	N	Y		
/GSD/04/	O002.	MONTHLY TIME BOOK (593) FORM: 593 RECORD TYPES:	CL+3	CL+3	N	N	N		

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/GSD/04/	O003.	PERSONNEL DIRECTIVE (DEPARTMENTAL) RECORD TYPES:	SU+2	SU+2		N	N	N		
/GSD/04/	O004.	SUBJECT FILES RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/GSD/04/	O005.	SUBJECT FILES - BUILDING SERVICES RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		
/GSD/04/	O006.	CERTIFICATION FILES RECORD TYPES: Confidential A-CERTIFICATION LISTS B-INTERVIEW RECORDS C-SELECTION RECORDS D-APPLICATIONS	TO+2	TO+10		N	N	Y		
/GSD/04/	O007.	DISCIPLINARY RECORDS (SUB TIT E"" REGARDG EMPLOYEE REPRIMANDS & JOB PERFORMANCE"") RECORD TYPES: Confidential A-NOTICE OF DISCHARGE, SUSPENSION-GEN 77 B-PROBATIONARY TERMINATION C-NOTICE TO CORRECT DEFICIENCIES-GEN 78 D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-MISCELLANEOUS CORRESPONDENCE	TO+2	TO+10		N	N	Y		
/GSD/04/	O008.	PEACE OFFICER STATUS BACKGROUND FILES RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y		

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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: GENERAL SERVICES/ADMINISTRATIVE SERVICES/MAIL & MSGR

/GSD/05/ *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 V H C L			
			Office	Total					

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.

/GSD/05/	O	ORIGINAL RECORDS							
/GSD/05/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/GSD/05/	O002.	DELIVERY DRIVER LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/05/	O003.	PACIFIC MAILING RECEIPT (PME FORM 1) (PACIFIC MAILING) FORM: PME FORM 1 RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/05/	O004.	UPS PICKUP RECEIPT (UNITED PARCEL SERVICE) RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/05/	O005.	REGISTERED MAIL LABELS (PS LABEL 1) (U.S. POST OFFICE) FORM: PS LABEL 1 RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/ADMINISTRATIVE SERVICES/MAIL & MSGR

/GSD/05/ *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

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/GSD/05/	O006.	REGISTERED MAIL RECEIPTS (PS 3602) (U.S. POST OFFICE) FORM: PS 3602 RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/05/	O007.	RETURN RECEIPT MAIL MANIFEST (PS 3877) (U.S. POST OFFICE) FORM: PS 3877 RECORD TYPES:	TO+2	TO+2		N	N	N	

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 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: GENERAL SERVICES/HELICOPTER OPERATIONS

/GSD/08/ *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

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/GSD/08/	O	ORIGINAL RECORDS							
/GSD/08/	O001.	ENGINE LOG BOOK (DESTROY 2 YEARS AFTER SALE OF EQUIPMENT) RECORD TYPES:	TE+2	TE+2		N	N	N	
/GSD/08/	O002.	HELICOPTER LOG BOOK (STAYS WITH SHIP WHEN SOLD) RECORD TYPES:	TE	TE		N	N	N	
/GSD/08/	O003.	HELICOPTER REPAIR AND MAINTENANCE RECORD (FOLDER) (DESTROY 2 YEARS AFTER SALE OF EQUIPMENT) RECORD TYPES: A-BELL MOD. 47 B-BELL MOD. 205-A1 C-BELL MOD. 206B D-BELL MOD. UHIF	TE+2	TE+2		N	N	N	
/GSD/08/	O004.	ANNUAL FLIGHT REPORT RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/08/	O005.	DAILY FLIGHT LOG (BT 280) FORM: BT 280 RECORD TYPES:	TO+2	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/HELICOPTER OPERATIONS

/GSD/08/

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

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/GSD/08/	O006.	DAILY TACHOMETER READING RECORD TYPES:	TO+3	TO+3		N	N	N
/GSD/08/	O007.	FLIGHT APPROVALS RECORD TYPES: A-AERIAL PHOTOGRAPHS B-SPECIAL PROJECTS C-SURVEYS	TO+3	TO+3		N	N	N
/GSD/08/	O008.	MONTHLY SUMMARY REPORT OF HELICOPTER USAGE RECORD TYPES:	TO+5	TO+5		N	N	N
/GSD/08/	O009.	HELICOPTER WEEKLY USAGE SUMMARY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N
/GSD/08/	O010.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/HELICOPTER OPERATIONS

/GSD/08/

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	

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.

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET REENGINEERING
/GSD/09/ (FUEL SERVICES & ENVIRONMENTAL COMPLIANCE)

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

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/GSD/09/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	N
/GSD/09/	O001.	HAZARDOUS WASTE MATERIALS FORM NO: 160 (formerly item O003 GSD/17)	TO+5	PE	DO	N	N	N	N
/GSD/09/	O002.	AIR QUALITY-SCAQMD FORM NO: 160 (formerly item O004 GSD/17)	TO+5	PE	DO	N	N	N	N
/GSD/09/	O003.	PETROLEUM A. Daily Shift Record (Gas Sheets) B. Fuel Order Forms and Tickets C. Delivery Tickets D. Fuel Receipts E. CPO/Invoices F. Fuel Budget Reports G. Fuel Reports (formerly item O018 GSD/01)	TO+1	TO+5	DO	N	N	N	N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/BUILDING MAINTENANCE & CONSTRUCTION

/GSD/11/ *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 V H C L			
			Office	Total					

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/GSD/11/	O	ORIGINAL RECORDS							
/GSD/11/	O001.	BOILER OPERATING CONTROL REPORT (P.B. 83) FORM: P.B. 83 RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/11/	O002.	BUILDING SERVICES WORK TICKET (GS/BS42A) FORM: GS/BS42A RECORD TYPES:	TO+3	TO+3		N	N	N	
/GSD/11/	O003.	CENTRIFUGAL REFRIGERATION MACHINE LOG (GS/BS 84) FORM: GS/BS 84 RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/11/	O004.	CENTRIFUGAL REFRIGERATION MACHINE LOG (P.B. 10531) FORM: P.B. 10531 RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/11/	O005.	CITY FORCES CONSTRUCTION WORK TICKET (P.B. 42C) FORM: P.B. 42C RECORD TYPES:	TO+5	TO+5		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/BUILDING MAINTENANCE & CONSTRUCTION

/GSD/11/ *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

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/GSD/11/	O006.	ELEVATOR DAILY RECORD LOG RECORD TYPES:	CL+5	CL+5		N	N	N
/GSD/11/	O007.	EMERGENCY CALL REPORT (P.B. 90) FORM: P.B. 90 RECORD TYPES:	TO+5	TO+5		N	N	N
/GSD/11/	O008.	OPERATING DAILY RECORD LOG RECORD TYPES:	TO+5	TO+5		N	N	N
/GSD/11/	O009.	RECORD OF PROJECT PROGRESS (P.B. 93) FORM: P.B. 93 RECORD TYPES:	TO+5	TO+5		N	N	N
/GSD/11/	O010.	SUPERVISOR'S TIME BOOK RECORD TYPES:	CL+5	CL+5		N	N	N
/GSD/11/	O011.	SPECIAL EVENTS SCHEDULES & CORRESPONDENCE (GEN 113) (ITEM HAS BEEN TRANSFERRED TO SCHEDULE NO. 17, ITEM NO. 1) FORM: GEN 113 RECORD TYPES:	TO+1	TO+4		N	N	N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/BUILDING MAINTENANCE & CONSTRUCTION

/GSD/11/

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 V H C L			
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/PARKING SERVICES

/GSD/12/ *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 V H C L			
			Office	Total					

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/GSD/12/	O	ORIGINAL RECORDS								
/GSD/12/	O001.	COMMERCIAL PARKING SUMMARY RECORD TYPES:	TO+5	TO+10		N	N	N		
/GSD/12/	O002.	DAILY CALL-IN SHEET RECORD TYPES:	TO+2	TO+2		N	N	N		
/GSD/12/	O003.	MONTHLY PARKING RUNS RECORD TYPES:	TO+2	TO+2		N	N	N		
/GSD/12/	O004.	PARKING PERMIT APPLICATIONS RECORD TYPES:	TO+2	TO+2		N	N	N		
/GSD/12/	O005.	PAYROLL DEDUCT RUNS RECORD TYPES:	TO+2	TO+2		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/PARKING SERVICES

/GSD/12/

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 V H C L			
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/GSD/12/	O006.	SUPERVISOR'S TIME BOOK RECORD TYPES:	CL+5	CL+5		N	N	N	
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/ASSET MANAGEMENT

