

Department Records Disposition Schedules

LOS ANGELES HARBOR DEPARTMENT

Schedule Number Department Name

/HDX/	LOS ANGELES HARBOR DEPARTMENT
/HDX/01/	LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING
/HDX/02/	LOS ANGELES HARBOR DEPARTMENT / BOARD OF HARBOR COMMISSIONERS
/HDX/03/	LOS ANGELES HARBOR DEPARTMENT / CITY ATTORNEY
/HDX/04/	LOS ANGELES HARBOR DEPARTMENT / ENGINEERING
/HDX/05/	LOS ANGELES HARBOR DEPARTMENT / ENVIRONMENTAL MANAGEMENT
/HDX/06/	LOS ANGELES HARBOR DEPARTMENT / EXECUTIVE DIRECTOR/MANAGEMENT
/HDX/07/	LOS ANGELES HARBOR DEPARTMENT / FISHING VESSEL SECTION
/HDX/08/	LOS ANGELES HARBOR DEPARTMENT / COMMUNITY RELATIONS
/HDX/09/	LOS ANGELES HARBOR DEPARTMENT / INFORMATION TECHNOLOGY
/HDX/10/	LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/11/	LOS ANGELES HARBOR DEPARTMENT / MANAGEMENT SERVICES
/HDX/12/	LOS ANGELES HARBOR DEPARTMENT / MARINA OPERATIONS
/HDX/13/	LOS ANGELES HARBOR DEPARTMENT / MARKETING
/HDX/14/	LOS ANGELES HARBOR DEPARTMENT / HUMAN RESOURCES
/HDX/15/	LOS ANGELES HARBOR DEPARTMENT / PLANNING & STRATEGY
/HDX/16/	LOS ANGELES HARBOR DEPARTMENT / PORT PILOT
/HDX/17/	LOS ANGELES HARBOR DEPARTMENT / PORT WARDEN
/HDX/18/	LOS ANGELES HARBOR DEPARTMENT / REAL ESTATE
/HDX/19/	LOS ANGELES HARBOR DEPARTMENT / CONTRACTS & PURCHASING
/HDX/20/	LOS ANGELES HARBOR DEPARTMENT / RISK MANAGEMENT
/HDX/21/	LOS ANGELES HARBOR DEPARTMENT / WHARFINGER

Schedule Number Department Name

/HDX/22/ LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION MANAGEMENT
/HDX/23/ LOS ANGELES HARBOR DEPARTMENT / FINANCIAL MANAGEMENT
/HDX/24/ LOS ANGELES HARBOR DEPARTMENT / DEBT & TREASURY
/HDX/25/ LOS ANGELES HARBOR DEPARTMENT / HOMELAND SECURITY DIVISION

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING
/HDX/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				
			Office	Total		V	H	C	L	
/HDX/01/	O	ORIGINAL RECORDS								
/HDX/01/	O001.	LEDGER MASTERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11		N	N	N		
/HDX/01/	O002.	STORES DISTRIBUTION (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N		
/HDX/01/	O003.	SHOP OVERHEAD INC. SHOP PROOF LISTING (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N		
/HDX/01/	O004.	PAYROLL OVERTIME RECAP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11		N	N	N		
/HDX/01/	O005.	BACKUP (WHARFAGE) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N		
/HDX/01/	O006.	DAYBILL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N		
/HDX/01/	O007.	UNVERIFIED WHARFAGE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N		
/HDX/01/	O008.	BILLING MASTER CHANGES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		N	N	N		
/HDX/01/	O009.	ACCOUNTS RECEIVABLE BILLING REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N		
/HDX/01/	O010.	MEMO BILLING (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N		
/HDX/01/	O011.	MONTHLY BILLING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N		

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			Office	Total		V	H	C	L
/HDX/01/	O012.	DAILY TOTAL CONTROL SHEETS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O013.	DEFERRED REVENUE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O014.	COMPARATIVE STATEMENT OF CASH (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O015.	DEMAND BUDGET - DIST. DETAIL RECAP & PROOF (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O016.	DEMAND REQ. - PROOF BY DEMAND G/L DEMAND (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O017.	ANALYSIS OF PAYROLL LABOR DIST. COSTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+12		N	N	N	
/HDX/01/	O018.	BOOK OVERTIME (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+12		N	N	N	
/HDX/01/	O019.	GENERAL LEDGER - ACCOUNTS PAYABLE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O020.	PO'S - OPEN, YEARLY, TRANSMITTALS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+1	TE+3		N	N	N	
/HDX/01/	O021.	MISCELLANEOUS LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O022.	EXPENSE LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O023.	CLASS CODE RECAP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N	

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/HDX/01/	O024.	STATEMENT OF CONDITIONS OF APPROPRIATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O025.	CONSTRUCTION WORK ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N	
/HDX/01/	O026.	JOB LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N	
/HDX/01/	O027.	PAYROLL WORKSHEETS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11		N	N	N	
/HDX/01/	O028.	ARB (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O029.	CASH RECEIPTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O030.	ACCOUNTS RECEIVABLE TRANSMITTAL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O031.	ADVANCE MONTHLY BILLING (INVOICES) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O032.	REVENUE BY TENANTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O033.	TRAVEL AUTHORITY (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O034.	LAHIC (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+7		N	N	N	
/HDX/01/	O035.	I.C.T.F.	TO+4	TO+7		N	N	N	

