Page 1

Date:

September 25, 2019

Original Records

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE /HDX/01/ Sched. Sched. Record Title -- Retention (YEARS) -- Media Record Type Item No. (Description / Sub Categories / Remarks) Office **Total** Code V H C LNo. 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. **ORIGINAL RECORDS** /HDX/01/ 0 /HDX/01/ O001. LEDGER MASTERS TO+4 TO+11 N N Ν (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: O002. STORES DISTRIBUTION TO+2 TO+7 /HDX/01/ Ν N (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: O003. SHOP OVERHEAD INC. SHOP PROOF LISTING TO+3 /HDX/01/ TO+5 Ν Ν Ν (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: /HDX/01/ O004. PAYROLL OVERTIME RECAP TO+4 TO+11 Ν Ν N (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: O005. **BACKUP (WHARFAGE)** TO+3/HDX/01/ TO+8 Ν N (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: TO+2 TO+7 /HDX/01/ O006. DAYBILL Ν Ν N (RECS ARE KEPT AT THE HDX MAIN OFICE OR WAREHOUSE) RECORD TYPES: /HDX/01/ O007. UNVERIFIED WHARFAGE TO+2 TO+7 Ν Ν (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: /HDX/01/ O008. **BILLING MASTER CHANGES** TO+3 TO+6 Ν Ν (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: ACCOUNTS RECEIVABLE BILLING REGISTER TO+2 /HDX/01/ O009. TO+7 Ν Ν (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: O010. TO+3 TO+8 Ν /HDX/01/ MEMO BILLING Ν (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION **RETENTION CODES:** TO=THE DATE OF THE RECORD, i.e. the "TO DATE" MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT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

Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

position Schedule Date:

Page 2

September 25, 2019

LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

DX/0		CE	ERTIFIED PER SECTION 12	3 OF LOS ANGELES A	DMIN	VISTR	ATIVE
ched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedulo specified by law or a longer period is otherwise required by law, or unless, consistent with state esolution of the City Council.				ed by	
OX/01/	O011.	MONTHLY BILLING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	N	N	N
OX/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
OX/01/	O013.	DEFERRED REVENUE (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	N	N	N
DX/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
DX/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
DX/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
OX/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
DX/01/	O018.	BOOK OVERTIME (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+12	N	N	N
OX/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
X/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
OX/01/	O021.	MISCELLANEOUS LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7	N	N	N
RETEN	TION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRAT TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ION PE=PERMANENT SU:	=SUPERCEDED TE=	TERN	INAT	ION
IEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=EMC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP	ELECTRONIC FILE FM=FIL =OPTICAL DISK VT=VIDEC	M MD=MAG DISK M TAPE PC=PUNCH (T=MA	AG TA OS	.PE
ECOF	D TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule Original Records

Date: S

Page 3

September 25, 2019

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

H <u>DX/0</u>	1/		CERTIFIED PER SECTION 12	2.3 OF LOS ANO	GELES AD	MINIS	TRAT	IVE
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Total			ord Ty I C	-
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Sch pecified by law or a longer period is otherwise required by law, or unless, consistent with olution of the City Council.				shed	b y	
HDX/01/	O022.	EXPENSE LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7	I	N 1	N N	
/HDX/01/	O023.	CLASS CODE RECAP (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9	I	1 V	1 N	
HDX/01/	O024.	STATEMENT OF CONDITIONS OF APPROPRIATIONS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7	1	N 1	N N	
HDX/01/	O025.	CONSTRUCTION WORK ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9	1	1 V	N N	
HDX/01/	O026.	JOB LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9	I	N 1	N N	
HDX/01/	O027.	PAYROLL WORKSHEETS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+11	I	N 1	N N	
HDX/01/	O028.	ARB (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	1	N 1	N N	
HDX/01/	O029.	CASH RECEIPTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	I	N 1	N N	
HDX/01/	O030.	ACCOUNTS RECEIVABLE TRANSMITTAL (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7	I	N 1	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	I	N 1	N N	
HDX/01/	O032.	REVENUE BY TENANTS	TO+3	TO+8	ı	1 V	N N	
RETEN	ITION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXP TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	IRATION PE=PERMANENT S	U=SUPERCED	ED TE=TE	RMIN	OITA	" 1
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT					TAPE	
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Date:

