

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: Rent Stabilization Division
/HCID/004/ 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			Record Type		
			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>procedures, and law related to the Rent Stabilization Ordinance including the REAP Program.</p>											
/HCID/004/	0012.	<p>Previously retained under LAHD/002 Rev. 3: o011</p> <p>RAC File Copies (Retention Code TO = date of the meeting)</p> <p>Payroll, Posting Agendas</p>	TO+2	TO+4	DO	N	N	N			
/HCID/004/	0013.	<p>Previously retained under LAHD/002 Rev. 3: o012</p> <p>RAC Correspondence (Retention Code TO = date correspondence was received)</p>	TO+2	TO+4	DO	N	N	N			
/HCID/004/	0014.	<p>Previously retained under LAHD/002 Rev. 3: o013</p> <p>RAC Commissioners' Personnel Files (Retention Code TE = date the commissioner was replaced, resigned, etc.)</p> <p>(Confidential personal information on Commissioners such as home and work phone numbers and mailing address.)</p>	TE+2	TE+4	DO	N	N	Y			
/HCID/004/	0015.	<p>Previously retained under LAHD/002 Rev. 3: o014</p> <p>RAC Recordings Records retained permanently because they provide documentation on the development, approval, implementation of policy, procedures, and law related to the Rent Stabilization Ordinance including the REAP Program.</p>	CL+3	PE	OP	N	N	N			
/HCID/004/	0016.	<p>Previously retained under LAHD/002 Rev. 3: o015</p> <p>Mobile Home Park Task Force (Confidential Documents) (Retention Code CL = The date the case was Closed)</p> <p>a) Task Force Member's Personnel File (Confidential personal information on Task Force Members such as home and work phone numbers and mailing address.)</p>	CL+2	CL+4	DO	N	N	Y			
/HCID/004/	0017.	<p>Previously retained under LAHD/002 Rev. 3: o016</p> <p>RAC Meeting Attendance Reports (compiled quarterly) (Retention Code TO = date the quarterly report is compiled)</p>	TO+2	TO+4	DO	N	N	N			

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/HCID/004/	O018.	Previously retained under LAHD/002 Rev. 3: o017 RSO Luxury Exemption Case Files (Retention Code CL = The date the case was Closed)	CL+2	PE	DO	N	N	N
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Records retained permanently because they result in permanent exemptions from the RSO

/HCID/004/	O019.	Previously retained under LAHD/002 Rev. 3: o018 Landlord Declaration Cases-Ellis (Retention Code CL = The date the case was Closed)	CL+2	PE	DO	N	N	N
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Records retained permanently because the properties involved provide critical background information for future new construction that will be/are subject to the RSO(Ellis Replacement Units); provide a statistical history of RSO units removed and/or demolished; and provide historical and statistical records of City of LA housing stock (RSO and non-RSO).

/HCID/004/	O020.	Previously retained under LAHD/002 Rev. 3: o019 Landlord Declaration Cases-Non-Ellis (Retention Code CL = The date the case was Closed)	CL+2	CL+15	DO	N	N	N
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/HCID/004/	O021.	Previously retained under LAHD/002 Rev. 3: o019 RSO Determinations (Retention Code CO = date of determination / case resolution)	CO+10	PE	DO	N	N	N
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Records retained permanently because the properties involved provide critical background information for future new construction that will be/are subject to the RSO(Ellis Replacement Units); provide a statistical history of RSO units removed and/or demolished; and provide historical and statistical records of City of LA housing stock (RSO and non-RSO).

/HCID/004/	O022.	Previously retained under LAHD/002 Rev. 3: o020 Investigations & Enforcement Section Rent Complaints (electronic version) (Retention Code CL = The date the case was closed)	CL+3	CL+10	EL	N	N	N
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(This is the primary, official record of "Investigations & Enforcement Section Rent Complaints". A similar, printed version of these records is kept as Schedule Item Number o007, but is retained in-office for a limited time period as it is only a secondary version of the records.)

