

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

**Records of: Accounting Division**  
**/HCID/002/ 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 V H C L
			Office	Total			
/HCID/002/	O	ORIGINAL RECORD SERIES					
/HCID/002/	O009.	Timekeeping Records a) Weekly Timesheet (Form 5052-B) b) Sign In/Out Log c) Payroll Correction Notice	AR+2	AR+5		DO	
/HCID/002/	O010.	Advance Overtime Authorization	AR	AR+3		DO	
/HCID/002/	O011.	Mileage Insurance Records	CL+2	CL+3		DO	
/HCID/002/	O012.	Mileage Statement and Continuation a) Mileage Statements (Form 2053-1a) b) Mileage Statement Continuation (Form 2053-1)	AR	AR+3		DO	
/HCID/002/	O013.	Bi-Weekly Salary Cost Distribution	AR	AR+5		DO	
/HCID/002/	O014.	Financial Reports	AR+3	AR+5		DO	
/HCID/002/	O015.	CDBG Contract Balance Monthly Reports	AR+2	AR+4		DO	
/HCID/002/	O016.	Draw Down Back Ups and Cash Receipts	AR+3	AR+8		DO	
/HCID/002/	O017.	Fiscal Information for Annual Performance Report	AR+3	AR+6		DO	
/HCID/002/	O023.	HOME Program Income Reconciliation Monthly Report	AR+3	AR+8		DO	
/HCID/002/	O024.	HOME Reconciliation Reports - FMIS vs. IDIS	AR+5	AR+10		DO	
/HCID/002/	O025.	HOPWA Activity Listing Monthly Report	TO+2	TO+4		DO	
/HCID/002/	O026.	HOPWA Reconciliation Reports - FMIS vs. IDIS	TO+2	TO+4		DO	
/HCID/002/	O027.	Loans Receivable Accounting Adjustments and Demands a) Loan Adjustments b) Requests for Demands, Amendments, and Subordinations	CL+5	CL+25		DO	
/HCID/002/	O028.	LOCCS Reports and Status of HOME Grants	AR+3	AR+6		DO	
/HCID/002/	O029.	Program Income Monthly Report - General and HOME	AR+3	AR+8		DO	
/HCID/002/	O030.	Section 108 Files a) Contracts, Agreements, Council Files, Program and Income Schedules b) Correspondence and Request for Draws from HUD	CL+10	PE		DO	
/HCID/002/	O031.	Loan Folders and Balance Reports	CL+2	CL+7		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  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

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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>									
/HCID/002/	O032.	REAP & UMP Accounting Documents a) HOME Activity Reports b) HOME Contract Balance Monthly Reports c) HOME Earthquake Grants Closeout Reports d) HOME Match Quarterly Reports e) HOME Match Year-End Reports	AR+1	AR+10	DO				
/HCID/002/	O033.	Rent & SCEP Accounting Documents a) Receipt Batches - includes original payment coupon, check copy, correspondence, CR/CRC copy, deposit slip, and daily deposit report prepared by Accounting staff. b) Refunds - includes final accounting memo refund request and supporting documents or copy of original payment coupon, check copy, CR/CRC copy, daily deposit report, and FMIS documents c) Cash Receipts and Cash Receipts Corrections d) Journal Vouchers (JV) e) Internal Vouchers (IV) f) Relocation Assistance Service Program Receipt Batches - includes payment coupon, check copy, CR/CRC copy, and transmittal by Accounting staff	AR+1	AR+10	DO				
/HCID/002/	O034.	Loans, Contracts, and Payment Vouchers	AR+2	AR+15	DO				
/HCID/002/	O035.	Petty Cash Vouchers Retention Code CO = The date the voucher was paid.	CO+2	CO+5	DO				
/HCID/002/	O036.	Inactive Employee Folders Retention Code TE = The date the employee departed HCIDLA. (Confidential Record) a) Form41 copies b) FMLA document copies c) Jury Duty certificate d) Doctor Certificate e) Misc. documents	TE+2	TE+5	DO				Y

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