

City of Los Angeles

August 17, 2015

Department Records Disposition Schedules

PENSIONS (FIRE AND POLICE)

Schedule Number Department Name

/FPP/	PENSIONS (FIRE AND POLICE)
/FPP/01/	PENSIONS (FIRE AND POLICE)/ADMINISTRATION

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PENSIONS (FIRE AND POLICE)/ADMINISTRATION
/FPP/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		-- Media Record Type						
			Office	Total	Code	V	H	C	L		
/FPP/01/	O	ORIGINAL RECORDS									
/FPP/01/	O001.	ACTUARIAL COMPUTER RUNS RECORD TYPES:	TO+5	TO+5			N	N	N		
/FPP/01/	O002.	BUDGET WORKING PAPERS RECORD TYPES:	TO+5	TO+5			N	N	N		
/FPP/01/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2			N	N	N		
/FPP/01/	O004.	DEPOSIT CERTIFICATES (CASH RECEIPTS) (GEN 2) FORM: GEN 2 RECORD TYPES:	TO+2	TO+2			N	N	N		
/FPP/01/	O005.	EMPLOYEE PERSONNEL FOLDERS (TRANSFER TO EMPLOYEE'S NEW DEPT OR TO PERSONNEL DEPT; SUB TITLE T LEAVE OF ABSENCE ONLY) RECORD TYPES: Confidential A-AUTO ACCIDENT REPORT-GEN 88 B-CLAIM FOR REIMBURSEMENT-GEN 130 C-DUTY CERTIFICATE-PDAS 43 D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-EMPLOYEE MEDICAL CALENDAR-GEN 90	TE	TE			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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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		F-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 G-EXTENDED SICK LEAVE REQUEST-GEN 89 H-NOTICE OF COMMENDATION-GEN 79 I-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN 77 J-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 K-NOTICE TO CORRECT DEFICIENCIES-GEN 78 L-MEDICAL INFO CERT-GEN 91 M-PAY GRADE ADVANCEMENT-CAO 614 N-PAYROLL/PERSONNEL CHANGE-GEN 41 O-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN 42 P-RECORD OF TRAINING-PONER 1 Q-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 R-REQUEST FOR LEAVE OF ABSENCE-GEN 38 S-REQUEST FOR TRANSFER VOLUNTARY REVERSION OR CLASS CHANGE-GEN 16B T-TIME OFF/COMPENSATION REQUEST-GEN 68							
/FPP/01/	O006.	ENCUMBERING DOCUMENTS RECORD TYPES: A-AUTHORITY FOR EXPENDITURES-GEN 40 B-INTERDEPARTMENTAL ORDER-GEN 34 C-INVOICES D-LOGS E-PURCHASE ORDER-DS 2 F-REQUEST FOR ANNUAL PURCHASE AGREEMENT-DS 1B G-REQUEST FOR PURCHASE ORDER CHANGE-DS 6A H-REQUEST TO ENCUMBER FUNDS-GEN 106 I-SUB PURCHASE ORDERS-GEN 9 F-REQUEST FOR ANNUAL PURCHASE AGREEMENT-DS 1B	TO+2	TO+5		N	N	N	
/FPP/01/	O007.	MEMBER CARDS (NEW SYSTEM) (161/54) FORM: 161/54 RECORD TYPES:	TE+10	TE+10		N	N	N	
/FPP/01/	O008.	PAMIS-MASTER (MICROFICHE) RECORD TYPES:	TO+90	TO+90		N	N	N	
/FPP/01/	O009.	PAYROLL/REIMBURSEMENT WORKSHEET (MICROFICHE)	TO+90	TO+90		N	N	N	

