

Department Records Disposition Schedules

LIBRARY

Schedule Number Department Name

/LIB/	LIBRARY
/LIB/01/	LIBRARY/BRANCH REGIONAL OFFICE
/LIB/02/	LIBRARY/BRANCHES
/LIB/0A/	LIBRARY/BRANCH LIBRARY SERVICES
/LIB/100/	LIBRARY/COMMISSION
/LIB/101/	LIBRARY/ADMINISTRATION
/LIB/104/	LIBRARY/PUBLIC INFORMATION
/LIB/105/	LIBRARY/PERSONNEL
/LIB/109/	LIBRARY/CHILDREN'S SERVICES
/LIB/110/	LIBRARY/BUSINESS MANAGEMENT
/LIB/111/	LIBRARY/ACCOUNTING
/LIB/117/	LIBRARY/SECURITY - (Function Transferred to LAPD)
/LIB/119/	LIBRARY/SHIPPING
/LIB/130/	LIBRARY/TECHNICAL SERVICES-DIRECTOR
/LIB/134/	LIBRARY/ACQUISITIONS
/LIB/138/	LIBRARY/CATALOGING
/LIB/143/	LIBRARY/BINDERY
/LIB/150/	LIBRARY/CENTRAL LIBRARY-DIRECTOR
/LIB/200/	LIBRARY/CENTRAL LIBRARY
/LIB/310/	LIBRARY/DATA MANAGEMENT SERVICES
/LIB/90/	LIBRARY/ADULT SERVICES
/LIB/91/	LIBRARY/MULTILINGUAL SERVICES

Schedule Number Department Name

/LIB/92/ LIBRARY/INTER-LIBRARY LOAN

/LIB/93/ LIBRARY/SERVICE TO SHUT-INS

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/BRANCH REGIONAL OFFICE

/LIB/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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/01/	O	ORIGINAL RECORDS							
/LIB/01/	O001.	AGENCY HISTORY (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/01/	O002.	ANNUAL REPORTS - AGENCY (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/01/	O003.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/01/	O004.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/01/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
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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: LIBRARY/BRANCH REGIONAL OFFICE

/LIB/01/

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/LIB/01/	O006.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/01/	O007.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/BRANCHES

/LIB/02/

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/LIB/02/	O	ORIGINAL RECORDS								
/LIB/02/	O001.	AGENCY HISTORY (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N		
/LIB/02/	O002.	BOOK REPORTED LOST (291) FORM: 291 RECORD TYPES:	CL+2	CL+2		N	N	N		
/LIB/02/	O003.	BOOK RETURNED WITHOUT TRANSACTION CARD (66) FORM: 66 RECORD TYPES:	CL+2	CL+2		N	N	N		
/LIB/02/	O004.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N		
/LIB/02/	O005.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y		

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/LIB/02/	O006.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/LIB/02/	O007.	DAILY CIRCULATION RECORDS AND FILM (77) FORM: 77 RECORD TYPES:	TO+2	TO+2		N	N	N	
/LIB/02/	O008.	INSTALLMENT PAYMENT RECORD TYPES:	CL+2	CL+2		N	N	N	
/LIB/02/	O009.	ORDER SLIPS RECORD TYPES:	CL+2	CL+2		N	N	N	
/LIB/02/	O010.	RECEIPTS (GEN 30) FORM: GEN 30 RECORD TYPES:	TO+5	TO+5		N	N	N	
/LIB/02/	O011.	SCHEDULES RECORD TYPES:	TO+2	TO+2		N	N	N	

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/LIB/02/	O012.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N	
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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/BRANCH LIBRARY SERVICES

/LIB/0A/ CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/LIB/0A/	O	ORIGINAL RECORDS							
/LIB/0A/	O001.	AGENCY HISTORY (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/0A/	O002.	ANNUAL REPORTS - AGENCY (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/0A/	O003.	BRANCH LIBRARY SERVICES ANNUAL REPORT (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/0A/	O004.	BUDGET REQUESTS RECORD TYPES:	TO+5	TO+5		N	N	N	
/LIB/0A/	O005.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	

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/LIB/0A/	O006.	CIRCULATION RECORD, DAILY (AGENCY) (77) FORM: 77 RECORD TYPES:	TO+2	TO+2		N	N	N		
/LIB/0A/	O007.	CIRCULATION, COMPARATIVE RECORD TYPES:	PE	PE		N	N	N		
/LIB/0A/	O008.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N		
/LIB/0A/	O009.	INCIDENT REPORTS (LAPL 168) FORM: LAPL 168 RECORD TYPES: Legal	TO+2	TO+5		N	N	N	Y	
/LIB/0A/	O010.	MINUTES OF REGIONAL MANAGERS' MEETING RECORD TYPES:	TO+5	TO+5		N	N	N		
/LIB/0A/	O011.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/BRANCH LIBRARY SERVICES

/LIB/0A/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/LIB/0A/	0012.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/0A/	0013.	BRANCH LIBRARY SERVICES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/0A/	0014.	SERVICE TO SHUT-INS BR. MO. REPORT 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: LIBRARY/COMMISSION

/LIB/100/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/LIB/100/	O	ORIGINAL RECORDS							
/LIB/100/	O001.	LIBRARY COMMISSION MEETINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-AGENDAS B-EXHIBITS C-MINUTES	TO+10	PE		N	Y	N	
/LIB/100/	O002.	LIBRARY COMMISSION RESOLUTIONS RECORD TYPES:	TO+10	PE		N	N	N	
/LIB/100/	O003.	COMMISSION MEMBERS FILES (FILES OF ACTIVE COMMISSIONERS KEPT IN OFFICE) RECORD TYPES: Confidential	TE	TE+5		N	N	Y	
/LIB/100/	O004.	COMMISSION ATTENDANCE RECORDS RECORD TYPES:	TO+5	TO+10		N	N	N	
/LIB/100/	O005.	CONTRACTS AND LEASES RECORD TYPES: Historical, Legal	CL+5	PE		N	Y	N	Y

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/LIB/100/	O006.	HISTORICAL CONTRACTS AND LEASES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical, Legal	CL+5	PE		N	Y	N	Y
/LIB/100/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	PE		N	N	N	
/LIB/100/	O008.	INDEX TO COMMISSION MINUTES (RETAINED IN BOARD OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/100/	O009.	INDEX TO BRANCHES (RETAINED IN BOARD OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/100/	O010.	COMMISSION POLICIES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/LIB/100/	O011.	AGENDAS & EXHIBITS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	

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/LIB/100/	O012.	MINUTES (ORIGINAL) (BOUND COPIES RETAINED IN BOARD OFFICE) RECORD TYPES:	TO+10	PE		N	N	N
/LIB/100/	O013.	COMMISSION MEMBERS' FILES RECORD TYPES:	CL+5	CL+5		N	N	N
/LIB/100/	O014.	COMMISSION ATTENDANCE RECORDS RECORD TYPES:	CL+5	CL+5		N	N	N
/LIB/100/	O015.	INDEX TO COMMISSION MINUTES (RETAINED IN BOARD OFFICE) RECORD TYPES:	PE	PE		N	N	N
/LIB/100/	O016.	INDEX TO BRANCHES (RETAINED IN BOARD OFFICE) RECORD TYPES:	PE	PE		N	N	N
/LIB/100/	O017.	COMMISSION POLICIES & PROCEDURES RECORD TYPES: Historical	AR+5	PE		N	Y	N