/GSD/14/ *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 V H C L			
			Office	Total					

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/GSD/14/	O	ORIGINAL RECORDS								
/GSD/14/	O001.	CITY LANDLORD FILES (TO REC CTR 3 YRS AFTER LEASE TERM; DESTROY 8 YRS AFTER LEASE TERMINATION (T)) RECORD TYPES: A-CONTRACT RE: TENANT LEASING OF CITY PROPERTY... B-CORRESPONDENCE	TE+3	TE+8		N	N	N		
/GSD/14/	O002.	CITY TENANT FILES (TO REC CTR 3 YRS AFTER LEASE TERM; DESTROY 8 YRS AFTER LEASE TERMINATION (T)) RECORD TYPES: A-CONTRACTS RE: CITY LEASING OF PRIVATE PROPERTY B-CORRESPONDENCE	TE+3	TE+8		N	N	N		
/GSD/14/	O003.	LEASE INVENTORIES RECORD TYPES:	TO+3	TO+3		N	N	N		
/GSD/14/	O004.	MALL LEASE CORRESPONDENCE (TO RECORD CENTER 3 YEARS AFTER LEASE TERMINATION) RECORD TYPES:	TE+3	TE+8		N	N	N		
/GSD/14/	O005.	MALL LEASE FILES (DESTROY 8 YEARS AFTER LEASE TERMINATION (T)) RECORD TYPES: A-CONTRACTS RE: TENANT LEASING OF MALL PROPERTY B-CORRESPONDENCE	TE+3	TE+8		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/ASSET MANAGEMENT

/GSD/14/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
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/GSD/14/	O006.	SUPERVISOR'S TIME BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/14/	O007.	SOLD SURPLUS PROPERTIES	TO+3	TO+10	DO	N	N	N		
/GSD/14/	O008.	EASEMENT DEEDS RECORD TYPES: Legal	TO+3	PE	DO	N	N	N	Y	
/GSD/14/	O009.	RIGHT OF ENTRY PERMITS RECORD TYPES: Legal	TO+3	TO+10	DO	N	N	N	Y	
/GSD/14/	O010.	TERMINATED RESIDENTIAL PROPERTY LEASES RECORD TYPES: Legal	TO+3	TO+10	DO	N	N	N	Y	
/GSD/14/	O011.	LEASE AGREEMENTS RECORD TYPES: Legal	TO+3	TO+10	DO	N	N	N	Y	
/GSD/14/	O012.	DIRECTOR'S FILES	TO+3	TO+10	DO	N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/SPECIAL EVENTS & PROJECTS

/GSD/17/ 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 V H C L			
			Office	Total					

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/GSD/17/	O	ORIGINAL RECORDS								
/GSD/17/	O001.	SPECIAL EVENTS SCHEDULES & CORRESPONDENCE (GEN 113) (PREVIOUSLY UNDER SCHEDULE NO. GS-11, ITEM NO. 1.) FORM: GEN 113 RECORD TYPES:	TO+3	TO+5		N	N	N		
/GSD/17/	O002.	HISTORIC PRESERVATION (GEN. 160) (TRANSFER TO CITY ARCHIVES) FORM: GEN. 160 RECORD TYPES: Historical	TO+5	PE		N	Y	N		
/GSD/17/	O003.	HAZARDOUS WASTE/MATERIALS (GEN. 160) FORM: GEN. 160 RECORD TYPES: Vital	TO+5	PE		Y	N	N		
/GSD/17/	O004.	AIR QUALITY-SCAQMD (GEN. 160) FORM: GEN. 160 RECORD TYPES:	TO+5	PE		N	N	N		
/GSD/17/	O005.	ENERGY MANAGEMENT UNIT (40-BS 211) FORM: 40-BS 211 RECORD TYPES:	TO+2	TO+5		N	N	N		
/GSD/17/	O006.	STATE AND FEDERAL DISASTER ASSISTANCE RECORD TYPES: Vital	TO+10	TO+20		Y	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/SPECIAL EVENTS & PROJECTS

/GSD/17/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/GSD/17/	O007.	BUILDING EMERGENCY COORDINATOR PROGRAM RECORD TYPES:	TO+5	TO+10		N	N	N
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/GSD/17/	O008.	FLOOR WARDEN PROGRAM RECORD TYPES:	TO+5	TO+10		N	N	N
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/GSD/17/	O009.	SEISMIC BOND PROGRAM RECORD TYPES:	TO+5	TO+10		N	N	N
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET SERVICES/MAIN HEADQUARTERS

/GSD/31/ *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 V H C L			
			Office	Total					

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/GSD/31/	O	ORIGINAL RECORDS							
/GSD/31/	O001.	ACCIDENT LOG BOOK RECORD TYPES:	CL+15	CL+15		N	N	N	
/GSD/31/	O002.	AUTOMOBILE ACCIDENT REPORT (FILES) (GEN. 88) FORM: GEN. 88 RECORD TYPES: A-CORRESPONDENCE B-DRIVER'S TROUBLE REPORT-FS 270 C-ESTIMATE OF REPAIRS D-ESTIMATE REPAIR COST AND VEHICLE APPRAISAL-FS 155 E-OUTSIDE ESTIMATES F-REPAIR ORDER-FS 355	TO+15	TO+15		N	N	N	
/GSD/31/	O003.	F-REPAIR ORDER-FS 355 BI-WEEKLY TIME SHEET (FS 257) FORM: FS 257 RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/31/	O004.	DAILY REPORT OF EQUIPMENT AVAILABILITY (FS 165) FORM: FS 165 RECORD TYPES:	TO+2	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET SERVICES/MAIN HEADQUARTERS

/GSD/31/

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		
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/GSD/31/	O005.	FORMS CONTROL BOOK RECORD TYPES:	CL+2	CL+2	N	N	N			
/GSD/31/	O006.	MONTHLY RECORD OF USAGE - ASSIGNED CITY VEHICLES (GEN. 49) FORM: GEN. 49 RECORD TYPES:	TO+2	TO+2	N	N	N			
/GSD/31/	O007.	REFUSE EQUIPMENT AVAILABILITY (FS 165A) FORM: FS 165A RECORD TYPES:	TO+2	TO+2	N	N	N			
/GSD/31/	O008.	REQUEST FOR TRANSFER (FS 241) FORM: FS 241 RECORD TYPES:	TO+2	TO+2	N	N	N			
/GSD/31/	O009.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2	N	N	N			

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL REPAIR FACILITIES

/GSD/32/ *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 V H C L			
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/GSD/32/	O	ORIGINAL RECORDS							
/GSD/32/	O001.	ANNUAL CONTRACTS LOG BOOK RECORD TYPES: A-PURCHASE ORDER CHANGE B-RECEIVING REPORT	CL+2	CL+2		N	N	N	
/GSD/32/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/GSD/32/	O003.	INJURY LOG BOOK RECORD TYPES:	CL+5	CL+10		N	N	N	
/GSD/32/	O004.	AERIAL EQUIPMENT LOG BOOK (DESTROY 5 YEARS AFTER SALE OF EQUIPMENT) RECORD TYPES:	TE	TE+5		N	N	N	
/GSD/32/	O005.	BROOM DELIVERY RECORD RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL REPAIR FACILITIES