Page 4

September 25, 2019

Original Records

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Total		Red V		
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedul specified by law or a longer period is otherwise required by law, or unless, consistent with states solution of the City Council. (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:					d by	
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. (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+4	TO+7		N	N	N
HDX/01/	O036.	AFE REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N
IDX/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
1DX/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
1DX/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
IDX/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
IDX/01/	O042.	PAID PURCHASE ORDERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+5		N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRAT TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	TION PE=PERMANENT SU	J=SUPERCEDI	ED TE=T	TERM	- INA1	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL= MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP						.PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

Page 5

Date:

September 25, 2019

Original Records

DX/0.	<u>I/</u> Sched.		ERTIFIED PER SECTION 12.3				•
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			Type C
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Schedul specified by law or a longer period is otherwise required by law, or unless, consistent with state esolution of the City Council.				ed by	
DX/01/	O043.	PAYROLL PAYMENT RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+13	N	N	N
IDX/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
1DX/01/	O045.	TRIAL BALANCES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	N	N	N
1DX/01/	O046.	GENERAL LEDGERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE	N	N	N
1DX/01/	O047.	FINANCIAL REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	PE	PE	N	N	N
1DX/01/	O048.	BILLING INVOICES (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	N	N	N
1DX/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
IDX/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
1DX/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
IDX/01/	O052.	BUDGET AUTHORITY REGISTER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10	N	N	N
1DX/01/	O053.	BILLING RECORDS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRAT TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ΓΙΟΝ PE=PERMANENT SU:	=SUPERCEDED TE=	TERM	INAT	TON
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OF					νPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

Page 6

Date:

September 25, 2019

Original Records

IDX/0.	1/	CERTI	FIED PER SECTION 12	.3 OF LOS ANGELES	ADMI	NISTI	?ATIVI
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			l Type C
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule ite specified by law or a longer period is otherwise required by law, or unless, consistent with state la solution of the City Council.				ed by	,
HDX/01/	O054.	PAYMENT VOUCHERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	N	N	N
IDX/01/	O055.	BILLING (WHARFAGE) STATEMENTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+10	N	N	N
DX/01/	O056.	GENERAL LEDGER - SUBSIDIARY LEDGERS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE	N	N	N
OX/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
OX/01/	O058.	BUDGET LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	PE	N	N	N
X/01/	O059.	WORK ORDER LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10	N	N	N
X/01/	O060.	MAINTENANCE WORK ORDER LEDGER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+10	Ν	N	N
X/01/	O061.	BUDGET JOURNAL VOUCHER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9	Ν	N	N
X/01/	O062.	GENERAL LEDGER - JOURNAL VOUCHER (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+9	Ν	N	N
X/01/	O063.	BILLING AWO'S (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+7	N	N	N
X/01/	O064.	PURCHASE RECEIPTS	TO+2	TO+4	Ν	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	I PE=PERMANENT SU	J=SUPERCEDED TE	=TERI	MINA	ΓΙΟΝ
/IEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELE MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OF					∖PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule Original Records

Date:

Page 7

September 25, 2019

H <u>DX/01</u>	1/		CERTIFIED PER SECTIO	N 12.3 OF L	OS ANGELES A	DMI!	VISTI	ATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Reter Off		RS) Media al Code			. Турс С
	otherwise sp	shall be retained for a minimum of two years, including records not included in the Sci pecified by law or a longer period is otherwise required by law, or unless, consistent wit olution of the City Council. (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:					ed by	
/HDX/01/	O065.	CASH REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	ТО+	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	ТО+	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
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
RETEN	TION CODES:	AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EX TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PIRATION PE=PERMANEN	Γ SU=SUPE	RCEDED TE=	TERN	INA	TON
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT						νPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

RECORD TYPE:

City of Los Angeles Departmental Records Disposition Schedule Original Records

Date:

Page 8

September 25, 2019

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Sched.	Sched. Item	Record Title		(YEARS) Media			-
No.	No.	(Description / Sub Categories / Remarks)	Office	Total Code	V	H	C
	otherwise	s shall be retained for a minimum of two years, including records not included in the Schedu specified by law or a longer period is otherwise required by law, or unless, consistent with staesolution of the City Council.				ed by	
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
IDX/01/	O078.	RECEIVING REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	N	N	N
IDX/01/	O079.	PURCHASE ORDERS/REQUESTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+3	TO+8	N	N	N
IDX/01/	O080.	PERSONAL SERVICE AGREEMENT (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+5	PE	N	N	N
IDX/01/	O081.	EQUIPMENT RENTALS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+4	N	N	N
IDX/01/	O082.	PAYROLL INTERNAL DEMANDS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+2	TO+8	N	N	N
DX/01/	O083.	OUTSTANDING PO'S (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+1	TE+7	N	N	N
IDX/01/	O084.	TENANT (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE	N	N	N
RETEN	ITION CODES	S: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRA TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	TION PE=PERMANENT SU	J=SUPERCEDED TE=	TERN	TANIN	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL: MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT O					νPE

