

**City of Los Angeles
Department Report**

02/05/2003

Department	Department Name
ITA	INFORMATION TECHNOLOGY AGENCY
ITA/01	INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES
ITA/02	INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES
ITA/03	INFORMATION TECHNOLOGY AGENCY/MANAGEMENT
ITA/04	INFORMATION TECHNOLOGY AGENCY/MANAGEMENT
ITA/05	INFORMATION TECHNOLOGY AGENCY/OPERATIONS
ITA/06	INFORMATION TECHNOLOGY AGENCY/OPERATIONS
ITA/07	INFORMATION TECHNOLOGY AGENCY/SYSTEMS AND PROGRAMMING
ITA/08	INFORMATION TECHNOLOGY AGENCY/SYSTEMS AND PROGRAMMING
ITA/09	INFORMATION TECHNOLOGY AGENCY/PUBLIC PRIVATE ENTERPRISE BUREAU
ITA/10	INFORMATION TECHNOLOGY AGENCY/COMMUNICATIONS SERVICES RADIO OPERATOR

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES
/ITA/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 Code	Record Type				
			Office	Total		V	H	C	L	
/ITA/01/	O	ORIGINAL RECORDS								
/ITA/01/	O001.	ACCOUNTS RECEIVABLE LEDGER (YEARLY) RECORD TYPES:	AU+2	AU+2		N	N	N		
/ITA/01/	O002.	AGING OF RECEIVABLES RECORD TYPES:	TO+2	TO+2		N	N	N		
/ITA/01/	O003.	AUTOMATED WANT AND WARRANT SYSTEM RECORD TYPES:	CL+2	CL+10		N	N	N		
/ITA/01/	O004.	AUTOMATED WANT AND WARRANT SYSTEM INVOICES (DSB-264) FORM: DSB-264 RECORD TYPES:	AU+2	AU+2		N	N	N		
/ITA/01/	O005.	AUTOMATED WORTHLESS DOCUMENT INDEX RECORD TYPES:	CL+2	CL+10		N	N	N		
/ITA/01/	O006.	AUTOMATED WORTHLESS DOCUMENT INDEX INVOICES RECORD TYPES:	AU+2	AU+2		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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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/ITA/01/	O007.	CLASS FILE RECORD TYPES:	AR	AR+2		N	N	N	
/ITA/01/	O008.	CONTRACT PROGRAMMERS LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/ITA/01/	O009.	DATA PROCESSING BILLING RECORD TYPES:	AU+2	AU+2		N	N	N	
/ITA/01/	O010.	DSB CHANGE ORDER (DSB 111-3-) FORM: DSB 111-3- RECORD TYPES:	TO+2	TO+2		N	N	N	
/ITA/01/	O011.	DSB COST TABLE RECORD TYPES:	TO+/05	TO+2		N	N	N	
/ITA/01/	O012.	DSB STANDARDS AND GUIDES RECORD TYPES:	SU	SU+2		N	N	N	

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/ITA/01/	0013.	EMPLOYEE HISTORY CARDS RECORD TYPES:	TE+10	TE+50		N	N	N	
/ITA/01/	0014.	EMPLOYEE PERSONNEL FOLDERS (TRANSFER TO EMPLOYEE'S NEW DEPT OR PERSONNEL DEPT) RECORD TYPES: Confidential A-CORRESPONDENCE B-COURT INFORMATION C-DOCTOR'S SLIP D-DSB ABSENSE NOTICE-DBS/P-5 E-DSB EXAMINATION REQUIREMENTS FORM F-DUTY CERTIFICATE-PDAS 43 G-EMPLOYEE EVALUATION-PDAS 28 H-EMPLOYEE MEDICAL CALENDAR-GEN. 90 I-EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 J-EMPLOYMENT VERIFICATION K-JURY DUTY COURT ATTENDANCE SLIP L-NOTICE OF ASSIGNMENT-DSB/P-18 M-NOTICE OF COMMENDATION-GEN. 79 N-NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION-GEN. 77 O-PAY GRADE ADVANCEMENT-CAO 614	TE	TE		N	N	Y	
/ITA/01/	0015.	EQUIPMENT INVENTORY STATUS REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/ITA/01/	0016.	GENERAL PURPOSE EQUIPMENT STATUS REPORT RECORD TYPES:	TO+2	TO+4		N	N	N	
/ITA/01/	0017.	GRANT COST REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	

