

# City of Los Angeles

August 17, 2015

## *Department Records Disposition Schedules* *Housing & Community Investment Department*

*Schedule Number    Department Name*

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/HCID/	Housing & Community Investment Department
/HCID/001/	Monitoring and Technical Assistance Division
/HCID/002/	Accounting Division

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

**Records of: Monitoring and Technical Assistance Division**  
**/HCID/001/ 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
/HCID/001/	O	ORIGINAL RECORD SERIES							
/HCID/001/	O001.	FamilySource Center records: Lucille Beserra Roybal FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O002.	FamilySource Center records: Tom Bradley FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O003.	FamilySource Center records: Tom Bradley/Milken FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O004.	FamilySource Center records: Cypres Park FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O005.	FamilySource Center records: Pacoima FSC (Retention Code CL = the end date of the Apr 1 - Mar 31 program year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O006.	Volunteer Income Tax Assistance (VITA) records: Lucille Beserra Roybal FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O007.	Volunteer Income Tax Assistance (VITA) records: Tom Bradley FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O008.	Volunteer Income Tax Assistance (VITA) records: Tom Bradley/Milken FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O009.	Volunteer Income Tax Assistance (VITA) records: Cypres Park FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O010.	Volunteer Income Tax Assistance (VITA) records: Pacoima FSC (Retention Code CL = the end date of the Jan 1 - Dec 31 calendar/tax year)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O011.	HOPWA Contract Files Involves Real Property (previously retained under LAHD/013: o019)	EX+3	EX+5	DO	N	N	N	
/HCID/001/	O012.	HOPWA Connections Grants Files Includes contract, amendment(s), correspondence, insurance (previously retained under LAHD/013: o020)	EX+3	EX+5	DO	N	N	N	
/HCID/001/	O013.	HOPWA Monitoring of Contractors (by Contractor) a) Fiscal & Financial Monitoring by CPA firm b) Program Monitoring by HCIDLA (previously retained under LAHD/013: o021)	TO+3	TO+5	DO	N	N	N	
/HCID/001/	O014.	HOPWA RFPs and Proposals (previously retained under LAHD/013: o022)	CO+3	CO+5	DO	N	N	N	
	O015.	HOPWA Fiscal Reports	TO+3	TO+5	DO	N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/HCID/001/		a) Single Audits b) Invoices (by contractor and respective components) (previously retained under LAHD/013: o023)							
/HCID/001/	O016.	HOPWA Training Files (previously retained under LAHD/013: o024)	TO+2	TO+3	DO	N	N	N	
/HCID/001/	O017.	HOPWA Audit Files Single audits by Controller, HUD monitoring, etc. (previously retained under LAHD/013: o025)	AU+5	AU+10	DO	N	N	N	
/HCID/001/	O018.	LA Countywide HOPWA Advisory Committee (LACHAC) Meeting Records & Audit Recordings (Retention Code TO = the date of the public meeting) Audit tapes ("AT" media code) and CDs ("OP" media code) will be included in these retention boxes, but to a lesser extent than "DO" contents. (previously retained under LAHD/013: o026)	TO+3	TO+5	DO	N	N	N	
/HCID/001/	O019.	HOPWA Miscellaneous Files e.g. meetings, correspondence, memos, Council actions, transmittals, project sponsor information, etc. (previously retained under LAHD/013: o028)	TO+3	TO+5	DO	N	N	N	
/HCID/001/	O020.	LAHSA Contract Files includes contract, amendment(s), monthly invoices, and quarterly program reports (previously retained under LAHD/013: o029)	EX+3	EX+5	DO	N	N	N	
/HCID/001/	O021.	LAHSA Monitoring by HCIDLA a) Program b) Fiscal (previously retained under LAHD/013: o030)	EX+3	EX+5	DO	N	N	N	
/HCID/001/	O022.	LAHSA Miscellaneous Files e.g. meetings, correspondence (previously retained under LAHD/013: o031)	EX+3	EX+5	DO	N	N	N	
/HCID/001/	O023.	LAHSA Homeless prevention and Rapid Rehousing (HPRP) Files (previously retained under LAHD/013: o032)	TO+5	TO+7	DO	N	N	N	
/HCID/001/	O024.	LAHSA Audit Files audits by Controller, HUD, etc. (previously retained under LAHD/013: o033)	AU+5	AU+10	DO	N	N	N	
/HCID/001/	O025.	Handyworker Program Unit - Personnel File a) Memos b) Evaluations c) Training (NTLS Letter)	TO+4	TO+14	DO	N	N	N	

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			Office	Total	Code	V	H	C	L
/HCID/001/	O026.	d) Vacation Schedules e) Job Descriptions & Standard of Performance (previously retained under LAHD/001 rev 1: o017) Handyworker Program Unit - Contract File - Personal Service Agreements (previously retained under LAHD/001 rev 1: o018)	TO+4	TO+14	DO	N	N	N	
/HCID/001/	O027.	Handyworker Program Files a) Memos b) Invoices c) Monitoring Report d) Problems/Denials e) RFP Bids Received f) Client Files (previously retained under LAHD/001 rev 1: o019)	TO+4	TO+14	DO	N	N	N	
/HCID/001/	O028.	Human Services Agency Files a) contracts (1.1) 1. amendments (1.1.1) b) correspondence (1.2) 1. agency (1.2.1) 2. general information (1.2.2) c) monthly narrative reports (1.3) d) request for proposals (1.4) e) site visit reports (1.5) f) transmittals (1.6) (previously retained under CDD/41 rev 1: o001)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O029.	Human Services Monitor's Working Files a) affirmative action plan (2.1) b) articles of incorporation (2.2) c) bank reports (2.3) d) board related (2.4) e) budget modification request (2.5) f) by-laws (2.6) g) cash requests (2.7) h) client eligibility plan (2.8) i) corrective action plan (2.9) j) expenditure plan (2.10) k) fiscal (2.11) l) insurance (2.12) m) inventory (2.13) n) leases (2.14) o) monitor's reports (2.15)	CL+3	CL+5	DO	N	N	N	

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			Office	Total	Code	V	H	C	L
/HCID/001/	O030.	p) personnel (2.16) q) required documents (2.17) (previously retained under CDD/41 rev 1: o002) Neighborhood Dev. Construction/Renovation Agency Files	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O031.	a) correspondence (1.1) b) contracts (1.2) c) amendments (1.3) d) monthly reports / site visit reports / narrative reports (1.4) e) abstracts (1.5) (previously retained under CDD/41 rev 1: o003) Neighborhood Dev. Construction/Renovation Matching Grant	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O032.	a) Phase II - RFP - c(2.1) b) Phase III - contract negotiation - correspondence (2.2) c) Phase IV - contract execution - correspondence (2.3) d) Phase V - acquisition - correspondence (2.4) e) Phase VI - architectural design - correspondence (2.5) f) Phase VII - bid - correspondence (2.6) g) Phase VIII - construction selection - correspondence (2.7) h) Phase IX - construction implementation - correspondence (2.8) i) Phase X - construction monitoring - correspondence (2.9) j) Phase XI - property management - correspondence (2.10) (previously retained under CDD/41 rev 1: o004) Continued Use / Lease Agreement Agency Files	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O033.	a) correspondence and reports (4.1) b) contracts and amendments (4.2) c) abstracts (4.3) (previously retained under CDD/41 rev 1: o006) Request for Proposal (RFP) Files	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O034.	a) correspondence (5.1) (previously retained under CDD/41 rev 1: o007) Director's Correspondence	TO+2	TO+2	DO	N	N	N	
/HCID/001/	O035.	a) general correspondence (7.1) a) correspondence to and from section heads (7.2) a) tracking guides correspondence (7.3) a) U.S. Escrow monthly reports (7.4) (previously retained under CDD/41 rev 1: o009) Administration Correspondence Files	CL+3	CL+5	DO	N	N	N	
		a) human services agencies b) neighborhood development agencies							

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			Office	Total	Code	V	H	C	L
		c) handyworker programs d) planning e) community service block grant f) HUD community development block grant g) request for proposals h) City departments i) homeless j) AIDS 1. residential programs 2. education and information k) defunded agencies (previously retained under CDD/41 rev 1: o010)							
/HCID/001/	O036.	Human Services / Neighborhood Development Homeless Files a) mobile ombudsman program 1. intake forms 2. correspondence b) mobile home transitional housing c) cold weather program d) agencies 1. contracts 2. correspondence (previously retained under CDD/41 rev 1: o011)	CL+3	CL+5	DO	N	N	N	
/HCID/001/	O037.	Human Services / Neighborhood Operations Earthquake Recovery a) intake forms b) correspondence c) service providers d) contracts e) miscellaneous (previously retained under CDD/41 rev 1: o012)	CL+3	CL+5	DO	N	N	N	

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			Office	Total	Code	V	H	C	L
/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 a) HOME Activity Reports b) HOME Contract Balance Monthly Reports c) HOME Earthquake Grants Closeout Reports d) HOME Match Quarterly Reports	CL+2	CL+7	DO				

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			Office	Total	Code	V	H	C	L
/HCID/002/	O032.	e) HOME Match Year-End Reports REAP & UMP 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/	O033.	Rent & SCEP Accounting Documents a) Receipt Batches - includes original payment coupon, check copy, correspondence, summary prepared by counters and CR/CRC copy, transmittal prepared by Accounting staff b) Rent/SCEP Refunds - includes the owner's refund request, refund check copy, and FMIS documents c) Cash Receipts and Cash Receipts Corrections d) US Bank Lockbox Report	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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## *Department Records Disposition Schedules*

### *Los Angeles Housing Department*

#### *Schedule Number Department Name*

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/LAHD/	Los Angeles Housing Department
/LAHD/001/	Homeownership Division
/LAHD/002/	Rent Stabilization Division
/LAHD/003/	Executive Management Division/Executive Support Section
/LAHD/005/	Portfolio Management
/LAHD/006/	Executive Management Division/Policy and Planning Section
/LAHD/007/	Administrative Services Division/Budget and Management Services Section
/LAHD/008/	Administrative Services Division/Personnel Section
/LAHD/009/	Accounting Division
/LAHD/010/	Major Projects Division
/LAHD/011/	Neighborhood Revitalization Division
/LAHD/012/	Code Enforcement Division
/LAHD/013/	Housing Services
/LAHD/014/	Compliance Division
/LAHD/015/	Systems Division
/LAHD/016/	Executive Management Division/Public Information Section

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/LAHD/001/	O001.	ADMINISTRATIVE FILES a) Personnel b) Vacation Requests c) Sick Time Requests d) Vendor Services e) Incoming Correspondence f) Outgoing Correspondence g) Reference Materials h) CAO i) CLA j) City Council k) HUD	TO+3	TO+6	DO	N	N	N	
/LAHD/001/	O002.	EHOP a) 1 or 2 Units (Soft Seconds) b) 3 to 4 Units (Rehab Loans)	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O003.	HOME CHOICE PROGRAM FILES	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O004.	HOME OWNERSHIP MORTGAGE CREDIT CERTIFICATE PROGRAM FILES	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O005.	HOME OWNERSHIP MORTGAGE REVENUE BOND PROGRAM FILES	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O006.	HOMWORKS PROGRAM FILES	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O007.	LARGE SITES PROGRAM FILES a) Developer Files b) Homebuyer Files	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O008.	LAUSD DISPLACEES FILES	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O009.	PURCHASE ASSISTANCE ONLY PROGRAM FILES	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O010.	SECTION 8 FILES	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O011.	SMALL SITES PROGRAM FILES a) Developer Files b) Homebuyer Files	TO+3	TO+33	DO	N	N	N	
/LAHD/001/	O012.	SOFT SECOND PROGRAM FILES	TO+3	TO+33	DO	N	N	N	

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**Records of: Rent Stabilization Division**  
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/LAHD/002/	O	ORIGINAL RECORD SERIES								
/LAHD/002/	O001.	ACCOUNTING DATA a) Ledgers b) Bank Deposit Slips	TO+2	TO+5	DO	N	N	N		
/LAHD/002/	O002.	BILLING CORRESPONDENCE	TO+2	TO+2	DO	N	N	N		
/LAHD/002/	O003.	BILLING ACCOUNTING DATA	TO+2	TO+5	DO	N	N	N		
/LAHD/002/	O004.	CASE ANALYSIS SECTION Major Rehabilitation a) Landlord Declarations Cases b) Re-rental Applications after Major Rehab. Cases c) Just & Reasonable Cases d) Luxury Exemption Case Files e) Non-profit Case Files	TO+2	TO+4	DO	N	N	N		
/LAHD/002/	O005.	DAVIS & BACON SECTION Case Files	TO+3	TO+6	DO	N	N	N		
/LAHD/002/	O006.	HEARING SECTION Hearing Files (Tapes, Decisions, Sign-in Sheets, Old Hearing Officer Contracts)	TO+2	TO+4	DO	N	N	N		
/LAHD/002/	O007.	INVESTIGATIONS & ENFORCEMENT SECTION RENT COMPLAINTS	TO+2	TO+4	DO	N	N	N		
/LAHD/002/	O008.	INVESTIGATIONS & ENFORCEMENT SECTION CITY ATTORNEY REFERRALS	TO+5	TO+8	DO	N	N	N		
/LAHD/002/	O009.	MOBILE HOME PARK TASK FORCE a) MHPTF Agendas and Meeting Material b) File Copies (Attendance report, Posting Agendas) c) Correspondence d) Task Force Member's Personnel File - Contains confidential personal information on Task Force Members such as home and work phone numbers and mailing address. e) Tapes	TO+2	TO+4	DO	N	N	Y		
/LAHD/002/	O010.	RAC AGENDAS AND MEETING MATERIALS	TO+3	PE	DO	N	N	N		

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

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

**Records of: Rent Stabilization Division**  
**/LAHD/002/ Los Angeles Housing 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
/LAHD/002/	O011.	RAC MINUTES	TO+2	PE	DO	N	N	N	
/LAHD/002/	O012.	RAC FILE COPIES (Attendance Reports, Payroll, Posting Agendas)	TO+2	TO+4	DO	N	N	N	
/LAHD/002/	O013.	RAC CORRESPONDENCE	TO+2	TO+4	DO	N	N	N	
/LAHD/002/	O014.	RAC COMMISSIONER'S PERSONNEL FILE Confidential personal information on Commissioners such as home and work phone numbers and mailing address.	TO+2	TO+4	DO	N	N	Y	
/LAHD/002/	O015.	RAC RECORDINGS	TO+3	PE	DO	N	N	N	