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/HCID/004/	O023.	<p>Previously retained under LAHD/002 Rev. 3: o021</p> <p>Investigations & Enforcement Section City Attorney Referrals (electronic version) (Retention Code CL = The date the case was closed)</p> <p>(This is the primary, official record of "Investigations & Enforcement Section City Attorney Referrals". A similar, printed version of these records is kept as Schedule Item Number o008, but is retained in-office for a limited time period as it is only a secondary version of the records.)</p>	CL+3	CL+10	EL		N	N	N	
/HCID/004/	O024.	<p>Previously retained under LAHD/002 Rev. 3: o022</p> <p>Capital Improvement Rent Adjustment Case Files (Retention Code CL = The date the case was Closed)</p>	CL+2	CL+15	DO		N	N	N	
/HCID/004/	O025.	<p>Previously retained under LAHD/002 Rev. 3: o023</p> <p>Primary Renovation Rent Adjustment Case Files (Retention Code CL = The date the case was Closed)</p> <p>Records retained permanently because they result in permanent rent increases.</p>	CL+2	PE	DO		N	N	N	
/HCID/004/	O026.	<p>Previously retained under LAHD/002 Rev. 3: o025</p> <p>Just and Reasonable Cases (Retention Code CL = The date the case was Closed)</p> <p>Records retained permanently because they result in permanent rent increases.</p>	CL+2	PE	DO		N	N	N	
/HCID/004/	O027.	<p>Previously retained under LAHD/002 Rev. 3: o025</p> <p>Substantial Renovation Exemptions (Retention Code CL = The date the case was Closed)</p> <p>Records retained permanently because they result in permanent exemptions from the RSO</p>	CL+2	PE	DO		N	N	N	
/HCID/004/	O028.	<p>Previously retained under LAHD/002 Rev. 3: o026</p> <p>Non-Profit Case Files (Retention Code CL = The date the case was Closed)</p>	CL+3	CL+68	DO		N	N	N	

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		Previously retained under LAHD/002 Rev. 3: o027									
/HCID/004/	O029.	Re-Rental Applications - Ellis (Retention Code CL = The date the case was Closed)	CL+3	PE	DO	N	N	N			
<p>Records retained permanently because it provides documentation that the property that had a permanent exemption from the RSO was removed based upon the owner's filing. Future owners will be subject to the RSO based upon this document that is attached to the land.</p>											
/HCID/004/	O030.	Previously retained under LAHD/002 Rev. 3: o028 Re-Rental Applications - Non-Ellis (Retention Code CL = The date the case was Closed)	CL+3	CL+15	DO	N	N	N			
/HCID/004/	O031.	Previously retained under LAHD/002 Rev. 3: o028 Seismic Retrofit Work (Retention Code CL = The date the case was Closed)	CL+2	CL+20	DO	N	N	N			
/HCID/004/	O032.	Affordable Housing Accommodations Exemption (Retention Code CL = The date the case was Closed)	CL+3	CL+65	DO	N	N	N			
/HCID/004/	O033.	Ellis Replacement Affordable Exemption (Retention Code CL = The date the case was Closed)	CL+3	PE	DO	N	N	N			
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/HCID/004/	O034.	Ellis Owner Occupancy Exemption Records retained permanently because they result in permanent exemptions from the RSO (Retention Code CL = The date the case was Closed)	CL+3	PE	DO	N	N	N			
/HCID/004/	O035.	Rehabilitation Work (Retention Code CL = The date the case was Closed)	CL+3	CL+15	DO	N	N	N			
/HCID/004/	O036.	Rent Registry Files (Retention Code CL = The date the case was Closed)	CL+3	CL+13	DO	N	N	N			

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/HCID/004/	O037.	Buyout Agreement Case Files (Retention Code CL = The date the case was Closed)	CL+3	CL+13	DO	N	N	N
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