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/ITA/01/	O018.	INVOICE LOGS RECORD TYPES:	AU+2	AU+2		N	N	N	
/ITA/01/	O019.	JOB SUBMISSION AUDIT LISTS (JSAL) RECORD TYPES:	TO+5	TO+10		N	N	N	
/ITA/01/	O020.	MONTHLY SERVICE REPORT RECORD TYPES: A-ALTERATION AND IMPROVEMENT REQUEST LISTING B-BUILDING REPAIR OR SERVICE REQUEST LISTING C-TELEPHONE SERVICE REQUEST LISTING	TO+2	TO+2		N	N	N	
/ITA/01/	O021.	OCCUPATIONAL INJURIES AND ILLNESSES LOG AND SUMMARY (CAL 200) FORM: CAL 200 RECORD TYPES:	TO+5	TO+5		N	N	N	
/ITA/01/	O022.	PAY GRADE EXAMINATIONS SUPPORTING DOCUMENTS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/ITA/01/	O023.	PROCON PROJECT ANALYSIS RECORD TYPES:	TO+/05	TO+2		N	N	N	

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/ITA/01/	O024.	PROCON TRANSACTION REPORTS RECORD TYPES:	TO+/05	TO+2		N	N	N	
/ITA/01/	O025.	PROCON TIMESHEET NON-REIMBURSABLE RECORD TYPES:	TO+1	TO+2		N	N	N	
/ITA/01/	O026.	PROCON TIMESHEET REIMBURSABLE RECORD TYPES:	TO+2	TO+10		N	N	N	
/ITA/01/	O027.	REPORTS TO THE GENERAL MANAGER (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	CL+5	PE		N	Y	N	
/ITA/01/	O028.	RESOURCE BILLING SYSTEM RECORD TYPES: A-ANALYSIS OF BILLABLE CHARGES B-ANALYSIS OF NON-BILLABLE CHARGES C-ANALYSIS OF TOTAL CHARGES D-ANNUAL RATE CALCULATIONS E-CUSTOMER INVOICE F-WORKSHEETS AND NOTES	TO+2	TO+10		N	N	N	
/ITA/01/	O029.	F-WORKSHEETS AND NOTES REST PERIOD REGISTER (GEN 74) FORM: GEN 74 RECORD TYPES:	TO+/05	TO+2		N	N	N	

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/ITA/01/	O030.	SUBSTITUTE AND IN-LIEU AUTHORITIES AND NON-SELECTS AND EMERG RECORD TYPES:	TO+2	TO+2		N	N	N	
/ITA/01/	O031.	SYSTEM DOCUMENTATION (TRANSFER TO STORAGE AFTER DELETION) RECORD TYPES: Vital A-DATA ENTRY INSTRUCTIONS-DSB-DPO-7741 AA-ARCHIVE STORAGE/ADD/DELETE REQ. B-DATA FLOW CHART AND (TIME) ELEMENT-DU. 107.1 C-DATA SET INFORMATION-DU. 201.1 D-DOCUMENTATION ELEMENT FREE-FORM-DU. 106.1 & PC1 E-DOCUMENT ESTABLISHMENT EXCEPTION REPORT-DU. 06.81.1 F-GENERAL INFORMATION-DU. 201.2 G-INPUT AND OUTPUT IDENTIFICATION-DU.107.5 H-ON-LINE OPERATOR INFORMATION-DU. 201.5 I-ON-LINE PROGRAM INFORMATION-DU. 201.3 J-OPERATION REQUIREMENTS-DU. 107.3 K-OPERATIONS DOCUMENTATION ESTABLISHMENT RECORD-DU. 01.78.1 L-OPERATORS MESSAGE LIST-DU. 107.2 M-OUTPUT REPORTS (SAMPLE ONLY) N-PRINTER INSTRUCTIONS-DU. 206.3 O-PROCESSING AND CONTROL PROCEDURE-DU. 107.4 P-PRODUCTION JOB ESTABLISHMENT RECORDS-DU. 302.1 Q-PRODUCTION SYSTEM/JOB ACCEPTANCE RECORD-DU. 07.79.1 R-PROGRAM, PROC AND JCAL LISTINGS-DSB 106 S-PROJECT TEST SHEET-DU. 106.2 T-RECORD LAYOUT-DU. 107.7 U-SYSTEM INFORMATION SHEET-DU. 106.3 V-SYSTEM/JOB FLOW CHART-DU. 106.1 W-SYSTEM/JOB NARRATIVE-DU. 106.1 X-TERMINAL INFORMATION-DU. 201.7 Y-TRANSACTION DESCRIPTION-DU. 201.6 Z-TRANSMITTAL SHEET-DU. 107.8	CL	CL+2		Y	N	N	
/ITA/01/	O032.	TIME OFF/COMPENSATION REPORT (GEN 68A) FORM: GEN 68A RECORD TYPES:	TO+2	TO+2		N	N	N	