/GSD/32/ *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			
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/GSD/32/	O006.	DAILY RECORD OF EQUIPMENT REPAIR PROGRESS (FS 108) FORM: FS 108 RECORD TYPES:	TO+2	TO+2		N	N	N
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/GSD/32/	O007.	DAILY SHOP VEHICLE INVENTORY LOG BOOK RECORD TYPES:	TO+2	TO+2		N	N	N
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/GSD/32/	O008.	ENGINES INSTALLATION RECORD BOOK (DESTROY 2 YEARS AFTER SALE OF EQUIPMENT) RECORD TYPES: A-DIESEL ENGINE INSTALLATION CHECK SHEET-FS 385 B-DYNAMOMETER SHEET (VENDOR) C-REPAIR ORDER-FS 355	TE+2	TE+2		N	N	N
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/GSD/32/	O009.	EQUIPMENT REPAIR RECORD (FOLDER) (FS 375) (DESTROY 5 YEARS AFTER SALE OF EQUIPMENT) FORM: FS 375 RECORD TYPES: A-ALLISON MT TRANSMISSION-FS 386	TE	TE+5		N	N	N
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- B-CAB RECEIPT INSPECTION SHEET
- C-CORRESPONDENCE
- D-DIESEL INSTALLATION CHECK SHEET-FS 385
- E-ENGINE REGISTRATION SLIP (VENDOR)
- F-ESTIMATED REPAIR COST AND VEHICLE APPRAISAL-FS 155
- G-INFORMATION ON NEW EQUIPMENT-FS 257
- H-LUBRICATION CHART AND SERVICE (VENDOR)
- I-LUBRICATION CHECK SHEET - SERVICES A, B, C, D, (RCV'S)
- J-OUTSIDE ESTIMATES
- K-PARTS REQUESTS-FS 136
- L-PUBLIC WEIGHT MASTERS CERTIFICATE OF WEIGHT AND MEASURE
- M-RCV PREVENTIVE MAINTENANCE INSPECTION-FS 384
- N-REPAIR ORDER-FS 355
- O-STORES MULTI-USE FORMS-MM1
- P-TRUCK BUILDING ORDER (VENDOR)
- Q-TRUCK ORDER REPORT (VENDOR)
- R-VEHICLE ALTERATIONS SHEET (VENDOR)
- S-VENDOR INVOICES AND FIELD SERVICE ORDERS RECEIPTS
- T-GAS ENGINE INSTALLATION CHECK SHEET-FS 385
- U-CONSTRUCTION EQUIPMENT P. M. GUIDE-FS 387
- V-LUB & OIL CHANGE/REPAIR RECORD CARD-FS 150
- W-MOTOR SWEEPER PREVENTIVE MAINTENANCE WORKSHEET-FS 129
- X-NEW CAR DELIVERY INSPECTION SHEET-BT 133
- Y-PREVENTIVE MAINTENANCE GUIDE FOR MOTOR VEHICLES-FS 383
- Z-REPORT OF ROAD FAILURE-FS 302

/GSD/32/	0010.	FABRICATED ITEMS RECORD BOOK RECORD TYPES:	CL+2	CL+2		N	N	N
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/GSD/32/	0011.	IHC TRUCK WARRANTY LOG BOOK RECORD TYPES:	CL+5	CL+5		N	N	N
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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL REPAIR FACILITIES

/GSD/32/ *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			
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/GSD/32/	O012.	MONTHLY TIME BOOK RECORD TYPES:	CL+2	CL+2		N	N	N				
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/GSD/32/	O013.	NEW AND REBUILT ENGINE RECORD BOOK RECORD TYPES: A-ENGINE REBUILT PARTS REQUISITION B-REPAIR ORDER-FS 355	CL+2	CL+2		N	N	N				
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/GSD/32/	O014.	NEW EQUIPMENT RELEASE LOG BOOK RECORD TYPES:	CL+5	CL+5		N	N	N				
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Original Records

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/GSD/32/	O015.	OVERTIME LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N		
/GSD/32/	O016.	PREVENTIVE MAINTENANCE SCHEDULE LOG RECORD TYPES:	TO+2	TO+2		N	N	N		
/GSD/32/	O017.	REQUESTS FOR WARRANTY REPAIR LOG BOOK (FS 102) FORM: FS 102 RECORD TYPES:	CL+2	CL+2		N	N	N		
/GSD/32/	O018.	ROAD CALLS LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N		
/GSD/32/	O019.	ROUTINE BRAKE INSPECTION LOG (MONTHLY RECORD) RECORD TYPES:	CL+2	CL+2		N	N	N		
/GSD/32/	O020.	SPECIFICATIONS AND MODIFICATIONS BLUEPRINTS OR DIAGRAMS (DESTROY 2 YEARS AFTER SALE OF EQUIPMENT) RECORD TYPES: A-CORRESPONDENCE	TE+2	TE+2		N	N	N		

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/GSD/32/	O021.	SWEEPER P. M. SCHEDULING CHART RECORD TYPES:	CL+2	CL+2		N	N	N
/GSD/32/	O022.	TIRE ORDER (DELIVERY AND PICK-UP) (FS 276) FORM: FS 276 RECORD TYPES:	TO+2	TO+2		N	N	N
/GSD/32/	O023.	TIRE SIGN-OUT OR CHARGE-OUT LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N
/GSD/32/	O024.	TRANSMISSIONS INSTALLATION RECORD BOOK RECORD TYPES: A-ALLISON MT TRANSMISSION INSTALLATION CHECK SHEET-FS 386 B-REPAIR ORDER-FS 355 C-SHIFT SPECIFICATION ON VALUE BODY TESTER SHEET (VENDOR)	CL+2	CL+2		N	N	N
/GSD/32/	O025.	VEHICLE FLOW CHARTS	TO+3	TO+3		N	N	N

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RECORD TYPES:

/GSD/32/	0026.	VENDOR WORK LIST LOG BOOK RECORD TYPES:	CL+2	CL+2			N	N	N
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/GSD/32/	0027.	WASTE HAULERS TIRES TEST PROJECT LOG RECORD TYPES:	CL+2	CL+2			N	N	N
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL REPAIR FACILITIES

/GSD/32/

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 V H C L			
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/GSD/32/	O028.	WEEKLY REPORT OF BRAKE ADJUSTMENT/AIR BRAKE VEHICLES ... RECORD TYPES:	CL+2	CL+2		N	N	N
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/GSD/32/	O029.	PREVENTIVE MAINTENANCE SCHEDULING CHART (FS 189) FORM: FS 189 RECORD TYPES:	TO+2	TO+2		N	N	N
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL AREA HEADQUARTERS

/GSD/33/ *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 V H C L			
			Office	Total					

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/GSD/33/	O	ORIGINAL RECORDS							
/GSD/33/	O001.	MONTHLY TIME BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/GSD/33/	O002.	OVERTIME LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/GSD/33/	O003.	CORRESPONDENCE (TRAINING) RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/33/	O004.	VEHICLES OUT OF SERVICE LOG RECORD TYPES:	CL+2	CL+2		N	N	N	
/GSD/33/	O005.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL AREA HEADQUARTERS

/GSD/33/

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	Code	V	H	C	L	L	L

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/SUPPLIES/PURCHASING

/GSD/41/ 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	

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/GSD/41/	O	ORIGINAL RECORDS							
/GSD/41/	O001.	AFFIRMATIVE ACTION PLANS (A-Z) (SUB TIT B"" WAS SUBMITTED BY VENDOR"") A-CITY PLAN-GS/S-AA B-VENDOR PLAN	EX+1	EX+1	DO	N	N	N	
/GSD/41/	O002.	BIDDERS APPLICATIONS (A-Z) (GS/SP-141) FORM: GS/SP-141	CL+2	CL+2		N	N	N	
/GSD/41/	O003.	BID RECAPS (DUPLICATE FILED WITH PURCHASE ORDER/CONTRACT (ITEMS 1 & 2)) RECORD TYPES: A-INFORMAL BIDS-DS/9E B-FORMAL BIDS-DS/9F	TO+3	TO+3		N	N	N	
/GSD/41/	O004.	CORRESPONDENCE (AUTHORITY TO SIGN BIDS) (SUBMITTED BY VENDORS) RECORD TYPES:	SU+2	SU+2		N	N	N	
/GSD/41/	O005.	FORMAL BIDS AND CONTRACTS (SUB TIT B"" L. A. DAILY JOURNAL"") FORM: GS/S-10 A-DEPT. REQUISITION-GS/S-1A B-PROOF OF PUBLICATION C-CORRESPONDENCE/RECOMMENDATIONS D-REQUEST FOR ANNUAL PURCHASE AGREEMENT-DS1B E-PRICE LIST F-PROPOSALS	EX+2	EX+5	DO	N	N	N	
/GSD/41/	O006.	FORMAL BID LOG BOOK RECORD TYPES:	CL+15	CL+15		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/SUPPLIES/PURCHASING

/GSD/41/

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 V H C L			
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/GSD/41/	O007.	PURCHASE ORDERS (GS/S-2) FORM: GS/S-2 RECORD TYPES: A-REQUEST FOR BIDS-GS/S-9B B-DEPT. REQUISITION-GS/S-1A C-REQUEST FOR ANNUAL PURCHASE AGREEMENT-DS1B D-CORRESPONDENCE/RECOMMENDATIONS	EX+2	EX+5	DO	N	N	N
/GSD/41/	O008.	QUALIFICATION DECLARATIONS (SMALL LOCAL BUSINESS) RECORD TYPES:	EX+3			N	N	N
/GSD/41/	O009.	REQUISITION LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N
/GSD/41/	O010.	STANDARDS AND SPECIFICATIONS (ORIGINATED - PURCHASING, STANDARDS) RECORD TYPES:	SU+2	SU+2		N	N	N
/GSD/41/	O011.	HISTORY OF ANNUAL CONTRACTS BY COMMODITY (KARDEX)	PE	PE		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/SUPPLIES/PURCHASING