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/LIB/100/	O018.	BUDGETS RECORD TYPES:	TO+5	TO+5		N	N	N	
/LIB/100/	O019.	COMPLAINTS RE LIBRARY OPERATIONS FROM PATRONS RECORD TYPES:	AR+5	AR+5		N	N	N	
/LIB/100/	O020.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+5	AR+5		N	N	N	
/LIB/100/	O021.	ORGANIZATION CHARTS RECORD TYPES:	AR+5	PE		N	N	N	
/LIB/100/	O022.	GIFTS (RESOLUTIONS ACCEPTING GIFTS ARE INCLUDED IN OFFICIAL BOARD MINUTES) RECORD TYPES:	TO+5	TO+10		N	N	N	
/LIB/100/	O023.	RFP RESPONSES RECORD TYPES:	CL+5	CL+5		N	N	N	

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/LIB/100/	O024.	BIDS RECORD TYPES:	CL+5	CL+5		N	N	N		
/LIB/100/	O025.	CONTRACTS - HISTORICAL (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical, Legal	CL+5	PE		N	Y	N	Y	
/LIB/100/	O026.	DEEDS TO LAND/BUILDINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Legal	AR+5	PE		N	N	N	Y	
/LIB/100/	O027.	CONTRACTS - PERSONAL SERVICES RECORD TYPES: Legal	CL+5	CL+10		N	N	N	Y	
/LIB/100/	O028.	CONTRACTS - FURNITURE/EQUIPMENT RECORD TYPES: Legal	CL+5	CL+5		N	N	N	Y	
/LIB/100/	O029.	CONTRACTS - ARCHITECTURAL DESIGN RECORD TYPES: Legal	CL+5	CL+10		N	N	N	Y	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/COMMISSION

/LIB/100/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/LIB/100/	O030.	CONTRACTS - GIFTS (FROM WILLS OR BEQUEST) RECORD TYPES: Legal	CL+5	PE		N	N	N	N	Y
/LIB/100/	O031.	HOLD HARMLESS AGREEMENTS RECORD TYPES: Legal	EX+5	PE		N	N	N	N	Y
/LIB/100/	O032.	CONTRACTS - REAL ESTATE LEASE AGRMTS. RECORD TYPES: Legal	CL+5	PE		N	N	N	N	Y
/LIB/100/	O033.	CONTRACTS - OIL LEASES RECORD TYPES: Legal	PE	PE		N	N	N	N	Y

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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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/ADMINISTRATION

/LIB/101/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/101/	O	ORIGINAL RECORDS								
/LIB/101/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N		
/LIB/101/	O002.	HISTORICAL FILES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+7	PE		N	Y	N		
/LIB/101/	O003.	GRANTS (NOT APPROVED) RECORD TYPES:	TO+2	TO+2		N	N	N		
/LIB/101/	O004.	ADMINISTRATIVE BULLETINS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+5	PE		N	Y	N		
/LIB/101/	O005.	GRANTS (DISCONTINUED) RECORD TYPES:	CL+5	PE		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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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/PUBLIC INFORMATION

/LIB/104/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/104/	O	ORIGINAL RECORDS							
/LIB/104/	O001.	BROCHURES, POSTERS (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/104/	O002.	BUDGET REQUESTS RECORD TYPES:	TO+5	TO+5		N	N	N	
/LIB/104/	O003.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/104/	O004.	CLIPPINGS (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/104/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		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: LIBRARY/PUBLIC INFORMATION

/LIB/104/

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

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/LIB/104/	O006.	FLYERS (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/104/	O007.	GRAPHIC REQUESTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/LIB/104/	O008.	MEMOS RECORD TYPES:	TO+6	TO+6		N	N	N	
/LIB/104/	O009.	NEWS RELEASES (MUST KEEP IN ORIGINATING OFFICE) RECORD TYPES: Historical	PE	PE		N	Y	N	
/LIB/104/	O010.	RADIO SPOTS, PSA RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/104/	O011.	SCHEDULES RECORD TYPES:	SU+2	SU+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: LIBRARY/PUBLIC INFORMATION

/LIB/104/

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 V H C L			
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/LIB/104/	0012.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N	
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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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/PERSONNEL

/LIB/105/

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 V H C L			
			Office	Total					

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/LIB/105/	O	ORIGINAL RECORDS							
/LIB/105/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+5	TO+5		N	N	N	
/LIB/105/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/105/	O003.	CERTIFICATIONS (PDAS 4) FORM: PDAS 4 RECORD TYPES:	TO+2	TO+2		N	N	N	
/LIB/105/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/105/	O005.	EMPLOYEE CARDINEER CARDS (INACTIVE) RECORD TYPES:	TE+1	TE+4		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: LIBRARY/PERSONNEL

/LIB/105/ *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 V H C L			
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/LIB/105/	O006.	EMPLOYEE FILES (INACTIVE 1949-71) (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79)BECOME PROPERTY OF PERSONNEL DEPT.) RECORD TYPES: Confidential	TE	TE		N	N	Y
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/LIB/105/	O007.	EMPLOYEE FOLDERS (INACTIVE) (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79) BECOME PROPERTY OF PERSONNEL DEPT.) RECORD TYPES: Confidential	TE	TE		N	N	Y
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/LIB/105/	O008.	PAYROLL CHANGE SHEETS (LAPL 344) FORM: LAPL 344 RECORD TYPES:	TO+2	TO+2		N	N	N
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/LIB/105/	O009.	REQUEST FOR CERTIFICATION (PDAS 15PC) FORM: PDAS 15PC RECORD TYPES:	TO+2	TO+2		N	N	N
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/LIB/105/	O010.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N
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O011.

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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/PERSONNEL

/LIB/105/

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	
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/LIB/105/		STAFF (ACTIVE) INFORMATION RECORD TYPES: Vital	SU+2	SU+2		Y	N	N		
/LIB/105/	0012.	AFFIRMATIVE ACTION GOALS RECORD TYPES:	PE	PE		N	N	N		
/LIB/105/	0014.	PERSONNEL TRANSACTIONS (EMPLOYEE FOLDERS) RECORD TYPES: Vital	PE	PE		Y	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: LIBRARY/CHILDREN'S SERVICES

/LIB/109/

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 V H C L			
			Office	Total					

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/LIB/109/	O	ORIGINAL RECORDS							
/LIB/109/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/109/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/109/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/109/	O004.	MATERIALS SELECTION FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/LIB/109/	O005.	SCHEDULES RECORD TYPES:	SU+2	SU+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: LIBRARY/CHILDREN'S SERVICES

/LIB/109/

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 V H C L			
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/LIB/109/	O006.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N	
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/BUSINESS MANAGEMENT

/LIB/110/

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 V H C L			
			Office	Total					

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/LIB/110/	O	ORIGINAL RECORDS								
/LIB/110/	O001.	BIDS RECORD TYPES:	CL+5	CL+5		N	N	N		
/LIB/110/	O002.	BUDGET RECORD TYPES:	TO+5	TO+5		N	N	N		
/LIB/110/	O003.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES:	TO+5	TO+5		N	N	N		
/LIB/110/	O004.	CONTRACTS (DEPARTMENTAL) RECORD TYPES: Legal	CL+3	CL+3		N	N	N	Y	
/LIB/110/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N		

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/BUSINESS MANAGEMENT

/LIB/110/

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

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/LIB/110/	O006.	FURNITURE AND EQUIPMENT INVENTORY RECORD TYPES:	TO+2	TO+2		N	N	N	
/LIB/110/	O007.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/110/	O008.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/ACCOUNTING

/LIB/111/

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 V H C L			
			Office	Total					

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/LIB/111/	O	ORIGINAL RECORDS							
/LIB/111/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/111/	O002.	CASH REPORT - DAILY (LAPL 73) FORM: LAPL 73 RECORD TYPES:	TO+2	TO+5		N	N	N	
/LIB/111/	O003.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/111/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/111/	O005.	INVESTIGATION COLLECTION REPORT RECORD TYPES:	AR+2	AR+5		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/ACCOUNTING

