

Department Records Disposition Schedules

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

Schedule Number Department Name

/DONE/	DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT
/DONE/01/	COMMISSION, EXECUTIVE & ADMINISTRATIVE OFFICES
/DONE/02/	GENERAL ACCOUNTING
/DONE/03/	NEIGHBORHOOD COUNCIL FUNDING PROGRAM

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: COMMISSION, EXECUTIVE & ADMINISTRATIVE OFFICES
/DONE/01/ DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

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			
/DONE/01/	O	ORIGINAL RECORD SERIES										
/DONE/01/	O001.	Commission Meeting Folders	TO+2	PE	DO	N	Y	N				
/DONE/01/	O002.	Commission Transcripts of Meetings	TO+2	PE	DO	N	Y	N				
/DONE/01/	O003.	Commission Incoming & Outgoing Correspondence	TO+5	TO+10	DO	N	N	N				
/DONE/01/	O004.	Executive - Incoming & Outgoing Correspondence	TO+5	TO+10	DO	N	N	N				
/DONE/01/	O005.	Admin - NC Certification Application	TO+5	PE	DO	Y	Y	N				
/DONE/01/	O006.	LAUSD Application for Use of Facilities	TO+5	TO+10	DO	N	N	N				
/DONE/01/	O007.	Admin Services Work Order Requests, incl. SMUFS	TO+5	TO+10	DO	N	N	N				
/DONE/01/	O008.	Personnel - Position Selection/Hiring Folders	TO+5	TO+10	DO	N	N	N				
/DONE/01/	O009.	Personnel - Employee Folders No Longer with the City	TO+5	TO+10	DO	N	N	N				

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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: GENERAL ACCOUNTING
/DONE/02/ DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
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/DONE/02/	O	ORIGINAL RECORD SERIES							
/DONE/02/	O001.	Payment Vouchers	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O002.	Purchase Orders (Encumbrances)	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O003.	Contract (Blanket) Purchase Orders thru SMS	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O004.	Log Books	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O005.	Payroll Records Confidential	TO+2	TO+2	DO	N	N	Y	
/DONE/02/	O006.	Reimbursement Supplemental/Worksheet/ Recap Form IBM 25176	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O007.	Payroll Special Messages/ Mileage/ Mileage Reports	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O008.	Overtime Report	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O009.	Sick Leave / Vacation Benefits	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O010.	Form 41 - Personnel Change Form	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O011.	Payroll Register	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O012.	Salary Change Roster	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O013.	Timesheets	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O014.	Time Off / Compensation Request Form 68	TO+2	TO+2	DO	N	N	N	
/DONE/02/	O015.	Employee Mileage Form 2053	TO+2	TO+2	DO	N	N	N	

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Records of: NEIGHBORHOOD COUNCIL FUNDING PROGRAM
/DONE/03/ DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

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			Office	Total	Code	V	H	C	L				
/DONE/03/	O	ORIGINAL RECORD SERIES											
/DONE/03/	O001.	Neighborhood Council Audit Reports	TO+2	TO+8	DO	N	N	N					
/DONE/03/	O002.	Neighborhood Council Demand Warrants	TO+2	TO+8	DO	N	N	N					
/DONE/03/	O003.	Neighborhood Council Equipment Inventory Log/Certificates	TO+2	TO+8	DO	N	N	N					
/DONE/03/	O004.	Neighborhood Council Equipment Budget	TO+2	TO+8	DO	N	N	N					
/DONE/03/	O005.	Neighborhood Council Funding Requests	TO+2	TO+8	DO	N	N	N					
/DONE/03/	O006.	Neighborhood Council Program Enrollment Package	TO+2	TO+8	DO	N	N	N					

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