/GSD/41/

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	
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/GSD/41/	O012.	RECORD TYPES: MICLA (MUNICIPAL IMPROVEMENT CORP. OF L. A.) CASE FILES (GS/S-2) FORM: GS/S-2 RECORD TYPES:	CL+3	PE		N	N	N		
/GSD/41/	O013.	PARALLEL, USER ACCEPTANCE Parallel testing demonstrates that the new system processes production transactions in a comparable manner to the old system factoring in reconcilable differences. User Acceptance business oriented tests that emulate every procedure that an end user may encounter in the real world business process	TO+2	TO+5		N	N	N		
/GSD/41/	O014.	INTEGRATION Technical tests to confirm and ensure that all system customizations work well with the delivered system functionality, proucts expected results, and meet interface requirements of external systems.	TO+2	TO+5		N	N	N		
/GSD/41/	O015.	ACCELERATED UPDATE AND SERVICE PACK "TEST SCRIPTS" Specific data and instructions for executing individual test cases and the results of the tests.	TO+2	TO+5		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	

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/GSD/42/	O	ORIGINAL RECORDS							
/GSD/42/	O001.	BILLING CONTROL SCHEDULE RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/42/	O002.	COMPUTER TIME SHEET RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/42/	O003.	COST ELEMENTS OF BILLING (MONTHLY) RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/42/	O004.	DELIVERY RECEIPT (18) FORM: 18 RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/42/	O005.	DEMAND REGISTER RECORD TYPES:	TO+5	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/

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/GSD/42/	O006.	DEPRECIATION SCHEDULES RECORD TYPES:	TO+2	TO+2		N	N	N
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/GSD/42/	O007.	EXPENDITURES PROGRAM (CAO 20) FORM: CAO 20 RECORD TYPES:	TO+5	TO+5		N	N	N
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/GSD/42/	O008.	FUND LEDGER AND DEMAND REGISTER RECORD TYPES:	TO+5	TO+5		N	N	N
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/GSD/42/	O009.	GENERAL JOURNAL RECORD TYPES:	CL+5	CL+5		N	N	N
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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/

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/GSD/42/	O010.	GENERAL LEDGER RECORD TYPES:	CL+5	CL+5		N	N	N		
/GSD/42/	O011.	INTERDEPARTMENTAL ORDER (TO PRINTING SERVICES) (GEN. 34) FORM: GEN. 34 RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/42/	O012.	INVENTORY RECORD CARDS RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/42/	O013.	JOB COST TICKETS (25) FORM: 25 RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/42/	O014.	JOB RECORD CARD (8) FORM: 8 RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/42/	O015.	OFFSET STOCK TICKET (27) FORM: 27 RECORD TYPES:	TO+5	TO+5		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L

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/GSD/42/	O016.	ONE-O-SIX LOG RECORD TYPES:	TO+5	TO+5		N	N	N
/GSD/42/	O017.	PAPER STOCK INVENTORY LIST RECORD TYPES:	TO+5	TO+5		N	N	N
/GSD/42/	O018.	PAYROLL DISTRIBUTION RECORD (EMPLOYEE) (5) FORM: 5 RECORD TYPES:	TO+5	TO+5		N	N	N
/GSD/42/	O019.	MATERIAL/SUPPLY REQUEST (22) FORM: 22 RECORD TYPES:	TO+5	TO+5		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/

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/GSD/42/	O020.	JOB COST RECORD - PRINTING SERVICES (4A) FORM: 4A RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/42/	O021.	RECAPITULATION OF PAYROLL DISTRIBUTION (38) FORM: 38 RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/42/	O022.	REQUEST FOR DUPLICATING SERVICES (45) FORM: 45 RECORD TYPES:	TO+5	TO+5		N	N	N	
/GSD/42/	O023.	REQUEST FOR PAYMENT LOG RECORD TYPES:	TO+5	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/

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			Office	Total	Code	V	H	C	L	
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/GSD/42/	O024.	REQUEST FOR SPOILAGE RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/42/	O025.	STATEMENT OF CONDITION OF APPROPRIATION RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/42/	O026.	SUMMARY OF BILLINGS BY DEPARTMENT RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/42/	O027.	WORK AUTHORIZATION (26) FORM: 26 RECORD TYPES:	TO+5	TO+5		N	N	N		
/GSD/42/	O028.	YEARLY ORDER TALLY SHEET RECORD TYPES:	TO+5	TO+5		N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/MATERIALS MANAGEMENT

/GSD/43/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total					

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/GSD/43/	O	ORIGINAL RECORDS								
/GSD/43/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/GSD/43/	O002.	MATERIAL REGISTER (GS/S69) FORM: GS/S69 RECORD TYPES:	CL+2	CL+2		N	N	N		
/GSD/43/	O003.	PETTY CASH VOUCHER (GEN 17) FORM: GEN 17 RECORD TYPES:	TO+2	TO+2		N	N	N		
/GSD/43/	O004.	PURCHASE ORDERS (GS/S2) FORM: GS/S2 RECORD TYPES:	TO+2	TO+2		N	N	N		
/GSD/43/	O005.	RETURN TO VENDOR (CONT5059) FORM: CONT5059 RECORD TYPES:	TO+2	TO+2		N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/MATERIALS MANAGEMENT

/GSD/43/

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

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.

/GSD/43/	O006.	STORES MULTI-USE FORM (GS/MM1) FORM: GS/MM1 RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/43/	O007.	SUB-PURCHASE ORDER (GEN9) FORM: GEN9 RECORD TYPES:	TO+2	TO+2		N	N	N	
/GSD/43/	O008.	DAILY/SHIFT RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) FORM: GS-PPA 243 RECORD TYPES:	TO+/05	TO+3		N	N	N	
/GSD/43/	O009.	FUEL USE TRACKING SYSTEM REPORT (COMPUTER MONTHLY REPORTS) RECORD TYPES:	TO+1	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/SMS PAYMENT SERVICES

/GSD/44/ *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

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/GSD/44/	A	ADD ORIGINAL RECORD SERIES:								
/GSD/44/	A001.	VENDOR INVOICES	TO+2	TO+5	DO	N	N	N		
/GSD/44/	A002.	REMITTANCE ADVICE (RA) and/or RA with VENDOR INVOICES form ZAPR022	TO+2	TO+5	DO	N	N	N		
/GSD/44/	A003.	CHECK REGISTER & CASH TRANSFER VOUCHER (CTV) forms APY2001 & ZAPR019	TO+2	TO+5	DO	N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: GENERAL SERVICES/STANDARDS

/GSD/51/

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	
<p><i>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.</i></p>										
/GSD/51/	O	ORIGINAL RECORDS								
/GSD/51/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+4	AR+4		N	N	N		
/GSD/51/	O002.	PROCEDURE MANUALS RECORD TYPES:	SU+2	SU+2		N	N	N		
/GSD/51/	O003.	RECORD OF TEST (RT'S) RECORD TYPES:	AR+2	PE		N	N	N		
/GSD/51/	O004.	TEST REPORTS RECORD TYPES:	AR+2	PE		N	N	N		
/GSD/51/	O005.	TEST SUMMARIES RECORD TYPES:	SU+2	SU+2		N	N	N		
/GSD/51/	O006.	TESTING CHARGE REPORTS RECORD TYPES:	TO+5	TO+7		N	N	N		
/GSD/51/	O007.	WORK REPORT DATA SHEETS (BILLING) RECORD TYPES:	TO+3	TO+7		N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING
/GSD/01/

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
/GSD/01/	D	DUPLICATE RECORD SERIES			
/GSD/01/	D001.	AUTHORITY FOR EXPENDITURE (CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-F 32 B-INVOICES C-REMITTANCE ADVICE-5042-A D-PAYMENT VOUCHER-F 54	TO+2		N N N
/GSD/01/	D002.	BLANKET PURCHASE ORDER AUTHORITIES (PURCHASING AGENT/CONTROLLER) RECORD TYPES: A-PAYMENT VOUCHER-RECEIVER-F 9B B-PURCHASE ORDER CHANGE-GS/S6 C-PURCHASE REQUISITION-GS/S1A D-GENERAL ENCUMBRANCE-F 108	TO+3		N N N
/GSD/01/	D003.	BULK GASOLINE USAGE AND PAYMENTS (TREASURER; ACCOUNTING SERVICES/PETROLEUM) RECORD TYPES: A-BY VENDOR B-COPY OF CHECK C-DEPOSIT CERTIFICATE-F 2 D-WORKSHEET	TO+3		N N N
/GSD/01/	D004.	CITY STORES INVOICES (5027) (MATERIALS MANAGEMENT) FORM: 5027 RECORD TYPES:	TO+1		N N N
/GSD/01/	D005.	CASH RECEIPT (F4) (TREASURER) FORM: F4 RECORD TYPES:	TO+5		N N N
/GSD/01/	D006.	DUES AND SUBSCRIPTIONS (CONTROLLER) RECORD TYPES:	TO+2		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING
/GSD/01/