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		(RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:							
/HDX/01/	O036.	AFE REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/01/	O037.	INTERNAL DEMANDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O038.	PO REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N	
/HDX/01/	O039.	GENERAL LEDGER - DETAIL AND ACCOUNTS PAYABLE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/01/	O040.	JV REGISTER AND PROOF LISTING (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11		N	N	N	
/HDX/01/	O041.	PAID INVOICES - ACCOUNTS PAYABLE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O042.	PAID PURCHASE ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/01/	O043.	PAYROLL PAYMENT RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N	
/HDX/01/	O044.	TIME CARDS AND TIME SHEETS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N	
/HDX/01/	O045.	TRIAL BALANCES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O046.	GENERAL LEDGERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
	O047.	FINANCIAL REPORTS	PE	PE		N	N	N	

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/HDX/01/		(RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:								
/HDX/01/	O048.	BILLING INVOICES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N		
/HDX/01/	O049.	REMITTANCE ADVICES - ALPHA FILE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N		
/HDX/01/	O050.	STORES ORDER REPORTS (RECAPS, PROOFS, REGISTER) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N		
/HDX/01/	O051.	BUDGET PAYROLL RPTS. (PROOF LISTING, RECAPS, DISTRIBUTION) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N		
/HDX/01/	O052.	BUDGET AUTHORITY REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N		
/HDX/01/	O053.	BILLING RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N		
/HDX/01/	O054.	PAYMENT VOUCHERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N		
/HDX/01/	O055.	BILLING (WHARFAGE) STATEMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N		
/HDX/01/	O056.	GENERAL LEDGER - SUBSIDIARY LEDGERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N		
/HDX/01/	O057.	BUDGET SUB-LEDGERS REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N		
/HDX/01/	O058.	BUDGET LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE		N	N	N		

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/HDX/01/	O059.	WORK ORDER LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/01/	O060.	MAINTENANCE WORK ORDER LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/01/	O061.	BUDGET JOURNAL VOUCHER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N	
/HDX/01/	O062.	GENERAL LEDGER - JOURNAL VOUCHER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9		N	N	N	
/HDX/01/	O063.	BILLING AWO'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O064.	PURCHASE RECEIPTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N	
/HDX/01/	O065.	CASH REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O066.	BILLING PAID BILLS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O067.	REVENUE STATISTICS REPORT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O068.	ACCOMMODATION WORK ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O069.	DEPRECIATION RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
/HDX/01/	O070.	PROPERTY LEDGERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	

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/HDX/01/	O071.	PROPERTY SCHEDULES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
/HDX/01/	O072.	BILLING CONTRACT FILES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
/HDX/01/	O073.	TAX REVENUE CALL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
/HDX/01/	O074.	CONTRACTS AND PERMITS (GENERAL) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+5	PE		N	N	N	
/HDX/01/	O075.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/01/	O076.	MINUTES OF STAFF MEETINGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/01/	O077.	TRAVEL AUTHORITY AND EXPENSE REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/01/	O078.	RECEIVING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O079.	PURCHASE ORDERS/REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/01/	O080.	PERSONAL SERVICE AGREEMENT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+5	PE		N	N	N	
/HDX/01/	O081.	EQUIPMENT RENTALS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

/HDX/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	Record Type			
			Office	Total	Code	V	H	C	L
/HDX/01/	O082.	PAYROLL INTERNAL DEMANDS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+8		N	N	N	
/HDX/01/	O083.	OUTSTANDING PO'S (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+1	TE+7		N	N	N	
/HDX/01/	O084.	TENANT (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE		N	N	N	
/HDX/01/	O085.	TENANT GROSS RECEIPT REPORTS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE		N	N	N	
/HDX/01/	O086.	POLICIES/PROCEDURES (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15		N	N	N	
/HDX/01/	O087.	LAHD INSURANCE (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N	
/HDX/01/	O088.	CREDIT CARDS (VISA, TELEPHONE) (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+2	PE		N	N	N	
/HDX/01/	O089.	CASH RECEIPTS - LOCKBOX RECORD TYPES:	TO+4	TO+14		N	N	N	
/HDX/01/	O090.	CASH RECEIPTS OVER THE COUNTER RECORD TYPES:	TO+4	TO+14		N	N	N	
/HDX/01/	O091.	ACCOUNTS RECEIVABLE WORKING FILES RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/01/	O092.	ACCOUNTS RECEIVABLE AGED TRIAL BALANCES RECORD TYPES:	TO+2	TO+9		N	N	N	
/HDX/01/	O093.	ACCOUNTS RECEIVABLE JOURNAL VOUCHERS	TO+2	TO+9		N	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING
/HDX/01/

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			Office	Total	Code	V	H	C	L	
		RECORD TYPES:								
/HDX/01/	O094.	ACCOUNTS RECEIVABLE BANK DEPOSITS (BAMTRAC) RECORD TYPES:	TO+2	TO+9		N	N	N		
/HDX/01/	O095.	ACCOUNTS RECEIVABLE JOURNAL WRITE-OFFS RECORD TYPES:	TO+2	TO+9		N	N	N		
/HDX/01/	O096.	ACCOUNTS RECEIVABLE INTERNAL DEMANDS RECORD TYPES:	TO+2	TO+9		N	N	N		
/HDX/01/	O097.	ACCOUNTS RECEIVABLE RETURNED CHECKS (NSF'S) RECORD TYPES:	TO+2	TO+9		N	N	N		
/HDX/01/	O098.	ACCOUNTS RECEIVALBE G/L RECONCILIATION RECORD TYPES:	TO+2	TO+9		N	N	N		
/HDX/01/	O099.	ACCOUNTS RECEIVABLE CASH RECONCILIATION RECORD TYPES:	TO+2	TO+9		N	N	N		
/HDX/01/	O100.	ACCOUNTS RECEIVABLE EXTRACTS RECORD TYPES:	TO+2	TO+7		N	N	N		
/HDX/01/	O101.	INTERNAL VOUCHERS RECORD TYPES:	TO+3	TO+8		N	N	N		
/HDX/01/	O102.	PETTY CASH VOUCHERS RECORD TYPES: ADDED BY 98-0729	TO+5	PE		N	N	N		
/HDX/01/	O103.	ACCOUNTS PAYABLE BALANCING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Added by 99-1650	TO+3	TO+5	DO	N	N	N		
/HDX/01/	O104.	UTILITIES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+5	TO+10	DO	N	N	N		