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/ITA/01/	O033.	WEEKLY CREW TIME SHEET (5054) FORM: 5054 RECORD TYPES:	TO+2	TO+5		N	N	N	
/ITA/01/	O034.	WORK ORDERS BY REQUESTING AGENCY RECORD TYPES:	CL+2	CL+15		N	N	N	
/ITA/01/	O035.	WORK ORDER STATUS REPORT RECORD TYPES:	TO+/05	TO+2		N	N	N	
/ITA/01/	O036.	WORK ORDER TRANSMITTAL (DSB 258) FORM: DSB 258 D=USER REQUEST (LETTER) A=COST ESTIMATE SHEET-DSB-253 B=DAILY SUMMARY OF INCOMING REQUESTS (SEPARATE BINDER) C=INTER-DEPARTMENTAL CORRESPONDENCE (ACKNOWLEDGEMENT TO USER)-GEN. 160 E=WORK ASSIGNMENT-DSB-260 F=WORK ORDERS BY DEPARTMENT (PRINTOUT; SEPARATE BINDER)	CL+2	CL+15		N	N	N	
/ITA/01/	O037.	F=WORK ORDERS BY DEPARTMENT (PRINTOUT; SEPARATE BINDER) NON-CIVIL SERVICE-EMPLOYEE RECORDS RECORD TYPES: A=INTERN PROGRAM B=URBAN LEAGUE VOLUNTEER C=SYEP - SUMMER YOUTH	TE+2	TE+10		N	N	N	

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/ITA/01/	O038.	D-YSA - YOUTH SERVICES E-CONTRACT STAFF PERSONAL SERVICES CONTRACTS RECORD TYPES: A-RFP B-CONTRACT C-PROPOSALS FROM VENDORS	CL+2	CL+5		N	N	N	
/ITA/01/	O039.	AWWS SYSTEM DOCUMENTATION RECORD TYPES: A-AWWS ADD CYCLE B-MOHAWK C-AWWS ETRS D-AWWS JCL	TO+2	TO+10		N	N	N	
/ITA/01/	O040.	TELEPHONE BILLS	TO+1	TO+3	DO	N	N	N	
/ITA/01/	O041.	RADIO/TELEPHONE LOG	TO+3	TO+3	DO	N	N	N	
/ITA/01/	O042.	RESPONSES TO REQUEST FOR PROPOSALS (RFPs) - NONSELECTED	TO+2	TO+2	DO	N	N	N	
/ITA/01/	O043.	COMMUNICATION TAPES FOR ITA COMMUNICATIONS CALL CENTER	TO+1/03	TO+1/03	DO	N	N	N	
/ITA/01/	O044.	COMMUNICATION SERVICE REQUESTS Form CAO 40	TO+1	TO+2	DO	N	N	N	

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/ITA/03/	O	ORIGINAL RECORDS								
/ITA/03/	O001.	ANNUAL REPORT (SEND 1 COPY TO CITY LIBRARY AND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N		
/ITA/03/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	TO+3	TO+15		N	N	N		
/ITA/03/	O003.	MEMORANDA (INTRA-DEPARTMENTAL) RECORD TYPES:	TO+2	TO+5		N	N	N		