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
		A-INVOICES B-PAYMENT VOUCHER-F 54			
/GSD/01/	D007.	ENCUMBRANCE ADJUSTMENT (F 36) (CONTROLLER) FORM: F 36 RECORD TYPES:	TO+2		N N N
/GSD/01/	D008.	EXPENDITURE PROGRAM (CAO20) (CITY ADMINISTRATIVE OFFICE) FORM: CAO20 RECORD TYPES:	TO+2		N N N
/GSD/01/	D009.	FORMAL CONTRACTS (1-TIME) (PURCHASING AGENT/CONTROLLER) RECORD TYPES: A-CONTRACT B-GENERAL ENCUMBRANCE-F 108 C-INVOICES D-PURCHASE REQUISITION-GS/S1A E-REMITTANCE ADVICE-5042A F-PAYMENT VOUCHER-F 54	TO+2		N N N
/GSD/01/	D010.	F-PAYMENT VOUCHER-F 54 FUND LEDGER & DEMAND REGISTER (CONTROLLER) RECORD TYPES:	TO+6		N N N
/GSD/01/	D011.	GASOLINE PURCHASE DETAIL LISTING (FLEET SERVICES) RECORD TYPES:	TO+2		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING
/GSD/01/

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			
/GSD/01/	D012.	GENERAL LEDGER JOURNAL VOUCHER (CONTR 19) (CONTROLLER) FORM: CONTR 19 RECORD TYPES:	TO+2		N	N	N	
/GSD/01/	D013.	GENERAL SERVICES TRUST FUND - 843 (CONTROLLER/TREASURER/PUR. AGT./EMPLOYEE) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-F 32 B-CASH RECEIPT-F 4 D-FUND RECEIPTS E-INTERNAL VOUCHER-F 1 F-TRANSMITTAL G-INVOICES H-PERSONAL EXPENSE STATEMENT-F 16 I-PURCHASE REQUISITION-FGS/S1A J-REMITTANCE ADVICE-5042 A K-TRANSFER OF APPROPRIATIONS-F 104 L-GENERAL ENCUMBRANCE-F 108 M-PAYMENT VOUCHER-F 54	TO+6		N	N	N	
/GSD/01/	D014.	HELICOPTER USAGE REPORT (HELICOPTER SERVICES) RECORD TYPES:	TO+2		N	N	N	
/GSD/01/	D015.	INTERDEPARTMENTAL ORDERS (F 33) (ORIGINATING OFFICE) FORM: F 33 RECORD TYPES:	TO+4		N	N	N	
/GSD/01/	D016.	INTER-INTRA DEPT'AL MANUALS, PUBL'ONS BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING

/GSD/01/

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			
/GSD/01/	D017.	INTERNAL VOUCHERS (CONTROLLER/SUPPLYING DEPARTMENT) RECORD TYPES: A-INTERNAL VOUCHER-F 1 C-INVOICE	TO+2		N	N	N	
/GSD/01/	D018.	INVOICES (INTERDEPARTMENTAL) (RECEIVING DEPARTMENT) RECORD TYPES:	TO+6		N	N	N	
/GSD/01/	D019.	ACCOUNTS RECEIVABLE INVOICES (GS/ACCT 1) (TENANT) FORM: GS/ACCT 1 RECORD TYPES: A-RENTAL B-MALL C-COMMUNICATIONS D-LAB TESTING	TO+3		N	N	N	
/GSD/01/	D020.	JOURNAL VOUCHER (CONTR F 02) (CONTROLLER) FORM: CONTR F 02 RECORD TYPES:	TO+2		N	N	N	
/GSD/01/	D021.	MALL PARKING SUMMARY REPORT (GS/PS 1) (PARKING SERVICES) FORM: GS/PS 1 RECORD TYPES:	TO+2		N	N	N	
/GSD/01/	D022.	NON-COUNCIL CONTROLLED ACCOUNTS RECEIVABLE (MATERIALS MANAGEMENT/CONTROLLER) RECORD TYPES: A-STORES INVOICES-5027 B-SUBSIDIARY LEDGER	TO+2		N	N	N	
/GSD/01/	D023.	PETTY CASH (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	

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City of Los Angeles
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Records of: GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING

/GSD/01/

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
/GSD/01/	D024.	A-PETTY CASH RECAP-F 45 B-PETTY CASH VOUCHER-F 17 C-REMITTANCE ADVICE-5042A D-PAYMENT VOUCHER-F 54 PUBL'CONS AND REF MATERIALS RECEIVED FROM OUTSIDE SOURCES (ORIGINATING OFFICE; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/GSD/01/	D025.	PURCHASE ORDERS (CONTROLLER; PURCHASING AGENT; VENDOR; MATERIALS MANAGEMENT) RECORD TYPES: A-NOTICE OF SCHEDULED PAYMENT-5043 B-PAYMENT VOUCHER-RECEIVER-F 9B C-PACKING SLIP D-PURCHASE ORDER CHANGE-GS/S6 E-PURCHASE REQUISITION-GS/S1A F-REMITTANCE ADVICE-5042A G-REQUEST FOR PURCHASE ORDER CHANGE-40-S812 H-SMUF-GS/MM1	TO+3		N N N
/GSD/01/	D026.	F-REMITTANCE ADVICE-5042A REMITTANCE ADVICE (5042A) (CONTROLLER) FORM: 5042A RECORD TYPES:	TO+3		N N N
/GSD/01/	D027.	REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS (F 104) (CONTROLLER) FORM: F 104 RECORD TYPES:	TO+2		N N N
/GSD/01/	D028.	REQUEST FOR ANNUAL PURCHASE AGREEMENT (DS-1B) (PURCHASING AGENT) FORM: DS-1B RECORD TYPES:	TO+1		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
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Duplicate Records

Records of: GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING
/GSD/01/

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			
/GSD/01/	D029.	PAYMENT VOUCHERS (ACCOUNTING-PETROLEUM/CONTROLLER) RECORD TYPES: B-INVOICES D-PAYMENT VOUCHER-F 54 E-SUB-PURCHASE ORDER-F 9	TO+2		N	N	N	
/GSD/01/	D030.	STORES REVOLVING AND PRINTING (CONTROLLER) RECORD TYPES: A-CASH TRANSFER VOUCHER-5041 B-MEMORANDUM OF ADJUSTMENT-102A C-NOTICE OF JOURNAL VOUCHER CHANGE-A 151 D-PRINTING INVOICES-F 1	TO+4		N	N	N	
/GSD/01/	D031.	STATEMENT OF CONDITION OF APPROPRIATION (CONTROLLER) RECORD TYPES:	TO+5		N	N	N	
/GSD/01/	D032.	TRAVEL AUTHORITIES (CONTROLLER/TREASURER) RECORD TYPES: A-EXPENDITURE RECEIPTS B-PERSONAL EXPENSE STATEMENT-F 16 C-PAYMENT VOUCHER-F 54 D-TRAVEL AUTHORITY-F 73 E-COPY OF CHECK F-CASH RECEIPT-F 4 G-REMITTANCE ADVICE-5042A	TO+2		N	N	N	
/GSD/01/	D033.	F-CASH RECEIPT-F 4 UTILITY PAYMENTS (CONTROLLER) RECORD TYPES: A-INVOICES B-PAYMENT VOUCHER-F 54 C-REMITTANCE ADVICE-5042A	TO+2		N	N	N	
/GSD/01/	D034.	YEARLY CONTRACTS (PURCHASING AGENT/CITY ATTORNEY) RECORD TYPES:	TO+2		N	N	N	

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Records of: GENERAL SERVICES/ADMIN. SVCS./ACCOUNTING