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

**Records of: Portfolio Management**  
**/LAHD/005/ Los Angeles Housing 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
/LAHD/005/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	
/LAHD/005/	O001.	ASSUMPTIONS CL = date assumption executed or denied a) Borrower's assumption request b) Borrower's mortgage statements for existing lien c) 2 years of federal tax returns d) Uniform residential loan application e) W-9 f) Driver's license or Identification card g) Sales agreement or any other agreement pertinent h) Preliminary title report i) Preliminary closing statement j) Escrow instructions k) Authorization to release information l) Qualifications and prior property management experience m) LLC incorporation documents (Investors) n) List of properties owned by potential buyer o) Copy of Assignment, Assumption and Consent Agreements p) Copy of Personal Guarantee (Investors) q) Systematic Code Enforcement and Rent Registration reports r) Property management plan s) Copy of Loan agreement t) Property operating statements from management company u) Cash flow analysis	CL+2	CL+7	DO	N	N	Y	
/LAHD/005/	O002.	BANKRUPTCIES CL = date of dismissal or discharge a) Copy of promissory note, deed of trust b) Print outs of loan status c) Correspondence (Certain exceptions may apply contact the City Attorney) d) Case tracking information e) Demand/Payoff loan information sheet (if applicable) f) Copy of Covenant (if applicable) g) Bankruptcy Notices h) Bank documents (Certain exceptions may apply contact the City Attorney) i) Copy of Loan Agreements (if applicable) j) Bankruptcy transaction data sheet k) Cover letter to City Attorney	CL+2	CL+7	DO	N	N	Y	
/LAHD/005/	O003.	COLLECTION FILES (Construction Delay Amendment)	CL+2	CL+7	DO	N	N	N	

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

**Records of: Portfolio Management**  
**/LAHD/005/ Los Angeles Housing 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				
		CL = date amendment executed or denied a) Correspondence b) Copy of promissory note and deed of trust c) Request to amend loan due to construction delay d) Print outs of loan status e) Copy of Amendment Agreement (s)											
/LAHD/005/	O004.	<b>COLLECTION FILES (Financial Hardship Amendment)</b> CL = date amendment executed or denied a) Correspondence and between the Dept. and Borrower or its representative b) Authorization to release information c) IRS Form 4506 d) W9 Form e) Amendment application f) Unemployment deferment application g) Personal expense worksheet h) Copy of driver license or identification i) Copy of last 2 federal tax returns j) Property tax bill k) Copy of pay stubs or social security award letter l) List of all loans on property, loan balances, monthly payment and last stmt. m) Copy of profit and loss statements, rent roll, banks statements (if applicable) n) Amortization Schedule o) Credit Report p) Estimate property value q) Financial analysis review and recommendation r) Copy of Amendment Agreement (s) s) Copy of promissory note and deed of trust	CL+2	CL+7	DO	N	N	N	Y				
/LAHD/005/	O005.	<b>CORRESPONDENCE</b> CL = date of letter or file is closed a. Outgoing correspondence b. Inter-Office and Inter-Departmental correspondence c. Incoming correspondence	CL+3	CL+7	DO	N	N	N					
/LAHD/005/	O006.	<b>DEMANDS/LOAN PAY-OFF REQUESTS</b> CL = date of demand a) Written request/correspondence to pay off loan from borrower, escrow, lender or title co. b) Copy of promissory note (if necessary) c) Accounting's loan pay off information sheet d) Loan Tracking System print out confirming loan balance e) Approved pay off letter f) Fax confirmation	CL+2	CL+7	DO	N	N	Y					

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

**Records of: Portfolio Management**  
**/LAHD/005/ Los Angeles Housing 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	
/LAHD/005/	O007.	g) Equity calculation (if applicable) h) Original certified purchase settlement agreement by borrower (if applicable) i) Capital improvement by borrower (if applicable) j) Original Improvements using LAHD funding (if applicable) <b>FORCLOSURE DUE TO TAX SALES</b> CL = date of foreclosure or cure of default a) Copy of promissory note , deed of trust and loan agreements b) Copy of Loan agreement c) Print outs of loan status d) Recommendation and decision to either protect or not to protect City's interest at sale ( Hearing Committee Report) e) Tax sale notice f) Comparable sales report & property profile g) Response to surplus claim h) LAHD's foreclosure analysis i) Tax sale deed j) Notice of surplus proceeds k) Demand/Payoff information sheet l) Statement of claim for excess proceeds m) Correspondence n) Foreclosure action (if applicable) o) Copy of LAHD money order to bid (if applicable) p) Agreement between City and borrower to repay advanced funds	CL+2	CL+7	DO	N	N	N		
/LAHD/005/	O008.	<b>FORCLOSURE BY THIRD PARTY</b> CL = date of foreclosure or cure of default a) Copy of promissory note and deed of trust b) Copy of Loan agreement c) Print outs on loan status d) Recommendation and decision to either protect or not to protect City's interest at sale (Hearing Committee Report) e) Notice of Default by third party f) Notice of Trustee Sale g) Comparable Sales report & Property profile h) Response to surplus claim i) LAHD's foreclosure analysis j) Recorded Notice of Trustee's Sale k) Notice of Surplus Proceeds l) Demand/Payoff information sheet m) Statement of Claim for Excess Proceeds n) Correspondence o) Copy of LAHD money order to bid (if applicable)	CL+2	CL+7	DO	N	N	N		
/LAHD/005/	O009.	<b>FORCLOSURES INITIATED BY LAHD</b>	CL+2	CL+7	DO	N	N	N		

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

**Records of: Portfolio Management**  
**/LAHD/005/ Los Angeles Housing 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		
		CL = date of foreclosure or cure date a) Copy of promissory note and deed of trust b) Copy of Loan agreement c) Print outs of loan status d) Correspondence e) Recommendation and decision to foreclose protecting City's interest (Hearing Committee Report) f) Preliminary notice of default g) Foreclosure expenses and proceeds from sale h) Instruction to outside loan servicer to initiate foreclosure (if applicable) i) Trust sale guarantee j) Notice of default k) Notice of trustee sale l) Comparable sales report & property profile m) LAHD's foreclosure analysis n) Recorded Notice of trustee's sale o) Demand/Payoff information sheet p) Trustee's deed									
/LAHD/005/	O010.	<b>LOAN FILES</b>	CL+2	CL+7	DO	N	N	Y			
		CL = date of pay off, cancellation or discharge a) Copy of promissory note b) Copy of Deed of Trust c) Amendment(s) agreement (if applicable) e) Copy of Covenant (if applicable) f) Copy of Regulatory agreement (if applicable) g) Copy of Subordination agreement (if applicable) h) Copy of Loan agreement (if applicable) i) Assumption agreements (if applicable) j) W9 k) Modification to promissory note (if applicable)									
/LAHD/005/	O011.	<b>PRINT DELINQUENT LOANS/PRINT DELINQUENT LETTER PROCESS (DELINQUENT LOAN</b>	CO+2	CO+7	DO	N	N	N			
		CO = date of letters a) Daily print out of all delinquent loans b) List of loans of which delinquent letter will be mailed (if any) c) Monthly tracking of delinquent letters mailed									
/LAHD/005/	O012.	<b>PROBATE FILES</b>	CL+2	CL+7	DO	N	N	N			
		CL = date of court order approving final a) Copy of promissory note and deed of trust b) Copy of Loan agreement (if applicable) c) Copy of Covenant (if applicable) d) Death Certificate									

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

**Records of: Portfolio Management**  
**/LAHD/005/ Los Angeles Housing 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
/LAHD/005/	O013.	e) Probate docs received from attorneys/heirs (if applicable) f) Probate transaction data sheet g) Loan status print outs h) Demand/payoff information sheet i) Cover letter to City Attorney <b>RECONVEYANCES</b> CL = date of reconveyance a) Correspondence b) Copy of promissory note and deed of trust c) Transmittal cover sheet d) Print outs confirming account is zero balance e) Copy of pay off check f) Letter instructing procedure to release City lien g) Copy of Substitution of trust deed	CL+2	CL+7	DO	N	N	N	
/LAHD/005/	O014.	<b>SHORT PAYS (for Homeowner or Investor)</b> CL = date of pay off a) Correspondence b) Preliminary Title Report c) W2 - Wage and Tax Statement d) Notice of Default (if applicable) e) Preliminary closing cost estimate f) Comparable sales or Appraisal g) Most recent mortgage statement/coupon h) Statement of operations from the date of the last tax return (Investor) i) Rent roll (Investor ) j) Tax returns for last three years (Investor) k) Accepted Purchase agreement l) Recommendation or decision to accepts or decline m) Write off memo to accounting or counter short pay offer n) Copy of loan agreements	CL+2	CL+7	DO	N	N	Y	
/LAHD/005/	O015.	<b>SUBORDINATIONS</b> CO = date of subordination or date denied a) Subordination application/broker/lender worksheet b) Authorization A to release borrower's information c) Authorization B to release lender's/broker's information d) Request to subordinate Dept. loan e) W9 f) Borrower(s)' Certification g) Copy of Modification to promissory note (if applicable) h) Subordination Recommendation	CO+2	CO+7	DO	N	N	Y	

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

**Records of: Portfolio Management**  
**/LAHD/005/ Los Angeles Housing 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																								
/LAHD/005/	O016.	i) Copy of borrower's driver license j) Title report k) Uniform residential loan application l) Estimated closing statement m) Credit report n) Payoff statement o) Print outs on loan status p) Copy of Subordination Agreement	CL+2	CL+60	DO	N	N	N	N																								
		SALE OF REAL ESTATE CL = sale date a) Trustee's deed b) Title report c) LAHD transmittal d) Council & Mayor approval of sale e) Copy of Ordinance f) Grant deed g) Escrow settlement statement																															
		/LAHD/005/								O017.	VERIFICATIONS OF MORTGAGE a) Lender's request, b) Borrower's authorization, c) Approved Verification of Loan Pads (30) d) Fax confirmation sheet.	CO+2	CO+7	DO	N	N	N																
											/LAHD/005/							O018.	INSURANCE NOTICES Insurance Policy from Broker or Agent	TO+2	TO+7	DO	N	N	N								
																			/LAHD/005/							O019.	LOAN SERVICES REPORT - AmeriNational Community Services a) Correspondence b) Unapplied Funds Report c) Reconciliation Report d) Portfolio Status e) Delinquent Report f) Invoices	TO+2	TO+7	DO	N	N	N
																											/LAHD/005/						

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

**Records of: Executive Management Division/Policy and Planning Section**  
**/LAHD/006/ Los Angeles Housing 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
/LAHD/006/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	
/LAHD/006/	O001.	CONTRACTS (Personal Services) a) Request for Proposal b) Request for Qualifications c) Proposals/Bids d) Award Letters e) Contract & Attachments f) Correspondence g) Council File Summary	TO+5	TO+10	DO	N	N	N	
/LAHD/006/	O002.	GRANTS a) Applications b) Award Letters c) Contracts d) Work Products e) Reports to Grantee f) Budget g) Program Modifications h) Correspondence i) Council File Summary	TO+5	TO+10	DO	N	N	N	
/LAHD/006/	O003.	HOUSING ISSUES (Policy Issues) a) Background Information b) Housing Studies c) Planning Documents d) Meeting Notes/Memos e) Council Motions/Mayoral Requests f) Transmittals/Reports & Recommendations g) Correspondence	PE	PE	DO	N	N	N	
/LAHD/006/	O004.	PUBLICATIONS	TO+5	TO+5	DO	N	N	N	

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

**Records of: Administrative Services Division/Budget and Management Services Section**  
**/LAHD/007/ Los Angeles Housing 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	Code	V	H	C	L				
/LAHD/007/	O	ORIGINAL RECORD SERIES												
/LAHD/007/	O001.	Contracts a) Correspondence b) Declaration of Compliance c) Insurance Endorsement d) Request for Proposal e) Request for Qualifications (Retention Code TE = cumulative end date of contract and all its amendments)	TE+1	TE+5	DO		N	N	N					
/LAHD/007/	O002.	Equipment a) Salvage Transfer Form (Request for Sale/Reuse of Personal Property) GS/S8	TO+1	TO+2	DO		N	N	N					
/LAHD/007/	O003.	Miscellaneous Outgoing Correspondence and Memoranda	TO+2	TO+2	DO		N	N	N					
/LAHD/007/	O004.	Vehicles AND Transit (Retention Code AR = Last day of the relevant fiscal year) a) Fleet vehicle use logs b) Google Calendar fleet vehicle supervisory approvals c) DASH ticket logs	AR+2	AR+2	DO		N	N	N					
/LAHD/007/	O005.	Miscellaneous Telecom Documents Note: EAR Forms for Communication Service Requests (CSRs) are retained under O008, actual CSRs submitted to ITA are part of ITA's SOS (Service Desk Online System). a) Local phone service bills (Retention Code TO = Date the bills were sent to us by ITA) b) Reimbursement for non-business-related calls	TO+1	TO+3	DO		N	N	N					
/LAHD/007/	O007.	Policy and Procedure Manuals and Documents	SU+5	SU+5	EL		N	N	N					
/LAHD/007/	O008.	Purchasing Documents Retention Code AR = Last day of the relevant fiscal year Most purchasign related documents are now uploaded into an Expenditure Authorization Request (EAR) database. Paper copies of EAR Forms (last in use prior to FY08/09), EAR Quotes, Purchase Orders, and receiving documents / packing slips are scanned into the database and not kept as separate records. Documents that sill exist outside of the EAR database include the items below: a) Merchandise returns / credit memos b) Stores Multi-Use Forms (SMUF) c) Bills not using the eAR system (e.g. Sprint, Ricoh, etc.)	AR+4	AR+4	DO		N	N	N					
/LAHD/007/	O013.	Requests for Public Recorsd Formerly titled: "Requests for Information (under the Public Records Act)" Retention Code CL = Date file was closed in Custodian of Records database a) CPRA requests b) Requests for information from other public agencies	CL+2	CL+5	EL		N	N	N					

