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<tr>
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<th>-- Retention (YEARS) --</th>
<th>Media Code</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>/HCID/006/</td>
<td>O</td>
<td>Original Record Series</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/HCID/006/</td>
<td>O001.</td>
<td>Housing Services Mello Project Files</td>
<td>(Retention Code TO = Date of execution) Includes covenant. Previously retained under LAHD/013 Rev 0: o011</td>
<td>EX</td>
<td>EX+30</td>
<td>DO</td>
</tr>
<tr>
<td>/HCID/006/</td>
<td>O002.</td>
<td>Housing Services Mello Annual Reporting Files</td>
<td>(Retention Code TO = Date of execution) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o012</td>
<td>TO+1</td>
<td>TO+31</td>
<td>DO</td>
</tr>
<tr>
<td>/HCID/006/</td>
<td>O003.</td>
<td>Housing Services Mello Determination</td>
<td>(Retention Code TO = Date of execution) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o013</td>
<td>TO+1</td>
<td>TO+32</td>
<td>DO</td>
</tr>
</tbody>
</table>
| /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
## Departmental Records Disposition Schedule

### Original Records

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

**City Clerk/Records Management Division**

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**Records of:**

**Development & Finance Division**  
**Housing & Community Investment Department**

---

### CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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.

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<tbody>
<tr>
<td>Community Housing Development Organization (CHDO) Project Files</td>
<td>/HCID/006/</td>
<td>O007</td>
<td>CO+2</td>
</tr>
<tr>
<td>Construction Unit Project Files</td>
<td>/HCID/006/</td>
<td>O008</td>
<td>CO+2</td>
</tr>
<tr>
<td>Correspondence</td>
<td>/HCID/006/</td>
<td>O009</td>
<td>CL</td>
</tr>
<tr>
<td>Domestic Violence Project Files (CONFIDENTIAL)</td>
<td>/HCID/006/</td>
<td>O010</td>
<td>CO+2</td>
</tr>
<tr>
<td>Environmental Services: Major Project Files</td>
<td>/HCID/006/</td>
<td>O011</td>
<td>TO+5</td>
</tr>
</tbody>
</table>

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

**Records of:**
City of Los Angeles City Clerk/Records Management Division

**Departmental Records Disposition Schedule**

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<tr>
<td>No.</td>
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<td></td>
<td></td>
<td>Office</td>
<td>Total</td>
<td>Code</td>
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**CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE**

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Previously retained under LAHD/010 Rev 1: o020

/HCID/006/ O012. Project, Policy, and Procedure Guidelines/Manuals
Previously retained under LAHD/010 Rev 1: o021

/HCID/006/ O013. Memoranda
Previously retained under LAHD/010 Rev 1: o032

/HCID/006/ O014. 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: o035

/HCID/006/ O015. 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: o038

/HCID/006/ O016. 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: o039

/HCID/006/ O017. 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: o040

/HCID/006/ O018. 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.
 Previously retained under LAHD/010 Rev 1: o040

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**RECORD TYPE:**
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- L=LEGAL
### Records of: Development & Finance Division Housing & Community Investment Department

**Record Title** (Description / Sub Categories / Remarks)

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<tr>
<td>/HCID/006/</td>
<td>O019.</td>
<td>Applications for Project Assistance Files (DENIED)</td>
<td>TO+2</td>
<td>TO+15</td>
<td>DO</td>
</tr>
<tr>
<td>/HCID/006/</td>
<td>O020.</td>
<td>Bond Books / Binders / CDs</td>
<td>TO+2</td>
<td>PE</td>
<td>OP</td>
</tr>
<tr>
<td>/HCID/006/</td>
<td>O021.</td>
<td>Environmental Services: Minor Project Files</td>
<td>TO+2</td>
<td>PE</td>
<td>DO</td>
</tr>
<tr>
<td>/HCID/006/</td>
<td>O022.</td>
<td>Bond Project Files</td>
<td>TO+2</td>
<td>TO+55</td>
<td>DO</td>
</tr>
<tr>
<td>/HCID/006/</td>
<td>O023.</td>
<td>Relocation Files (CONFIDENTIAL)</td>
<td>TO+2</td>
<td>PE</td>
<td>Y</td>
</tr>
<tr>
<td>/HCID/006/</td>
<td>O024.</td>
<td>Preservation/Finance Files</td>
<td>CO+2</td>
<td>PE</td>
<td>DO</td>
</tr>
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**Certified Per Section 12.3 of Los Angeles Administrative Code**

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Previously retained under LAHD/010 Rev 1: o041

Previously retained under LAHD/010 Rev 1: o042

Previously retained under LAHD/010 Rev 1: o043

Previously retained under LAHD/010 Rev 1: o044

Previously retained under LAHD/013 Rev 0: o001

Previously retained under LAHD/010 Rev 1: o035, but now spun off into its own Record Series.

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- AU = Audit
- AR = Annual Review
- CL = Closed
- CO = Completion
- CA = Cancelled
- EX = Expiration
- PE = Permanent
- SU = Superseded
- 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
## Departmental Records Disposition Schedule

**Original Records**

### Records of:

- **Development & Finance Division**
- **Housing & Community Investment Department**

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<tr>
<td>006/006</td>
<td>O025.</td>
<td>Land Use Project Files</td>
<td>(Retention Code TO = Project start date) Includes covenant. Previously retained under LAHD/013 Rev 0: o005</td>
<td>TO+2</td>
<td>TO+57</td>
<td>DO</td>
</tr>
<tr>
<td>006/006</td>
<td>O026.</td>
<td>Land Use Annual Reporting Files by Project</td>
<td>(Retention Code TO = Project start date) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o006</td>
<td>TO+1</td>
<td>TO+5</td>
<td>DO</td>
</tr>
<tr>
<td>006/006</td>
<td>O027.</td>
<td>Land Use “Spinout” Projects</td>
<td>(Retention Code TO = Date of review) Previously retained under LAHD/013 Rev 0: o007</td>
<td>TO+1</td>
<td>TO+5</td>
<td>DO</td>
</tr>
<tr>
<td>006/006</td>
<td>O028.</td>
<td>Land Use Audit Files</td>
<td>(Retention Code CO = Date of project completion) Audits by Controller, etc. Previously retained under LAHD/013 Rev 0: o008</td>
<td>CO+1</td>
<td>CO+10</td>
<td>DO</td>
</tr>
<tr>
<td>006/006</td>
<td>O029.</td>
<td>ADA Finance Files</td>
<td>(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.</td>
<td>TO</td>
<td>PE</td>
<td>DO</td>
</tr>
<tr>
<td>006/006</td>
<td>O030.</td>
<td>ADA Construction Files</td>
<td>(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.</td>
<td>TO</td>
<td>PE</td>
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