

**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/	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		

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

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**/HDX/01/**

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/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		
/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		

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/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	
/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	TO+3	TO+8		N	N	N	

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/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		
/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		

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/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		
/HDX/01/	O047.	FINANCIAL REPORTS (RECS ARE KEPT AT THE HDX MAIN OFFICE OR WAREHOUSE ) RECORD TYPES:	PE	PE		N	N	N		
/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		

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/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		
/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	TO+2	TO+4		N	N	N		

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/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		
/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		

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/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		
/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		

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**/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/	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 RECORD TYPES:	TO+2	TO+9		N	N	N	
/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	TO+2	TO+9		N	N	N	

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			Office	Total	Code	V	H	C	L		
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p> <p>RECORD TYPES:</p>											
/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			

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			Office	Total	Code	V	H	C	L	V	H	C	L

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Money speent during fiscal year for Harbor Department.

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

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