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RECORD TYPES:										
/FPP/01/	O010.	PENSION-CITY SUBSIDY AND HEALTH RATE MASS CHANGE RECORD TYPES:	TO+3	TO+3	N	N	N			
/FPP/01/	O011.	PENSION MASTER (MICROFICHE) RECORD TYPES:	TO+90	TO+90	N	N	N			
/FPP/01/	O012.	PENSION MEMBER FILES (1 MICROFILM COPY TRANSFER TO CITY ARCHIVES, SERV PENSIONS, WIDOWS, CONSERVATORSHIPS) RECORD TYPES: A-PAYROLL/PERSONNEL CHANGE DOC-GEN 41 B-MARITAL STATUS-44 C-TRANSFER FORM D-BIRTH CERTIFICATE E-MARRIAGE CERTIFICATE F-LEGAL JOINDERS G-BENEFICIARY STATEMENT-48 H-REQUEST FOR REFUND OF CONTRIBUTIONS-56 I-PAYROLL CHANGE DOCUMENT-43P J-INFORMATION WHITE CARD K-APPLICATION FOR PENSION-151 L-PENSION CERTIFICATE SHEET-159 M-BENEFICIARY FORM-157 N-CALCULATION SHEET O-LEGAL DOCUMENTS P-DEPOSIT TRANSMITTALS-208 Q-GENERAL CORRESPONDENCE	TO+/01	TO+90	N	N	N			
/FPP/01/	O013.	PENSION SYSTEM-HEALTH INSURANCE AND SUBSIDY LISTING RECORD TYPES: A-NO HEALTH BY FUND	TO+2	TO+2	N	N	N			

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		B-BY FUND WITHIN PLAN C-ALPHA WITHIN PLAN							
/FPP/01/	O014.	STATEMENT FOR RECEIPT OF ANNUITIES PENSIONS OR RETIRED PAY (W2P) FORM: W2P RECORD TYPES:	TO+3	TO+3		N	N	N	
/FPP/01/	O015.	TIMEKEEPING DOCUMENTS RECORD TYPES: A-PAYROLL/REIMBURSEMENT REGISTER-5035 B-TIME OFF COMPENSATION REQUEST-GEN 68 C-WEEKLY CREW TIME SHEETS D-PAYROLL REIMBURSEMENT TIME SHEETS-5039	TO+2	TO+5		N	N	N	
/FPP/01/	O016.	W2P COMPUTER RUN RECORD TYPES:	TO+6	TO+6		N	N	N	
/FPP/01/	O017.	BOARD MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO	PE		N	Y	N	
/FPP/01/	O018.	CERTIFIED TRANSCRIPTS RECORD TYPES:	TO+/01	TO+90		N	N	N	
/FPP/01/	O019.	X-RAYS OF DISABILITY APPLICANTS (SALVAGE FOR SILVER CONTENT) RECORD TYPES:	TO+5	TO+10		N	N	N	

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/FPP/01/	O020.	SUB-ROSA FILMS OF DISABILITY APPLICANTS RECORD TYPES:	TO+5	TO+10		N	N	N	
/FPP/01/	O021.	BONDS SOLD (PRIVATE PLACEMENTS) (DESTROY 5 YRS AFTER MATURITY DATE) RECORD TYPES:	AR	AR+5		N	N	N	
/FPP/01/	O022.	T-BILLS, COMMERCIAL PAPER & CERTIFICATES OF DEPOSIT FILES RECORD TYPES:	TO+2	TO+5		N	N	N	
/FPP/01/	O023.	STATEMENTS OF DAILY CHECKS RECEIVED (DAILY RECEIPTS) RECORD TYPES:	TO+2	TO+5		N	N	N	
/FPP/01/	O024.	UNION BANK LETTERS RECORD TYPES:	TO+2	TO+5		N	N	N	
/FPP/01/	O025.	FUND TAB SLIPS (21) (NO LONGER USED - OLD ACCOUNTING SYSTEM) FORM: 21 RECORD TYPES:	TO+2	TO+5		N	N	N	
/FPP/01/	O026.	RECORDS USED IN CIVIL LITIGATION (CITY ATTORNEY FILES) RECORD TYPES:	AR	AR+10		N	N	N	