/LIB/111/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/LIB/111/	O006.	RECEIPTS (GEN 30) FORM: GEN 30 RECORD TYPES:	AU+2	AU+5		N	N	N		
/LIB/111/	O007.	RECEIPTS - SPECIAL DEPOSIT REFUND (LAPL 317) FORM: LAPL 317 RECORD TYPES:	TO+2	TO+2		N	N	N		
/LIB/111/	O008.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N		
/LIB/111/	O009.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N		
/LIB/111/	O010.	TIME OFF/COMPENSATION REQUEST (GEN 68) FORM: GEN 68 RECORD TYPES:	TO+2	TO+2		N	N	N		
/LIB/111/	O011.	TIME RECORD (LAPL 330) FORM: LAPL 330 RECORD TYPES:	TO+2	TO+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/SHIPPING

/LIB/119/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/119/	O	ORIGINAL RECORDS							
/LIB/119/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/119/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/119/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/119/	O004.	REQUISITION FOR SUPPLIES RECORD TYPES:	TO+2	TO+2		N	N	N	
/LIB/119/	O005.	ROUTE SHEETS RECORD TYPES:	TO+3	TO+3		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/SHIPPING

/LIB/119/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/119/	O006.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/119/	O007.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/119/	O008.	SUPPLIES INVENTORY RECORD TYPES:	TO+5	TO+5		N	N	N	
/LIB/119/	O009.	VEHICLE MILEAGE SHEETS RECORD TYPES:	TO+2	TO+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/TECHNICAL SERVICES-DIRECTOR

/LIB/130/

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 V H C L			
			Office	Total					

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/LIB/130/	O	ORIGINAL RECORDS								
/LIB/130/	O001.	ANNUAL REPORTS - AGENCY RECORD TYPES:	PE	PE		N	N	N		
/LIB/130/	O002.	BUDGET REQUESTS RECORD TYPES:	TO+5	TO+5		N	N	N		
/LIB/130/	O003.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y		
/LIB/130/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N		
/LIB/130/	O005.	INCIDENT REPORTS (LAPL 168) FORM: LAPL 168 RECORD TYPES: Legal	TO+2	TO+5		N	N	N	Y	

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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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/TECHNICAL SERVICES-DIRECTOR

/LIB/130/

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 V H C L			
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/LIB/130/	O006.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/130/	O007.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/ACQUISITIONS

/LIB/134/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/134/	O	ORIGINAL RECORDS							
/LIB/134/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3	N	N	N		
/LIB/134/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5	N	N	Y		
/LIB/134/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3	N	N	N		
/LIB/134/	O004.	INTEND TO BUY LISTINGS RECORD TYPES:	TO+5	TO+5	N	N	N		
/LIB/134/	O005.	SCHEDULES RECORD TYPES:	SU+2	SU+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/ACQUISITIONS

/LIB/134/

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 V H C L			
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/LIB/134/	O006.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+2		N	N	N
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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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/CATALOGING

/LIB/138/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/138/	O	ORIGINAL RECORDS								
/LIB/138/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N		
/LIB/138/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y		
/LIB/138/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N		
/LIB/138/	O004.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N		
/LIB/138/	O005.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/BINDERY

/LIB/143/

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 V H C L			
			Office	Total					

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/LIB/143/	O	ORIGINAL RECORDS							
/LIB/143/	O001.	ADDED SERIAL VOLUME (659) FORM: 659 RECORD TYPES:	CL+2	CL+2		N	N	N	
/LIB/143/	O002.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/143/	O003.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/143/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/143/	O005.	NON-SERIALS TO BINDER (25) FORM: 25 RECORD TYPES:	CL+2	CL+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/BINDERY

/LIB/143/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/143/	O006.	PERIODICAL TITLE RECORD (658) FORM: 658 RECORD TYPES:	CL+2	CL+2		N	N	N	
/LIB/143/	O007.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/143/	O008.	SERIALS TO BINDER (24) FORM: 24 RECORD TYPES:	CL+2	CL+2		N	N	N	
/LIB/143/	O009.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/CENTRAL LIBRARY-DIRECTOR

/LIB/150/

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 V H C L			
			Office	Total					

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/LIB/150/	O	ORIGINAL RECORDS								
/LIB/150/	O001.	AGENCY CHRONOLOGY RECORD TYPES:	TO+5	TO+5		N	N	N		
/LIB/150/	O002.	ANNUAL REPORTS - AGENCY RECORD TYPES:	PE	PE		N	N	N		
/LIB/150/	O003.	BUDGET REQUESTS RECORD TYPES:	TO+5	TO+5		N	N	N		
/LIB/150/	O004.	CENTRAL LIBRARY BUILDING-ORIGINAL CONSTRUCTION RECORD TYPES: Vital Historical	AR	PE		Y	Y	N		
/LIB/150/	O005.	CENTRAL LIBRARY BUILDING-RENOVATION AND EXPANSION RECORD TYPES: Vital Historical	AR	PE		Y	Y	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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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/CENTRAL LIBRARY-DIRECTOR

/LIB/150/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/LIB/150/	O006.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y		
/LIB/150/	O007.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N		
/LIB/150/	O008.	EMERGENCY OCCURENCES RECORD TYPES:	AR	PE		N	N	N		
/LIB/150/	O009.	INCIDENT REPORTS (LAPL 168) FORM: LAPL 168 RECORD TYPES: Legal	TO+2	TO+5		N	N	N	Y	
/LIB/150/	O010.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N		
/LIB/150/	O011.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/CENTRAL LIBRARY-DIRECTOR

/LIB/150/

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 V H C L			
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/LIB/150/	O012.	STATISTICS CENTRAL AND SYSTEM ANNUAL RECORD TYPES:	TO+5	PE		N	N	N
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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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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/CENTRAL LIBRARY

/LIB/200/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/200/	O	ORIGINAL RECORDS								
/LIB/200/	O001.	AGENCY CHRONOLOGY (MUST KEEP IN ORIGINATING OFFICE (RECORD SERIES INDICATED AS HISTORICAL ON R/S.) RECORD TYPES: Historical	TO+5	PE		N	Y	N		
/LIB/200/	O002.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N		
/LIB/200/	O003.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y		
/LIB/200/	O004.	CIRCULATION RECORDS AND FILM RECORD TYPES:	TO+1	TO+3		N	N	N		
/LIB/200/	O005.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/CENTRAL LIBRARY

/LIB/200/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/200/	O006.	RECEIPTS (GEN 30) (SEND TO ACCOUNTING AFTER 1 YEAR) FORM: GEN 30 RECORD TYPES:	TO+2	TO+2		N	N	N	
/LIB/200/	O007.	REST PERIOD REGISTER (GEN 14) FORM: GEN 14 RECORD TYPES:	TO+2	TO+2		N	N	N	
/LIB/200/	O008.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/200/	O009.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/DATA MANAGEMENT SERVICES

/LIB/310/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
			Office	Total	Code	V	H	C	L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/310/	O	ORIGINAL RECORDS							
/LIB/310/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/310/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/310/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/310/	O004.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/310/	O005.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/ADULT SERVICES

/LIB/90/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/90/	O	ORIGINAL RECORDS							
/LIB/90/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/90/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/90/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/90/	O004.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/90/	O005.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/ADULT SERVICES

/LIB/90/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/90/	O006.	BOOK LIST-YOUNG ADULT ANNUAL RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/90/	O007.	CONFERENCE BULLETIN RECORD TYPES:	TO+2	TO+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/MULTILINGUAL SERVICES

/LIB/91/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/91/	O	ORIGINAL RECORDS							
/LIB/91/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/91/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/91/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/91/	O004.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/91/	O005.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/INTER-LIBRARY LOAN