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/ITA/05/	O001.	DATA CONVERSION PERIOD REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/ITA/05/	O002.	DATA CONVERSION YEAR-TO-DATE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/ITA/05/	O003.	LOG SHEETS RECORD TYPES:	TO+1	TO+2		N	N	N		
/ITA/05/	O004.	MEDIA DETAIL FAILURE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/ITA/05/	O005.	OFF-SITE TAPE AND DOCUMENT STORAGE RECORD TYPES: A-CONTAINER LIST B-OFF-SITE STORAGE BY DOCUMENT	TO+2	TO+2		N	N	N		
/ITA/05/	O006.	OPERATIONS PROCEDURES RECORD TYPES:	SU	SU+2		N	N	N		

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/ITA/05/	O008.	OVERDUE TAPES RECORD TYPES: A-CONTROL OF OVERDUE TAPE RETENTION FORMS B-NOTICE OF OVERDUE TAPE RETENTION	CL	CL+2		N	N	N	
/ITA/05/	O009.	PICK-UP AUTHORIZATION (OFF-SITE) RECORD TYPES:	TO+2	TO+2		N	N	N	
/ITA/05/	O010.	PROPERTY PASS RECORD TYPES:	TO+2	TO+2		N	N	N	
/ITA/05/	O011.	RECORD OF SUPPLIES (MATERIAL CONTROL ORDER LOG) RECORD TYPES:	TO+2	TO+3		N	N	N	
/ITA/05/	O012.	RESERVE MONITORING FACILITY SUMMARY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	

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

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Records of: INFORMATION TECHNOLOGY AGENCY/OPERATIONS

/ITA/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
/ITA/05/	O013.	SUMMARY OPERATOR ANALYSIS REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/ITA/05/	O014.	TAPE MANAGEMENT SOFTWARE (TMS) AND TAPE RESERVE LOG UPDATE RECORD TYPES:	TO+/05	TO+2		N	N	N	
/ITA/05/	O015.	TAPE MANAGEMENT SOFTWARE (TMS) REPORT RECORD TYPES: A-IN ACCOUNT NUMBER ORDER B-IN VOLUME SERIES ORDER	TO+/05	TO+2		N	N	N	
/ITA/05/	O016.	TAPE RETENTION CHANGE REQUEST SHEETS RECORD TYPES:	TO+/05	TO+2		N	N	N	

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Records of: INFORMATION TECHNOLOGY AGENCY/OPERATIONS

/ITA/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	
/ITA/06/	0	ORIGINAL RECORDS								

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: INFORMATION TECHNOLOGY AGENCY/SYSTEMS AND PROGRAMMING

/ITA/07/

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	
/ITA/07/	0	ORIGINAL RECORDS								
/ITA/07/	0001.	TERMINAL COMMITTEE MINUTES 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: INFORMATION TECHNOLOGY AGENCY/SYSTEMS AND PROGRAMMING

/ITA/08/

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	
/ITA/08/	0	ORIGINAL RECORDS								

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City of Los Angeles
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Original Records

Records of: INFORMATION TECHNOLOGY AGENCY/PUBLIC PRIVATE ENTERPRISE BUREAU

/ITA/09/

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	
/ITA/09/	0	ORIGINAL RECORDS								

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Records of: INFORMATION TECHNOLOGY AGENCY/COMMUNICATIONS SERVICES RADIO OPERATOR

/ITA/10/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total		V	H	C	L	
/ITA/10/	0	ORIGINAL RECORDS								

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Records of: INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES
/ITA/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
/ITA/01/	D	DUPLICATE RECORD SERIES			