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

**Records of: Administrative Services Division/Budget and Management Services Section**  
**/LAHD/007/ Los Angeles Housing 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
/LAHD/007/	O014.	Subpoenas (for Appearances and/or Documents) Retention Code CL = Date file was closed in Custodian of Records database	CL+2	CL+13	EL	N	N	N	
/LAHD/007/	O015.	Legal Actions Against LAHD and/or the City Retention Code CL = Date file was closed in Custodian of Records database	CL+3	CL+6	DO	N	N	N	
/LAHD/007/	O016.	Temporary Staffing a) Temp Request Forms	TO+2	TO+2	DO	N	N	N	
/LAHD/007/	O017.	Financial Status Reports (FSR)	TO+10	TO+10	EL	N	N	N	
/LAHD/007/	O018.	Travel Requests	TO+3	TO+3	EL	N	N	N	
/LAHD/007/	O019.	Department Proposed Budgets (Retention Code SU = Date of adoption of actual budget)	SU+10	SU+10	EL	N	N	N	
/LAHD/007/	O020.	Sustainability Documentation a) Sustainability Plans and Metrics	SU+5	SU+5	EL	N	N	N	
/LAHD/007/	O021.	Staff Update Forms (StUF) (Retention Code TO = Document Date according to OnBase document management software)	TO+2	TO+2	EL	N	N	N	
/LAHD/007/	O022.	Facilities-Related Documents (Retention Code TE = Date of lease termination for relevant office location, might or might not coincide with a move-out date) Documents relating to office relocation, TI buildouts, etc. a) Vendor/contractor quotes b) Agreements c) Invoices (includes sundries bills)	TE+4	TE+4	EL	N	N	N	
/LAHD/007/	O023.	Miscellaneous Budget & Management Services Documents	TO+2	TO+5	DO	N	N	N	

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

**Records of: Accounting Division**  
**/LAHD/009/ Los Angeles Housing 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
/LAHD/009/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	
/LAHD/009/	O001.	Bad Checks	AR+10	AR+10	DO	N	N	N	
/LAHD/009/	O002.	Timekeeping Records a-Weekly Timesheet-5052-B b-Sign In/Out Log c-Payroll Correction Notice	AR+3	AR+3	DO	N	N	N	
/LAHD/009/	O003.	Advance Overtime Authorization	AR	AR+3	DO	N	N	N	
/LAHD/009/	O004.	Mileage Insurance Records	CL+2	CL+2	DO	N	N	N	
/LAHD/009/	O005.	Mileage Statement and Continuation a-Mileage Statements-2053-1a b-Mileage Statement Continuation-2053-1	AR	AR+3	DO	N	N	N	
/LAHD/009/	O006.	Bi-Weekly Salary Cost Distribution	AR	AR+5	DO	N	N	N	
/LAHD/009/	O007.	Financial Reports	AR+3	AR+5	DO	N	N	N	
/LAHD/009/	O008.	CDBG Contract Balance Monthly Reports	TO+2	TO+4	DO	N	N	N	
/LAHD/009/	O010.	Fiscal Information for Annual Performance Report	TO+3	TO+6	DO	N	N	N	
/LAHD/009/	O011.	HOME Activity Report	TO+2	TO+4	DO	N	N	N	
/LAHD/009/	O012.	HOME Contract Balance Monthly Reports	TO+2	TO+4	DO	N	N	N	
/LAHD/009/	O013.	HOME Earthquake Grants Close Out Report	TO+5	TO+10	DO	N	N	N	
/LAHD/009/	O014.	HOME Match Quarterly Report	TO+3	TO+3	DO	N	N	N	
/LAHD/009/	O015.	HOME Match Year-End Report	TO+3	TO+6	DO	N	N	N	
/LAHD/009/	O016.	HOME Program Income Reconciliation Monthly Report	TO+3	TO+8	DO	N	N	N	
/LAHD/009/	O017.	HOME Reconciliation Reports - FMIS vs. IDIS	TO+5	TO+10	DO	N	N	N	
/LAHD/009/	O018.	HOPWA Activity Listing Monthly Report	TO+2	TO+4	DO	N	N	N	
/LAHD/009/	O019.	HOPWA Reconciliation Reports - FMIS vs. IDIS	TO+2	TO+4	DO	N	N	N	
/LAHD/009/	O020.	Loans Receivable Accounting Adjustments and Demands a. Loan Adjustments b. Requests for Demands, Amendments, and Subordinations	CL+5	CL+25	DO	N	N	N	
/LAHD/009/	O021. O022.	LOCCS Reports and Status of HOME Grants	TO+3	TO+6	DO	N	N	N	

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			Office	Total	Code	V	H	C
/LAHD/009/		Program Income Monthly Report - General and HOME	TO+3	TO+8	DO	N	N	N
/LAHD/009/	O023.	Section 108 Files a. Contracts, Agreements, Council Files, Program and Income Schedules b. Correspondence and Request for Draws from HUD	CL+10	PE	DO	N	N	N

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**Records of: Major Projects Divison**  
**/LAHD/010/ Los Angeles Housing Department**

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			Office	Total	Media Code	V	H	C	L
/LAHD/010/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	
/LAHD/010/	O001.	AGREEMENTS FILE Involves real property a) Loan b) Partnership	TO+7	PE	DO	N	N	N	
/LAHD/010/	O002.	ANNOUNCEMENTS	TO+5	TO+10	DO	N	N	N	
/LAHD/010/	O003.	APPLICATIONS FOR PROJECT ASSISTANCE FILES	TO+5	TO+15	DO	N	N	N	
/LAHD/010/	O004.	APPROVALS Involves real property	TO+5	PE	DO	N	N	N	
/LAHD/010/	O005.	ARCHITECTURAL PLANS/DESIGNS Involves real property	TO+5	PE	DO	N	N	N	
/LAHD/010/	O006.	ARCHITECTURAL UNIT PROJECT FILES Involves real property	TO+5	PE	DO	N	N	N	
/LAHD/010/	O007.	BOND PACKAGE FILES Involves real property	TO+7	PE	DO	N	N	N	
/LAHD/010/	O008.	BOND MONITORING PROJECT FILES Involves real property	TO+7	PE	DO	N	N	N	
/LAHD/010/	O009.	BULLETINS	TO+5	TO+10	DO	N	N	N	
/LAHD/010/	O010.	BIDS	TO+5	TO+10	DO	N	N	N	
/LAHD/010/	O011.	CERTIFICATIONS	TO+5	TO+10	DO	N	N	N	
/LAHD/010/	O012.	COMMUNITY HOUSING DEVELOPMENT ORGANIZATION PROJECT FILES Involves real property	TO+7	PE	DO	N	N	N	
/LAHD/010/	O013.	CONSTRUCTION UNIT PROJECT FILES Involves real property	TO+7	PE	DO	N	N	N	
/LAHD/010/	O014.	CONTRACTS Involves real property a) Office b) Project/Technical	TO+7	PE	DO	N	N	N	
/LAHD/010/	O015.	CORRESPONDENCE a) Inter b) Intra	TO+5	TO+10	DO	N	N	N	

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**Records of: Major Projects Divison**  
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/LAHD/010/	O016.	COVENANT MONITORING PROJECT FILES	TO+50	TO+60	DO	N	N	N	
/LAHD/010/	O017.	COMMUNITY REHABILITATION AGENCY PROJECT FILES Involves real property	TO+7	PE	DO	N	N	N	
/LAHD/010/	O018.	DATA SHEETS	TO+7	TO+12	DO	N	N	N	
/LAHD/010/	O019.	DOMESTIC VIOLENCE PROJECT FILES Involves real property	TO+7	PE	DO	N	N	N	
/LAHD/010/	O020.	ENVIRONMENTAL SERVICES PROJECT FILES Involves real property	TO+5	PE	DO	N	N	N	
/LAHD/010/	O021.	PROJECT GUIDELINES	TO+5	TO+10	DO	N	N	N	
/LAHD/010/	O022.	HOPWA AGENCY PROJECT FILES	TO+5	TO+30	DO	N	N	N	
/LAHD/010/	O023.	HOPWA FISCAL REPORT FILES	TO+5	TO+30	DO	N	N	N	
/LAHD/010/	O024.	HOPWA TRAINING FILES	TO+5	TO+30	DO	N	N	N	
/LAHD/010/	O025.	LAND USE CHANGE FILES	TO+7	TO+17	DO	N	N	N	
/LAHD/010/	O026.	LEAD BASE PAINT HAZARD CONTROL GRANT II ADMINISTRATIVE FILES	TO+5	TO+30	DO	N	N	N	
/LAHD/010/	O027.	LEAD BASE PAINT HAZARD CONTROL GRANT III ADMINISTRATIVE FILES	TO+5	TO+30	DO	N	N	N	
/LAHD/010/	O028.	LEAD BASE PAINT HAZARD CONTROL GRANT II PROJECT FILES	TO+5	TO+30	DO	N	N	N	
/LAHD/010/	O029.	LEAD BASE PAINT HAZARD CONTROL GRANT III PROJECT FILES	TO+5	TO+30	DO	N	N	N	
/LAHD/010/	O030.	LOAN PACKAGE FILES Involves real property	TO+7	TO+72	DO	N	N	N	
/LAHD/010/	O031.	MANUALS	TO+10	TO+20	DO	N	N	N	
/LAHD/010/	O032.	MEMORANDUM	TO+5	TO+10	DO	N	N	N	
/LAHD/010/	O033.	COMPLETION NOTICES Involves real property	TO+5	PE	DO	N	N	N	
/LAHD/010/	O034.	PHOTOGRAPHS	TO+5	TO+55	DO	N	N	N	
/LAHD/010/	O035.	PROJECT FINANCE UNIT PROJECT FILES Involves real property	TO+7	PE	DO	N	N	N	
/LAHD/010/	O036.	PROPOSALS a) Projects b) Bids c) Package	TO+5	TO+30	DO	N	N	N	
	O037.								

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			Office	Total	Code	V	H	C	L
/LAHD/010/		PUBLICATIONS	TO+5	TO+10	DO	N	N	N	
/LAHD/010/	O038.	REPORTS a) Periodic b) Technical c) Evaluation d) Status	TO+7	TO+32	DO	N	N	N	
/LAHD/010/	O039.	TAX CREDIT PROJECT FILES Involves real property	TO+7	PE	DO	N	N	N	

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**City of Los Angeles**  
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**Original Records**

**Records of: Neighborhood Revitalization Division**  
**/LAHD/011/ Los Angeles Housing Department**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media			Record Type		
			Office	Total	Code	V	H	C	L		
/LAHD/011/	O	ORIGINAL RECORDS									
/LAHD/011/	O001.	HANDYWORKER-PERSONNEL FILE a) Memos b) Evaluations c) Training - (NTL'S Letter) d) Vacation Schedules e) Job Description & Standard of Performance	TO+4	TO+14	DO	N	N	N			
/LAHD/011/	O002.	HANDYWORKER PROGRAM-CONTRACT FILE a) Professional Service Agreement. b) Term and Service to be Provided. c) Payment Schedule. d) Standard Provisions.e) 345 f) Section Number and Table g) Default, Suspension, Termination, & Amendment h) Entire Agreement. i) Exhibits.	TO+4	TO+14	DO	N	N	N			
/LAHD/011/	O003.	HANDYWORKER PROGRAM- CORRESPONDENCE FILE a) Memos b) Invoices c) Monitoring Report d) Problems Denials e) RFP Bids Received	TO+4	TO+14	DO	N	N	N			
/LAHD/011/	O004.	HOMELESS INITIATIVE FILE a) Contracts b) Correspondence c) Invoicing d) Quarterly Activity Reports e) Audits f) Program Ended g) Year-end Report h) Amendments	TO+4	TO+14	DO	N	N	N			
/LAHD/011/	O005.	NPP-DEFERRED LOAN AGREEMENT a) Budget b) Insurance c) Financing Commitments d) City Note e) W-9 f) City Deed of Trustg) h) Covenant (1-4 units)	TO+5	TO+50	DO	N	N	N			

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			Office	Total	Code	V	H	C	L												
/LAHD/011/	O006.	i) Regulatory Agreement	TO+5	TO+50	DO	N	N	N													
		j) Scheduled of Performance																			
		k) Affordability Restrictions																			
		<b>NPP-DEFERRED LOAN FILE</b>																			
		a) Route Slip																			
		b) Request for Approval																			
		c) Data sheet																			
		d) Lot Book/Title Policy Reporte) KER PROGRAM-CONTRACT																			
		f) Home Set-Up Report( if applicable)																			
		g) Tenant Data with Summary																			
		h) Feasibility Loan Test Analysis																			
		i) Loan Application																			
		j) Federal Truth-In Lending Disclosure Statement																			
		k) Notice of Opportunity to Rescind																			
l) Receipt of Documents																					
m) Certificate of Compliance																					
n) Verifications: Mortgage, Income, Employment																					
o) Reports: Appraisal, & Credits																					
p) Relocation Statement																					
q) Management Plan																					
r) Supporting Documents: Section 108 Draw Request, Living wage Ordinance, & Confidential Information																					
/LAHD/011/	O007.	<b>NPP-LOAN DISBURSEMENT FILE</b>		TO+5	TO+25	DO	N	N	N												
		a) Request for Approval & Issuance of Rehabilitation Loan/Grant Fund																			
		b) Notice to Proceed																			
		c) Request for Project Disbursement																			
		d) Disbursement-Payment Schedules Number																			
		e) Disbursement Authorization																			
		f) Work Write-Up/Bid Summary																			
		g) Project Monitoring/Progress Report																			
		h) Notice of Completion																			
		i) Unconditional Waiver and Release Upon Final Payment																			
		j) Change Order Number																			
		k) Project Close Out																			
		/LAHD/011/	O008.									<b>NRD-NPP CONSTRUCTION PACKAGE- REHABILITATION LOAN FILE</b>		TO+5	TO+25	DO	N	N	N		
												a) Property Inspection Report									
b) Existing Floor Plan & Proposed Floor Plan																					
c) Picture of Existing Drawing , As It Condition																					
d) Dept of Building & Safety Citation																					
e) Termite Report																					
f) Lead Base Paint/Asbestos Test Review																					