/GSD/01/ *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			
/GSD/01/	D035.	A-BID-GS/S9 B-ANNUAL CONTRACT-GS/S10 C-GENERAL LIABILITY INSURANCE D-RENEWAL OPTION LETTER YEARLY PURCHASE ORDER (PURCHASING AGENT) RECORD TYPES: A-PAYMENT VOUCHER-RECEIVER-F 9B B-PURCHASE ORDER CHANGE-GS/S6	TO+2		N	N	N	
/GSD/01/	D037.	EMERGENCY OPERATIONS FUND 392 ((VENDOR)) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-F32 B-BUDGET DOCUMENTS-CAO-696 C-CONTRACTS D-CASH RECEIPT-F 4 E-ENCUMBRANCE ADJUSTMENT-36 F-FUND RECEIPTS G-INTERNAL VOUCHER-F 1 H-INTERNAL DEMAND TRANSMITTAL-FGEN 5-50 I-INVOICES RECEIVED FROM VENDOR K-PERSONAL EXPENSE STATEMENT-F 16 L-PAYMENT VOUCHER-RECEIVER-F 9B M-PURCHASE ORDER CHANGE- GS/S6 N-PURCHASE REQUISITION-FGS/S1A O-REMITTANCE ADVISE-5042A P-GENERAL ENCUMBRANCE-F 108 Q-PAYMENT VOUCHER-F 54 R-REQUEST FOR PURCHASE ORDER CHANGE-40-S812 S-SMUF-GS MM1 T-STATEMENT OF CONDITION OF APPROPRIATION U-SUPPORTING CORRESPONDENCE V-TRAVEL AUTHORITY-F 73	TO+5		N	N	N	
/GSD/01/	D038.	PROPERTY MANAGEMENT ((CONTROLLER)) RECORD TYPES: A-REMITTANCE ADVISE-5042A B-PAYMENT VOUCHER-F 54 C-INVOICE	TO+3		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMIN. SVCS./PAYROLL
/GSD/02/

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
/GSD/02/	D	DUPLICATE RECORD SERIES			
/GSD/02/	D001.	DAILY TIME SHEET (5051) (CONTROLLER) FORM: 5051 RECORD TYPES:	TO+1		N N N
/GSD/02/	D002.	INVOICE ACCT/REC (GS/ACCT-1) (CONTROLLER) FORM: GS/ACCT-1 RECORD TYPES:	TO+3		N N N
/GSD/02/	D003.	LONG DISTANCE AND TOLL RECORD (GS/CA-9A) (CONTROLLER) FORM: GS/CA-9A RECORD TYPES:	TO+1		N N N
/GSD/02/	D004.	PAYROLL REIMBURSEMENT (5009) (CONTROLLER) FORM: 5009 RECORD TYPES:	TO+3		N N N
/GSD/02/	D005.	PAYROLL/REIMBURSEMENT ADJUST (PW900) (CONTROLLER) FORM: PW900 RECORD TYPES:	TO+3		N N N
/GSD/02/	D006.	PAYROLL/REIMBURSEMENT WORKSHEET (5039) (CONTROLLER) FORM: 5039 RECORD TYPES:	TO+3		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMIN. SVCS./PAYROLL
/GSD/02/

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
/GSD/02/	D007.	RECEIPTS (1293) (CONTROLLER) FORM: 1293 RECORD TYPES:	TO+3		N N N
/GSD/02/	D008.	REPORT SHEET (9005) (CONTROLLER) FORM: 9005 RECORD TYPES:	TO+3		N N N
/GSD/02/	D009.	PAYMENT VOUCHER (F 54) (CONTROLLER) FORM: F 54 RECORD TYPES:	TO+3		N N N
/GSD/02/	D010.	TELEPHONE PAYMENT APPROVAL (CS/C-1) (CONTROLLER) FORM: CS/C-1 RECORD TYPES:	TO+1		N N N
/GSD/02/	D011.	WORK ORDER REPORT (3, 3A) (CONTROLLER) FORM: 3, 3A RECORD TYPES:	TO+1		N N N
/GSD/02/	D013.	PAYROLL REGISTER (CONTROLLER) RECORD TYPES:	TO+5		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMIN. SVCS./PAYROLL
/GSD/02/

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			
/GSD/02/	D014.	PAYROLL CERTIFICATION (71) (CONTROLLER) FORM: 71 RECORD TYPES:	TO+3		N	N	N	
/GSD/02/	D015.	SUPPLEMENTAL WORKSHEET (5039) (CONTROLLER) FORM: 5039 RECORD TYPES:	TO+3		N	N	N	
/GSD/02/	D016.	ONLINE VARIATION REPORT (CONTROLLER) RECORD TYPES:	TO+3		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMINISTRATIVE SERVICES/BUDGET
/GSD/03/

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			
/GSD/03/	D	DUPLICATE RECORD SERIES						
/GSD/03/	D001.	RPTS TO OTHER CITY DEPT'S CONCERNING POSTAGE USAGE & COST... (OTHER CITY DEPARTMENTS (QUARTERLY)) RECORD TYPES:	TO+4		N	N	N	
/GSD/03/	D002.	EQUIPMENT INVENTORY LISTINGS (CONTROLLER) RECORD TYPES:	SU		N	N	N	
/GSD/03/	D003.	FORMS CONTROL LOG (CAO, FORM CONTROL OFFICER) RECORD TYPES:	CL+2		N	N	N	
/GSD/03/	D004.	HELICOPTER INSURANCE ENDORSEMENTS (CITY ATTORNEY, INSURANCE & BONDS) RECORD TYPES:			N	N	N	
/GSD/03/	D005.	INTER/INTRA DEPT'AL MANUALS, PUBL'CNS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/GSD/03/	D006.	PUBL'CNS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMINISTRATIVE SERVICES/BUDGET

/GSD/03/ *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
/GSD/03/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN. 48) (CITY CLERK, MAIN OFFICE) FORM: GEN. 48 RECORD TYPES:	TO+10		N N N
/GSD/03/	D008.	RECORDS RETENTION SCHEDULES (GEN. 60 &) (CITY CLERK, MAIN OFFICE) FORM: GEN. 60 & RECORD TYPES:	SU		N N N
/GSD/03/	D009.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, MAIN OFFICE) FORM: GEN. 62 RECORD TYPES:	CL		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMINISTRATIVE SERVICES/PERSONNEL
/GSD/04/

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
/GSD/04/	D	DUPLICATE RECORD SERIES			
/GSD/04/	D001.	CORRESPONDENCE FILES (PERSONNEL DEPARTMENT RETIREMENT) RECORD TYPES:	TO+3		N N N
/GSD/04/	D002.	DISCIPLINARY RECORDS (ORIG FILED IN EMPTY PER FOLDER) A-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN. 77 B-NOTICE TO CORRECT DEFICIENCIES-GEN. 78 C-EMPLOYEE EVALUATION REPORT-PDAS 28 D-MISC. CORRES. RE: EMP. REPRIMANDS & EMP. JOB PERFORMANCE-CDAS 28	TE+5		N N N
/GSD/04/	D003.	INTER/INTRA DEPT'L MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/GSD/04/	D004.	PUBL'CONS & REF. MATERIALS RECEIVED FROM OUTSIDE SERVICES RECORD TYPES:	AR		N N N
/GSD/04/	D005.	TIMEKEEPING RECORDS (GENERAL SERVICES ACCOUNTING) RECORD TYPES: A-DAILY TIME SHEET-5051 B-WEEKLY TIME SHEET-5053	TO+0/05		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/ADMINISTRATIVE SERVICES/MAIL & MSGR
/GSD/05/

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
/GSD/05/	D	DUPLICATE RECORD SERIES			
/GSD/05/	D001.	EQUIPMENT INVENTORY LISTING (CONTROLLER) RECORD TYPES:	SU		N N N
/GSD/05/	D002.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/GSD/05/	D003.	PROPERTY TRANSFER RECORD (LAPD 1002.) (POLICE DEPARTMENT) FORM: LAPD 1002. RECORD TYPES:	TO+0/05		N N N
/GSD/05/	D004.	PUBLICATIONS AND REF MATERIAL RECV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/GSD/05/	D005.	U.S. MAIL RECEIPT (GS/CAM50) (ORIGINATING DEPARTMENT) FORM: GS/CAM50 RECORD TYPES:	AR		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/HELICOPTER OPERATIONS
/GSD/08/

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			
/GSD/08/	D	DUPLICATE RECORD SERIES						
/GSD/08/	D001.	INTER/INTRA DEPT'L MANUALS, PUBL'CNS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/GSD/08/	D002.	PUBL'CNS AND REF MATERIALS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/GSD/08/	D003.	RECORDS TRANSFER LISTS (CITY CLERK RECORDS MANAGEMENT) RECORD TYPES:	CL		N	N	N	
/GSD/08/	D004.	SURPLUS PRINTED MATERIAL (GENERAL SERVICES ADMINISTRATION; NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/GSD/08/	D005.	MONTHLY TIME BOOK (GENERAL SERVICES ACCTG/PAYROLL) RECORD TYPES:	TO+1		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/FLEET SERVICES/MAIN HEADQUARTERS
/GSD/31/