/LIB/92/

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 V H C L			
			Office	Total					

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/92/	O	ORIGINAL RECORDS							
/LIB/92/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N	
/LIB/92/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y	
/LIB/92/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N	
/LIB/92/	O004.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	
/LIB/92/	O005.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LIBRARY/SERVICE TO SHUT-INS

/LIB/93/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

/LIB/93/	O	ORIGINAL RECORDS								
/LIB/93/	O001.	BUDGET REQUESTS RECORD TYPES:	TO+3	TO+3		N	N	N		
/LIB/93/	O002.	CERTIFICATION INTERVIEW RECORDS RECORD TYPES: Confidential	TO+5	TO+5		N	N	Y		
/LIB/93/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+3		N	N	N		
/LIB/93/	O004.	SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N		
/LIB/93/	O005.	STAFF (ACTIVE) INFORMATION RECORD TYPES:	SU+2	SU+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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCH REGIONAL OFFICE

/LIB/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
/LIB/01/	D	DUPLICATE RECORD SERIES			
/LIB/01/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/01/	D002.	ACTIVITY REPORT - MONTHLY (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+1		N N N
/LIB/01/	D003.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	TO+1		N N N
/LIB/01/	D004.	AFFIRMATIVE ACTION GOALS (PERSONNEL) RECORD TYPES:	SU		N N N
/LIB/01/	D005.	AGENCY OPEN ORDER REPORT (ISD-COMPUTER STORAGE) RECORD TYPES:	SU		N N N
/LIB/01/	D006.	BOOK EVALUATION COMMITTEE REPORTS (CHILDREN'S SERVICES) RECORD TYPES:	TO+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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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCH REGIONAL OFFICE

/LIB/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
/LIB/01/	D007.	BOOK LIST - YOUNG ADULT ANNUAL (ADULT SERVICES) RECORD TYPES:	TO+2		N N N
/LIB/01/	D008.	BRANCH LIBRARY SERVICES REPORTS (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+5		N N N
/LIB/01/	D009.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/01/	D010.	CIRCULATION STATISTICS (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+3		N N N
/LIB/01/	D011.	CONFERENCE BULLETINS (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+1		N N N
/LIB/01/	D012.	EBSCO LIST (PERIODICALS) (ACQUISITIONS DEPARTMENT) RECORD TYPES:	SU		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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCH REGIONAL OFFICE

/LIB/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			
/LIB/01/	D013.	EQUIPMENT INVENTORY (BUSINESS OFFICES) RECORD TYPES:	SU		N	N	N	
/LIB/01/	D014.	INCIDENT REPORT (168) (BRANCH LIBRARY SERVICES) FORM: 168 RECORD TYPES: Legal	TO+5		N	N	N	Y
/LIB/01/	D015.	LARP - MEETINGS, MEMOS, NEWSLETTERS (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+1		N	N	N	
/LIB/01/	D016.	MATERIALS FUND PLANNING SHEET (BRANCH LIBRARY SERVICES) RECORD TYPES:	SU		N	N	N	
/LIB/01/	D017.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N	N	N	
/LIB/01/	D018.	MILEAGE (CONTROLLER) RECORD TYPES:	TO+1		N	N	N	
/LIB/01/	D019.	ORDER SHEETS - NEW	TO+0/03		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCH REGIONAL OFFICE
/LIB/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
		(ISD-COMPUTER STORAGE) RECORD TYPES:			
/LIB/01/	D020.	ORDER SHEETS - REPL. (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+1		N N N
/LIB/01/	D021.	PERSONNEL TRANSACTION (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/01/	D022.	PROCEDURES AND DIRECTIVES (BRANCH LIBRARY SERVICES) RECORD TYPES:	SU		N N N
/LIB/01/	D023.	REGIONAL LIBRARIANS MONTHLY REPORTS (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+1		N N N
/LIB/01/	D024.	REPORTING PERIODS SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/01/	D025.	REQUISITION OF SUPPLIES (AGENCY) (281) (SHIPPING DEPT.) FORM: 281 RECORD TYPES:	TO+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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCH REGIONAL OFFICE

/LIB/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
/LIB/01/	D026.	SCAN UPDATES (SCAN OFFICE) RECORD TYPES:	SU		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCHES
/LIB/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
/LIB/02/	D	DUPLICATE RECORD SERIES			
/LIB/02/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/02/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATIVE OFFICE) RECORD TYPES:	TO+1		N N N
/LIB/02/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/02/	D004.	AGENCY OPEN ORDER REPORTS (ISD-COMPUTER STORAGE) RECORD TYPES:	SU		N N N
/LIB/02/	D005.	ANNUAL REPORTS - AGENCY (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+10		N N N
/LIB/02/	D006.	BOOK EVALUATION COMMITTEE REPORTS (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCHES
/LIB/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
/LIB/02/	D007.	BOOK HISTORY (ISD-COMPUTER STORAGE) RECORD TYPES:	SU		N N N
/LIB/02/	D008.	BOOK LIST - YOUNG ADULT ANNUAL (ADULT SERVICES) RECORD TYPES:	TO+2		N N N
/LIB/02/	D009.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/02/	D010.	CASH REPORT (ACCOUNTING DEPT.) RECORD TYPES:	TO+2		N N N
/LIB/02/	D011.	CIRCULATION STATISTIC (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+3		N N N
/LIB/02/	D012.	CONFERENCE BULLETINS (ADULT SERVICES) RECORD TYPES:	TO+1		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCHES

/LIB/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			
/LIB/02/	D013.	EBSCO LIST PERIODICALS (ACQUISITIONS DEPT.) RECORD TYPES:	SU		N	N	N	
/LIB/02/	D014.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N	N	N	
/LIB/02/	D015.	INCIDENT REPORT (168) (BRANCH LIBRARY SERVICES) FORM: 168 RECORD TYPES: Legal	TO+5		N	N	N	Y
/LIB/02/	D016.	INVOICES (CONTROLLERS OFFICE) RECORD TYPES:	TO+2		N	N	N	
/LIB/02/	D017.	LARP - MEETINGS, MEMOS, NEWSLETTERS (LARP OFFICE) RECORD TYPES:	TO+1		N	N	N	
/LIB/02/	D018.	LIBRARY AGENCY NEW BOOK LIST (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+0/06		N	N	N	
/LIB/02/	D019.	MATERIALS FUND PLANNING SHEET	SU		N	N	N	

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Records of: LIBRARY/BRANCHES
/LIB/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
(BRANCH LIBRARY SERVICES) RECORD TYPES:					
/LIB/02/	D020.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/02/	D021.	MILEAGE (CONTROLLER) RECORD TYPES:	TO+1		N N N
/LIB/02/	D022.	ORDER SHEETS - NEW (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+1		N N N
/LIB/02/	D023.	ORDER SHEETS - REPL (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+1		N N N
/LIB/02/	D024.	PATRON RECORD ADJUSTMENT (LAPL 44) (PATRON) FORM: LAPL 44 RECORD TYPES:	TO+5		N N N
/LIB/02/	D025.	PATRON SUSPENSION RECORDS REQUEST (LAPL 255) (ISD-COMPUTER STORAGE) FORM: LAPL 255 RECORD TYPES:	TO+3		N N N

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Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCHES
/LIB/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			
/LIB/02/	D026.	PATRON'S DIRECTORY AND SUPPLEMENTS (ISD-COMPUTER STORAGE) RECORD TYPES:	SU		N	N	N	
/LIB/02/	D027.	PERSONNEL TRANSACTIONS (PERSONNEL DEPARTMENT) RECORD TYPES:	SU		N	N	N	
/LIB/02/	D028.	PROCEDURES AND DIRECTIVES (BRANCH LIBRARY SERVICES) RECORD TYPES:	SU		N	N	N	
/LIB/02/	D029.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N	N	N	
/LIB/02/	D030.	REQUISITION FOR SUPPLIES (AGENCY) (281) (SHIPPING DEPT.) FORM: 281 RECORD TYPES:	TO+2		N	N	N	
/LIB/02/	D031.	SCAN UPDATES (SCAN OFFICE) RECORD TYPES:	TO+1		N	N	N	