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			Office	Total	Code	V	H	C	L		
		g) Lead Base Paint Notice									
		h) Work Write-Up/General Condition & In-house Estimate									
		i) Owner's instruction and certification									
		j) Contractor's Bid Agreement									
		k) Owner and Contractor Agreement									
		l) Contractor's License Status & Insurance									
		m) Verification of city of LA.Business License									
		n) Certificate of Bid/Proposal									
		o) Historical & Architectural Assessment Form.									
		p) Flood Plan Identification & Environmental Checklist									
/LAHD/011/	O009.	<b>NRD-NPP REHABILITATION LOAN FILE FINANCIAL PACKAGE</b>	TO+5	TO+25	DO	N	N	N			
		a) Route Slip									
		b) Request for Approval									
		c) Loan Agreement									
		d) Legal Description									
		e) Budget									
		f) Eligible Cost									
		g) Nondiscrimination, MBE/WBE, & Affirmative Action Requirements & General Conditions									
		h) Insurance Requirements									
		i) Financial Commitments									
		j) City Note									
		k) W-9									
		l) Mayor's Executive Directive									
		m) City Deed of Trust									
		n) Regulatory Agreement/ Covenant									
		o) Schedule of Performance									
		p) Affordability Restrictions									
		q) Collateral Description									
		r) Description of Improvements									
		s) Data Sheet									
		t) Lot Book/Title Policy Report									
		u) Home Set-Up Report (if applicable)									
		v) Feasibility Loan Test Analysis									
		w) Loan Application									
		x) Federal Truth In-Lending Disclosure Statement									
		y) Notice of Opportunity to Rescind									
		z) Receipts of Documents									
		aa) Certificate of Compliance									
		bb) Income Verification									
		cc) Appraisal Report									
		dd) Credit Report									

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/LAHD/011/	O010.	ee) Management Plan	TO+4	TO+14	DO	N	N	N	
		ff) Supporting Document: Living Wage Ordinance							
		<b>RFP/PROCESS FILE</b>							
		a) Transmittal Release-(RFP attached)							
		b) Council Approval							
		c) Notice of Release letter/adverts							
		d) Bidders Conference Agenda.							
		e) Sign-In Sheet, Question & Answers/Letter							
		f) Bid & Bid List Received							
		g) Rating Instruments							
		h) List of Raters							
		i) Preliminary Award Notice							
		j) Appeals Received							
		k) Appeal Board members Names							
l) Appeal Determination									
m) Final LAHD Recommendation									
n) Transmittal - Council & Mayor Approval									
o) Final LAHD Transmittal Contract.									
/LAHD/011/	O011.	<b>TARGET NEIGHBORHOOD INITIATIVE LOAN FILE CONSTRUCTION PACKAGE</b>	TO+4	TO+14	DO	N	N	N	
		a) Property Inspection Report							
		b) Existing Floor Plan & Proposed							
		c) Picture of Existing Dwelling, As Is Condition							
		d) Dept of Building & Safety Citation							
		e) Termite Report							
		f) Lead Base/Asbestos Test and Review							
		g) Lead Base Paint							
		h) Work Write-Up/General Condition & In-house Cost Estimate							
		i) Part 111, Owner's Certification(form5.3)							
		j) Contractor's Proposal							
		k) Contractor's Bid Agreement							
		l) Contractor's License and Insurance Status							
		m) Verification of the City Business License							
n) Certificate of Bid/Proposal									
o) Historical Architectural Assessment Form & Flood Plan and Environmental Checklist									
p) Notice to Proceed, Change Order(s)									
/LAHD/011/	O012.	<b>TARGET NEIGHBRHOOD INITIATIVE LOAN FILE FINANCE PACKAGE</b>	TO+4	TO+14	DO	N	N	N	
		a) Route Slip							
		b) Request for Approval							
		c) Loan Agreement							
		d) Legal Description							

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

**Records of: Neighborhood Revitalization Division**  
**/LAHD/011/ Los Angeles Housing 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
	e)	Insurance							
	f)	Financial Commitment							
	g)	City Note							
	h)	W-9							
	i)	City Deed of Trust							
	j)	Covenant / Regulatory Agreement							
	k)	Schedule of Performance							
	l)	Affordability Restriction							
	m)	Data Sheet							
	n)	Lot/Book/Title Policy Report							
	o)	Home Set-Up Report (if applicable)							
	p)	Tenant Data with Summary							
	q)	Feasibility Loan Test Analysis							
	r)	Loan Application							
	s)	Federal Truth-In Lending Disclosure Statement							
	t)	Notice of Opportunity to Rescind							
	u)	Receipt of Documents							
	v)	Certificate of Compliance							
	w)	Income, Mortgage, & Employment Verifications							
	x)	Appraisal & Credit Reports							
	y)	Relocation Statement							
	z)	Management Plan and Supporting Documents/(Section 108 Draw Request)							

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

**Records of: Housing Services**  
**/LAHD/013/ Los Angeles Housing 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	
/LAHD/013/	O	Original Record Series:								
/LAHD/013/	O001.	Bond Project Files (includes regulatory agreement)	EX	EX+6	DO	N	N	N		
/LAHD/013/	O002.	Bond Reporting Files by Project (includes income eligibility certifications)	TO+1	TO+6	DO	N	N	N		
/LAHD/013/	O003.	Earthquake Project Files (includes regulatory agreement)	EX	EX+5	DO	N	N	N		
/LAHD/013/	O004.	Earthquake Annual Reporting Files by Project (includes income eligibility certifications)	TO+1	TO+5	DO	N	N	N		
/LAHD/013/	O005.	Land Use Project Files (includes covenant)	EX	EX+5	DO	N	N	N		
/LAHD/013/	O006.	Land Use Annual Reporting Files by Project (includes income eligibility certifications)	TO+1	TO+5	DO	N	N	N		
/LAHD/013/	O007.	Land Use "Spinout" Projects	TO+3	TO+5	DO	N	N	N		
/LAHD/013/	O008.	Land Use Audit Files (audits by Controller, etc.)	CO+5	CO+10	DO	N	N	N		
/LAHD/013/	O009.	Major Project Files (includes regulatory agreement)	EX	EX+5	DO	N	N	N		
/LAHD/013/	O010.	Major Project Annual Reporting Files (includes income eligibility certifications)	TO+1	TO+5	DO	N	N	N		
/LAHD/013/	O011.	Mello Project Files (includes covenant)	EX	EX+5	DO	N	N	N		
/LAHD/013/	O012.	Mello Annual Reporting Files (includes income eligibility certifications)	TO+1	TO+5	DO	N	N	N		
/LAHD/013/	O013.	Mello Determination (includes income eligibility certifications)	TO+5	TO+7	DO	N	N	N		
/LAHD/013/	O014.	Neighborhood Preservation and Production Project Files (includes regulatory agreement)	EX	EX+5	DO	N	N	N		
/LAHD/013/	O015.	Neighborhood Preservation and Production Annual Reporting Files (includes income eligibility certifications)	TO+1	TO+5	DO	N	N	N		
/LAHD/013/	O016.	Residential Hotel Clearance Application Files	TO+3	TO+5	DO	N	N	N		
/LAHD/013/	O017.	Community Redevelopment Agency (CRA) Project Files	EX	EX+5	DO	N	N	N		

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

**Records of: Housing Services**  
**/LAHD/013/ Los Angeles Housing 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	V	H	C	L
/LAHD/013/	O018.	Involves real property. CRA Monitoring by LAHD	TO+2	TO+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O019.	Involves real property. HOPWA Contract Files (includes contract, amendment(s), correspondence, insurance)	EX+3	EX+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O020.	HOPWA Connections Grants Files (includes grant applications, contracts, amendment(s), transmittals, invoices, program reports, correspondence)	EX+3	EX+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O021.	HOPWA Monitoring of Contractors (by Contractor) a) Fiscal Monitoring by CPA firm (TCBA)Financial (TCBA) monitoring by CPA firm b) Program Monitoring by LAHD	TO+3	TO+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O022.	HOPWA RFPs and Proposals	CO+3	CO+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O023.	HOPWA Fiscal Reports a) Single Audits b) Invoices (by contractor and respective components)	TO+3	TO+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O024.	HOPWA Training Files	TO+2	TO+3	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O025.	HOPWA Audit Files (singel audits by Controller, HUD monitoring, etc.)	CO+5	CO+10	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O026.	LA Countrywide HOPWA Advisory Committee (LACHAC) Meeting Records & Audit Recordings (Retention Code TO = the date of the public meeting) Audit tapes ("AT" media code) and CDs ("OP" media code) will be included in these retention boxes, but to a lesser extent than "DO" contents.	TO+3	TO+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O027.	Short-Term Assistance Program (STAP) Oversight Meetings (agendas, minutes, sign-in sheets, etc.) STAP Oversight Meeting used to be administered by LAHD's HOPWA Program. The meeting is now administered by the non-profit organization that is contracted to coordinate this program. STAP meeting are for case managers across LA County to discuss the application and documentation process. client trends and issues regarding this rental assistance program.	TO+2	TO+3	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O028.	HOPWA Miscellaneous Files (e.g. meetings, correspondence, memos, Council actions, transmittals, project sponsor information, etc.)	TO+3	TO+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O029.	LAHSA Contract Files (includes contract, amendment(s), monthly invoices and quarterly program reports)	EX+3	EX+5	DO	N	N	N	N	N	N	N	N
/LAHD/013/	O030.	LAHSA Monitoring by LAHD a) Program b) Fiscal	EX+3	EX+5	DO	N	N	N	N	N	N	N	N
	O031.	LAHSA Miscellaneous Files	EX+3	EX+5	DO	N	N	N	N	N	N	N	N

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

**Records of: Housing Services**  
**/LAHD/013/ Los Angeles Housing 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	
/LAHD/013/		(e.g. meetings, correspondence)								
/LAHD/013/	O032.	LAHSA Homeless Prevention and Rapid Rehousing (HPRP) Files	TO+3	TO+5	DO	N	N	N		
/LAHD/013/	O033.	LAHSA Audit Files (Audits by Controller, HUD, etc.)	CO+5	CO+10	DO	N	N	N		
/LAHD/013/	O034.	Occupancy Monitoring / Compliance RFPs and Proposals	CO+3	CO+5	DO	N	N	N		
/LAHD/013/	O035.	Occupancy Monitoring / Compliance Audit Files (by HUD, OIG, Controller, State, etc.)	CO+5	CO+10	DO	N	N	N		
/LAHD/013/	O036.	ICF Contract Files	EX+3	EX+5	DO	N	N	N		
/LAHD/013/	O037.	Urban Future Contracts a) Contract and Amendments b) Monthly Invoices and Reports c) Monitoring by LAHD	EX+3	EX+5	DO	N	N	N		
/LAHD/013/	O038.	Housing Services General Correspondence a) Certified Mail Log Book b) Phone Log c) Other	CO+2	CO+5	DO	N	N	N		
/LAHD/013/	O039.	Housing Services Section Miscellaneous	TO+3	TO+5	DO	N	N	N		

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

**Records of: Administrative Services Division/Budget and Management Services Section**  
**/LAHD/007/ Los Angeles Housing Department**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/LAHD/007/	D	DUPLICATE RECORD SERIES			
/LAHD/007/	D001.	REQUEST FOR AUTHORITY TO DESTROY RECORDS (originals held by City Clerk's Records Management Division) (Form Gen 48)	TO+10	EL	N N N
/LAHD/007/	D002.	RECORDS TRANSFER LISTS (originals held by City Clerk's Records Management Division) (Form Gen 62) Retention Code SU = Date of most recent quarterly complete records listing, which supercedes the Records Transfer List as the former is a more comprehensive listing of records on file at the City Records Center. These documents are no longer retained under LAHD/007 Schedule Item Number o010 because the signed originals are in the custody of the Office of the City Clerk, not LAHD.	SU	DO	N N N
/LAHD/007/	D003.	RECORDS RETENTION SCHEDULES (originals held by City Clerk's Records Management Division) (Form Gen 60 & 61) Retention Code SU = Date the retention schedule went into actual use, either provisionally or fully approved by the City Council. These documents are no longer retained under LAHD/007 Schedule Item Number o009 because the signed originals are in the custody of the Office of the City Clerk, not LAHD.	SU+15	EL	N N N

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***Department Records Disposition Schedules***

***HOUSING PRESERVATION AND PRODUCTION***

***Schedule Number Department Name***

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/HPP/	HOUSING PRESERVATION AND PRODUCTION
/HPP/01/	HOUSING PRESERVATION AND PRODUCTION/HOUSING
/HPP/02/	HOUSING PRESERVATION AND PRODUCTION/RENT STABILIZATION
/HPP/03/	HOUSING PRESERVATION AND PRODUCTION/EXECUTIVE MANAGEMENT
/HPP/04/	HOUSING PRESERVATION AND PRODUCTION/BUDGET/ADMINISTRATIVE SERVICES
/HPP/05/	HOUSING PRESERVATION AND PRODUCTION/PERSONNEL
/HPP/06/	HOUSING PRESERVATION AND PRODUCTION/ACCOUNTING

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

**Records of: HOUSING PRESERVATION AND PRODUCTION/HOUSING**  
**/HPP/01/**

*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		
/HPP/01/	0	ORIGINAL RECORDS									
/HPP/01/	0001.	AGENCY AND/OR PROGRAM FILES (HOUSING WAS ORIGINALLY A DIV OF CDD (31) ) RECORD TYPES: A-CORRESPONDENCE B-COUNCIL ACTION C-CONTRACTS D-DATA SHEETS E-REPORTS F-ARTICLES OF PARTNERSHIP G-AFFIRMATIVE ACTION MATERIAL H-ARTICLES OF INCORPORATION I-BANK LOAN INFORMATION J-BIDS K-REQUEST FOR PROPOSALS L-FINANCIAL INFORMATION M-SERVICE AGREEMENTS N-BORROWERS INFORMATION O-RELOCATION INFORMATION P-BUDGETS Q-510 DEMONSTRATION PROJECT INFORMATION R-PUBLIC IMPROVEMENTS INFORMATION	CL+3	CL+10		N	N	N			
/HPP/01/	0002.	AUDIT FILES (REC SERIES HAS A VARIED MEDIA MAPS ) RECORD TYPES: A-ALLOCATION PLANS B-LOANS - GUIDELINES C-CORRESPONDENCE D-REPORTS E-DIRECTORIES F-AUDITS G-CONTRACT INFORMATION H-GRANTS TRANSMITTALS I-DISALLOWED COSTS J-HOUSING APPLICATION AND INFORMATION K-REQUEST FOR PROPOSAL L-JOB FORMS	TO+5	TO+25		N	N	N			