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
/GSD/31/	D	DUPLICATE RECORD SERIES			
/GSD/31/	D001.	DAILY TIME SHEET CORRECTION NOTICE (ACCT. 2) (GENERAL SERVICES ACCOUNTING/PAYROLL) FORM: ACCT. 2 RECORD TYPES:	TO+2		N N N
/GSD/31/	D002.	DAILY TIME SHEET (DAILY LOG) (5051) (GENERAL SERVICES ACCOUNTING/PAYROLL) FORM: 5051 RECORD TYPES:	TO+2		N N N
/GSD/31/	D003.	EQUIPMENT ASSIGNED/REPAIRED (REPORT) (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N
/GSD/31/	D004.	EQUIPMENT INVENTORY (BUILDING) RECORD TYPES: A-CORRESPONDENCE B-INPUT WORKSHEET C-REPORT BY LOCATION	TO+2		N N N
/GSD/31/	D005.	EQUIPMENT INVENTORY BY DEPARTMENT CODE (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N
/GSD/31/	D006.	EQUIPMENT INVENTORY BY MAINTENANCE I.D. CODE (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/FLEET SERVICES/MAIN HEADQUARTERS
/GSD/31/

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
/GSD/31/	D007.	ESTIMATE OF REPAIRS (ASSIGNED DEPARTMENT) RECORD TYPES:	TO+5		N N N
/GSD/31/	D008.	EXTENDED SICK LIST (GENERAL SERVICES PERSONNEL) RECORD TYPES:	TO+2		N N N
/GSD/31/	D009.	FISCAL YEAR END INVENTORIES (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N
/GSD/31/	D010.	FLEET SERVICES SUPPLEMENTARY INVENTORY REPORT (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N
/GSD/31/	D011.	INTER/INTRADEPT'L MANUALS, PUBL'NS BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/GSD/31/	D012.	INVENTORY LISTINGS (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/FLEET SERVICES/MAIN HEADQUARTERS

/GSD/31/ *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			
/GSD/31/	D013.	LIST OF SOLD EQUIPMENT PURGED FROM FLEET SVCS. MTR FILE (TECHNICAL SERVICES) RECORD TYPES:	SU		N	N	N	
/GSD/31/	D014.	PERSONNEL AND WORK STATUS WEEKLY REPORTS (FLEET SERVICES (DIRECTOR)) RECORD TYPES:	TO+2		N	N	N	
/GSD/31/	D015.	PUBL'CONS & REF. MATERIALS REC'D FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/GSD/31/	D016.	QUARTERLY OPERATIONAL COST REPORTS (TECHNICAL SERVICES) RECORD TYPES:	SU		N	N	N	
/GSD/31/	D017.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK RECORDS MANAGEMENT) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	
/GSD/31/	D018.	REQUEST FOR PERSONNEL ACTION (BT 183) (GENERAL SERVICES PERSONNEL) FORM: BT 183 RECORD TYPES:	TE+5		N	N	N	
/GSD/31/	D019.	SOCIAL SECURITY STAMPS (NAME STAMP LIST)	TO+5		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/FLEET SERVICES/MAIN HEADQUARTERS
/GSD/31/

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			
(MATERIALS MANAGEMENT) RECORD TYPES:								
/GSD/31/	D020.	SURPLUS PRINTED MATERIAL (GENERAL SERVICES ADMIN; NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/GSD/31/	D021.	CORRESPONDENCE (TRAINING NOMINATIONS) (GENERAL SERVICES PERSONNEL) RECORD TYPES:	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL REPAIR FACILITIES
/GSD/32/

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
/GSD/32/	D	DUPLICATE RECORD SERIES			
/GSD/32/	D001.	EMPLOYEE PERSONNEL FOLDERS (GENERAL SERVICES PERSONNEL UNIT) RECORD TYPES: A-APPLICATION FOR EMPLOYMENT-PDR-1 B-CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE C-DOCTOR'S SLIPS OR CERTIFICATES D-EMPLOYEE CONFIDENTIAL INFORMATION SHEET E-EMPLOYEE MEDICAL CALENDAR-GEN. 90 F-EMPLOYEE TOOL INVENTORY-FS 168 G-GSD SUPERVISORY ATTENDANCE COUNSELING REC (ATTACHMENT C) H-NOTICE OF ASSIGNMENT I-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 J-PROBATIONARY EVALUATION REPORT-PER - 3 K-REPORT OF PHYSICAL EXAM & HEALTH HISTORY	TE+5		N N N
/GSD/32/	D002.	INTER/INTRA DEPT'L MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/GSD/32/	D003.	MEMORANDUM OF UNDERSTANDING (MOU) (CITY ADMINISTRATIVE OFFICE) RECORD TYPES:	SU		N N N
/GSD/32/	D004.	PUBL'CONS & REF MATERIALS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/GSD/32/	D005.	SURPLUS PRINTED MATERIAL	AR		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL REPAIR FACILITIES
/GSD/32/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
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(NON-RECORD MATERIAL) RECORD TYPES:

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL AREA HEADQUARTERS
/GSD/33/

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
/GSD/33/	D	DUPLICATE RECORD SERIES			
/GSD/33/	D001.	ANNUAL OPERATIONAL COST REPORTS (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N
/GSD/33/	D002.	EMPLOYEE PERSONNEL FOLDERS (GENERAL SERVICES PERSONNEL UNIT) RECORD TYPES: A-CLAIM FOR REIMBURSEMENT-GEN. 130 B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-EMPLOYEE MEDICAL CALENDAR-GEN. 90 D-EMPLOYEE TOOL INVENTORY-FS 168 E-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 F-PROBATIONARY EVALUATION REPORT-PER-3	TE+5		N N N
/GSD/33/	D003.	F-PROBATIONARY EVALUATION REPORT-PER-3 EQUIPMENT INVENTORY (BUILDING) (GENERAL SERVICES INVENTORY ADMIN.) RECORD TYPES: A-CORRESPONDENCE B-INPUT WORKSHEET-GS/S3 C-REPORT BY LOCATION	TO+2		N N N
/GSD/33/	D004.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/GSD/33/	D005.	INVENTORY LISTING SEQUENCE BY EQUIPMENT NUMBER (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/FLEET SERVICES/ALL AREA HEADQUARTERS

/GSD/33/ *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
/GSD/33/	D006.	LIST OF SOLD EQUIPMENT PURGED FROM FLEET SVCS MASTER FILE (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N
/GSD/33/	D007.	PERSONNEL AND WORK STATUS WEEKLY REPORTS (FLEET SERVICES (DIRECTOR)) RECORD TYPES:	TO+1		N N N
/GSD/33/	D008.	PUBL'CONS & REF MATERIALS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/GSD/33/	D009.	QUARTERLY OPERATIONAL COST REPORTS (TECHNICAL SERVICES) RECORD TYPES:	SU		N N N
/GSD/33/	D010.	SAFETY CORRESPONDENCE AND SUBJECT FILES (PERSONNEL OCCUPATIONAL SAFETY OFFICE) RECORD TYPES:	TO+5		N N N
/GSD/33/	D011.	SURPLUS PRINTED MATERIAL (GENERAL SERVICES ADMINISTRATION; NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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Records of: GENERAL SERVICES/FLEET SERVICES/ALL AREA HEADQUARTERS

/GSD/33/ *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
/GSD/33/	D012.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (FLEET SERVICES HEADQUARTERS) FORM: GEN. 68 RECORD TYPES:	TO+1		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/SUPPLIES/PURCHASING
/GSD/41/

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
/GSD/41/	D	DUPLICATE RECORD SERIES			
/GSD/41/	D001.	PURCHASING DIVISION STATUS REPORTS (ATMS) (GSD PURCHASING; DUPLICATE RECORDS OF STORAGE IN ATMS) RECORD TYPES: A-VENDOR LIST B-COMMODITY LIST C-CONTRACT LIST... D-COMMODITY CODE DIRECTOR	SU		N N N
/GSD/41/	D002.	MATERIALS MANAGEMENT SYSTEM REPORTS (GSD/MMS; DOCUMENT GENERATED BY DSB THROUGH MMS SYSTEM.) RECORD TYPES: A-DELIVERY PAST DUE REPORTS B-CROSS REFERENCE - MATERIAL CODES TO CONTRACTS C-PRINT OF VENDOR DATA BASE D-CONTRACTS EXPIRING 90 DAYS	TO+5		N N N
/GSD/41/	D003.	ORDERS FOR SUPPLIES (TO GSD/ACCOUNTING; GSD/STORES) RECORD TYPES: A-REQUISITION SUPPLIES/SERVICES-GS/S/1A B-STORES MULTI-USE FORM-GS/MM	TO+1		N N N
/GSD/41/	D004.	PUBL'CONS & REF. MATERIALS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/GSD/41/	D005.	PURCHASE ORDERS (ALPHA FILE) (GS/S-2) (PURCHASING AGENT) FORM: GS/S-2 RECORD TYPES:	TO+2		N N N
/GSD/41/	D006.	PURCHASE ORDER TRANSMITTAL (GS/S-12) (CONTROLLER) FORM: GS/S-12 RECORD TYPES:	TO+3		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/SUPPLIES/PURCHASING
/GSD/41/