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Duplicate Records

Records of: LIBRARY/BRANCHES

/LIB/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
/LIB/02/	D032.	SERVICES TO SHUT-INS BRANCH MO. REPORT (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+1	N	N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BRANCH LIBRARY SERVICES

/LIB/0A/

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
/LIB/0A/	D	DUPLICATE RECORD SERIES			
/LIB/0A/	D001.	ACTIVITIES REPORT, MONTHLY (AGENCY) (EACH BRANCH AGENCY) RECORD TYPES:	TO+2		N N N
/LIB/0A/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	TO+1		N N N
/LIB/0A/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/0A/	D004.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/0A/	D005.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/0A/	D006.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N

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Duplicate Records

Records of: LIBRARY/BRANCH LIBRARY SERVICES
/LIB/0A/

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			
/LIB/0A/	D007.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N	N	N	
/LIB/0A/	D008.	PROCEDURES AND DIRECTIVES (ADMINISTRATION OFFICE) RECORD TYPES:	SU		N	N	N	
/LIB/0A/	D009.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N	N	N	
/LIB/0A/	D010.	REQUISITIONS FOR SUPPLIERS (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/COMMISSION
/LIB/100/

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			
/LIB/100/	D	DUPLICATE RECORD SERIES						
/LIB/100/	D001.	RESOLUTIONS (DUPLICATES) (RESOLUTIONS ARE INCLUDED IN OFFICIAL MINUTES) RECORD TYPES:	TO+10		N	N	N	
/LIB/100/	D002.	ADMINISTRATIVE BULLETINS (DUPLICATES) RECORD TYPES:	AR		N	N	N	
/LIB/100/	D003.	CHRONOLOGICAL COMM. (DUPLICATE) RECORD TYPES:	AR+5		N	N	N	
/LIB/100/	D004.	CONTRACTS - LEASE AGRMTS. (DUPLICATES) (ORIGINAL FILED WITH CITY CLERK) RECORD TYPES: Legal	CL+3		N	N	N	Y
/LIB/100/	D005.	GRANTS (DUPLICATES) (ORIGINAL DOCUMENTS ON FILE IN CITY CLERK'S OFFICE) RECORD TYPES: Legal	CL+3		N	N	N	Y
/LIB/100/	D006.	MEMORANDUMS OF UNDERSTANDING (DUPLICATES) (ORIGINAL DOCUMENTS ON FILE IN CITY CLERK'S OFFICE) RECORD TYPES:	SU+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
Duplicate Records

Records of: LIBRARY/PUBLIC INFORMATION
/LIB/104/

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
/LIB/104/	D	DUPLICATE RECORD SERIES			
/LIB/104/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/104/	D002.	ADMINSTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/104/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/104/	D004.	ANNUAL REPORTS - AGENCY (ADMINISTRATION OFFICE) RECORD TYPES:	TO+10		N N N
/LIB/104/	D005.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/104/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N

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Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/PUBLIC INFORMATION
/LIB/104/

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
/LIB/104/	D007.	INVOICES (CONTROLLER) RECORD TYPES:	TO+3	N	N N
/LIB/104/	D008.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU	N	N N
/LIB/104/	D009.	MILEAGE (CONTROLLER) RECORD TYPES:	TO+1	N	N N
/LIB/104/	D010.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU	N	N N
/LIB/104/	D011.	PROCEDURES AND DIRECTIVES (ADMINISTRATION OFFICE) RECORD TYPES:	SU	N	N N
/LIB/104/	D012.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU	N	N N

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Duplicate Records

Records of: LIBRARY/PUBLIC INFORMATION

/LIB/104/

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			
/LIB/104/	D013.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N	N	N	
/LIB/104/	D014.	STATISTICS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/PERSONNEL
/LIB/105/

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
/LIB/105/	D	DUPLICATE RECORD SERIES			
/LIB/105/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/105/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/105/	D003.	AFFIRMATIVE ACTION YEARLY UPDATE (CIVIL SERVICES PERSONNEL) RECORD TYPES:	SU		N N N
/LIB/105/	D004.	ANNUAL REPORTS - AGENCY (ADMINISTRATION OFFICE) RECORD TYPES:	TO+5		N N N
/LIB/105/	D005.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/105/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N

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Records of: LIBRARY/PERSONNEL

/LIB/105/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/LIB/105/	D007.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/105/	D008.	PERSONNEL TRANSACTIONS (EMPLOYEE'S FOLDER) RECORD TYPES:	SU		N N N
/LIB/105/	D009.	PROCEDURES AND DIRECTIVES (ADMINISTRATION OFFICE) RECORD TYPES:	SU		N N N
/LIB/105/	D010.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/105/	D011.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N N N
/LIB/105/	D012.	STATISTICS (ADMIMISTRATION OFFICE) RECORD TYPES:	AR		N N N

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

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Departmental Records Disposition Schedule
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Records of: LIBRARY/CHILDREN'S SERVICES
/LIB/109/

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
/LIB/109/	D	DUPLICATE RECORD SERIES			
/LIB/109/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/109/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION) RECORD TYPES:	AR		N N N
/LIB/109/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/109/	D004.	ANNUAL REPORTS - AGENCY (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+5		N N N
/LIB/109/	D005.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/109/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		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
Duplicate Records

Records of: LIBRARY/CHILDREN'S SERVICES

/LIB/109/

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
/LIB/109/	D007.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/109/	D008.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/109/	D009.	PROCEDURES AND DIRECTIVES (BRANCH LIBRARY SERVICES) RECORD TYPES:	SU		N N N
/LIB/109/	D010.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/109/	D011.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	TO+2		N N N
/LIB/109/	D012.	STATISTICS (BRANCH LIBRARY SERVICES) RECORD TYPES:	AR		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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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BUSINESS MANAGEMENT
/LIB/110/

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			
/LIB/110/	D	DUPLICATE RECORD SERIES						
/LIB/110/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N	N	N	
/LIB/110/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N	N	N	
/LIB/110/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N	N	N	
/LIB/110/	D004.	ANNUAL REPORTS - AGENCY (ADMINISTRATION OFFICE) RECORD TYPES:	TO+5		N	N	N	
/LIB/110/	D005.	BRANCH FILES (BRANCH LIBRARY SERVICES) RECORD TYPES:	AR		N	N	N	
/LIB/110/	D006.	BUILDING REPAIR AND SERVICES REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/BUSINESS MANAGEMENT
/LIB/110/

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
/LIB/110/	D007.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/110/	D008.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/110/	D009.	PROCEDURES AND DIRECTIVES (ADMINISTRATION OFFICE) RECORD TYPES:	SU		N N N
/LIB/110/	D010.	PURCHASE ORDERS AND SMUF (GS/MMI) (CITY PRINTING) FORM: GS/MMI RECORD TYPES:	TO+5		N N N
/LIB/110/	D011.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/110/	D012.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N N N

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Records of: LIBRARY/BUSINESS MANAGEMENT

/LIB/110/

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
/LIB/110/	D013.	STATISTICS (ADMINISTRATION) RECORD TYPES:	AR		N N N

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

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Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/ACCOUNTING
/LIB/111/