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

**Records of: HOUSING PRESERVATION AND PRODUCTION/HOUSING**  
**/HPP/01/**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media			Record Type		
			Office	Total	Code	V	H	C	L		
/HPP/01/	O003.	M-MAPS <b>BOND ISSUE PROJECTS</b> (THESE BOXES SHOULD HAVE BEEN MARKED CONFIDENTIAL ON THE TRANSFER LIST) RECORD TYPES: Confidential A-BOND ISSUE PROJECTS (BOX 616) PROJ. #1-20 B-BOND ISSUE PROJECTS (BOX 617) PROJ. #22-58 C-BOND ISSUE PROJECTS (BOX 618) PROJ. #61-78 D-BOND ISSUE PROJECTS (BOX 619) PROJ. #83-899 E-BOND ISSUE PROJECTS (BOX 620) PROJ. #91-98 F-BOND ISSUE PROJECTS (BOX 621) PROJ. #99-126 G-FINANCING PLAN H-REPORTS I-REQUEST FOR PROPOSAL J-INFORMATION PACKAGE K-ANALYSIS OF BANK STATEMENTS L-COST OF INSURANCE INVOICES AND REQUEST TO PAY	TO+3	TO+35		N	N	Y			
/HPP/01/	O004.	<b>CORRESPONDENCE AND SUBJECT FILES</b> RECORD TYPES:	AR+2	AR+2		N	N	N			
/HPP/01/	O005.	<b>HOUSING PRODUCTION</b> RECORD TYPES: A-CONTRACTS B-CORRESPONDENCE C-REPORTS D-FINANCIAL INFORMATION E-HUD DOCUMENTS F-AFFIRMATIVE ACTION MATERIAL G-INSURANCE VERIFICATION H-TITLE SEARCHES I-APPRAISAL REPORTS J-ENVIRONMENTAL ASSESSMENTS K-SITE INFORMATION L-PROJECT INFORMATION M-HOUSING EXPEDITOR N-COVENANTS AND AGREEMENTS	TO+3	TO+20		N	N	N			
/HPP/01/	O006.	<b>LOAN FILES (DEFERRED)</b> (IF MODIFIED PULL & PLACE IN CURRENT FILES (INCLUDING CONSTRUCTION)) RECORD TYPES:	CL+1	CL+50		N	N	N			

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

**Records of: HOUSING PRESERVATION AND PRODUCTION/HOUSING**

**/HPP/01/**

*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		
		A-LOAN APPLICATIONS AA-APPRAISAL B-FIRE INSURANCE BB-CONTRACTORS LICENSE C-CORRESPONDENCE CC-BID AND PROPOSAL D-COPY OF NOTE DD-WORK WRITE UP E-REMITTANCE ADVICE EE-BID PACKAGE F-ROUTE SLIP FF-COST ESTIMATES G-TABLE OF CONTENTS GG-CONTRACT H-REQUEST OF LOAN FUNDS I-TEST WORKSHEET J-INCOME AND EXPENSE ANALYSIS K-DISCLOSURE STATEMENT L-COPY OF TRUST DEED M-OPPORTUNITY TO RESCIND N-ALLOCATION SCHEDULE O-VERIFICATIONS P-POLICY OF TITLE INSURANCE Q-TITLE REPORT R-IN HOUSE APPRAISAL S-PROPERTY INSPECTION REPORT T-IMPROVEMENT CERTIFICATES U-LABOR LISTS V-MATERIAL LISTS W-CONSTRUCTION SCHEDULE X-TERMITE REPORT Y-INVOICES Z-CREDIT REPORTS									
/HPP/01/	O007.	LOAN FILES (PRINCIPAL AND/OR INTEREST BEARING) (IF MODIFIED PULL AND PLACE IN CURRENT FILES (INCLUDING CONSTRUCTION)) RECORD TYPES:	CL+1	CL+25		N	N	N			
/HPP/01/	O008.	LOAN FILES (PAID OFF OR CANCELLED) (SAME AS #7 ABOVE ) RECORD TYPES:	CL+1	CL+10		N	N	N			

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**City of Los Angeles**  
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**Original Records**

**Records of: HOUSING PRESERVATION AND PRODUCTION/HOUSING**  
**/HPP/01/**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --Media			Record Type			
			Office	Total	Code	V	H	C	L
/HPP/01/	O009.	NOTES (LOANS) (RETURN TO TRUSTEE AFTER PAID ) RECORD TYPES:	CL	CL		N	N	N	
/HPP/01/	O010.	SITE REVIEWS (REC SERIES HAS VARIED MEDIA MAPS ) RECORD TYPES: A-CORRESPONDENCE B-MAPS C-REPORTS D-RATING SHEETS E-REQUEST FOR PROPOSALS	CL+5	CL+15		N	N	N	
/HPP/01/	O011.	TRUST DEEDS (RETURN TO TRUSTEE AFTER PAID ) RECORD TYPES:	CL	CL		N	N	N	
/HPP/01/	O012.	INCOMPLETE LOAN APPLICATIONS/INQUIRIES	TO+2	TO+2	DO				

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

**Records of: HOUSING PRESERVATION AND PRODUCTION/RENT STABILIZATION**  
**/HPP/02/**

*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	
/HPP/02/	O	ORIGINAL RECORDS								
/HPP/02/	O001.	MANAGEMENT CORRESPONDENCE (RENT STABILIZATION WAS ORIGINALLY A DIV. OF CMTY DEVELOPMENT DEPT.) RECORD TYPES:	TO+2	TO+2		N	N	N		
/HPP/02/	O002.	DIVISION TELEPHONE RESPONSE/WRITTEN REQUESTS RECORD TYPES:	TO+2	TO+2		N	N	N		
/HPP/02/	O003.	RENT STABILIZATION ORDINANCE DEVELOPMENT RECORD TYPES:	TO+2	TO+2		N	N	N		
/HPP/02/	O004.	MANAGEMENT FILES RECORD TYPES:	TO+2	TO+2		N	N	N		
/HPP/02/	O005.	SUSPENSE FILE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/HPP/02/	O006.	ACCT FILE UPDATE RPTS ACCT BALANCES RPT PYMT TRANSACT'N BAL. RECORD TYPES:	TO+3	TO+3		N	N	N		

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**Records of: HOUSING PRESERVATION AND PRODUCTION/RENT STABILIZATION**  
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Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media	Record Type		
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/HPP/02/	O007.	CHANGE ACCOUNTS RECORD TYPES:	TO+3	TO+3		N	N	N
/HPP/02/	O008.	CLOSING STATEMENTS RECORD TYPES:	TO+3	TO+3		N	N	N
/HPP/02/	O009.	ESCROW STATEMENTS RECORD TYPES:	TO+3	TO+3		N	N	N
/HPP/02/	O010.	SENDBACKS RECORD TYPES:	TO+3	TO+3		N	N	N
/HPP/02/	O011.	REGISTRATION CORRESPONDENCE RECORD TYPES:	TO+3	TO+3		N	N	N
/HPP/02/	O012.	PENALTY WAIVERS RECORD TYPES:	TO+2	TO+2		N	N	N

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			Office	Total	Code	V	H	C	L
/HPP/02/	O013.	APPLICATION BATCHES RECORD TYPES:	TO+2	TO+2		N	N	N	
/HPP/02/	O014.	EXEMPT BATCHES RECORD TYPES:	TO+2	TO+2		N	N	N	
/HPP/02/	O015.	TRANSFER BATCHES RECORD TYPES:	TO+3	TO+3		N	N	N	
/HPP/02/	O016.	WITHDRAWAL BATCHES RECORD TYPES:	TO+3	TO+3		N	N	N	
/HPP/02/	O017.	COUNTER LEDGERS RECORD TYPES:	TO+5	TO+5		N	N	N	
/HPP/02/	O018.	ACCOUNTING TRANSMITTAL FORMS RECORD TYPES:	TO+2	TO+2		N	N	N	
/HPP/02/	O019.	DEPOSIT REPORTS	TO+5	TO+5		N	N	N	

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			Office	Total	Code	V	H	C	L	
RECORD TYPES:										
/HPP/02/	O020.	CERTIFICATE ISSUED REPORTS RECORD TYPES:	TO+5	TO+5			N	N	N	
/HPP/02/	O021.	ACCOUNTING LEDGERS RECORD TYPES:	TO+5	TO+5			N	N	N	
/HPP/02/	O022.	REQUEST FOR PAYMENTS RECORD TYPES:	TO+5	TO+5			N	N	N	
/HPP/02/	O023.	REQUEST FOR REFUNDS RECORD TYPES:	TO+5	TO+5			N	N	N	
/HPP/02/	O024.	REQUEST FOR BAD CHECKS; NOTIFICATION OF BAD CHECKS... RECORD TYPES:	TO+10	TO+10			N	N	N	
/HPP/02/	O025.	CONTROLLER'S RECEIPTS FOR RETURNED CHECKS RECORD TYPES:	TO+5	TO+5			N	N	N	

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**/HPP/02/**

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			Office	Total	Code	V	H	C	L
/HPP/02/	O026.	TRUST FUND LEDGER RECORD TYPES:	TO+5	TO+5		N	N	N	
/HPP/02/	O027.	RECONCILIATION REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/HPP/02/	O028.	SUBPOENAS RECORD TYPES:	TO+2	TO+2		N	N	N	
/HPP/02/	O029.	DAILY CASH COUNT SLIPS RECORD TYPES:	TO+5	TO+5		N	N	N	
/HPP/02/	O030.	HOTEL UNITS LIST RECORD TYPES:	TO+3	TO+3		N	N	N	
/HPP/02/	O031.	STATISTICAL REPORT RECORD TYPES:	TO+10	TO+10		N	N	N	

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			Office	Total	Code	V	H	C L
/HPP/02/	O032.	TTM LOG RECORD TYPES:	TO+5	TO+5		N	N	N
/HPP/02/	O033.	STATEMENTS OF CONDITION OF APPROPRIATIONS RECORD TYPES:	TO+5	TO+5		N	N	N
/HPP/02/	O034.	CASE ANALYSIS RENT INCREASE APPLICATIONS RECORD TYPES:	TO+10	TO+10		N	N	N
/HPP/02/	O035.	REJECTION LETTERS RECORD TYPES:	TO+10	TO+10		N	N	N
/HPP/02/	O036.	RECEIPT LOG RECORD TYPES:	TO+10	TO+10		N	N	N
/HPP/02/	O037.	REGENT PROPERTY RECORD TYPES:	TO+10	TO+10		N	N	N
/HPP/02/	O038.	CLOSE CASE FILES RECORD TYPES:	TO+10	TO+20		N	N	N

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			Office	Total	Code	V	H	C
/HPP/02/	O039.	COMPLAINT SUMMARIES RECORD TYPES:	TO+10	TO+20		N	N	N
/HPP/02/	O040.	CORRESPONDENCE (MEMOS AND LETTERS) RECORD TYPES:	TO+5	TO+10		N	N	N
/HPP/02/	O041.	LANDLORD DECLARATIONS (SELF OCCUPANCY) RECORD TYPES:	TO+10	TO+20		N	N	N
/HPP/02/	O042.	MAJOR REHAB/DEMO/PERMANENT REMOVAL RECORD TYPES:	TO+10	TO+20		N	N	N
/HPP/02/	O043.	MASTER LOGS RECORD TYPES:	TO+10	TO+20		N	N	N
/HPP/02/	O044.	HEARING TAPES RECORD TYPES: Historical	TO+10	PE		N	Y	N

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**/HPP/02/**

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			Office	Total	Code	V	H	C	L
/HPP/02/	O045.	RENT ADJUSTMENT COMMISSION FILE COPIES RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/HPP/02/	O046.	RENT ADJUSTMENT COMMISSION MATERIAL RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/HPP/02/	O047.	REAP CASE FILES (CLOSED) RECORD TYPES:	TO+4	TO+8		N	N	N	
/HPP/02/	O048.	RENT REDUCTION PROGRAM CASE FILES (CLOSED) RECORD TYPES:	TO+4	TO+8		N	N	N	
/HPP/02/	O049.	REAP FORMAL CONFERENCE TAPES RECORD TYPES:	TO+4	TO+8		N	N	N	
/HPP/02/	O050.	REAP COMMITTEE TAPES RECORD TYPES:	TO+4	TO+8		N	N	N	

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**Records of: HOUSING PRESERVATION AND PRODUCTION/EXECUTIVE MANAGEMENT**

**/HPP/03/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
/HPP/03/	O	ORIGINAL RECORDS								
/HPP/03/	O001.	AUDIT REPORTS RECORD TYPES:	TO+3	TO+6		N	N	N		
/HPP/03/	O002.	EXECUTIVE CORRESPONDENCE RECORD TYPES:	TO+3	TO+6		N	N	N		
/HPP/03/	O003.	CONFIDENTIAL FILES RECORD TYPES:	TO+10	TO+13		N	N	N		
/HPP/03/	O004.	PROJECTS/AGENCIES RECORD TYPES:	TO+3	TO+6		N	N	N		
/HPP/03/	O005.	GENERAL MANAGER'S FILES (AUTHOR) RECORD TYPES:	TO+3	TO+6		N	N	N		
/HPP/03/	O006.	CHRONOLOGICAL FILES RECORD TYPES:	TO+3	TO+6		N	N	N		