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			Office	Total	Code	V	H	C
/HDX/01/	O105.	FUNDS AVAILABLE FOR FISCAL YEAR (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) Money speent during fiscal year for Harbor Department.	TO+2	PE	DO	N	N	N

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Records of: LOS ANGELES HARBOR DEPARTMENT / BOARD OF HARBOR COMMISSIONERS

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

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			Office	Total	Code	V	H	C	L	
/HDX/02/	O	ORIGINAL RECORDS								
/HDX/02/	O001.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	PE	PE		Y	Y	N		
/HDX/02/	O002.	TERMINAL FACILITIES (BERTHING ASSIGNMENTS) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TE	PE		N	Y	N		
/HDX/02/	O003.	IMPROVEMENTS/DEVELOPMENTS (CONTRACTS/SPECS.) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N		
/HDX/02/	O004.	INSURANCE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	TE+2		N	N	N		
/HDX/02/	O005.	SALARY RESOLUTION/AMENDMENT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N		
/HDX/02/	O006.	POLA FOREIGN OFFICES (AGRTS.) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N		

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			Office	Total	Code	V	H	C	L
/HDX/02/	O007.	PERSONNEL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N	
/HDX/02/	O008.	RESOLUTIONS/HONORARY AWARDS/PRESENTATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/HDX/02/	O009.	AGENDA SYNOPSIS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+9	PE		N	Y	N	
/HDX/02/	O010.	BOARD MEETINGS - GENERAL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/HDX/02/	O011.	BOARD MINUTES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/HDX/02/	O012.	ORDERS/PERMITS/LEASES/TARIFFS/CONTRACTS/SPECIFICATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TE	PE		N	Y	N	

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/HDX/02/

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			Office	Total	Code	V	H	C	L
/HDX/02/	0013.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+8		N	N	N	
/HDX/02/	0014.	POLICIES/PROCEDURES OF BOARD (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/HDX/02/	0015.	ACQUIRED PROPERTY/BUILDINGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/HDX/02/	0016.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TE	PE		N	Y	N	
/HDX/02/	0017.	FUNDS (BUDGET) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N	
/HDX/02/	0018.	BHC - SECRETARY (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N	
/HDX/02/	0019.	REVOCABLE PERMITS	TE	TE+5		N	N	N	

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			Office	Total	V	H	C	L			

(RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:

/HDX/02/	O020.	BERTHING ASSIGNMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	TE+5	N	N	N
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/HDX/02/	O021.	ORGANIZATIONS/MEMBERSHIPS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4	N	N	N
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/HDX/02/	O022.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6	N	N	N
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/HDX/02/	O023.	HARBOR COMMISSIONERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE	N	N	N
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Records of: LOS ANGELES HARBOR DEPARTMENT / CITY ATTORNEY
/HDX/03/

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/HDX/03/	O	ORIGINAL RECORDS								
/HDX/03/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N		
/HDX/03/	O002.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	TE+10		N	N	N		
/HDX/03/	O003.	REPORTS/STUDIES/SURVEYS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE ORE WAREHOUSE) RECORD TYPES: Vital	TO+5	TO+10		Y	N	N		
/HDX/03/	O004.	UNCOLLECTIBLES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N		
/HDX/03/	O005.	LITIGATION CLAIMS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE		Y	N	N		
/HDX/03/	O006.	TRAVEL AUTHORITY/EXPENSES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N		

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/HDX/03/	O007.	LEASES/PERMITS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE	TE+10		Y	N	N	
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/HDX/04/	O	ORIGINAL RECORDS								
/HDX/04/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N		
/HDX/04/	O002.	SPECIFICATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE+5	PE		Y	N	N		
/HDX/04/	O003.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN SCH) RECORD TYPES: Vital Historical	TE+1	PE		Y	Y	N		
/HDX/04/	O004.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN SCH) RECORD TYPES: Vital Historical	TO+5	PE		Y	Y	N		
/HDX/04/	O005.	PERMITS/LEASES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+10	PE		Y	Y	N		

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/HDX/04/	O006.	LEASES (CC'S) AND CORRESPONDENCE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/04/	O007.	CORRESPONDENCE ON WORK ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+5	TO+8		Y	N	N	
/HDX/04/	O008.	CAPITAL IMPROVEMENT PROJECTS (MAJOR) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+5	PE		N	N	N	
/HDX/04/	O009.	RAILROADS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN SCH) RECORD TYPES: Vital Historical	TE	PE		Y	Y	N	
/HDX/04/	O010.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+5		N	N	N	
/HDX/04/	O011.	PURCHASE ORDERS/REQUISITIONS/AFE'S/RECEIVING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+2	TO+5		N	N	N	
/HDX/04/	O012.	BUDGET (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	

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Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ENGINEERING

/HDX/04/

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
/HDX/04/	O013.	ENGINEERING DRAWINGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	
/HDX/04/	O014.	CONSULTANT RECORD TYPES:	CL	CL+5		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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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: LOS ANGELES HARBOR DEPARTMENT / ENVIRONMENTAL MANAGEMENT
/HDX/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	
/HDX/05/	O	ORIGINAL RECORDS								
/HDX/05/	O001.	GENERAL ADMINISTRATION (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE		N	N	N		
/HDX/05/	O002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TE+2	PE		Y	Y	N		
/HDX/05/	O003.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N		
/HDX/05/	O004.	PURCHASE ORDERS/REQUISITIONS/AFE'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N		
/HDX/05/	O005.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+5	PE		N	Y	N		
/HDX/05/	O006.	PROJECTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TE+1	PE		Y	Y	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ENVIRONMENTAL MANAGEMENT