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
/LIB/111/	D	DUPLICATE RECORD SERIES			
/LIB/111/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/111/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/111/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/111/	D004.	ANNUAL REPORTS - AGENCY (BUSINESS OFFICE) RECORD TYPES:	TO+5		N N N
/LIB/111/	D005.	BUILDING REPAIR AND SERVICES REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/111/	D006.	CONTROLLER'S FUND LEDGER (CONTROLLER) RECORD TYPES:	TO+3		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/ACCOUNTING
/LIB/111/

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
/LIB/111/	D007.	CONTROLLER'S STATEMENT OF CONDITION (CONTROLLER) RECORD TYPES:	TO+3		N N N
/LIB/111/	D008.	ENCUMBRANCE ADJUSTMENTS (GEN 36) (CONTROLLER) FORM: GEN 36 RECORD TYPES:	TO+3		N N N
/LIB/111/	D009.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/111/	D010.	EXPENDITURE PROGRAM (CAO 20) (BUSINESS OFFICE) FORM: CAO 20 RECORD TYPES:	TO+3		N N N
/LIB/111/	D011.	FORM 101 - VACATION RECORD (LAPL 101) (BUSINESS OFFICE) FORM: LAPL 101 RECORD TYPES:	TO+2		N N N
/LIB/111/	D012.	INTERNAL DEMAND (1-C) (CONTROLLER) FORM: 1-C RECORD TYPES:	TO+3		N N N

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Records of: LIBRARY/ACCOUNTING
/LIB/111/

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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			
/LIB/111/	D013.	INTERNAL DEMAND ORDER (GEN 34) (CONTROLLER) FORM: GEN 34 RECORD TYPES:	TO+3		N	N	N	
/LIB/111/	D014.	LEAVE PAY REQUEST (PERSONNEL DEPT.) RECORD TYPES:	TO+1		N	N	N	
/LIB/111/	D015.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N	N	N	
/LIB/111/	D016.	MILEAGE RECORD (CONTROLLER) RECORD TYPES:	TO+1		N	N	N	
/LIB/111/	D017.	O.T. (OVERTIME) REPORTS (ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/LIB/111/	D018.	PATRON RECORD ADJUSTMENT (LAPL 44) (PATRON) FORM: LAPL 44 RECORD TYPES:	TO+2		N	N	N	
/LIB/111/	D019.	PAYROLL CERTIFICATION (71)	TO+2		N	N	N	

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Duplicate Records

Records of: LIBRARY/ACCOUNTING

/LIB/111/

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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
		(CONTROLLER) FORM: 71 RECORD TYPES:			
/LIB/111/	D020.	PAYROLL RECORDS (ACCOUNTING) RECORD TYPES:	TO+2		N N N
/LIB/111/	D021.	PAYROLL REGISTER (ACCOUNTING) RECORD TYPES:	TO+5		N N N
/LIB/111/	D022.	PAYROLL WORKSHEETS (CONTROLLER) RECORD TYPES:	TO+2		N N N
/LIB/111/	D023.	PAYROLL/REIMBURSEMENT RECAP. (CONTROLLER) RECORD TYPES:	TO+2		N N N
/LIB/111/	D024.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/111/	D025.	PURCHASE ORDER TRANSMITTAL (LAPL 80A) (CONTROLLER) FORM: LAPL 80A RECORD TYPES:	TO+3		N N N

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Records of: LIBRARY/ACCOUNTING

/LIB/111/

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/LIB/111/	D026.	PURCHASE ORDERS (LAPL 280) (CONTROLLER) FORM: LAPL 280 RECORD TYPES:	TO+3		N N N
/LIB/111/	D027.	REMITTANCE ADVICE (5042A) (CONTROLLER) FORM: 5042A RECORD TYPES:	TO+3		N N N
/LIB/111/	D028.	REQUEST FOR ADJ. OF APPR. FUNDS (GEN 105) (CONTROLLER) FORM: GEN 105 RECORD TYPES:	TO+3		N N N
/LIB/111/	D029.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES:	TO+3		N N N
/LIB/111/	D030.	REQUISITIONS FOR SUPPLIES (AGENCY) (INDIVIDUAL AGENCIES) RECORD TYPES:	CL		N N N
/LIB/111/	D031.	REQUISITIONS FOR SUPPLIES (LAPL 281) (SHIPPING DEPT.) FORM: LAPL 281 RECORD TYPES:	TO+3		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: LIBRARY/ACCOUNTING

/LIB/111/

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/LIB/111/	D032.	REQUISITIONS TO ENCUMBER FUNDS (GEN 106) (BUSINESS OFFICE) FORM: GEN 106 RECORD TYPES:	TO+2		N	N	N	
/LIB/111/	D033.	SICK PAY REPORTS (CONTROLLER) RECORD TYPES:	TO+1		N	N	N	
/LIB/111/	D034.	SICK TIME CARDS (ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/LIB/111/	D035.	STATISTICS (BUSINESS OFFICE) RECORD TYPES:	AR		N	N	N	

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Records of: LIBRARY/SHIPPING
/LIB/119/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/LIB/119/	D	DUPLICATE RECORD SERIES			
/LIB/119/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/119/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/119/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/119/	D004.	ANNUAL REPORTS - AGENCY (BUSINESS OFFICE) RECORD TYPES:	TO+5		N N N
/LIB/119/	D005.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/119/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N

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

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Records of: LIBRARY/SHIPPING
/LIB/119/

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/LIB/119/	D007.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/119/	D008.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/119/	D009.	PROCEDURES AND DIRECTIVES (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/119/	D010.	PURCHASE ORDER AND SMUF (CITY PRINTING) RECORD TYPES:	TO+2		N N N
/LIB/119/	D011.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/119/	D012.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N N N

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Records of: LIBRARY/SHIPPING

/LIB/119/

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/LIB/119/	D013.	STATISTICS (BUSINESS OFFICE) RECORD TYPES:	AR		N N N

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

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Departmental Records Disposition Schedule
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Records of: LIBRARY/TECHNICAL SERVICES-DIRECTOR
/LIB/130/

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			
/LIB/130/	D	DUPLICATE RECORD SERIES						
/LIB/130/	D001.	ACCIDENT AND INJURY REPORTS (WORKERS COMP.) RECORD TYPES:	TO+5		N	N	N	
/LIB/130/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N	N	N	
/LIB/130/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N	N	N	
/LIB/130/	D004.	ANNUAL REPORTS (AGENCY) (ADMINISTRATION OFFICE) RECORD TYPES:	TO+2		N	N	N	
/LIB/130/	D005.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N	N	N	
/LIB/130/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: LIBRARY/TECHNICAL SERVICES-DIRECTOR

/LIB/130/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/LIB/130/	D007.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/130/	D008.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/130/	D009.	PROCEDURES AND DIRECTIVES (ADMINISTRATION OFFICE) RECORD TYPES:	SU		N N N
/LIB/130/	D010.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/130/	D011.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT) RECORD TYPES:	CL		N N N
/LIB/130/	D012.	STATISTICS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N

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

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Records of: LIBRARY/ACQUISITIONS
/LIB/134/

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			
/LIB/134/	D	DUPLICATE RECORD SERIES						
/LIB/134/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N	N	N	
/LIB/134/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N	N	N	
/LIB/134/	D003.	AFFIRMATIVE ACTIONS GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N	N	N	
/LIB/134/	D004.	ANNUAL REPORTS - AGENCY (TECHNICAL SERVICES DIVISION) RECORD TYPES:	TO+2		N	N	N	
/LIB/134/	D005.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N	N	N	
/LIB/134/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N	N	N	

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Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/ACQUISITIONS
/LIB/134/

