

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: Housing Strategies and Services Division
/HCID/011/ LA 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>										
/HCID/011/	O	ORIGINAL RECORDS:								
/HCID/011/	O001.	Handyworker Program Files (Retention Code CL = The date of the file closed) Clients' applications for Handyworker assistance. Previously retained under HCID/001 rev. 0: o027	CL+1	CL+14	DO	N	N	N		
/HCID/011/	O002.	Handyworker Program Unit - Personnel File (Retention Code TE = The date the contractor's contract ended) a) Memos b) Evaluations c) Training (NLTS Letter) d) Vacation Schedules e) Job Descriptions & Standard of Performance Previously retained under HCID/001 rev. 0: o025	TE+2	TE+14	DO	N	N	N		
/HCID/011/	O003.	Homeownership Mortgage Credit Certificate (MCC) Program Files (Retention Code TO = The date the file was opened) Pre-approvals for City loans for first-time low-income homebuyers. Previously retained under LAHD/001 rev. 1: o004	TO+3	TO+33	DO	N	N	N		
/HCID/011/	O004.	Homeownership Mortgage Revenue Bond Program Files (Retention Code TO = The date the file was opened) Loan information. Previously retained under LAHD/001 rev. 1: o005	TO+3	TO+33	DO	N	N	N		
/HCID/011/	O005.	Homeworks! Program Files (Retention Code TO = The date the file was opened) Information regarding the Homeownership program. Previously retained under LAHD/001 rev. 1: o006	TO+3	TO+33	DO	N	N	N		
/HCID/011/	O006.	Lead-Based Paint Hazard Control Grants (Retention Code CL = The date the file closed) Project folder for grants provided to residents with lead-based paint in their homes. Previously retained under LAHD/001 rev. 1: o013, o014, o030, o031, o032, o033, o034	CL+3	CL+33	DO	N	N	N		
/HCID/011/	O007.	Soft Second Program Files Previously retained under LAHD/001 rev.1:o012	TO+3	TO+33	DO	N	N	N		
/HCID/011/	O008.	CRA Acquisition Files (Retention Code CO = Date property is sold)	CO	CO+5	MF	N	N	N		

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/HCID/011/	O009.	Previously retained under HCID/005 rev. 0:o001 CRA Appraisal Reports (Retention Code CO = Date property is sold)	CO	CO+5	DO	N	N	N			
/HCID/011/	O010.	Previously retained under HCID/005 rev. 0:o002 CRA Asset Management Loan Agreements (Retention Code CO = Loan maturity date or covenant expiration date, whichever is later)	CO	CO+5	MF	N	N	N			
/HCID/011/	O011.	Previously retained under HCID/005 rev. 0:o003 CRA Property Management Records (Retention Code AR = End date of that fiscal year)	AR	AR+5	MF	N	N	N			
/HCID/011/	O012.	Previously retained under HCID/005 rev. 0:o004 CRA Trust Deeds (Retention Code CO = Loan maturity date or covenant expiration date, whichever is later)	CO	CO+10	DO	N	N	N			
/HCID/011/	O013.	Previously retained under HCID/005 rev. 0:o005 CRA Trust Deeds Report (Retention Code CO = Loan maturity date or covenant expiration date, whichever is later)	CO	CO+5	MF	N	N	N			
/HCID/011/	O014.	Previously retained under HCID/005 rev. 0:o006 CRA Environmental Impacts Report / Architectural Reports (Retention Code CO = Date of completion of project/contract)	CO	CO+5	MF	N	N	N			
/HCID/011/	O015.	Previously retained under HCID/005 rev. 0:o007 CRA Bond Files (Retention Code CO = End-of-life date of the bond or covenant expiration date, whichever is later)	CO	CO+5	MF	N	N	N			
/HCID/011/	O016.	Previously retained under HCID/005 rev. 0:o008 CRA Affirmative Marketing Plans (Retention Code EX= Date of covenant expiration)	EX	EX+3	DO	N	N	N			
/HCID/011/	O017.	Previously retained under HCID/005 rev. 0:o009 CRA Correspondence (Retention Code TO = Date of correspondence)	TO	TO+3	DO	N	N	N			
/HCID/011/	O018.	Previously retained under HCID/005 rev. 0:o010 CRA Closing Documents (Retention Code CL = Date of termination/closure)	CL	CL+3	DO	N	N	N			