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/ITA/02/ *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
/ITA/02/	D	DUPLICATE RECORD SERIES			
/ITA/02/	D001.	ALTERATION AND IMPROVEMENT REQUEST (CAO 42) FORM: CAO 42 RECORD TYPES:	TO+2		N N N
/ITA/02/	D002.	ANNUAL WORK PROGRAM (CAO 25) FORM: CAO 25 RECORD TYPES:	TO+4		N N N
/ITA/02/	D003.	4UTHORITY FOR EXPENDITURE (GEN 40) FORM: GEN 40 RECORD TYPES:	AU+1		N N N
/ITA/02/	D004.	BUDGET REQUESTS RECORD TYPES: A-BUDGET REQUEST/REDUCTION PACKAGE-CAO 696B B-CORRESPONDENCE C-EXTENSION SHEET-CAO 10/11 D-ORGANIZATION CHARTS E-PACKAGE RANKING-CAO 696C F-PERSONNEL REQUIREMENTS G-POSITION DESCRIPTIONS-PDES H-RECAP BY ELEMENT/PROGRAM-CAO 12 I-RECAP BY EXPENDITURE CLASSIFICATION-CAO 14 J-RECAP OF POSITION CHANGES-CAO 16 K-REQUIREMENTS-CAO 11 L-REVENUE ESTIMATE-CAO 19 M-SALARY WORKSHEETS-CAO 6B	TO+2		N N N

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/ITA/02/

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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			
/ITA/02/	D005.	N-SUPPORTING SCHEDULE-CAO 18 O-SUBSTITUTE POSITION REQUIREMENTS-CAO 17 P-TRAVEL AUTHORITY LIST-CAO 18 Q-WORKING PAPERS R-WORK PROGRAM-CAO 9 BUILDING REPAIR OR SERVICE REQUEST (GEN 113) FORM: GEN 113 RECORD TYPES:	TO+2		N	N	N	
/ITA/02/	D006.	CONTRACTS RECORD TYPES: A-BID-GS/S 9 B-CONTRACTS-GS/S 10 C-PURCHASE ORDER-GS/2 D-PURCHASE ORDER CHANGE-GS/6 E-PURCHASE REQUISITION-GS/1A	CL+10		N	N	N	
/ITA/02/	D007.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR		N	N	N	
/ITA/02/	D008.	DEPOSIT CERTIFICATES (GEN 2) FORM: GEN 2 RECORD TYPES:	AU+1		N	N	N	
/ITA/02/	D009.	ENCUMBRANCE ADJUSTMENT (GEN 36) FORM: GEN 36 RECORD TYPES:	AU+1		N	N	N	
/ITA/02/	D010.	EQUIPMENT INVENTORY REPORTS RECORD TYPES: A-ACCEPTED TRANSACTION LISTING	AU+1		N	N	N	

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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
		B-EQUIPMENT INVENTORY INPUT WORKSHEET-GEN 111 C-EQUIPMENT TRANSFER ADVICE-GEN 116 D-ERROR TRANSACTION LISTING E-PURGED RECORDS LIST F-UPDATED RECORDS LIST			
/ITA/02/	D011.	F-UPDATED RECORDS LIST EXPENDITURE PROGRAM (CAO 20) FORM: CAO 20 RECORD TYPES:	TO+2		N N N
/ITA/02/	D012.	GENERAL LEDGER JOURNAL VOUCHER (CONT 19) FORM: CONT 19 RECORD TYPES:	AU+1		N N N
/ITA/02/	D013.	INTER AND INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETIN RECORD TYPES:	AR		N N N
/ITA/02/	D014.	INTERDEPARTMENTAL ORDER (GEN 34) FORM: GEN 34 RECORD TYPES:	AU+1		N N N
/ITA/02/	D015.	INVOICES RECORD TYPES: A-INVOICE CORRECTION MEMORANDUM-GEN 107 B-INVOICES C-PACKING SLIPS D-REMITTANCE ADVICE-5042-A	AU+1		N N N