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/HPP/03/	O007.	COUNCIL COMMITTEE GRANTS (CITY CLERK'S OFFICE ) RECORD TYPES:	TO+3	TO+6		N	N	N
/HPP/03/	O008.	ASSOCIATIONS RECORD TYPES:	TO+3	TO+6		N	N	N
/HPP/03/	O009.	OTHER DEPARTMENTS RECORD TYPES:	TO+3	TO+6		N	N	N
/HPP/03/	O010.	INTERNAL DIVISIONS RECORD TYPES:	TO+3	TO+6		N	N	N
/HPP/03/	O011.	FEDERAL REGULATIONS (COPIES CAN BE OBTAINED FROM DCL ) RECORD TYPES:	TO+3	TO+6		N	N	N
/HPP/03/	O012.	AFFORDABLE HOUSING COMMISSION FILES RECORD TYPES:	PE	PE		N	N	N

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			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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**Records of: HOUSING PRESERVATION AND PRODUCTION/BUDGET/ADMINISTRATIVE SERVICES**  
**/HPP/04/**

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/HPP/04/	O	ORIGINAL RECORDS								
/HPP/04/	O001.	DEPARTMENT BUDGET (COPIES AT CAO) RECORD TYPES:	SU	SU+2		N	N	N		
/HPP/04/	O002.	CONTRACTS (ORIG AT CITY CLK & CONTRACTOR, COPIES AT HPP, ACCT, CTR...) RECORD TYPES:	AR+5	AR+10		N	N	N		
/HPP/04/	O003.	AGENCY/CONTRACTOR INSURANCE POLICIES (COPIES AT CITY ATTORNEY AND AGENCY'S OFFICE) RECORD TYPES:	EX+2	EX+2		N	N	N		
/HPP/04/	O004.	AFFIRMATIVE ACTION PLANS (COPIES AT OFFICE OF CONTRACT COMPLIANCE AND CONTRACTOR) RECORD TYPES:	EX+2	EX+2		N	N	N		
/HPP/04/	O005.	INVENTORY CONTROL (SUB TITLE E"" COPIES AT CAO"" ) RECORD TYPES: A-EQUIPMENT INVENTORY INPUT WORKSHEET-GEN 111 B-EQUIPMENT INVENTORY CONTROL REPORT BY LOCATION C-EQUIPMENT INVENTORY CONTROL REPORT BY DECAL NUMBER D-REQUEST FOR SURPLUS OFFICE EQUIPMENT/FURNITURE E-CITY OF LA REQUEST FOR NEW OR REVISED FORM-GEN 19	TO+2	TO+2		N	N	N		
/HPP/04/	O006.	EQUIPMENT INVENTORY SYSTEM DESK MANUAL (GASP) FORM: GASP RECORD TYPES:	SU+2	SU+2		N	N	N		
/HPP/04/	O007.	ADMINISTRATION CORRESPONDENCE RECORD TYPES:	AR+2	AR+2		N	N	N		

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/HPP/04/	O008.	BOILERPLATES (COMPUTER DISK) RECORD TYPES:	SU+2	SU+2		N	N	N	
/HPP/04/	O009.	EXPENDITURE REPORTS/SPREADSHEETS (COMPUTER DISK) RECORD TYPES:	SU	SU		N	N	N	
/HPP/04/	O010.	CITY VEHICLE (SUB TITLE F"" COPIES ARE RETAINED AT GEN SERVICES"" ) RECORD TYPES: A-RESERVATION-1043GDH B-TRIP SHEET-0456GCR C-PREVENTIVE MAINTENANCE D-CAR POOL INVENTORY E-SMOG ALERT F-DRIVER'S TROUBLE REPORT-GS/FS270 G-MILEAGE	TO+2	TO+2		N	N	N	
/HPP/04/	O011.	F-DRIVER'S TROUBLE REPORT-GS/FS270 PARKING (SUB TIT-G COPY CAO; SUB TIT H-K COPIES IN PER ) RECORD TYPES: A-OCCASIONAL GARAGING AUTHORIZATION-CAO 36 B-AUTHORIZATION FOR GARAGING FROM HEADQUARTERS-GASP007 C-PERMITS-GASP010 D-COMPLAINTS E-VALIDATIONS F-BUS TICKETS G-PERMIT FOR REGULARLY GARAGING CITY OWNED VEHICLE-CAO34 H-APPLICATIONS I-CARPOOLS J-RECEIPTS K-INVOICES	TO+2	TO+2		N	N	N	

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

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

**Records of: HOUSING PRESERVATION AND PRODUCTION/BUDGET/ADMINISTRATIVE SERVICES**  
**/HPP/04/**

*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
/HPP/04/	O012.	PARKING ENFORCEMENT POLICY RECORD TYPES:	SU+2	SU+2		N	N	N	
/HPP/04/	O013.	CITY HALL GARAGE TEMPORARY PASS (GS/FS21) FORM: GS/FS21 RECORD TYPES:	SU+2	SU+2		N	N	N	
/HPP/04/	O014.	SAFETY (SUB TIT-C PER, OCCUPATIONAL SAFETY ) RECORD TYPES: A-CITY OF LA EMERGENCY PROCEDURES B-HPP EMERGENCY PROCEDURES C-BULLETINS	SU+10	SU+10		N	N	N	
/HPP/04/	O015.	WATER (REC SERIES HAS A VARIED MEDIA BK ) RECORD TYPES: A-COUPONS B-LOG	TO+2	TO+2		N	N	N	
/HPP/04/	O016.	DUPLICATING RECORD TYPES:	TO+2	TO+2		N	N	N	

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

**Records of: HOUSING PRESERVATION AND PRODUCTION/PERSONNEL**  
**/HPP/05/**

*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				
			Office	Total	V	H	C	L				
/HPP/05/	O	ORIGINAL RECORDS										
/HPP/05/	O001.	EMPLOYEE RECORD (HISTORY CARD) (62-045) (HPP RECORD) FORM: 62-045 RECORD TYPES:	TE+2	TE+2			N	N	N			
/HPP/05/	O002.	EMPLOYEE TIME RECORD (HISTORY CARD) (CDAS-045) (CDD RECORD) FORM: CDAS-045 RECORD TYPES:	TE+2	TE+2			N	N	N			
/HPP/05/	O003.	EMPLOYEE PERSONNEL RECORD (FOLDER) (FG 44) (TRANSFERS TO EMPLOYEES NEW DEPT OR PER DEPT (CAO RULE 25) UPON TERMINATION OF EMPLOYEE...) FORM: FG 44 D-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-FG 42 A-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-FG 16-B B-REQUEST FOR LEAVE OF ABSENCE-FG 38 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-FG 41 E-TIME OFF/COMPENSATION REQUEST-FG 68 F-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERM-TN-FG 77 G-NOTICE TO CORRECT DEFICIENCIES-FG 78 H-NOTICE OF COMMENDATION-FG 79 I-AUTOMOBILE ACCIDENT REPORT-FG 88 J-EXTENDED SICK LEAVE REQUEST-FG 89 K-EMPLOYEE MEDICAL CALENDAR-FG 90 L-MEDICAL INFORMATION CERTIFICATE-FG 91 M-CLAIM FOR REIMBURSEMENT-FG 130 N-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-FG 166 O-EMPLOYEE CLAIM FOR WORKERS COMPENSATION BENEFITS-66-WC10 P-PAYGRADE ADVANCEMENT-CAO 614 Q-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 R-EMPLOYEE EVALUATION REPORT-PDAS 28 S-DUTY CERTIFICATE-PDAS 43	TE	TE			N	N	N			

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**City of Los Angeles**  
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**Records of: HOUSING PRESERVATION AND PRODUCTION/PERSONNEL**

**/HPP/05/**

*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
/HPP/05/	O004.	T-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 U-RECORDS OF TRAINING-PDMER 1 V-CDD EVALUATION FORM-CAS 45 W-REQUEST FOR BILINGUAL ASSIGNMENT-ES 66 X-NOMINATION OF EMERGENCY APPOINTMENT-FG 76 Y-REQUEST FOR RESTORATION TO ELIGIBLE LIST-PDAS 24 Z-CORRESPONDENCE PERSONNEL GUIDELINES RECORD TYPES:	SU+2	SU+2		N	N	N	
/HPP/05/	O005.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	

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**City of Los Angeles**  
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**Records of: HOUSING PRESERVATION AND PRODUCTION/ACCOUNTING**  
**/HPP/06/**

*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					
			Office	Total		V	H	C	L				
/HPP/06/	O	ORIGINAL RECORDS											
/HPP/06/	O001.	BAD CHECKS RECORD TYPES:	AR+10	AR+10			N	N	N				
/HPP/06/	O002.	TIMEKEEPING RECORDS RECORD TYPES: A-WEEKLY TIMESHEET-5052-B B-SIGN IN/OUT LOG C-PAYROLL CORRECTION NOTICE	AR+3	AR+3			N	N	N				
/HPP/06/	O003.	ADVANCE OVERTIME AUTHORIZATION RECORD TYPES:	AR	AR+3			N	N	N				
/HPP/06/	O004.	MILEAGE INSURANCE RECORDS RECORD TYPES:	CL+2	CL+2			N	N	N				
/HPP/06/	O005.	MILEAGE STATEMENT AND CONTINUATION RECORD TYPES: A-MILEAGE STATEMENTS-2053-1A B-MILEAGE STATEMENT CONTINUATION-2053-1	AR	AR+3			N	N	N				
/HPP/06/	O006.	BI-WEEKLY SALARY COST DISTRIBUTION RECORD TYPES:	AR	AR+5			N	N	N				

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**City of Los Angeles**  
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**Records of: HOUSING PRESERVATION AND PRODUCTION/ACCOUNTING**

**/HPP/06/**

*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

/HPP/06/	O007.	FINANCIAL REPORTS RECORD TYPES:	AR+3	AR+5		N	N	N	
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**City of Los Angeles**  
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**Records of: HOUSING PRESERVATION AND PRODUCTION/HOUSING**

**/HPP/01/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/HPP/01/	D	DUPLICATE RECORD SERIES						
/HPP/01/	D001.	INTER-INTRA DEPT'L MANUALS, PUBLICATIONS, BULLETINS, NOTICES (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/HPP/01/	D002.	PUBLICATIONS & REF. MATERIALS RECV'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/HPP/01/	D003.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	

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**City of Los Angeles**  
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**Duplicate Records**

**Records of: HOUSING PRESERVATION AND PRODUCTION/RENT STABILIZATION**

**/HPP/02/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title ( Description / Sub Categories / Remarks )</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>
/HPP/02/	D	DUPLICATE RECORD SERIES			

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

**Records of: HOUSING PRESERVATION AND PRODUCTION/EXECUTIVE MANAGEMENT**

**/HPP/03/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/HPP/03/	D	DUPLICATE RECORD SERIES						
/HPP/03/	D001.	GRANT TRANSMITTALS (CITY CLERK'S OFFICE ) RECORD TYPES:	TO+2		N	N	N	
/HPP/03/	D002.	CITY LEGISLATIVE ANALYST REPORTS (CITY CLERK'S OFFICE ) RECORD TYPES:	TO+2		N	N	N	
/HPP/03/	D003.	MAYOR CONCURRING LETTERS (COUNCIL ACTION LETTERS) (CITY CLERK'S OFFICE ) RECORD TYPES:	TO+2		N	N	N	

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**City of Los Angeles**  
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**Duplicate Records**

**Records of: HOUSING PRESERVATION AND PRODUCTION/BUDGET/ADMINISTRATIVE SERVICES**

**/HPP/04/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/HPP/04/	D	DUPLICATE RECORD SERIES			
/HPP/04/	D001.	COMMUNICATION SERVICE REQUESTS (GS-C7) (GENERAL SERVICES) FORM: GS-C7 RECORD TYPES:	AR+2		N N N
/HPP/04/	D002.	EQUIPMENT DEVIATION/TRANSFER LIST (FG112) (CAO) FORM: FG112 RECORD TYPES:	AR+2		N N N
/HPP/04/	D003.	STORES MULTI-USE FORM (GSMM1) (CENTRAL STORES/GSD) FORM: GSMM1 RECORD TYPES:	AR+2		N N N
/HPP/04/	D004.	RECORDS RETENTION SCHEDULES (COUNCIL FILE, DEPARTMENT DIV., RECORDS MANAGEMENT DIV.) RECORD TYPES: A-ORIGINAL SCHEDULE-GEN 60 B-DUPLICATE SCHEDULE-GEN 61	SU+10		N N N
/HPP/04/	D005.	REQUEST FOR AUTHORITY TO DESTROY (GEN48) (COUNCIL FILE, DEPARTMENT DIV., RECORDS MANAGEMENT DIV.) FORM: GEN48 RECORD TYPES:	TO+10		N N N
/HPP/04/	D006.	RECORDS TRANSFER LIST (GEN 62) (DEPARTMENT DIV., RECORDS MANAGEMENT DIV.) FORM: GEN 62 RECORD TYPES:			N N N

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: HOUSING PRESERVATION AND PRODUCTION/BUDGET/ADMINISTRATIVE SERVICES**  
**/HPP/04/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/HPP/04/	D007.	RECORDS MANAGEMENT POLICIES (CITY CLERK'S OFFICE ) RECORD TYPES:	SU		N	N	N	
/HPP/04/	D008.	INTER/INTRA DEPARTMENTAL CORRESPONDENCE (ORIGINATING OFFICE ) RECORD TYPES:	AR		N	N	N	
/HPP/04/	D009.	COUNCIL JOURNALS (CITY CLERK'S OFFICE ) RECORD TYPES:	AR+2		N	N	N	
/HPP/04/	D010.	COUNCIL FILES (CITY CLERK'S OFFICE ) RECORD TYPES:	AR+2		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: HOUSING PRESERVATION AND PRODUCTION/PERSONNEL**  
**/HPP/05/**

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/HPP/05/	D	DUPLICATE RECORD SERIES			
/HPP/05/	D001.	INTER/INTRA DEPT CORRESPONDENCE MANUALS AND PUBLICATIONS (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/HPP/05/	D002.	INTER/INTRA DEPARTMENT CORRESPONDENCE BULLETINS AND NOTICES (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/HPP/05/	D003.	PUBLICATIONS AND REFERENCE MANUALS (ORIGINATING OFFICE ) RECORD TYPES:	AR		N N N
/HPP/05/	D004.	CONFLICT OF INTEREST FILE (FORM 720) (CITY CLERK ) FORM: FORM 720 RECORD TYPES: A-STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES B-CITY ETHICS COMMISSION-CEC 1-6	TO+2		N N N
/HPP/05/	D005.	MEMORANDUM OF UNDERSTANDING (CAO ) RECORD TYPES:	SU		N N N
/HPP/05/	D006.	POSITION DESCRIPTION (PDAS 3) (PERSONNEL DEPARTMENT ) FORM: PDAS 3 RECORD TYPES:	SU		N N N

