

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: Development & Finance Division
/HCID/006/ 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	

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.

/HCID/006/	O	Original Record Series				
/HCID/006/	O001.	Housing Services Mello Project Files (Retention Code TO = Date of execution) Includes covenant. Previously retained under LAHD/013 Rev 0: o011	EX	EX+30	DO	
/HCID/006/	O002.	Housing Services Mello Annual Reporting Files (Retention Code TO = Date of execution) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o012	TO+1	TO+31	DO	
/HCID/006/	O003.	Housing Services Mello Determination (Retention Code TO = Date of execution) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o013	TO+1	TO+32	DO	
/HCID/006/	O004.	Agreements File (Retention Code TO = Date of execution) LEGAL RECORDS Records retained permanently because they pertain to real property. Records include: a) Loan b) Partnership c) Misc. Previously retained under LAHD/010 Rev 1: o001	TO+2	PE	DO	
/HCID/006/	O005.	Architectural Plans/Designs (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Previously retained under LAHD/010 Rev 1: o005	CO	CO+10	BP	
/HCID/006/	O006.	Architectural Unit Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real estate. Previously retained under LAHD/010 Rev 1: o006	CO+2	PE	EL	

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

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/HCID/006/	O007.	Community Housing Development Organization (CHDO) Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Previously retained under LAHD/010 Rev 1: o012	CO+2	CO+10	DO	
/HCID/006/	O008.	Construction Unit Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real property. Records include: a) Approvals b) Certifications c) Contracts (project/technical) Previously retained under LAHD/010 Rev 1: o013	CO+2	PE	DO	
/HCID/006/	O009.	Correspondence (Retention Code CL = Date that division director is replaced by successor) a) Inter b) Intra Previously retained under LAHD/010 Rev 1: o015	CL	CL+10	DO	
/HCID/006/	O010.	Domestic Violence Project Files (CONFIDENTIAL) (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real estate loans. Previously retained under LAHD/010 Rev 1: o019	CO+2	PE	DO	Y
/HCID/006/	O011.	Environmental Services: Major Project Files Records retained permanently because they pertain to real property. Records include: a) CDBG & HOME b) Special grants c) Etc.	TO+5	PE	DO	

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/HCID/006/	0012.	Project, Policy, and Procedure Guidelines/Manuals Previously retained under LAHD/010 Rev 1: o020	TO+5	TO+25	DO				
/HCID/006/	0013.	Memoranda Previously retained under LAHD/010 Rev 1: o021	TO+2	TO+10	DO				
/HCID/006/	0014.	Project Finance Unit Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real property. Previously retained under LAHD/010 Rev 1: o032	CO+2	PE	DO				
/HCID/006/	0015.	Reports Records retained permanently because they pertain to real property. Records include: a) Periodic b) Technical c) Evaluation d) Status Previously retained under LAHD/010 Rev 1: o035	PE	PE	EL				
/HCID/006/	0016.	Tax Credit Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real property. Records include: a) Paper applications b) CD applications c) Etc. Previously retained under LAHD/010 Rev 1: o038	CO+2	PE	OP				
/HCID/006/	0017.	Prevailing Wage Compliance Unit (Retention Code CO = Date of project completion) Formerly known as "Davis / Bacon Section Case Files" Previously retained under LAHD/010 Rev 1: o039	CO+1	CO+10	DO				
/HCID/006/	0018.	Applications for Project Assistance Files (APPROVED) (Retention Code CO = Date of approval) Records retained permanently because they pertain to real property. Records include: a) Bids b) Etc.	CO+7	PE	DO				

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/HCID/006/	O019.	Previously retained under LAHD/010 Rev 1: o041 Applications for Project Assistance Files (DENIED) (Retention Code TO = Date of denial) a) Bids b) Etc. Previously retained under LAHD/010 Rev 1: o042	TO+2	TO+15	DO				
/HCID/006/	O020.	Bond Books / Binders / CDs (Retention Code TO = Bond issuance date) Records retained permanently because they pertain to real estate. Previously retained under LAHD/010 Rev 1: o043	TO+2	PE	OP				
/HCID/006/	O021.	Environmental Services: Minor Project Files Records retained permanently because they pertain to real property. Records include: a) Service projects b) LIPA c) Handyworker d) HACLA e) Lead grant services f) Etc. Previously retained under LAHD/010 Rev 1: o044	TO+2	PE	DO				
/HCID/006/	O022.	Bond Project Files (Retention Code TO = Date of loan execution) Records retained permanently because they pertain to real estate. Previously retained under LAHD/013 Rev 0: o001)	TO+2	TO+55	DO				
/HCID/006/	O023.	Relocation Files (CONFIDENTIAL) (Retention Code TO = Date of beginning of construction) Records retained permanently because they pertain to real property. Records include: a) Tenant information b) Expenses c) Etc. Previously retained under LAHD/010 Rev 1: o035, but now spun off into its own Record Series.	TO+2	PE	DO				Y
/HCID/006/	O024.	Preservation/Finance Files (Retention Code CO = Date of project completion) Records retained permanently because they pertain to real estate loans.	CO+2	PE	DO				

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/HCID/006/	O025.	Land Use Project Files (Retention Code TO = Project start date) Includes covenant. Previously retained under LAHD/013 Rev 0: o005	TO+2	TO+57	DO				
/HCID/006/	O026.	Land Use Annual Reporting Files by Project (Retention Code TO = Project start date) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o006	TO+1	TO+5	DO				
/HCID/006/	O027.	Land Use "Spinout" Projects (Retention Code TO = Date of review) Previously retained under LAHD/013 Rev 0: o007	TO+1	TO+5	DO				
/HCID/006/	O028.	Land Use Audit Files (Retention Code CO = Date of project completion) Audits by Controller, etc. Previously retained under LAHD/013 Rev 0: o008	CO+1	CO+10	DO				
/HCID/006/	O029.	ADA Finance Files (temporary) Temporary classification; files will eventually return to the "Project Finance Unit Project Files" (o014) record series. Records retained permanently because they follow the permanent retention justification for that record series.	TO	PE	DO				
/HCID/006/	O030.	ADA Construction Files (temporary) Temporary classification; files will eventually return to "Construction Unit Project Files" (o008) record series. Records retained permanently because they follow the permanent retention justification for that record series.	TO	PE	DO				

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