

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: Monitoring and Technical Assistance Division
/HCID/001/ Housing & Community Investment Department

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	
/HCID/001/	O	ORIGINAL RECORD SERIES								
/HCID/001/	O001.	FamilySource Center records: Lucille Beserra Roybal FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O002.	FamilySource Center records: Tom Bradley FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O003.	FamilySource Center records: Tom Bradley/Milken FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O004.	FamilySource Center records: Cypres Park FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O005.	FamilySource Center records: Pacoima FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O006.	Volunteer Income Tax Assistance (VITA) records: Lucille Beserra Roybal FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O007.	Volunteer Income Tax Assistance (VITA) records: Tom Bradley FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O008.	Volunteer Income Tax Assistance (VITA) records: Tom Bradley/Milken FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O009.	Volunteer Income Tax Assistance (VITA) records: Cypres Park FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O010.	Volunteer Income Tax Assistance (VITA) records: Pacoima FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N		
/HCID/001/	O011.	HOPWA Contract Files Involves Real Property (previously retained under LAHD/013: o019)	EX+3	EX+5	DO	N	N	N		
/HCID/001/	O012.	HOPWA Connections Grants Files Includes contract, amendment(s), correspondence, insurance (previously retained under LAHD/013: o020)	EX+3	EX+5	DO	N	N	N		
/HCID/001/	O013.	HOPWA Monitoring of Contractors (by Contractor) a) Fiscal & Financial Monitoring by CPA firm b) Program Monitoring by HCIDLA	TO+3	TO+5	DO	N	N	N		

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/HCID/001/	O014.	HOPWA RFPs and Proposals (previously retained under LAHD/013: o021)	CO+3	CO+5	DO	N	N	N	N	
/HCID/001/	O015.	HOPWA Fiscal Reports a) Single Audits b) Invoices (by contractor and respective components) (previously retained under LAHD/013: o022)	TO+3	TO+5	DO	N	N	N	N	
/HCID/001/	O016.	HOPWA Training Files (previously retained under LAHD/013: o023)	TO+2	TO+3	DO	N	N	N	N	
/HCID/001/	O017.	HOPWA Audit Files Single audits by Controller, HUD monitoring, etc. (previously retained under LAHD/013: o024)	AU+5	AU+10	DO	N	N	N	N	
/HCID/001/	O018.	LA Countywide HOPWA Advisory Committee (LACHAC) Meeting Records & Audit Recordings (Retention Code TO = the date of the public meeting) Audit tapes ("AT" media code) and CDs ("OP" media code) will be included in these retention boxes, but to a lesser extent than "DO" contents. (previously retained under LAHD/013: o025)	TO+3	TO+5	DO	N	N	N	N	
/HCID/001/	O019.	HOPWA Miscellaneous Files e.g. meetings, correspondence, memos, Council actions, transmittals, project sponsor information, etc. (previously retained under LAHD/013: o026)	TO+3	TO+5	DO	N	N	N	N	
/HCID/001/	O020.	LAHSA Contract Files includes contract, amendment(s), monthly invoices, and quarterly program reports (previously retained under LAHD/013: o028)	EX+3	EX+5	DO	N	N	N	N	
/HCID/001/	O021.	LAHSA Monitoring by HCIDLA a) Program b) Fiscal (previously retained under LAHD/013: o030)	EX+3	EX+5	DO	N	N	N	N	
/HCID/001/	O022.	LAHSA Miscellaneous Files e.g. meetings, correspondence (previously retained under LAHD/013: o031)	EX+3	EX+5	DO	N	N	N	N	
/HCID/001/	O023.	LAHSA Homeless prevention and Rapid Rehousing (HPRP) Files (previously retained under LAHD/013: o032)	TO+5	TO+7	DO	N	N	N	N	

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/HCID/001/	O024.	LAHSA Audit Files audits by Controller, HUD, etc. (previously retained under LAHD/013: o033)	AU+5	AU+10	DO	N	N	N	N	N	N	
/HCID/001/	O025.	Handyworker Program Unit - Personnel File a) Memos b) Evaluations c) Training (NTLS Letter) d) Vacation Schedules e) Job Descriptions & Standard of Performance (previously retained under LAHD/001 rev 1: o017)	TO+4	TO+14	DO	N	N	N	N	N	N	
/HCID/001/	O026.	Handyworker Program Unit - Contract File - Personal Service Agreements (previously retained under LAHD/001 rev 1: o018)	TO+4	TO+14	DO	N	N	N	N	N	N	
/HCID/001/	O027.	Handyworker Program Files a) Memos b) Invoices c) Monitoring Report d) Problems/Denials e) RFP Bids Received f) Client Files (previously retained under LAHD/001 rev 1: o019)	TO+4	TO+14	DO	N	N	N	N	N	N	
/HCID/001/	O028.	Human Services Agency Files a) contracts (1.1) 1. amendments (1.1.1) b) correspondence (1.2) 1. agency (1.2.1) 2. general information (1.2.2) c) monthly narrative reports (1.3) d) request for proposals (1.4) e) site visit reports (1.5) f) transmittals (1.6) (previously retained under CDD/41 rev 1: o001)	CL+3	CL+5	DO	N	N	N	N	N	N	
/HCID/001/	O029.	Human Services Monitor's Working Files a) affirmative action plan (2.1) b) articles of incorporation (2.2)	CL+3	CL+5	DO	N	N	N	N	N	N	