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
/LIB/134/	D007.	INVOICES (CONTROLLER) RECORD TYPES:	TO+5		N N N
/LIB/134/	D008.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/134/	D009.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/134/	D010.	PROCEDURES AND DIRECTIVES (TECHNICAL SERVICES DIVISION) RECORD TYPES:	SU		N N N
/LIB/134/	D011.	PURCHASE ORDER TRANSMITTALS (LAPL 280A) (CONTROLLER) FORM: LAPL 280A RECORD TYPES:	TO+5		N N N
/LIB/134/	D012.	PURCHASE ORDERS (LAPL 280) (CONTROLLER) FORM: LAPL 280 RECORD TYPES:	TO+5		N N N

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Records of: LIBRARY/ACQUISITIONS

/LIB/134/

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			
/LIB/134/	D013.	REMITTANCE ADVICE (5024A) (CONTROLLER) FORM: 5024A RECORD TYPES:	TO+5		N	N	N	
/LIB/134/	D014.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N	N	N	
/LIB/134/	D015.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES:	TO+5		N	N	N	
/LIB/134/	D016.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N	N	N	
/LIB/134/	D017.	STATISTICS (TECHNICAL SERVICES DIVISION) RECORD TYPES:	AR		N	N	N	

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

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Records of: LIBRARY/CATALOGING
/LIB/138/

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
/LIB/138/	D	DUPLICATE RECORD SERIES			
/LIB/138/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP) RECORD TYPES:	TO+5		N N N
/LIB/138/	D002.	ADMINISTRATION BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/138/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/138/	D004.	ANNUAL REPORTS - AGENCY (TECHNICAL SERVICES DIVISION) RECORD TYPES:	TO+5		N N N
/LIB/138/	D005.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/138/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N

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Records of: LIBRARY/CATALOGING
/LIB/138/

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
/LIB/138/	D007.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/138/	D008.	PERSONNEL TRANSACTION (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/138/	D009.	PROCEDURES AND DIRECTIVES (TECHNICAL SERVICES OFFICE) RECORD TYPES:	SU		N N N
/LIB/138/	D010.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/138/	D011.	REQUISITIONS FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N N N
/LIB/138/	D012.	STATISTICS (TECHNICAL SERVICES DIVISION) RECORD TYPES:	AR		N N N

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

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Duplicate Records

Records of: LIBRARY/BINDERY
/LIB/143/

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
/LIB/143/	D	DUPLICATE RECORD SERIES			
/LIB/143/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/143/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/143/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/143/	D004.	ANNUAL REPORTS - AGENCY (TECHNICAL SERVICES DIVISION) RECORD TYPES:	TO+2		N N N
/LIB/143/	D005.	BILLS OF LADING (SHIPPING COMPANY) RECORD TYPES:	TO+3		N N N
/LIB/143/	D006.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N

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

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Duplicate Records

Records of: LIBRARY/BINDERY
/LIB/143/

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
/LIB/143/	D007.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/143/	D008.	INVOICES (CONTROLLER'S OFFICE) RECORD TYPES:	TO+3		N N N
/LIB/143/	D009.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/143/	D010.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/143/	D011.	PROCEDURES AND DIRECTIVES (TECHNICAL SERVICES DIVISION) RECORD TYPES:	SU		N N N
/LIB/143/	D012.	RECEIPTS OF SHIPMENTS (SHIPPING COMPANY) RECORD TYPES:	TO+3		N N N

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Records of: LIBRARY/BINDERY

/LIB/143/

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			
/LIB/143/	D013.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N	N	N	
/LIB/143/	D014.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N	N	N	
/LIB/143/	D015.	STATISTICS (TECHNICAL SERVICES DIVISION) RECORD TYPES:	AR		N	N	N	

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

City of Los Angeles
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Records of: LIBRARY/CENTRAL LIBRARY-DIRECTOR
/LIB/150/

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
/LIB/150/	D	DUPLICATE RECORD SERIES			
/LIB/150/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/150/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/150/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT) RECORD TYPES:	SU		N N N
/LIB/150/	D004.	ANNUAL REPORTS-AGENCY (ADMINISTRATION OFFICE) RECORD TYPES:	TO+5		N N N
/LIB/150/	D005.	BUILDING REPAIR AND SERVICES REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/150/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N

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

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Records of: LIBRARY/CENTRAL LIBRARY-DIRECTOR
/LIB/150/

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
/LIB/150/	D007.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/150/	D008.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/150/	D009.	PROCEDURES AND DIRECTIVES (ADMINISTRATION OFFICE) RECORD TYPES:	SU		N N N
/LIB/150/	D010.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/150/	D011.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N N N
/LIB/150/	D012.	STATISTICS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N

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Records of: LIBRARY/CENTRAL LIBRARY-DIRECTOR

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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
/LIB/150/	D013.	TIME OFF/COMPENSATION REQUEST (68) (ACCOUNTING DEPT.) FORM: 68 RECORD TYPES:	TO+5		N N N

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Records of: LIBRARY/CENTRAL LIBRARY
/LIB/200/

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
/LIB/200/	D	DUPLICATE RECORD SERIES			
/LIB/200/	D001.	ACCIDENTS AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/200/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/200/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/200/	D004.	AGENCY OPEN ORDER REPORT (ISD-COMPUTER STORAGE) RECORD TYPES:	SU		N N N
/LIB/200/	D005.	ANNUAL REPORT - AGENCY (CENTRAL LIBRARY DIVISION) RECORD TYPES:	TO+5		N N N
/LIB/200/	D006.	BOOK HISTORY (ISD-COMPUTER STORAGE) RECORD TYPES:	SU		N N N

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Records of: LIBRARY/CENTRAL LIBRARY

/LIB/200/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/LIB/200/	D007.	BUILDING REPAIR AND SERVICES REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/200/	D008.	CASH REPORTS (LOWER PORTION) (LAPL 73) (ACCOUNTING DEPT.) FORM: LAPL 73 RECORD TYPES:	TO+0/05		N N N
/LIB/200/	D009.	EBSCO LIST (PERIODICALS) (ACQUISITIONS DEPT.) RECORD TYPES:	SU		N N N
/LIB/200/	D010.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/200/	D011.	FUND STATUS REPORT (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+1/05		N N N
/LIB/200/	D012.	INCIDENT REPORT (168) (CENTRAL LIBRARY DIRECTOR) FORM: 168 RECORD TYPES: Legal	TO+5		N N N Y

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/LIB/200/

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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			
/LIB/200/	D013.	INTER LIBRARY LOANS - RETURNED (INTERLIBRARY LOAN DEPT.) RECORD TYPES:	TO+0/05		N	N	N	
/LIB/200/	D014.	LIBRARY AGENCY NEW BOOK LIST (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+0/05		N	N	N	
/LIB/200/	D015.	MEMORANDUM OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N	N	N	
/LIB/200/	D016.	MILEAGE (CONTROLLER) RECORD TYPES:	TO+1		N	N	N	
/LIB/200/	D017.	ORDER SHEETS - NEW (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+0/05		N	N	N	
/LIB/200/	D018.	ORDER SHEETS - REPL. (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+1		N	N	N	
/LIB/200/	D019.	PATRON RECORD ADJUSTMENT (LAPL 44)	TO+3		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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/CENTRAL LIBRARY

/LIB/200/

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
		(PATRON) FORM: LAPL 44 RECORD TYPES:			
/LIB/200/	D020.	PATRON SUSPENSION RECORD (ISD-COMPUTER STORAGE) RECORD TYPES:	TO+3		N N N
/LIB/200/	D021.	PATRON'S DIRECTORY AND SUPPLEMENTS (ISD-COMPUTER STORAGE) RECORD TYPES:	SU		N N N
/LIB/200/	D022.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/200/	D023.	PROCEDURES AND DIRECTIVES (CENTRAL LIBRARY DIVISION) RECORD TYPES:	SU		N N N
/LIB/200/	D024.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/200/	D025.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		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
Duplicate Records