/HDX/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
/HDX/05/	O007.	ENVIRONMENTAL ASSESSMENT REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/05/	O008.	ENVIRONMENTAL NEGATIVE DECLARATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15		N	N	N	
/HDX/05/	O009.	ENVIRONMENTAL EXEMPTIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15		N	N	N	
/HDX/05/	O016.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		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: LOS ANGELES HARBOR DEPARTMENT / EXECUTIVE DIRECTOR/MANAGEMENT

/HDX/06/ *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	
/HDX/06/	O	ORIGINAL RECORDS								
/HDX/06/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N		
/HDX/06/	O002.	PRESENTATIONS/SPEECHES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N		
/HDX/06/	O003.	GOALS AND OBJECTIVES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+5		N	N	N		
/HDX/06/	O004.	ADMINISTRATION/LAHD (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+5		N	N	N		
/HDX/06/	O005.	ASSOCIATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N		
/HDX/06/	O006.	GOVERNMENT (CITY, STATE, FEDERAL) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) 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: LOS ANGELES HARBOR DEPARTMENT / EXECUTIVE DIRECTOR/MANAGEMENT
/HDX/06/

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
/HDX/06/	O007.	PORT AND TERMINALS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N	
/HDX/06/	O008.	LITIGATION (ATTORNEY OPINIONS, CLAIMS, ETC.) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+3	TO+11		Y	N	N	
/HDX/06/	O009.	LEGISLATION (STATE, ASSEMBLY, FED. BILLS) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+5		N	N	N	
/HDX/06/	O010.	AGREEMENTS/CONTRACTS (DUPLICATES, SCHED TO BE REVISED. ORIGINALS ARE HDX-2-1 PE) RECORD TYPES: Vital	TO+1	TO+1		Y	N	N	
/HDX/06/	O011.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+16		N	N	N	
/HDX/06/	O012.	PURCHASE ORDERS/REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		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: LOS ANGELES HARBOR DEPARTMENT / EXECUTIVE DIRECTOR/MANAGEMENT

/HDX/06/

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
/HDX/06/	O013.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+3	PE		N	Y		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: LOS ANGELES HARBOR DEPARTMENT / FISHING VESSEL SECTION
/HDX/07/

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	
/HDX/07/	O	ORIGINAL RECORDS								
/HDX/07/	O001.	ACTIVE COMMERCIAL FISHING VESSELS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N		
/HDX/07/	O002.	INACTIVE COMMERCIAL FISHING VESSELS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N		
/HDX/07/	O003.	FLAT RATE VESSELS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N		
/HDX/07/	O004.	MISCELLANEOUS VESSELS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		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: LOS ANGELES HARBOR DEPARTMENT / COMMUNITY RELATIONS
/HDX/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	
/HDX/08/	O	ORIGINAL RECORDS								
/HDX/08/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N		
/HDX/08/	O002.	REPORTS/STUDIES/SURVEYS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15		N	N	N		
/HDX/08/	O003.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE	TE+10		Y	N	N		
/HDX/08/	O004.	ASSOCIATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N		
/HDX/08/	O005.	TRAVEL AUTHORITY/EXPENSES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N		
/HDX/08/	O006.	PURCHASE ORDERS/REQUISITIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / COMMUNITY RELATIONS

/HDX/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
/HDX/08/	O007.	BROCHURE/MEDIA (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N	
/HDX/08/	O008.	PHOTOS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N	
/HDX/08/	O009.	BIOGRAPHIES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / INFORMATION TECHNOLOGY
/HDX/09/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/HDX/09/	O	ORIGINAL RECORDS								
/HDX/09/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N		
/HDX/09/	O002.	PURCHASE ORDERS/REQUISITIONS/BIDS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+3	TO+3		Y	N	N		
/HDX/09/	O003.	BILLINGS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N		
/HDX/09/	O004.	MASTER PLAN (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	PE	PE		Y	Y	N		
/HDX/09/	O005.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	PE	PE		Y	Y	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/10/

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					
/HDX/10/	O	ORIGINAL RECORDS											
/HDX/10/	O001.	WORK ORDERS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5	N	N	N						
/HDX/10/	O002.	COST STATUS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5	N	N	N						
/HDX/10/	O003.	ADVANCE NOTICE OF CHANGE OF CLASSIFICATION ON TERMINATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5	N	N	N						
/HDX/10/	O004.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5	N	N	N						
/HDX/10/	O005.	DAILY LOGS AND SCHEDULES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5	N	N	N						
/HDX/10/	O006.	REPORTS/STUDIES/SURVEYS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) 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: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/10/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/HDX/10/	O007.	ASSIGNMENT NUMBERS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O008.	AUTHORIZATION FOR OVERTIME WORK (ORIGINALS) (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O009.	BERTH FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O010.	BEARING PILE INSPECTIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O011.	CLOSING MEMO (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O012.	CONTRACT SPECIFICATIONS (CC'S) (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) 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: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/10/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/HDX/10/	O013.	DELIVERY RECEIPTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O014.	EQUIPMENT CARDS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O015.	EQUIPMENT RENTAL REPORTS (CC'S) (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O016.	JOB NUMBER FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O017.	LITIGATION FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O018.	OVERTIME (CC'S) (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O019.	PETTY CASH	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: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION & MAINTENANCE
/HDX/10/

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										
(RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:																			
/HDX/10/	O020.	PURCHASE ORDERS/REQUESTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N										
/HDX/10/	O021.	RADIO LOG (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N										
/HDX/10/	O022.	REQUEST FOR EQUIPMENT/SHOP WORK (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N										
/HDX/10/	O023.	REQUEST FOR PURCHASE (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N										
/HDX/10/	O024.	REQUEST FOR TIME OFF (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N										
/HDX/10/	O025.	REQUEST FOR SUB-PURCHASE ORDERS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5			N	N	N										