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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			
		E-STORES MULTI-USE FORM-GS/MM1 F-SUB-PURCHASE ORDER-GEN 9						
/ITA/02/	D016.	F-SUB-PURCHASE ORDER-GEN 9 MEMORANDA OF UNDERSTANDING RECORD TYPES:	SU		N	N	N	
/ITA/02/	D017.	ORGANIZATION CHARTS RECORD TYPES:	TO+5		N	N	N	
/ITA/02/	D018.	PAYROLL REGISTER D-PAYROLL/REIMBURSEMENT REGISTER-5035 A-EMERGENCY CHECK REQUEST-CONT D-07 B-PAYROLL AND REIMBURSEMENTS CERTIFICATION, AUTHENTICATION, AN-CONT 71 C-PAYROLL/REIMBURSEMENT ADJUSTMENT-CONT 204	TO+5		N	N	N	
/ITA/02/	D019.	PERSONNEL UTILIZATION REPORT (CAO 26) FORM: CAO 26 RECORD TYPES:	TO+4		N	N	N	
/ITA/02/	D020.	PETTY CASH RECORD TYPES: A-PETTY CASH-GEN 45 B-PURCHASE ORDER-GS/S-2 C-REMITTANCE ADVICE-5042-A	AU+1		N	N	N	
/ITA/02/	D021.	PRINT SHOP INVOICES (21) FORM: 21 RECORD TYPES:	AU+1		N	N	N	

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/ITA/02/

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/ITA/02/	D022.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/ITA/02/	D023.	PURCHASE ORDERS (GS/S-2) FORM: GS/S-2 RECORD TYPES:	AU+1		N N N
/ITA/02/	D024.	REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS (GEN 105) FORM: GEN 105 RECORD TYPES:	AU+1		N N N
/ITA/02/	D025.	REQUEST FOR COMMUNICATIONS SERVICES (CAO 40) FORM: CAO 40 RECORD TYPES:	TO+2		N N N
/ITA/02/	D026.	REQUEST FOR PAYMENT (GEN 81) FORM: GEN 81 RECORD TYPES:	AU+1		N N N
/ITA/02/	D027.	REQUEST TO ENCUMBER FUNDS (GEN 106) FORM: GEN 106 RECORD TYPES:	AU+1		N N N

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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			
/ITA/02/	D028.	RESOURCE BILLING SYSTEM (MICROFICHE) RECORD TYPES:	TO+10		N	N	N	
/ITA/02/	D029.	SPECIALIZED TRAINING NOMINATIONS RECORD TYPES:	TO+2		N	N	N	
/ITA/02/	D030.	STATEMENT OF CONDITION OF APPROPRIATION RECORD TYPES: A-ANNUAL B-WEEKLY	AU+2		N	N	N	
/ITA/02/	D031.	STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES (CAL 730) FORM: CAL 730 RECORD TYPES:	TO+1		N	N	N	
/ITA/02/	D032.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/ITA/02/	D033.	TECHNICAL LIBRARY PUBLICATIONS RECORD TYPES:	AR		N	N	N	
/ITA/02/	D034.	TELEPHONE SERVICE REQUEST (GS/S-6) FORM: GS/S-6 RECORD TYPES:	TO+2		N	N	N	

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/ITA/02/	D035.	TRAVEL AUTHORITIES RECORD TYPES: A-PERSONAL EXPENSE STATEMENT-GEN 16 B-RECEIPTS C-REMITTANCE ADVICE-5042-A D-TRAVEL AUTHORITY-GEN 71	AU+2		N N N
/ITA/02/	D036.	WEEKLY CREW TIMESHEETS (5054) FORM: 5054 RECORD TYPES:	TO+1		N N N

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/ITA/03/

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/ITA/03/	D	DUPLICATE RECORD SERIES			

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/ITA/04/	D	DUPLICATE RECORD SERIES						
/ITA/04/	D001.	INTER AND INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETIN RECORD TYPES:	AR		N	N	N	
/ITA/04/	D002.	WEEKLY CREW TIME SHEETS (5054) FORM: 5054 RECORD TYPES:	TO+1		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
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Records of: INFORMATION TECHNOLOGY AGENCY/OPERATIONS

/ITA/05/

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>
/ITA/05/	D	DUPLICATE RECORD SERIES			

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City of Los Angeles
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Records of: INFORMATION TECHNOLOGY AGENCY/OPERATIONS
/ITA/06/