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
/GSD/41/	D007.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/GSD/41/	D008.	TIMEKEEPING RECORDS (GSD PAYROLL; GSD ACCOUNTING) RECORD TYPES: A-DAILY TIME SHEET-5051 B-WEEKLY TIME SHEET-5053	TO+0/01		N N N
/GSD/41/	D009.	WEEKLY WORK STATUS REPORT (GSD/ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/GSD/41/	D010.	USE TAX PERMIT (CONTROLLER) RECORD TYPES:	SU		N N N
/GSD/41/	D011.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES
/GSD/42/

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
/GSD/42/	D	DUPLICATE RECORD SERIES			
/GSD/42/	D001.	CASH TRANSFER VOUCHER (5041) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: 5041 RECORD TYPES:	TO+5		N N N
/GSD/42/	D002.	CITY OF LOS ANGELES ANNUAL CONTRACT (GSS 10) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSS 10 RECORD TYPES:	TO+5		N N N
/GSD/42/	D003.	CITY STORES INVOICE (GSMM 2) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSMM 2 RECORD TYPES:	TO+5		N N N
/GSD/42/	D004.	DAILY TIME SHEET (5051) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: 5051 RECORD TYPES:	TO+5		N N N
/GSD/42/	D005.	DAILY TIME SHEET CORRECTION NOTICE (GSD ACCTG.) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSD ACCTG. RECORD TYPES:	TO+5		N N N
/GSD/42/	D006.	DEPOSIT CERTIFICATE (GEN. 2) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 2 RECORD TYPES:	TO+5		N N N

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Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/ *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
/GSD/42/	D007.	EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS (GEN. 166) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 166 RECORD TYPES:	TO+5		N N N
/GSD/42/	D008.	ENCUMBRANCE ADJUSTMENT (GEN. 35) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 35 RECORD TYPES:	TO+5		N N N
/GSD/42/	D009.	EQUIPMENT INVENTORY REPORT BY LOCATION (GENERAL SERVICES - ACCOUNTING UNIT) RECORD TYPES:	TO+5		N N N
/GSD/42/	D010.	INTERDEPARTMENTAL CORRESPONDENCE (GEN. 160) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 160 RECORD TYPES:	TO+5		N N N
/GSD/42/	D011.	INTERDEPARTMENTAL ORDER (PRINTING SERVICES) (GEN. 34) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 34 RECORD TYPES:	TO+5		N N N
/GSD/42/	D012.	INTERNAL DEMAND (GEN. 1-C) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 1-C RECORD TYPES:	TO+5		N N N

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Records of: GENERAL SERVICES/PUBLISHING SERVICES
/GSD/42/

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/GSD/42/	D013.	INTERNAL DEMAND TRANSMITTAL (GEN. 5A) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 5A RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D014.	JOURNAL VOUCHER (CTR 19A) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: CTR 19A RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D015.	MEMORANDUM OF ADJUSTMENT (CTR 102A) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: CTR 102A RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D016.	NOTICE OF SCHEDULED PAYMENTS (5043) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: 5043 RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D017.	OCCASIONAL GARAGE AUTHORITY (CAO 36) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: CAO 36 RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D018.	OFFICE MEMORANDUM (GS 140) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GS 140 RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D019.	PACKING SLIPS	TO+5		N	N	N	

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Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
(GENERAL SERVICES - ACCOUNTING UNIT) RECORD TYPES:					
/GSD/42/	D020.	PETTY CASH ATTACHED SHEET (GEN. 45) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 45 RECORD TYPES:	TO+5		N N N
/GSD/42/	D021.	PETTY CASH VOUCHER (GEN. 17) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 17 RECORD TYPES:	TO+5		N N N
/GSD/42/	D022.	PRINTING SERVICES BILLING INVOICE (21) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: 21 RECORD TYPES:	TO+5		N N N
/GSD/42/	D023.	PRINTING SERVICES DAILY TIME SHEETS (SHOP) (2) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: 2 RECORD TYPES:	TO+5		N N N
/GSD/42/	D024.	PRINTING SERVICES REQUEST FOR PICK UP (36) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: 36 RECORD TYPES:	TO+5		N N N
/GSD/42/	D025.	PURCHASE ORDER CHANGE (GSS 6) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSS 6 RECORD TYPES:	TO+5		N N N

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Records of: GENERAL SERVICES/PUBLISHING SERVICES
/GSD/42/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/GSD/42/	D026.	PURCHASE ORDER (GSS 2) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSS 2 RECORD TYPES:	TO+5		N N N
/GSD/42/	D027.	PURCHASE REQUISITION (GSS 1A) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSS 1A RECORD TYPES:	TO+5		N N N
/GSD/42/	D028.	REMITTANCE ADVICE (5042A) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: 5042A RECORD TYPES:	TO+5		N N N
/GSD/42/	D029.	REQUEST FOR ANNUAL PURCHASE AGREEMENT (DS1B) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: DS1B RECORD TYPES:	TO+5		N N N
/GSD/42/	D030.	REQUEST FOR DUPLICATING SERVICES (GS 45) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GS 45 RECORD TYPES:	TO+5		N N N
/GSD/42/	D031.	REQUEST FOR ENCUMBER FUNDS (GEN. 106) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 106 RECORD TYPES:	TO+5		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/GSD/42/	D032.	REQUEST FOR EQUIPMENT LIST DEVIATION (GEN. 112) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 112 RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D033.	REQUEST FOR PAYMENT (GEN. 81) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 81 RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D034.	REQUEST FOR PURCHASE ORDER CHANGE (GSS 6A) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSS 6A RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D035.	REQUEST FOR SALE OF PERSONAL PROPERTY (GSS 8) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSS 8 RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D036.	REQUEST FOR SPOILAGE (GENERAL SERVICES - ACCOUNTING UNIT) RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D037.	SMUF (GSMM1) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GSMM1 RECORD TYPES:	TO+5		N	N	N	
/GSD/42/	D038.	SUB-PURCHASE ORDER (GEN. 9) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 9 RECORD TYPES:	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/PUBLISHING SERVICES

/GSD/42/

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/GSD/42/	D039.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: GEN. 68 RECORD TYPES:	TO+5		N N N
/GSD/42/	D040.	WEEKLY TIME REQUEST (5053) (GENERAL SERVICES - ACCOUNTING UNIT) FORM: 5053 RECORD TYPES:	TO+5		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: GENERAL SERVICES/MATERIALS MANAGEMENT
/GSD/43/

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
/GSD/43/	D	DUPLICATE RECORD SERIES			
/GSD/43/	D001.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/GSD/43/	D002.	PUBLICATIONS AND REF. MATERIALS RECVD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		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
Duplicate Records

Records of: GENERAL SERVICES/STANDARDS
/GSD/51/

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			
/GSD/51/	D	DUPLICATE RECORD SERIES						
/GSD/51/	D001.	INTER/INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING) RECORD TYPES:	SU		N	N	N	
/GSD/51/	D002.	ORDERS FOR SUPPLIES/SERVICES (GENERAL SERVICES ACCOUNTING; STORES; AND PURCHASING.) RECORD TYPES: A-REQUISITION-GS/A 1A B-STORES MULTI-USE FORM-GS/MM1 C-SUB PURCHASE ORDERS D-AUTHORITIES FOR EXPENDITURE E-PURCHASE ORDER F-PURCHASE ORDER CHANGE G-TRAVEL AUTHORITIES	TO+4		N	N	N	
/GSD/51/	D003.	PUBLICATIONS AND REF. MATERIALS RECV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL.) RECORD TYPES:	AR		N	N	N	
/GSD/51/	D004.	TIMEKEEPING RECORDS (GENERAL SERVICES ACCOUNTING) RECORD TYPES: A-DAILY TIME SHEET-5051 B-WEEKLY TIME SHEET-5053 C-DAILY TIME SHEET CORRECTION NOTICE-GS/ACCT 2	TO+5		N	N	N	
/GSD/51/	D005.	TIME OFF/COMPENSATION REPORT (GEN.68) (GENERAL SERVICES ACCOUNTING) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	

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