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- c) bank reports (2.3)
- d) board related (2.4)
- e) budget modification request (2.5)
- f) by-laws (2.6)
- g) cash requests (2.7)
- h) client eligibility plan (2.8)
- i) corrective action plan (2.9)
- j) expenditure plan (2.10)
- k) fiscal (2.11)
- l) insurance (2.12)
- m) inventory (2.13)
- n) leases (2.14)
- o) monitor's reports (2.15)
- p) personnel (2.16)
- q) required documents (2.17)

/HCID/001/	O030.	Neighborhood Dev. Construction/Renovation Agency Files a) correspondence (1.1) b) contracts (1.2) c) amendments (1.3) d) monthly reports / site visit reports / narrative reports (1.4) e) abstracts (1.5) (previously retained under CDD/41 rev 1: o002)	CL+3	CL+5	DO	N	N	N
/HCID/001/	O031.	Neighborhood Dev. Construction/Renovation Matching Grant a) Phase II - RFP - c(2.1) b) Phase III - contract negotiation - correspondence (2.2) c) Phase IV - contract execution - correspondence (2.3) d) Phase V - acquisition - correspondence (2.4) e) Phase VI - architectural design - correspondence (2.5) f) Phase VII - bid - correspondence (2.6) g) Phase VIII - construction selection - correspondence (2.7) h) Phase IX - construction implementation - correspondence (2.8) i) Phase X - construction monitoring - correspondence (2.9) j) Phase XI - property management - correspondence (2.10) (previously retained under CDD/41 rev 1: o003)	CL+3	CL+5	DO	N	N	N
/HCID/001/	O032.	Continued Use / Lease Agreement Agency Files	CL+3	CL+5	DO	N	N	N

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		<ul style="list-style-type: none"> a) correspondence and reports (4.1) b) contracts and amendments (4.2) c) abstracts (4.3) (previously retained under CDD/41 rev 1: o006) 	CL+3	CL+5	DO		N	N	N	N	
/HCID/001/	O033.	<p>Request for Proposal (RFP) Files</p> <ul style="list-style-type: none"> a) correspondence (5.1) (previously retained under CDD/41 rev 1: o007) 	CL+3	CL+5	DO		N	N	N	N	
/HCID/001/	O034.	<p>Director's Correspondence</p> <ul style="list-style-type: none"> a) general correspondence (7.1) a) correspondence to and from section heads (7.2) a) tracking guides correspondence (7.3) a) U.S. Escrow monthly reports (7.4) (previously retained under CDD/41 rev 1: o009) 	TO+2	TO+2	DO		N	N	N	N	
/HCID/001/	O035.	<p>Administration Correspondence Files</p> <ul style="list-style-type: none"> a) human services agencies b) neighborhood development agencies c) handyworker programs d) planning e) community service block grant f) HUD community development block grant g) request for proposals h) City departments i) homeless j) AIDS <ul style="list-style-type: none"> 1. residential programs 2. education and information k) defunded agencies (previously retained under CDD/41 rev 1: o010) 	CL+3	CL+5	DO		N	N	N	N	
/HCID/001/	O036.	<p>Human Services / Neighborhood Development Homeless Files</p> <ul style="list-style-type: none"> a) mobile ombudsman program <ul style="list-style-type: none"> 1. intake forms 2. correspondence b) mobile home transitional housing c) cold weather program d) agencies 	CL+3	CL+5	DO		N	N	N	N	

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/HCID/001/	O037.	1. contracts 2. correspondence (previously retained under CDD/41 rev 1: o011) Human Services / Neighborhood Operations Earthquake Recovery a) intake forms b) correspondence c) service providers d) contracts e) miscellaneous (previously retained under CDD/41 rev 1: o012)	CL+3	CL+5	DO	N	N	N		
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