Records of: LIBRARY/CENTRAL LIBRARY

/LIB/200/

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
/LIB/200/	D026.	SCAN RECORDS (SCAN OFFICE) RECORD TYPES:	TO+2		N N N
/LIB/200/	D027.	STATISTICS (CENTRAL LIBRARY DIRECTOR) RECORD TYPES:	AR		N N N
/LIB/200/	D028.	SYSTEM OPEN ORDER REPORT (ISD-COMPUTER STORAGE) RECORD TYPES:	SU		N N N
/LIB/200/	D029.	TIME OFF/COMPENSATION REQUEST (68) (PERSONNEL) FORM: 68 RECORD TYPES:	TO+5		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/DATA MANAGEMENT SERVICES
/LIB/310/

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
/LIB/310/	D	DUPLICATE RECORD SERIES			
/LIB/310/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/310/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/310/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/310/	D004.	ANNUAL REPORTS - AGENCY (TECHNICAL SERVICES DIVISION) RECORD TYPES:	TO+2		N N N
/LIB/310/	D005.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/310/	D006.	CAO RULE 13 REQUEST (CAO) RECORD TYPES:	CL		N N N

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

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Duplicate Records

Records of: LIBRARY/DATA MANAGEMENT SERVICES
/LIB/310/

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
/LIB/310/	D007.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/310/	D008.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/310/	D009.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/310/	D010.	PROCEDURES AND DIRECTIVES (TECHNICAL SERVICES DIVISION) RECORD TYPES:	SU		N N N
/LIB/310/	D011.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/310/	D012.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		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
Duplicate Records

Records of: LIBRARY/DATA MANAGEMENT SERVICES

/LIB/310/

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
/LIB/310/	D013.	STATISTICS (TECHNICAL SERVICES DIVISION) RECORD TYPES:	AR		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
Duplicate Records

Records of: LIBRARY/ADULT SERVICES
/LIB/90/

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
/LIB/90/	D	DUPLICATE RECORD SERIES			
/LIB/90/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/90/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/90/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/90/	D004.	ANNUAL REPORTS-AGENCY (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+5		N N N
/LIB/90/	D005.	ANNUAL REPORTS-AGENCY (BRANCH LIBRARY SERVICES) RECORD TYPES:	PE		N N N
/LIB/90/	D006.	BUILDING REPAIR AND SERVICE REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N

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

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Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/ADULT SERVICES

/LIB/90/

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
/LIB/90/	D007.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/90/	D008.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/90/	D009.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/90/	D010.	PROCEDURES AND DIRECTIVES (BRANCH LIBRARY SERVICES) RECORD TYPES:	SU		N N N
/LIB/90/	D011.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/90/	D012.	REQUISITIONS FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		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
Duplicate Records

Records of: LIBRARY/ADULT SERVICES

/LIB/90/

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
/LIB/90/	D013.	STATISTICS (BRANCH LIBRARY SERVICES) RECORD TYPES:	AR		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
Duplicate Records

Records of: LIBRARY/MULTILINGUAL SERVICES
/LIB/91/

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			
/LIB/91/	D	DUPLICATE RECORD SERIES						
/LIB/91/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP) RECORD TYPES:	TO+5		N	N	N	
/LIB/91/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATIVE OFFICE) RECORD TYPES:	AR		N	N	N	
/LIB/91/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N	N	N	
/LIB/91/	D004.	ANNUAL REPORTS - AGENCY (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+5		N	N	N	
/LIB/91/	D005.	ANNUAL REPORTS - BRANCH SYSTEM (BRANCH LIBRARY SERVICES) RECORD TYPES:	PE		N	N	N	
/LIB/91/	D006.	BUILDING REPAIR & SERVICES REQUEST (GENERAL SERVICES) RECORD TYPES:	CL		N	N	N	

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

City of Los Angeles
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Records of: LIBRARY/MULTILINGUAL SERVICES

/LIB/91/

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
/LIB/91/	D007.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/91/	D008.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/91/	D009.	PERSONNEL TRANSACTION (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/91/	D010.	PROCEDURES AND DIRECTIVES (BRANCH LIBRARY SERVICES) RECORD TYPES:	SU		N N N
/LIB/91/	D011.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/91/	D012.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N N N

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

City of Los Angeles
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Records of: LIBRARY/MULTILINGUAL SERVICES

/LIB/91/

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
/LIB/91/	D013.	STATISTICS (BRANCH LIBRARY SERVICES) RECORD TYPES:	AR		N N N

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

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Records of: LIBRARY/INTER-LIBRARY LOAN
/LIB/92/

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
/LIB/92/	D	DUPLICATE RECORD SERIES			
/LIB/92/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N N N
/LIB/92/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N N N
/LIB/92/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL DEPT.) RECORD TYPES:	SU		N N N
/LIB/92/	D004.	ANNUAL REPORTS - AGENCY (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+5		N N N
/LIB/92/	D005.	BUILDING REPAIR & SERVICES REQUESTS (GENERAL SERVICES) RECORD TYPES:	CL		N N N
/LIB/92/	D006.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N

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

City of Los Angeles
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Records of: LIBRARY/INTER-LIBRARY LOAN

/LIB/92/

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
/LIB/92/	D007.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/92/	D008.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/92/	D009.	PROCEDURES AND DIRECTIVES (BRANCH LIBRARY SERVICES) RECORD TYPES:	SU		N N N
/LIB/92/	D010.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/92/	D011.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N N N
/LIB/92/	D012.	STATISTICS (BRANCH LIBRARY SERVICES) RECORD TYPES:	AR		N N N

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Records of: LIBRARY/SERVICE TO SHUT-INS
/LIB/93/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/LIB/93/	D	DUPLICATE RECORD SERIES						
/LIB/93/	D001.	ACCIDENT AND INJURY REPORTS (WORK COMP.) RECORD TYPES:	TO+5		N	N	N	
/LIB/93/	D002.	ADMINISTRATIVE BULLETINS (ADMINISTRATION OFFICE) RECORD TYPES:	AR		N	N	N	
/LIB/93/	D003.	AFFIRMATIVE ACTION GOALS (PERSONNEL OFFICE) RECORD TYPES:	SU		N	N	N	
/LIB/93/	D004.	ANNUAL REPORTS (BRANCH LIBRARY SERVICES) RECORD TYPES:	PE		N	N	N	
/LIB/93/	D005.	ANNUAL REPORTS - AGENCY (BRANCH LIBRARY SERVICES) RECORD TYPES:	TO+5		N	N	N	
/LIB/93/	D006.	BUILDING REPAIR AND SERVICE (GENERAL SERVICES) RECORD TYPES:	CL		N	N	N	

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

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Records of: LIBRARY/SERVICE TO SHUT-INS

/LIB/93/

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/LIB/93/	D007.	EQUIPMENT INVENTORY (BUSINESS OFFICE) RECORD TYPES:	SU		N N N
/LIB/93/	D008.	MEMORANDUMS OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/LIB/93/	D009.	PERSONNEL TRANSACTIONS (PERSONNEL OFFICE) RECORD TYPES:	SU		N N N
/LIB/93/	D010.	PROCEDURES AND DIRECTIVES (BRANCH LIBRARY SERVICES) RECORD TYPES:	SU		N N N
/LIB/93/	D011.	REPORTING PERIOD SCHEDULE (CAO) RECORD TYPES:	SU		N N N
/LIB/93/	D012.	REQUISITION FOR SUPPLIES (AGENCY) (SHIPPING DEPT.) RECORD TYPES:	CL		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: LIBRARY/SERVICE TO SHUT-INS

/LIB/93/

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
/LIB/93/	D013.	STATISTICS (BRANCH LIBRARY SERVICES) RECORD TYPES:	AR		N N N

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