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**Records of: HOUSING PRESERVATION AND PRODUCTION/PERSONNEL**  
**/HPP/05/**

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Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		A-CLASS SPECIFICATION-PDAS 8			
		B-THE CITY OF LOS ANGELES OFFERS COMPETITIVE PROMOTION-PDR 20			
		C-THE CITY OF LOS ANGELES HAS A JOB FOR YOU-PDR 10			

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**City of Los Angeles**  
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**Records of: HOUSING PRESERVATION AND PRODUCTION/ACCOUNTING**

**/HPP/06/**

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/HPP/06/	D	DUPLICATE RECORD SERIES						
/HPP/06/	D001.	APPROPRIATION RUN (CONTROLLER) RECORD TYPES:	AU+5		N	N	N	
/HPP/06/	D002.	AGENCY CONTRACT FILES (HPP CONTRACTS) RECORD TYPES: A-CONTRACTS B-INVOICES C-BACK-UP DOCUMENTS	AU+10		N	N	N	
/HPP/06/	D003.	CONTRACTS - HCDBG (HPP CONTRACTS) RECORD TYPES:	AU+10		N	N	N	
/HPP/06/	D004.	REMITTANCE ADVICE (CONTROLLER) RECORD TYPES:	AU+5		N	N	N	
/HPP/06/	D005.	PVS LOANS AND EXPENSES (GEN 54) (CONTROLLER) FORM: GEN 54 RECORD TYPES:	AU+5		N	N	N	
/HPP/06/	D006.	GRANTEE PERFORMANCE REPORT (COMMUNITY DEVELOPMENT DEPT/CAP) RECORD TYPES:	AU+5		N	N	N	

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**City of Los Angeles**  
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**Records of: HOUSING PRESERVATION AND PRODUCTION/ACCOUNTING**

**/HPP/06/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/HPP/06/	D007.	JOURNAL VOUCHERS (F-02) (CONTROLLER) FORM: F-02 RECORD TYPES:	AU+5		N N N
/HPP/06/	D008.	INTERNAL DEMAND/VOUCHER (GEN 1-C) (CONTROLLER) FORM: GEN 1-C RECORD TYPES:	AU+5		N N N
/HPP/06/	D009.	GRANT RECEIPTS (FED DEPT/HOUSING & URBAN DEVELOPMENT) RECORD TYPES:	AU+5		N N N
/HPP/06/	D010.	INTER-DEPARTMENTAL ORDER (GEN 33) (CONTROLLER) FORM: GEN 33 RECORD TYPES:	AU+5		N N N
/HPP/06/	D011.	DEPOSIT CERTIFICATES (GEN 2) (CITY TREASURER) FORM: GEN 2 RECORD TYPES:	AU+5		N N N
/HPP/06/	D012.	AUDIT FINDINGS (AUDIT SECTION) RECORD TYPES:	AU+10		N N N

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**Records of: HOUSING PRESERVATION AND PRODUCTION/ACCOUNTING**  
**/HPP/06/**

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/HPP/06/	D013.	AUTHORITY FOR EXPENDITURE (GEN 32) (CONTROLLER ) FORM: GEN 32 RECORD TYPES:	AU+5		N	N	N	
/HPP/06/	D014.	GENERAL ENCUMBRANCE FORM - PO (GEN 108) (CONTROLLER ) FORM: GEN 108 RECORD TYPES:	AU+5		N	N	N	
/HPP/06/	D015.	PAYROLL REGISTERS AND REPORTS (CONTROLLER ) RECORD TYPES: A-PAYROLL AND REIMBURSEMENTS CERT., AUTH., AND APPROVAL-CONT 71 B-PAYROLL/REIMBURSEMENT REGISTER C-SALARY CHANGE ROSTER-5040 D-WEEKLY CREW TIMESHEET-5044 E-PAYROLL REIMBURSEMENT ADJUSTMENT F-PAYROLL SPECIAL MESSAGES G-PAYROLL/REIMBURSEMENT SUPPLEMENTAL WORKSHEET-5039 H-VARIATION RECAP REPORT I-PAYROLL/REIMBURSEMENT WORKSHEET-5039 J-EMERGENCY CHECK REQUEST	AU+3		N	N	N	
/HPP/06/	D016.	DEPOSIT CERTIFICATES (2) (CONTROLLER ) FORM: 2 RECORD TYPES:	AU+3		N	N	N	
/HPP/06/	D017.	PAYROLL REGISTERS AND REPORTS (CONTROLLER ) RECORD TYPES: A-RETROACTIVE PAYROLL MEMO B-RETROACTIVE CERT., AUTH., AND APPROVAL-CONT 71 C-PAYROLL/REIMBURSEMENT REGISTER D-ADJUSTMENTS TO RETRO E-RETROACTIVE REPORT CONTROL F-RETROACTIVE CONTROL WORKSHEET	AU+3		N	N	N	

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/HPP/06/	D018.	G-RETROACTIVE MESSAGE REPORT H-RETROACTIVE PAYROLL VARIATIONS I-RETROACTIVE PAYROLL REPORT F-RETROACTIVE CONTROL WORKSHEET EXPENDITURE CORRECTION (GEN 5) (CONTROLLER ) FORM: GEN 5 RECORD TYPES:	AU+3		N N N
/HPP/06/	D019.	JOURNAL VOUCHER (PAYROLL) (F-02) (CONTROLLER ) FORM: F-02 RECORD TYPES:	AU+3		N N N
/HPP/06/	D020.	WORK ORDER CHARGE INPUT FORM (PWA-26) (CONTROLLER ) FORM: PWA-26 RECORD TYPES:	AU+3		N N N
/HPP/06/	D021.	CASH RECEIPT (GEN 4) (CONTROLLER ) FORM: GEN 4 RECORD TYPES:	AU+3		N N N
/HPP/06/	D022.	TELEPHONE BILLS (GENERAL SERVICES) RECORD TYPES:	AU+5		N N N
/HPP/06/	D023.	PAYROLL/REIMBURSEMENT RECAP (5009) (CONTROLLER ) FORM: 5009 RECORD TYPES:	AU+5		N N N

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# City of Los Angeles

August 17, 2015

## *Department Records Disposition Schedules*

### ***HUMAN RELATIONS COMMISSION***

*Schedule Number Department Name*

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/HRC/ HUMAN RELATIONS COMMISSION

/HRC/00/ HUMAN RELATIONS COMMISSION/

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			Office	Total	Code	V	H	C	L	
/HRC/00/	0	ORIGINAL RECORDS								
/HRC/00/	0001.	COMMISSION MINUTES (BOUND) RECORD TYPES: Historical	PE	PE		N	Y	N		
/HRC/00/	0002.	CONFERENCE FILE RECORD TYPES: A-CORRESPONDENCE B-PROGRAMS C-REPORTS	AR+2	AR+2		N	N	N		
/HRC/00/	0003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: A-HUMAN RELATIONS COMMISSION CORRESPONDENCE B-HRC BUDGET CORRESPONDENCE C-RECEIPTS FOR SUPPLIES RECEIVED D-CITY STORES SUPPLY ORDERS E-EX-HRC DIRECTOR'S OUTGOING CORRESPONDENCE F-PACIFIC BELL BILLING DISKETTES G-TELEPHONE MESSAGE BOOKS UPDATED BY 98-1119	AR+2	AR+2		N	N	N		
/HRC/00/	0004.	SALUTE TO VOLUNTEERS (SEND HONOREE LISTS TO CITY ARCHIVES; MARK AS HISTORICAL PER RETEN SCHEDULE) RECORD TYPES: (SEND TO CITY ARCHIVES; MARK AS HISTORICAL PER RETENTION SCHEDULE) A-BIOGRAPHICAL DATA B-CORRESPONDENCE C-HONOREE LIST D-VOLUNTEER PROGRAM-HUMAN RIGHTS AWARDS E-VOLUNTEER RECOGNITION PROGRAM UPDATED BY 98-1119	TO+2	PE		N	Y	N		
/HRC/00/	0005.	SUB-COMMITTEE MINUTES	TO+5	TO+5		N	N	N		

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		(INFORMATION TRANSFERRED TO COMMISSION MINUTES ) RECORD TYPES: A-CORRESPONDENCE B-MAILING LIST C-MINUTES D-NOTICE OF MEETINGS AND AGENDAS E-REPORTS				
/HRC/00/	O006.	HEARINGS A. Disabilitites B. Immigration C. Hate Crimes & Related Matters. D. State of LA Report, 2000	AR+2	PE		N Y N
/HRC/00/	O007.	HUMAN RELATIONS COMMISSION - ANNUAL LUNCHEON RECORD TYPES: (SEND TO CITY ARCHIVES; MARK AS HISTORICAL PER RETENTION SCHEDULE) A-ART & ESSAY PARTICIPANTS B-GENERAL CORRESPONDENCE REQ: LUNCHEON C-PUBLICITY D-CORPORATE SPONSORS E-PRESS RELEASES F-FINANCES: BANK STATEMENTS, PAYMENT LOG G-VENDOR CONTRACTS H-PRESS RELEASES ADDED BY 98-1119	AR+2	PE		N Y N
/HRC/00/	O008.	HUMAN RELATIONS COMMISSION LUNCHEON INFO PACKET RECORD TYPES: (SEND TO CITY ARCHIVES; MARK AS HISTORICAL PER RETENTION SCHEDULE) A-SAMPLE DOCS OF ANNUAL HRC LUNCHEON B-SIGNS FROM TABLE FROM ANNUAL HRC LUNCHEON C-HRC OFFICIAL SONG "WE ARE ONE" D-SPECIAL AWARD PRESENTATION E-ANNUAL HRC LUNCHEON-COPIES OF CHECKS F-HRC LUNCHEON INFORMATION G-HRC ART & ESSAY CONTEST H-HRC SAMPLE OF LUNCHEON PROGRAM ADDED BY 98-1119	AR+2	PE		N Y N
/HRC/00/	O009.	HRC MEETINGS AND AUDIO TAPES HISTORICAL RECORDS, SEND TO CITY ARCHIVES  A. Meeting Sign In Sheets B. Public Comment Request Forms	AR+2	PE		N Y N

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			Office	Total	Code	V	H	C	L
/HRC/OO/	O010.	HUMAN RELATIONS COMMISSION PROGRAMS HISTORICAL RECORDS, SEND TO CITY ARCHIVES  A. Program Video Tapes B. Immigration Hearings Video Tapes C. HRC Public Service Announcements D. Student Town Hall Meetings	AR+2	PE		N	Y	N	
/HRC/OO/	O011.	TIMESHEETS RECORD TYPES: ADDED BY 98-1119	AR	AR+5		N	N	N	
/HRC/OO/	O012.	TIME OFF/COMP REQUEST RECORD TYPES: ADDED BY 98-1119	AR	AR+2		N	N	N	
/HRC/OO/	O013.	TRANSPORTATION REPORT RECORD TYPES: (SEND TO CITY ARCHIVES; MARK AS HISTORICAL PER RETENTION SCHEDULE) ADDED BY 98-1119	AR+2	PE		N	Y	N	
/HRC/OO/	O014.	BUDGET ADMINISTRATION RECORD RECORD TYPES: A-BLUE BOOK B-BROWN BOOK C-CONTRACTUAL SERVICES D-CORRESPONDENCE AND WORKING PAPERS E-EQUIPMENT SCHEDULE F-POSITION AUTHORIZATION (DPO) G-REQUEST FOR ADJUSTMENT OF APPROPRIATE FUND H-SALARY RANGES I-SUBSTITUTE AUTHORITIES J-TRAVEL AUTHORITY K-UNFREEZE REQUESTS L-VACANCY REPORTS M-YEAR END CLOSING OF ACCOUNTS ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O015.	INTERNAL BUDGET PREPARATION RECORD TYPES: A. BUDGET INSTRUCTIONS AND CALENDAR B. BUDGET REQUESTS AND RECOMMENDATIONS C. CORRESPONDENCE AND NOTES ADDED BY 98-1119	AR+2	AR+2		N	N	N	

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			Office	Total	Code	V	H	C	L
/HRC/OO/	O016.	CAL/OSHA & SUMMARY OF OCCUPATIONAL INJURIES RECORD TYPES: A. EMPLOYERES REPORT OF OCCUPATIONAL INJURIES B. DUTY CERTIFICATE ADDED BY 98-1119	AR+5	AR+5		N	N	N	
/HRC/OO/	O017.	CHECK DISTRIBUTION RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O018.	CHECKS RETURNED TO CONTROLLER RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O019.	CONTRACTS RECORD TYPES: A. DEPARTMENT COPY B. CORRESPONDENCE C. INSURANCE ENDORSEMENT D. CLOSE OUT DOCUMENTATION ADDED BY 98-1119	AR+5	AR+5		N	N	N	
/HRC/OO/	O020.	CASH RECEIPT RECORD TYPES: A. CERTIFICATION OF JURY DUTY ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O021.	EMPLOYMENT HISTORY CARDS RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O022.	FISCAL LOG BOOKS RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O023.	ORDERS FOR SUPPLIES AND EQUIPMENT RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O024.	WEEKLY CREW TIMESHEETS RECORD TYPES: ADDED BY 98-1119	AR+5	AR+5		N	N	N	
/HRC/OO/	O025.	DEPARTMENT ORGANIZATIONAL CHART RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	