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/HDX/10/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/HDX/10/	O026.	SAFETY COMMITTEE MEETINGS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O027.	SUBJECT FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O028.	TAILGATE SAFETY MEETING (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O029.	TIME CARDS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O030.	VENDORS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O031.	WATER FOR STREET SWEEPER DAILY LOG (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	

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/HDX/10/

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			Office	Total	Code	V	H	C	L
/HDX/10/	O032.	WHARF DAMAGE FILE (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O033.	WORK AUTHORIZATION - ANNUAL MINOR MAINTENANCE (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/HDX/10/	O034.	SHIP LOGS (RECORDS ARE KEPT AT THE MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / MANAGEMENT SERVICES
/HDX/11/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/HDX/11/	O	ORIGINAL RECORDS							
/HDX/11/	O001.	GENERAL CORRESPONDENCE BY SUBJECT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: (Records are kept at the HDX main office or warehouse) Revised by 99-0408	TO+3	TO+8		N	N	N	
/HDX/11/	O002.	AGREEMENTS/CONTRACTS/SPECIFICATIONS (CC'S) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: (Records are kept at the HDX main office or warehouse) Revised by 99-0408	TO+3	TO+8		N	N	N	
/HDX/11/	O003.	CONTRACT COMPLIANCE (RECS KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/11/	O004.	MBE - WBE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N	
/HDX/11/	O005.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		N	N	N	
/HDX/11/	O006.	BUDGET (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / MANAGEMENT SERVICES
/HDX/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
/HDX/11/	O007.	RECEIVING REPORTS/PURCHASE ORDERS/AFE'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+4		N	N	N	
/HDX/11/	O008.	SUGGESTION PLAN MATERIAL RECORD TYPES:	TO+3	TO+10		N	N	N	
/HDX/11/	O009.	EMPLOYEE SUGGESTIONS RECORD TYPES:	TO+4	TO+20		N	N	N	

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Departmental Records Disposition Schedule
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Records of: LOS ANGELES HARBOR DEPARTMENT / MARINA OPERATIONS
/HDX/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	Record Type				
			Office	Total	Code	V	H	C	L	
/HDX/12/	O	ORIGINAL RECORDS								
/HDX/12/	O001.	CLOSED SLIP ASSIGNMENT AGREEMENTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE		Y	N	N		
/HDX/12/	O002.	CHECK AND CASH RECEIPTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N		
/HDX/12/	O003.	SECURITY SHIFT REPORTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+3		N	N	N		
/HDX/12/	O004.	ADMINISTRATION/GENERAL (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+9		N	N	N		
/HDX/12/	O005.	OPERATIONS, GENERAL (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N		
/HDX/12/	O006.	DEVELOPMENT, GENERAL (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+12		N	N	N		

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Records of: LOS ANGELES HARBOR DEPARTMENT / MARINA OPERATIONS

/HDX/12/

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			Office	Total	Code	V	H	C	L		
/HDX/12/	O007.	CANCELLED SLIP APPLICATION CARDS (3 X 5"")" (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N			
/HDX/12/	O008.	TEMPORARY ENTRY AND USE PERMITS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+/05	TO+12		Y	N	N			
/HDX/12/	O009.	MAINTENANCE WORK ORDERS RECORD TYPES:	TO+2	TO+3/05		N	N	N			

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Records of: LOS ANGELES HARBOR DEPARTMENT / MARKETING
/HDX/13/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/HDX/13/	O	ORIGINAL RECORDS								
/HDX/13/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N		
/HDX/13/	O002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+10	PE		Y	Y	N		
/HDX/13/	O003.	TRIP FILE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N		
/HDX/13/	O004.	SPECIAL EVENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N		
/HDX/13/	O005.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N		
/HDX/13/	O006.	PROGRAMS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N		

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/HDX/13/

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			Office	Total	Code	V	H	C L
/HDX/13/	O007.	PORT BROCHURES/DOMESTICS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N
/HDX/13/	O008.	FOREIGN BROCHURES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N
/HDX/13/	O009.	PURCHASE ORDERS/REQUESTS/AFE'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+3		N	N	N
/HDX/13/	O010.	TELEXES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N
/HDX/13/	O011.	TARIFF (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	AR	PE		N	N	N
/HDX/13/	O012.	EXPENSE STATEMENTS RECORD TYPES:	TO+3	TO+6		N	N	N

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			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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Records of: LOS ANGELES HARBOR DEPARTMENT / HUMAN RESOURCES
/HDX/14/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/HDX/14/	O	ORIGINAL RECORDS								
/HDX/14/	O001.	EMPLOYEE FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential Vital	PE	PE		Y	N	Y		
/HDX/14/	O002.	GENERAL FILES (RECORDS ARE KEPT AT HE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N		
/HDX/14/	O003.	AFFIRMATIVE ACTION (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N		
/HDX/14/	O004.	BARGAINING UNITS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y		
/HDX/14/	O005.	BUDGET (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE		N	N	N		
/HDX/14/	O006.	EMPLOYEE RELATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y		

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/HDX/14/	O007.	EMPLOYMENT INQUIRIES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N	
/HDX/14/	O008.	FORMS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N	
/HDX/14/	O009.	INTERVIEW APPLICATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+1	TO+1		N	N	Y	
/HDX/14/	O010.	MANAGEMENT MEETINGS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+7		N	N	N	
/HDX/14/	O011.	ORGANIZATION CHARTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE		N	N	N	
/HDX/14/	O012.	SALARIES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y	