Records of:

City of Los Angeles Departmental Records Disposition Schedule Original Records

position Schedule Date:

Page 9

September 25, 2019

LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

DX/0	1/	CE	RTIFIED PER SECTION 12	.3 OF LOS ANGELES A	DMIN	VISTI	ATIV
Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	(YEARS) Media Total Code			<i>Type C</i>
	otherwise s	shall be retained for a minimum of two years, including records not included in the Schedule specified by law or a longer period is otherwise required by law, or unless, consistent with state solution of the City Council.				ed by	
OX/01/	O085.	TENANT GROSS RECEIPT REPORTS (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE	PE	N	N	N
OX/01/	O086.	POLICIES/PROCEDURES (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	TO+15	N	N	N
X/01/	O087.	LAHD INSURANCE (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TO+5	PE	N	N	N
X/01/	O088.	CREDIT CARDS (VISA, TELEPHONE) (RECS ARE KEPT AT HDX MAIN OFFICE OR WAREHOUSE) RECORD TYPES:	TE+2	PE	N	N	N
X/01/	O089.	CASH RECEIPTS - LOCKBOX RECORD TYPES:	TO+4	TO+14	N	N	N
X/01/	O090.	CASH RECEIPTS OVER THE COUNTER RECORD TYPES:	TO+4	TO+14	N	N	N
X/01/	O091.	ACCOUNTS RECEIVABLE WORKING FILES RECORD TYPES:	TO+2	TO+7	N	N	N
X/01/	O092.	ACCOUNTS RECEIVABLE AGED TRIAL BALANCES RECORD TYPES:	TO+2	TO+9	N	N	N
X/01/	O093.	ACCOUNTS RECEIVABLE JOURNAL VOUCHERS RECORD TYPES:	TO+2	TO+9	N	N	N
X/01/	O094.	ACCOUNTS RECEIVABLE BANK DEPOSITS (BAMTRAC) RECORD TYPES:	TO+2	TO+9	N	N	N
X/01/	O095.	ACCOUNTS RECEIVABLE JOURNAL WRITE-OFFS	TO+2	TO+9	Ν	N	N
RETEN	ITION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRAT TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	ION PE=PERMANENT SU	J=SUPERCEDED TE=	TERM	INA	ION
ЛЕDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=EMC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP					νPE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL					

City of Los Angeles Departmental Records Disposition Schedule Original Records

Date: So

Page 10

September 25, 2019

Records of: LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

H <u>DX/0.</u> Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention Office	n (YEARS) Total	Media Code			Type C 1
	otherwise s	s shall be retained for a minimum of two years, including records not included in the Scapecified by law or a longer period is otherwise required by law, or unless, consistent wit solution of the City Council. RECORD TYPES:					ed by	
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
HDX/01/	O105.	FUNDS AVAILABLE FOR FISCAL YEAR (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE)	TO+2	PE	DO	N	N	N
RETEN	TION CODES	: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EX TO=THE DATE OF THE RECORD, i.e. the "TO DATE"	PIRATION PE=PERMANENT S	U=SUPERCE	DED TE=	TERM	IINAT	ION
MEDIA	CODES:	AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMEN MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMEN						PE
RECOF	RD TYPE:	V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL						

City Clerk/Records Management Division

/HDX/01/

City of Los Angeles Departmental Records Disposition Schedule **Original Records**

Page 11 Date:

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

September 25, 2019

LOS ANGELES HARBOR DEPARTMENT / ACCOUNTING

Records of:

Sched. Sched. Record Title -- Retention (YEARS) -- Media Record Type **Item** No. (Description / Sub Categories / Remarks) Office Code V H C L **Total** No.

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.

Money speent during fiscal year for Harbor Department.

O106. **CUSTOMER FILES** TO+1 PΕ /HDX/01/ DO O107. ACCOUNTS: CREDIT & DELINQUENT TO+2 TO+10 /HDX/01/ DO

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