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/HRC/OO/	O026.	ANNUAL REPORT RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O027.	RECORD OF OFFICIAL NOTICES FOR ADVERTISING RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O028.	CERTIFICATION INTERVIEW WORKSHEET RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O029.	INVENTORY AND EQUIPMENT DOCUMENTS RECORD TYPES: A. EQUIPMENT TRANSFER ADVICE B. EQUIPMENT INVENTORY INPUT WORKSHEET ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O031.	EMPLOYEE GRIEVANCE/ARBITRATION RECORDS RECORD TYPES: A. GRIEVANCE INITIATION B. GRIEVANCE APPEAL C. GRIEVANCE REPOSE D. GRIVANCE DISPOSITION E. ARBITRATION OPINION AND AWARD F. CORRESPONDENCE ADDED BY 98-1119	AR+5	AR+5		N	N	Y	
/HRC/OO/	O032.	MONTHLY EMPLOYEE SICK TIME USAGE REPORT RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O033.	END OF CALENDAR/FY EMPLOYEE TIME USAGE RPT RECORD TYPES: ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O034.	CERTIFICATION FILES RECORD TYPES: A.. CERTIFICATION LISTS B.. CLASS SPECIFICATIONS C.. CORRESPONDENCE D.. POSITION DESCRIPTION ADDED BY 98-1119	AR+2	AR+2		N	N	N	
/HRC/OO/	O035.	EMPLOYEE PERSONNES FOLDERS	AR+2	AR+2		N	N	Y	

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			Office	Total	Code	V	H	C	L
		RECORD TYPES: A. CORRESPONDENCE B. DOCTOR'S SLIPS C. EMPLOYEE EVALUATION REPORT D. DUTY CERTIFICATION E. EMPLOYEE MEDICAL CALENDAR F. EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS G. EXTENDED SICK LEAVE REQUEST H. FOLLOW UP REPORT ON PROB EMPLOYEE I. MEDICAL INFORMATION CERTIFICATE J. NOTICE OF COMMENDATION K. NOTICE OF DISCHARGE, SUSP, OR PROB TERM L. NOTICE TO CORRECT DEFICIENCIES M. PAYGRADE ADVANCE N. PAYROLL/PERSONNEL CHANGE DOCUMENT O. PERSONNEL INFORMATION SHEET P. PROPOSED DESIGNATION OF CONFIDENTIAL EMP Q. RECORD OF TRAINING R. REQUEST / DETERM OF STEP PLACEMENT S. REQUEST FOR LEAVE OF ABSENCE T. REQUEST FOR TRANSFER, VO. REVRS, OR CLASS U. RQST FOR VERIFICATION OF EMPLOYMENT V. PERSONNEL CHANGE REQUEST ADDED BY 98-1119							
/HRC/00/	0036.	COMMISSIONERS A. Guidelines B. Commissioners' Handbook E. Attendance Report F. Annual Retreat G. Badges H. Charter Revision & HRC Reorganization	AR+2	PE	DO	N	Y	N	
/HRC/00/	0037.	COMMISSION SUBJECT FILES A. CAHRO & Other Affiliates B. Brown Act C. Ad Hoc D. Civil Rights E. Community Conflict Resolution F. Education G. Hate Crimes Reduction H. Special Events I. Status of Minorities in the Media	AR+2	PE	DO	N	Y	N	

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		J. Status of Women K. Commission Press Releases L. Commission/Council Relations M. English As Official Language N. Immigration								
/HRC/OO/	O038.	INTERNAL CONTROL CERTIFICATION PROGRAM RATINGS AND REPORTS	TO+2	PE	DO	N	Y	N		

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/HRC/00/	D	DUPLICATE RECORD SERIES						
/HRC/00/	D001.	INTER DEPARTMENTAL BULLETINS AND NOTICES (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/HRC/00/	D002.	INTER DEPARTMENTAL MANUALS, AND PUBLICATIONS (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/HRC/00/	D003.	PUBL'CN & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/HRC/00/	D004.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/HRC/00/	D005.	AUTHORITY FOR EXPENDITURE RECORD TYPES: A. INVOICE B. TRAVEL AUTHORITY C. GENERAL ENCUMBRANCE/DEPT. IDO ADDED BY 98-1119	AR+2		N	N	N	

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

**Records of: HUMAN RELATIONS COMMISSION/  
 /HRC/OO/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/HRC/OO/	D006.	BIWEEKLY SICK LEAVE ROSTER RECORD TYPES: ADDED BY 98-1119	AR+1		N	N	N	
/HRC/OO/	D007.	BIWEEKLY VACATION ROSTER RECORD TYPES: ADDED BY 98-1119	AR+1		N	N	N	
/HRC/OO/	D008.	DEPARTMENT PROPOSED BUDGET SUBMITTAL RECORD TYPES: A. SUBMITTAL LETTER B. PROPOSED ORGANIZATION CHART C. PACKAGE RANDING/SOURCE OF FUNDING D. BUDGET REQUEST PACKAGE E. PERSONNEL REQUIREMENTS G. RECAP BY ELEMENT/PROGRAM G. RECAP BY EXPENDITURE CLASSIFICATION I. RECAP BY POSITION CHAGES J. POSITION REQUIREMENTS K. SUPPORTING SCHEDULES-TRAVEL L. REVENUE ESTIMATE M. WAGE AND COUNT REPORT ADDED BY 98-1119	AR+5		N	N	N	
/HRC/OO/	D009.	BUDGET REQUEST TO CAO RECORD TYPES: A. PERSONNEL REQUIREMENTS B. RECAP BY EXPAENDITURE CLASSIFICATION C. RECAP OF POSITION CAHGES D. RECAPITULATION BY ELEMENT/PROGRAM E. REQUIREMENTS F. SUBSTITUTE POSITION REQUIREMENT G. SUPPPORTING SCHEDULE ADDED BY 98-1119	AR+10		N	N	N	

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/HRC/OO/	D010.	CURRENT OVERTIME REPORT RECORD TYPES: ADDED BY 98-1119	AR+1		N	N	N	
/HRC/OO/	D011.	ENCUMBRANCE ADJUSTMENT RECORD TYPES: A. EXPENDITURE CORRECTION B. ALLOTMENT C. APPROPRIATION D. REVENUE REFUND VOUCHER ADDED BY 98-1119	AR+2		N	N	N	
/HRC/OO/	D012.	MILEAGE REINBURSEMENT RECORD TYPES: ADDED BY 98-1119	AR+1		N	N	N	
/HRC/OO/	D013.	MILEAGE STATEMENT FLAGS AND ERRORS RECORD TYPES: ADDED BY 98-1119	AR+1					
/HRC/OO/	D014.	MILEAGE STATEMENT VARIATIONS RECORD TYPES: ADDED BY 98-1119	AR+1					
/HRC/OO/	D015.	ON LINE WORKSHEETS RECORD TYPES:	AR+1					

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		ADDED BY 98-1119			
/HRC/OO/	D016.	PAYROLL & REIMBURSEMENT CERTS, AUTHENTICATION RECORD TYPES: ADDED BY 98-1119	AR+4		
/HRC/OO/	D017.	PAYROLL/PERSONNEL CHANGE DOCUMENT RECORD TYPES: ADDED BY 98-1119	AR+4		
/HRC/OO/	D018.	PAYROLL RECAPITULATION RECORD TYPES: ADDED BY 98-1119	AR+4		
/HRC/OO/	D019.	PAYROLL REIMBURSEMENT ADJUSTMENTS RECORD TYPES: ADDED BY 98-1119	AR+1		
/HRC/OO/	D020.	PAYROLL REIMBURSEMENT REGISTER RECORD TYPES: ADDED BY 98-1119	AR+3		
/HRC/OO/	D021.	PAYROLL SPECIAL MESSAGES RECORD TYPES: ADDED BY 98-1119	AR+1		

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/HRC/OO/	D022.	RETROACTIVE REPORT CONTROLS RECORD TYPES: ADDED BY 98-1119	AR+1		
/HRC/OO/	D023.	PURCHASE ORDERS RECORD TYPES: A. NOTICE OF SCHEDULED PAYMENT B. PACKAGING SLIPS AND INVOICES C. PURCHASE ORDERS D. PURCHASE REQUISITIONS ADDED BY 98-1119	AR+2		
/HRC/OO/	D024.	FISCAL DOCUMENTS RECORD TYPES: A. INVOICES B. PERONAL EXPENSE STATEMENT C. REMITTANCE ADVICE D. ENCUMBURING AUTHORITIES E. PAYMENT VOUCHERS F. JOURNAL VOUCHERS ADDED BY 98-1119	AR+3		
/HRC/OO/	D025.	SALARY CHANGE ROSTER RECORD TYPES: ADDED BY 98-1119	AR+2		
/HRC/OO/	D026.	STATEMENT OF CONDITION OF APPROPRIATION RECORD TYPES: ADDED BY 98-1119	AR+2		

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/HRC/OO/	D027.	SUB-PURCHASE ORDER RECORD TYPES: ADDED BY 98-1119	AR+3		
/HRC/OO/	D028.	VARIATION RECAP REPORT RECORD TYPES: ADDED BY 98-1119	AR+1		
/HRC/OO/	D029.	CLASSIFICATION FILES RECORD TYPES: A. CERTIFICATION FILES B. CLASS SPECIFICATION C. CORRESPONDENCE D. POSITION DESCRIPTION ADDED BY 98-1119	AR+3		
/HRC/OO/	D030.	TELEPHONE CALL SUMMARY & DETAIL REPORT RECORD TYPES: ADDED BY 98-1119	AR+1		
/HRC/OO/	D031.	COMMISSIONER FINANCIAL STATEMENTS (Ethics Commission) A. Annual Financial Statement B. Semi-Annual Update	TO+5	DO	N N N

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***Department Records Disposition Schedules***

***COMMISSION ON THE STATUS OF WOMEN***

***Schedule Number Department Name***

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/CSW/	COMMISSION ON THE STATUS OF WOMEN
/CSW/01/	COMMISSION ON THE STATUS OF WOMEN/COMMISSION ON THE STATUS OF WOMEN

**City of Los Angeles**  
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**Records of: COMMISSION ON THE STATUS OF WOMEN/COMMISSION ON THE STATUS OF WOMEN**  
**/CSW/01/**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/CSW/01/	O	ORIGINAL RECORDS								
/CSW/01/	O001.	ANNUAL REPORTS (SEND 4 COPIES TO CITY ARCHIVES ) RECORD TYPES: Historical	PE	PE		N	Y	N		
/CSW/01/	O002.	CORRESPONDENCE (OUTSIDE CITY) RECORD TYPES:	TO+3	TO+5		N	N	N		
/CSW/01/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	TO+1	TO+3		N	N	N		
/CSW/01/	O004.	COMMISSIONER'S PROFILES (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TE	PE		N	Y	N		
/CSW/01/	O005.	EMPLOYEE PERSONNEL FOLDERS (TRANS TO EMP'EE NEW DEPT OR PERSONNEL DEPT (CAO RULE 10 ) RECORD TYPES: Confidential A-CORRESPONDENCE B-DOCTOR'S SLIPS C-EMPLOYEE EVALUATION REPORT-PDA 528 D-PAYROLL/PERSONNEL CHANGE DOC-GEN 41 E-RECORD OF PAYROLL ADJUSTMENT-186 F-REQUEST FOR LEAVE OF ABSENCE-GEN 38 G-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE-GEN 16B	TE	TE		N	N	Y		

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			Office	Total	Code	V	H	C	L
/CSW/01/	O006.	F-REQUEST FOR LEAVE OF ABSENCE-GEN 38 MINUTES AND AGENDAS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+3	PE		N	Y	N	
/CSW/01/	O007.	PRESS RELEASES (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CSW/01/	O008.	PROJECT FILES RECORD TYPES: A-CORRESPONDENCE B-NEWSCLIPPINGS C-PUBLICATIONS D-REPORTS	CL+1	CL+5		N	N	N	
/CSW/01/	O009.	TIMEKEEPING RECORDS RECORD TYPES: A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-WEEKLY CREW TIME SHEET-5054	TO+2	TO+2		N	N	N	

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**Records of: COMMISSION ON THE STATUS OF WOMEN/COMMISSON ON THE STATUS OF WOMEN**  
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/CSW/01/	D	DUPLICATE RECORD SERIES			
/CSW/01/	D001.	ACCOUNTING RECORDS (ACC RECORDS ORIGINATE FROM GSD, CTR, & CAO ) RECORD TYPES: A-CITY STORE INVOICE B-ENCUMBRANCE ADJUSTMENT C-EXPENDITURE PROGRAM D-EXPENDITURE REPORT E-DAILY FUND ACTIVITY REPORT F-DEPOSIT CERTIFICATES G-INVOICES (PRINTING SERVICES) H-MILEAGE STATEMENT-2053 I-MILEAGE STATEMENT VARIATIONS J-NOTICE OF SCHEDULED PAYMENT-5043 K-PURCHASE ORDERS-GS/52 L-PURCHASE ORDER CHANGE-GS/S6 M-REMITTANCE ADVICE-5042A N-REQUEST FOR ANNUAL PURCHASE AG.-DS-1B O-STORES MULTI USE FORM-GS-MM1 P-REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS-GEN 105 Q-REQUEST FOR PAYMENT-GEN 81 R-REQUEST TO ENCUMBER FUNDS S-STATEMENT OF CONDITION OF APPROPRIATION	TO+2		N N N
/CSW/01/	D002.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/CSW/01/	D003.	PAYROLL RECORDS (PAYROLL RECORDS ORIGINATE FROM CAO AS WELL ) RECORD TYPES: A-BI-WEEKLY SICK LEAVE ROSTER B-BI-WEEKLY VACATION ROSTER C-EMPLOYMENT/SALARIES MANAGEMENT PLAN (REPORTING FORMS) D-OVERTIME HISTORY REPORT E-PAYROLL/REIMBURESEMENT ADJUSTMENTS	TO+2		N N N

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		F-PAYROLL/REIMBURSEMENT AUTHORITY AUDIT-5007 G-PAYROLL/REIMBURSEMENT CERTIFICATION AUTHENTICATION AND APP..-71 H-PAYROLL/REIMBURSEMENT RECAP-5009 I-PAYROLL/REIMBURSEMENT REGISTER-5035 J-PAYROLL/REIMBURSEMENT WORKSHEET-5039 K-PAYROLL SPECIAL MESSAGES L-PAYROLL VARIATIONS M-RETROACTIVE PAYROLL REPORT N-SALARY CHANGE ROSTER-5040 O-SICK LEAVE RECORD			
/CSW/01/	D004.	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE.. (NON-RECORD MATERIALS ) RECORD TYPES:	AR		N N N

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