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

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Records of: LOS ANGELES HARBOR DEPARTMENT / HUMAN RESOURCES
/HDX/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	Record Type			
			Office	Total	Code	V	H	C	L
/HDX/14/	O013.	SPECIALIZED OUTSIDE TRAINING (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		N	N	N	
/HDX/14/	O014.	TRAINING (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/14/	O015.	TUITION REIMBURSEMENT (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+6		N	N	N	
/HDX/14/	O016.	AGREEMENTS/CONTRACTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8		N	N	N	
/HDX/14/	O017.	GRIEVANCES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y	
/HDX/14/	O018.	CLASS SPECIFICATION (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N	
/HDX/14/	O019.	CERTIFICATIONS/SELECTION PACKAGES	TO+2	PE		N	N	Y	

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Records of: LOS ANGELES HARBOR DEPARTMENT / HUMAN RESOURCES

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --Media			Record Type			
			Office	Total	Code	V	H	C	L
		(RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential							
/HDX/14/	O020.	PUBLICATIONS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	AR	AR		N	N	Y	
/HDX/14/	O021.	POLICIES/PROCEDURES/GUIDELINES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y	
/HDX/14/	O022.	REPORTS/STUDIES/SURVEYS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y	
/HDX/14/	O023.	DISCRIMINATION COMPLAINTS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Confidential	TO+3	PE		N	N	Y	
/HDX/14/	O024.	BOARD LETTERS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / PLANNING & STRATEGY
/HDX/15/

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	
/HDX/15/	O	ORIGINAL RECORDS								
/HDX/15/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15		N	N	N		
/HDX/15/	O002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+5	PE		Y	Y	N		
/HDX/15/	O003.	GRANTS/PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+5	PE		Y	Y	N		
/HDX/15/	O004.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15		N	N	N		
/HDX/15/	O005.	PROCEDURES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+3		N	N	N		
/HDX/15/	O006.	DAILY LETTER FILES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N		

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/HDX/15/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/HDX/15/	O007.	JOURNALS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N	
/HDX/15/	O008.	PURCHASE ORDERS/REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7		N	N	N	
/HDX/15/	O009.	PROJECTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+12		N	N	N	
/HDX/15/	O010.	PORT WASTER PLAN W/ALL AMNDMNTS ACTNS BY THE CA COASTAL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE		Y	N	N	
/HDX/15/	O011.	RISK MANAGEMENT PLAN (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE		Y	N	N	
/HDX/15/	O012.	PORT DEVELOPMENT COMMITTEE RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+3	TO+13		Y	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / PLANNING & STRATEGY

/HDX/15/

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			Office	Total	Code	V	H	C	L
/HDX/15/	O013.	ZONING CONSISTENCY FILES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE		Y	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / PORT PILOT
/HDX/16/

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	
/HDX/16/	O	ORIGINAL RECORDS								
/HDX/16/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+10	TO+10		N	N	N		
/HDX/16/	O002.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+5	PE		N	Y	N		
/HDX/16/	O003.	PILOT LOGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+10	PE		Y	Y	N		
/HDX/16/	O004.	PILOT ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/HDX/16/	O005.	PILOT SLIPS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: UPDATED BY 98-1119	TO+7	TO+7		N	N	N		
/HDX/16/	O006.	PILOT RULES AND REGULATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	PE	PE		Y	N	N		

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Records of: LOS ANGELES HARBOR DEPARTMENT / PORT PILOT
/HDX/16/

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/HDX/16/	O007.	BUDGET RESUME (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+5	TO+5		Y	N	N	
/HDX/16/	O008.	COAST GUARD LETTERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N	
/HDX/16/	O009.	CORPS OF ARMY ENGINEERS LETTERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N	
/HDX/16/	O010.	ANCHORAGE CONTROL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N	
/HDX/16/	O011.	SHIP MASTER RELATIONSHIP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N	
/HDX/16/	O012.	RECENT DOCK CONSTRUCTION PRE-PLANS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+7	TO+7		Y	N	N	

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Records of: LOS ANGELES HARBOR DEPARTMENT / PORT WARDEN
/HDX/17/

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			Office	Total	Code	V	H	C	L
/HDX/17/	O	ORIGINAL RECORDS							
/HDX/17/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O002.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O003.	OPERATIONAL LOGS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O004.	PATROLS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O005.	TRAINING (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O006.	PERSONNEL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE	DO	N	N	N	
/HDX/17/	O007.	GENERAL PERMITS: DIVING PERMITS, VENDOR PERMITS, ETC. (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O008.	WHARF DAMAGE REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O009.	MOTION PICTURE PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O010.	PARKING PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O011.	SPECIAL PERMITS/EXPLOSIVE PERMITS/DANGEROUS CARGO ... (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	
/HDX/17/	O012.	PURCHASE ORDERS/PURCHASE REQUISITIONS/AFE'S/EXPENSE STATEMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5	DO	N	N	N	
/HDX/17/	O013.	VISITOR SIGN-IN LOG (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5	DO	N	N	N	

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			Office	Total	Code	V	H	C	L			
/HDX/18/	O	ORIGINAL RECORDS										
/HDX/18/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+11		N	N	N				
/HDX/18/	O002.	PERMITS/LEASES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TE+/05	PE		Y	Y	N				
/HDX/18/	O003.	AGREEMENTS/CONTRACTS/CONSULTANTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TE	PE		Y	Y	N				
/HDX/18/	O004.	COASTAL DEVELOPMENT PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital Historical	TO+1	PE		Y	Y	N				
/HDX/18/	O005.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N				
/HDX/18/	O006.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+2	PE		N	Y	N				