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/HCID/011/	O019.	CRA First-Time Buyer Files (Retention Code CL = Date of termination/closure) Previously retained under HCID/005 rev. 0:o012	CL	CL+3	DO	N	N	N
/HCID/011/	O020.	CRA Housing Assistance Payment Contracts (Retention Code CL = Date of termination/closure) Previously retained under HCID/005 rev. 0:o013	CL	CL+3	DO	N	N	N
/HCID/011/	O021.	CRA Housing Loan Agreements (Retention Code CO = Loan maturity date or covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:o014	CO	CO+5	MF	N	N	N
/HCID/011/	O022.	CRA Monitoring Reports (Retention Code TO = Date of the report) Previously retained under HCID/005 rev. 0:o015	TO	TO+3	DO	N	N	N
/HCID/011/	O023.	CRA Occupancy Reports (Retention Code TO = Date of the report) Previously retained under HCID/005 rev. 0:o016	TO	TO+3	DO	N	N	N
/HCID/011/	O024.	CRA Physical Inspection Reports (Retention Code TO = Date of the inspection) Previously retained under HCID/005 rev. 0:o017	TO	TO+3	DO	N	N	N
/HCID/011/	O025.	CRA Property Management Plans (Retention Code EX = Date of expiration) Previously retained under HCID/005 rev. 0:o018	EX	EX+3	DO	N	N	N
/HCID/011/	O026.	CRA Regulatory Agreements (Retention Code EX = Date of covenant expiration) Previously retained under HCID/005 rev. 0:o019	EX	EX+5	MF	N	N	N
/HCID/011/	O027.	CRA Section 8 - New Construction Contracts (Retention Code TE = Date of termination) Previously retained under HCID/005 rev. 0:o020	TE	TE+3	MF	N	N	N

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/HCID/011/	O028.	CRA Trust Deeds (Retention Code CL = Loan maturity date or covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:o021	CL	CL+5	MF	N	N	N	
/HCID/011/	O029.	CRA Disposition Development Agreements (Retention Code CO = Date of completion) Previously retained under HCID/005 rev. 0:o022	CO	CO+3	DO	N	N	N	
/HCID/011/	O030.	CRA Disposition Files (Retention Code CO = Date property was sold) Previously retained under HCID/005 rev. 0:o023	CO	CO+5	MF	N	N	N	
/HCID/011/	O031.	CRA Certificate of Completion (Retention Code CO = Date of completion) Previously retained under HCID/005 rev. 0:o024	CO	CO+5	MF	N	N	N	
/HCID/011/	O032.	CRA Owner Participation Agreement (Retention Code CO = Date of completion of project/contract) Previously retained under HCID/005 rev. 0:o025	CO	CO+3	DO	N	N	N	
/HCID/011/	O033.	CRA Loan Folders (Retention Code CO = Either the loan maturity date or the covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:o026	CO	CO+5	DO	N	N	N	
/HCID/011/	O034.	CRA Residual Receipt Folders (Retention Code CO = Either the loan maturity date or the covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:o027	CO	CO+5	DO	N	N	N	
/HCID/011/	O035.	CRA Covenant Folders (Retention Code CO = Either the loan maturity date or the covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:o028	CO	CO+5	DO	N	N	N	
/HCID/011/	O036.	CRA Original Document Folders (Retention Code CO = Either the loan maturity date or the covenant expiration date, whichever is later) Previously retained under HCID/005 rev. 0:o029	CO	CO+5	DO	N	N	N	
/HCID/011/	O037.	Request for Qualifications(RFQ) & Request for Proposals(RFP) Files (Retention Code CO = Date the Exclusive Negotiation Agreement is signed.) Disposition of city-owned properties.	CO	CO+5	DO	N	N	N	

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