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			
/ITA/06/	D	DUPLICATE RECORD SERIES						
/ITA/06/	D001.	CONTRACTS RECORD TYPES: A-CONTRACT-GS10 B-PURCHASE ORDER-GS/S2 C-PURCHASE REQUISITION-GS/1A D-REQUEST FOR ANNUAL PURCHASE AGREEMENT-DS 1B	TO+5		N	N	N	
/ITA/06/	D002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR		N	N	N	
/ITA/06/	D003.	DOCUMENTATION (SEE SYSTEM DOCUMENTATION LISTING FOR MANAGEMENT SERVICES) RECORD TYPES:	SU		N	N	N	
/ITA/06/	D004.	DSB STANDARDS AND GUIDES RECORD TYPES:	SU		N	N	N	
/ITA/06/	D005.	INTER AND INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETIN RECORD TYPES:	SU		N	N	N	
/ITA/06/	D006.	KEY-EDIT INSTRUCTIONS (INFORMATION CONTAINED IN SYSTEM DOCUMENTATION-MANAGEMENT SER) RECORD TYPES:	SU		N	N	N	

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/ITA/06/	D007.	LOST (SECURITY) BADGES FORM RECORD TYPES:	TO+2		N N N
/ITA/06/	D008.	MEMORANDA RECORD TYPES:	AR		N N N
/ITA/06/	D009.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	SU		N N N
/ITA/06/	D010.	REQUEST FOR DUPLICATING SERVICE (DS45) FORM: DS45 RECORD TYPES:	TO+1		N N N
/ITA/06/	D011.	REQUISITIONS AND PURCHASE ORDERS RECORD TYPES: A-PURCHASE ORDER-GS/S2 B-PURCHASE REQUISITION-GS/S1A C-STORES MULTI-USE FORM-GS/MM1	TO+5		N N N
/ITA/06/	D012.	SUB-PURCHASE ORDERS RECORD TYPES: A-PURCHASE ORDER-GS/S2 B-PURCHASE ORDER CHANGE-GS/S1A C-STORES MULTI-USE FORM-GS/MM1	TO+5		N N N

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/ITA/06/

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/ITA/06/	D013.	D-SUB-PURCHASE ORDER-GEN. 9 SURPLUS PRINTED MATERIAL RECORD TYPES:	AR		N	N	N	
/ITA/06/	D014.	TAPE REQUIREMENTS (INFORMATION IN SYSTEM DOCUMENTATION) RECORD TYPES:	SU		N	N	N	
/ITA/06/	D015.	WEEKLY CREW TIME SHEETS (5054) FORM: 5054 RECORD TYPES:	TO+1		N	N	N	

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Records of: INFORMATION TECHNOLOGY AGENCY/SYSTEMS AND PROGRAMMING

/ITA/07/

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/ITA/07/	D	DUPLICATE RECORD SERIES			

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: INFORMATION TECHNOLOGY AGENCY/SYSTEMS AND PROGRAMMING
/ITA/08/

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			
/ITA/08/	D	DUPLICATE RECORD SERIES						
/ITA/08/	D001.	BULLETINS AND NOTICES RECORD TYPES:	SU		N	N	N	
/ITA/08/	D002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR		N	N	N	
/ITA/08/	D003.	INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS RECORD TYPES:	AR		N	N	N	
/ITA/08/	D004.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/ITA/08/	D005.	WEEKLY CREW TIME SHEETS (5054) FORM: 5054 RECORD TYPES:	TO+1		N	N	N	
/ITA/08/	D006.	WORK ORDER TRANSMITTALS (DSB 258) FORM: DSB 258 RECORD TYPES:	CL		N	N	N	

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Records of: INFORMATION TECHNOLOGY AGENCY/SYSTEMS AND PROGRAMMING
/ITA/08/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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Records of: INFORMATION TECHNOLOGY AGENCY/PUBLIC PRIVATE ENTERPRISE BUREAU

/ITA/09/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/ITA/09/	D	DUPLICATE RECORD SERIES			

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Records of: INFORMATION TECHNOLOGY AGENCY/COMMUNICATIONS SERVICES RADIO OPERATOR

/ITA/10/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/ITA/10/	D	DUPLICATE RECORD SERIES			

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