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/HDX/18/	O007.	GRANT DEEDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	PE		N	N	N	
/HDX/18/	O008.	MAJOR PROJECTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N	
/HDX/18/	O009.	ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN. SCH.) RECORD TYPES: Historical	TE+/05	PE		N	Y	N	
/HDX/18/	O010.	PROPERTY LEASES/PERMITS/DENIED WITHDRAWN (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Historical	TO+/05	PE		N	Y	N	
/HDX/18/	O011.	REVOCABLE PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE; MARK AS HIST'L PER RETEN SCH) RECORD TYPES: Vital Historical	TE+/05	PE		Y	Y	N	
/HDX/18/	O012.	BERTHING ASSIGNMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE	TE+10		Y	N	N	

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			Office	Total	Code	V	H	C	L
/HDX/18/	O013.	VENDORS PERMITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE+/05	TE+10/5		Y	N	N	
/HDX/18/	O014.	ACQUISITION FOR LAND (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N	
/HDX/18/	O015.	CRANE ASSIGNMENT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+/05	TE+10/5		N	N	N	
/HDX/18/	O016.	PROPOSALS RECORD TYPES:	TO+2	TO+10		N	N	N	
/HDX/18/	O017.	SUSPENSE FILE	TO+5	PE	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: LOS ANGELES HARBOR DEPARTMENT / CONTRACTS & PURCHASING
/HDX/19/

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	
/HDX/19/	O	ORIGINAL RECORDS								
/HDX/19/	O001.	GENERAL CORRESPONDENCE BY SUBJECT General correspondence by subject filed alphabetically in the form of memos, letters, and procedures.	TO+2	TO+2		N	N	N		
/HDX/19/	O003.	PURCHASE ORDERS/BACKUPS Copies of forms for purchase orders and backup material such as catalogs and descriptions of products.	TO+5	TO+5		N	N	N		
/HDX/19/	O004.	VENDOR APPLICATIONS New vendor information.	AR+3	AR+3		N	N	N		
/HDX/19/	O005.	CONTRACTS - FORMAL Purchase Orders or Yearly Purchase Orders for goods or services over \$100,000.	TO+5	PE		N	N	N		
/HDX/19/	O006.	CONTRACTS - ANNUAL Annual contracts for goods or services under \$100,000.	TO+5	PE		N	N	N		
/HDX/19/	O008.	TIMESHEETS - DUPLICATE Copies of Division's daily timesheets. Originals are maintained in Accounting.	TO+3	TO+3		N	N	N		
/HDX/19/	O009.	DAILY PETTY CASH REPORTS Emergency cash spending at Berth 161.	TO+2	TO+2		N	N	N		
/HDX/19/	O010.	TRANSMITTALS Reporting to the Controller and Accounting of Regular and Yearly Purchase Orders.	TO+2	TO+2		N	N	N		
/HDX/19/	O011.	SALVAGE Memos and letters pertaining to the salvage of Harbor Department equipment (office equipment, cranes, vehicles, etc.)	TO+5	TO+7		N	N	N		
/HDX/19/	O012.	PROOF OF ADVERTISEMENT Advertisements of Port bids, formal bids, and salvage bids placed in various newspapers.	TO+5	PE		N	N	N		
/HDX/19/	O013.	STORES ORDERS Forms used to issue stock to Department.	TO+5	TO+7		N	N	N		
/HDX/19/	O014.	BOARD AGREEMENTS	TO+5	PE		N	N	Y		
/HDX/19/	O015.	EXECUTIVE AGREEMENTS	TO+3	PE		N	N	Y		

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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: LOS ANGELES HARBOR DEPARTMENT / RISK MANAGEMENT
/HDX/20/

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	
/HDX/20/	O	ORIGINAL RECORDS								
/HDX/20/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+7		N	N	N		
/HDX/20/	O002.	AGREEMENTS/CONTRACTS/SPECS/PURCHASE ORDERS/REVOCABLE ... (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TE	PE		Y	N	N		
/HDX/20/	O003.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+7		N	N	N		
/HDX/20/	O004.	PROGRAM PROPOSALS (SAFETY/INSURANCE) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	TE+5		N	N	N		
/HDX/20/	O005.	LAHD INSURANCE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: Vital	TO+5	PE		Y	N	N		
/HDX/20/	O006.	CHRONO (CC) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) 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: LOS ANGELES HARBOR DEPARTMENT / RISK MANAGEMENT
/HDX/20/

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
/HDX/20/	O007.	ACCIDENT RECORDS (INJURY REPORTS) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N
/HDX/20/	O008.	COMPUTER REPORTS (LOST TIME INJURY COST) (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N
/HDX/20/	O009.	INJURY - CAL OSHA LOG (REC ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE		N	N	N
/HDX/20/	O010.	DRIVERS LICENSE INFORMATION (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13		N	N	N
/HDX/20/	O011.	BUDGET (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10		N	N	N
/HDX/20/	O012.	POLICIES/PROCEDURES RECORD TYPES:	TO+2	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: LOS ANGELES HARBOR DEPARTMENT / RISK MANAGEMENT

/HDX/20/

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	
/HDX/20/	O013.	REQUEST FOR PROPOSALS RECORD TYPES:	TE	PE		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: LOS ANGELES HARBOR DEPARTMENT / WHARFINGER

/HDX/21/

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					
/HDX/21/	O	ORIGINAL RECORDS											
/HDX/21/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4			N	N	N				
/HDX/21/	O002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE			N	N	N				
/HDX/21/	O003.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE			N	N	N				
/HDX/21/	O004.	CODES (RECS ARE KEPT IN THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE			N	N	N				
/HDX/21/	O005.	VESSELS (MARINE EXC.) (RECS ARE KEPT IN THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE			N	N	N				
/HDX/21/	O006.	TENANTS/BERTH OPERATORS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	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
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / WHARFINGER