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/FPP/01/	O027.	REAL ESTATE FILES (PAID TREASURER'S DEEDS, PURCHASE ... (ITEMS RELATED TO PAID TREASURER'S DEEDS WILL BE KEPT PERMANENTLY IN CRC) RECORD TYPES:	TO+5	TO+25		N	N	N	
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/FPP/01/	D	DUPLICATE RECORD SERIES			
/FPP/01/	D001.	ALPHA ADDRESS TAX LIST (CONTROLLER; RETAIN ONE YEAR THEN COPY (NOV 30TH) RECORD TYPES:	TO+1		N N N
/FPP/01/	D002.	AUTHORITY FOR EXPENDITURE (GEN 40) FORM: GEN 40 RECORD TYPES:	TO+2		N N N
/FPP/01/	D003.	BI WEEKLY INJURY ON DUTY (CONTROLLER) RECORD TYPES:	TO+1		N N N
/FPP/01/	D004.	BOND INTEREST RECEIPTS (TREASURER) RECORD TYPES:	TO+2		N N N
/FPP/01/	D005.	CANCELLED CHECKS (TREASURER) RECORD TYPES:	TO+2		N N N
/FPP/01/	D006.	CONTRACTS (CITY CLERK) RECORD TYPES:			N N N

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/FPP/01/	D007.	FUND LEDGER AND DEMAND REGISTER (CONTROLLER) RECORD TYPES:	TO+2		N N N
/FPP/01/	D008.	INTER & INTRADEPARTMENTAL MANUAL PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/FPP/01/	D009.	INTERNAL DEMAND (GEN 1-C) (CONTROLLER) FORM: GEN 1-C RECORD TYPES:	TO+2		N N N
/FPP/01/	D010.	INTERNAL DEMAND TRANSMITTAL (GEN 5A) (CONTROLLER) FORM: GEN 5A RECORD TYPES:	TO+2		N N N
/FPP/01/	D011.	LISTING OF MEMBERS WITH DEATH/BENEFIT CONTRIBUTION (INFO TRANSFERRED TO MICROFICHE ON EITHER PENSION OR PAMIS-MASTER) RECORD TYPES:	TO+1		N N N
/FPP/01/	D012.	PAY PERIOD PENSION LISTING BAD TIME (CONTROLLER) RECORD TYPES:	TO+1		N N N

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/FPP/01/	D013.	PAYROLL/REIMBURSEMENT (SALARY INTERNAL DEMAND) (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/FPP/01/	D014.	PAYROLL/REIMBURSEMENT REGISTER (5035) (CONTROLLER) FORM: 5035 RECORD TYPES:	TO+0/05		N	N	N	
/FPP/01/	D015.	PAYROLL/REIMBURSEMENT WORKSHEET (5039) (CONTROLLER; MICROFICHE BEFORE DESTROYING) FORM: 5039 RECORD TYPES:	TO+1		N	N	N	
/FPP/01/	D016.	PENSION TYPECOAT LISTING FOR DEPTS (SOCIAL SECURITY LISTING) (INFO TRANSFERRED TO MICROFICHE ON EITHER PENSION OR PAMIS-MASTER) RECORD TYPES:	TO+0/03		N	N	N	
/FPP/01/	D017.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/FPP/01/	D018.	PURCHASE ORDERS (GS/S-2) (PURCHASING) FORM: GS/S-2 RECORD TYPES:	TO+2		N	N	N	
/FPP/01/	D019.	PURCHASE REQUISITIONS (DS/1A)	TO+2		N	N	N	

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		(PURCHASING AGENT; CONTROLLER) FORM: DS/1A RECORD TYPES: A-INVOICE						
/FPP/01/	D020.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES: A-REMITTANCE ADVICE B-INVOICE	TO+2		N	N	N	
/FPP/01/	D021.	RETIREMENT & PENSION PAYROLL REGISTER (5009) (CONTROLLER) FORM: 5009 RECORD TYPES: A-PAYROLL/REIMBURSEMENT CAPITULATION B-RECORD OF CANCELLED CHECK AND ADJUSTMENT	TO+2		N	N	N	
/FPP/01/	D022.	SALARY CHANGE ROSTER (5040) (CONTROLLER) FORM: 5040 RECORD TYPES:	TO+1		N	N	N	
/FPP/01/	D023.	W4P CHANGES - PRELIMINARY (INFO TRANSFERRED TO MICROFICHE ON EITHER PENSION PAMIS-MASTER) RECORD TYPES:	TO+0/01		N	N	N	

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