/HDX/21/

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
/HDX/21/	O007.	WHARFINGER MANIFESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+1	TO+5		N	N	N	
/HDX/21/	O008.	CONTAINER REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION MANAGEMENT
/HDX/22/

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	
/HDX/22/	O	ORIGINAL RECORDS								
/HDX/22/	O001.	GENERAL CORRESPONDENCE/MEMOS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N		
/HDX/22/	O002.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL	PE		N	N	N		
/HDX/22/	O003.	SPECIFICATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL	PE		N	N	N		
/HDX/22/	O004.	REPORTS/STUDIES/SURVEYS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+10	TO+20		N	N	N		
/HDX/22/	O005.	PURCHASE ORDERS/REQUISITIONS/AFE'S RECEIVING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+5		N	N	N		
/HDX/22/	O006.	TRAVEL AUTHORITY/EXPENSES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) 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: LOS ANGELES HARBOR DEPARTMENT / CONSTRUCTION MANAGEMENT

/HDX/22/

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) --Media</i>			<i>Record Type</i>			
			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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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: LOS ANGELES HARBOR DEPARTMENT / FINANCIAL MANAGEMENT
/HDX/23/

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			
/HDX/23/	O	ORIGINAL RECORDS										
/HDX/23/	O001.	GENERAL CORRESPONDENCE BY SUBJECT (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+3	TO+3	DO	N	N	N				
/HDX/23/	O002.	STAFF MEETINGS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+3	TO+10	DO	N	N	N				
/HDX/23/	O003.	FINANCIAL ANALYSIS (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+1	PE	DO	N	N	N				
/HDX/23/	O004.	CUSTOMER FILES (RECORDS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+1	PE	DO	N	N	N				
/HDX/23/	O005.	ACCOUNTS - CREDIT / DELINQUENT	TO+2	TO+10	DO	N	N	N				
/HDX/23/	O006.	POLICIES & PROCEDURES	TO+1	PE	DO	N	N	N				
/HDX/23/	O007.	GENERAL LEDGERS - CASH DISTRIBUTION ANALYSIS	TO+1	PE	DO	N	N	N				
/HDX/23/	O008.	FUND LEDGER - CASH DISTRIBUTION ANALYSIS	TO+1	PE	DO	N	N	N				
/HDX/23/	O009.	HARBOR REVENUE CASH RECONCILIATION	TO+1	TO+10	DO	N	N	N				
/HDX/23/	O010.	CUSTOMER FILES - ACCOUNTS WRITTEN OFF	TO+1	PE	DO	N	N	N				
/HDX/23/	O011.	AVAILABLE FUNDS CONTROL	TO+2	PE	DO	N	N	N				
/HDX/23/	O012.	BUDGET TO ACTUALS	TO+2	PE	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: LOS ANGELES HARBOR DEPARTMENT / DEBT & TREASURY

/HDX/24/

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	
/HDX/24/	O	ORIGINAL RECORDS								
/HDX/24/	O001.	TAX RETURNS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		N	N	N		
/HDX/24/	O002.	COP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL+2	CL+2		N	N	N		
/HDX/24/	O003.	BONDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	AR	PE		N	N	N		
/HDX/24/	O004.	CITY DEPARTMENTS CORRESPONDENCE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL+2	CL+4		N	N	N		
/HDX/24/	O005.	LOANS/GRANTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	CL+2	PE		N	N	N		
/HDX/24/	O006.	AUDITS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE		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: LOS ANGELES HARBOR DEPARTMENT / DEBT & TREASURY

/HDX/24/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Office Total Code	Record Type V H C L			
/HDX/24/	O007.	GENERAL CORRESPONDENCE BY SUBJECT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/HDX/24/	O008.	AGREEMENTS/CONTRACTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE		N	N	N	
/HDX/24/	O009.	BUDGET (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	PE	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / HOMELAND SECURITY DIVISION
/HDX/25/

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	
/HDX/25/	O	ORIGINAL RECORD SERIES:								
/HDX/25/	O001.	General Correspondence General correspondence by subject filed alphabetically in the form of memos, letters, and procedures	TO+5	TO+5	DO	N	N	N		
/HDX/25/	O002.	Travel Authority & Expenses Copies of travel authorizations and expense reports	TO+2	TO+5	DO	N	N	N		
/HDX/25/	O003.	Purchase Requisitions / Purchase Orders Copies of purchase requests and orders (forms)	TO+2	TO+5	DO	N	N	N		
/HDX/25/	O004.	Events (hosted events, visits by elected officials) Events hosted by HLS	TO+2	TO+5	DO	N	N	N		
/HDX/25/	O005.	Facilities / Terminals / Marinas Information on terminals and FSO's	TO+10	PE	DO	Y	N	Y		
/HDX/25/	O006.	Budget / Financial Information on the current and previous year's budgets	TO+5	PE	DO	N	N	N		
/HDX/25/	O007.	Emergency Management / Emergency Preparedness Information on upcoming and past events, workshops events	TO+5	TO+10	DO	Y	N	N		
/HDX/25/	O008.	Business Resumption Plans & Training Information on the resilience plan	TO+2	PE	DO	Y	N	Y		
/HDX/25/	O009.	Security Projects (OSJ, JCIF, TWIC) Correspondence on different security projects around the Port	TO+5	PE	DO	N	N	Y		
/HDX/25/	O010.	Grants Information on grants received for projects at the Port	TO+3	PE	DO	N	N	Y		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LOS ANGELES HARBOR DEPARTMENT / EXECUTIVE DIRECTOR/MANAGEMENT

/HDX/06/ *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
/HDX/06/	D	DUPLICATE RECORD SERIES			
/HDX/06/	D001.	AGREEMENTS/CONTRACTS (HDX/2 O001 PE) RECORD TYPES: Vital	TO+1	DO	Y N N

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