

## *Department Records Disposition Schedules*

### ***PERSONNEL***

*Schedule Number Department Name*

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/PER/	PERSONNEL
/PER/01/	PERSONNEL/COMMISSION
/PER/10/	PERSONNEL/EXAMINING
/PER/11/	PERSONNEL/CLASSIFICATION
/PER/20/	PERSONNEL/RECRUITMENT
/PER/22/	PERSONNEL/PUBLIC SAFETY EMPLOYMENT
/PER/26/	PERSONNEL/EQUAL EMPLOYMENT OPPORTUNITIES
/PER/27/	PERSONNEL/OFFICE OF DISCRIMINATION COMPLAINT RESOLUTION
/PER/40/	PERSONNEL/EMPLOYEE BENEFITS OFFICE
/PER/41/	PERSONNEL/SAFETY
/PER/50/	PERSONNEL/MANAGEMENT - EMPLOYEE RELATIONS
/PER/60/	PERSONNEL/MEDICAL SERVICES
/PER/60B/	PERSONNEL/PHARMACY
/PER/70/	PERSONNEL/WORKER'S COMPENSATION
/PER/80/	PERSONNEL/ADMINISTRATIVE SERVICES
/PER/90/	PERSONNEL/EXAMINATION PROCESSING
/PER/91/	PERSONNEL/SPECIAL FUNCTIONS
/PER/93/	PERSONNEL/EMPLOYEE FOLDERS UNIT
/PER/95/	PERSONNEL/RECORDS
/PER/96/	PERSONNEL/INFORMATION TECHNOLOGY DIVISION
/PER/00/	PERSONNEL/GENERAL MANAGER

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

**Records of: PERSONNEL/COMMISSION**  
**/PER/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	
/PER/01/	O	ORIGINAL RECORDS								
/PER/01/	O001.	APPEAL FILES (USED FOR LAWSUITS ) RECORD TYPES: Confidential Legal A-APPEAL (FORM) B-CASE HISTORY LOG C-EXHIBITS (SUBMITTED BY PARTIES AT HEARINGS) D-HEARING CORRESPONDENCE E-NOTICE OF DISCHARGE, SUSPENSIONS OR PROBATIONARY TERMINATION-GEN. 77 F-SERVED SUBPOENA SLIPS G-SUBPOENA LETTERS	CL+3	CL+10		N	N	Y		
/PER/01/	O002.	COMMISSION FILES (USED FOR LAWSUITS ) RECORD TYPES: Confidential Legal A-ADMINISTRATIVE ACTION REPORTS B-ASSEMBLY AND SENATE BILLS C-CLASSIFICATION ACTION REPORTS D-DISCRIMINATION APPEALS E-DISQUALIFICATION APPEALS F-EXAMINATION PROTESTS G-MINUTES (OF BOARD MEETINGS) H-REVISIONS AND ADDITIONS TO RULES & POLICIES I-SECRETARY'S NOTES F-EXAMINATION PROTESTS	CL+3	CL+10		N	N	Y		
/PER/01/	O003.	COMMISSION MINUTES (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Vital Historical	TO+25	PE			Y	Y	N	
/PER/01/	O004.	COMMISSIONER'S FILES (KEPT UNTIL END OF COMMISSIONERS' TERM + 10 YEARS ) RECORD TYPES: Confidential A-CORRESPONDENCE TO AND FROM COMMISSIONERS	TE+10	TE+10		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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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**Records of: PERSONNEL/COMMISSION**  
**/PER/01/**

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		B-RESUMES								
/PER/01/	O005.	HEARING EXAMINERS' FILES (KEPT UNTIL TERMINATION OF HEARING EXAMINER + 10 YEARS ) RECORD TYPES: Confidential A-CORRESPONDENCE TO AND FROM HEARING EXAMINERS B-RESUMES	TE+10	TE+10		N	N	Y		
/PER/01/	O006.	HEARING REPORTER NOTES (FOR 5-YR PERIOD AS REQUIRED BY CAL GOV'T CODE SEC. 69955 ) RECORD TYPES:	TO+5	TO+10		N	N	N		
/PER/01/	O007.	POLICIES OF THE PERSONNEL DEPARTMENT (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Vital Historical	TO+25	PE		Y	Y	N		
/PER/01/	O008.	RECEIPT (PAYMENT FOR TRANSCRIPTS) (GEN. 30) FORM: GEN. 30 RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/01/	O009.	RULES OF THE BOARD OF CIVIL SERVICE COMMISSIONERS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Vital Historical	TO+25	PE		Y	Y	N		
/PER/01/	O010.	STORAGE INDEX FOR TRANSCRIPTS RECORD TYPES:	TO+5	TO+5		N	N	N		

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			Office	Total	Code	V	H	C	L		
/PER/01/	O011.	TRANSCRIPTS OF DISCIPLINARY HEARINGS & BOARD MEETINGS (USED FOR LAWSUITS ) RECORD TYPES: Confidential Legal	CL+3	CL+10		N	N	Y			

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**Records of: PERSONNEL/EXAMINING  
/PER/10/**

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/PER/10/	O	ORIGINAL RECORDS								
/PER/10/	O001.	AFFILIATION CARDS (PDES 4) FORM: PDES 4 RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/10/	O002.	BILINGUAL FILE (TERMINATION OF CITY EMPLOYMENT + 10 YEARS) RECORD TYPES: A-LANGUAGE FLUENCY TEST B-REQUEST FOR BILINGUAL POSITION ASSIGNMENT-ES 66	TE	TE+10		N	N	N		
/PER/10/	O003.	EXAMINATION FILES (Files are No Longer Microfilmed) Record Type: Confidential a. Idents/Answer Sheets b. Recap and Seniority Lists c. Essays d. Interview Rating Sheets e. Test Control Cards f. Typing/Perf/PAT Papers g. Report of Examinations and Examination Results h. Miscellaneous Test Materials A - ADVISORY WRITING SESSION BOOKLET AA - REPORT OF EXAMINATION (TENTATIVE) - PDAS 21 B - ASSIGNMENT RIGHTS DETERMINATION BB - REQUEST FOR INTERVIEW SPECIALISTS C - BACKGROUND INFORMATION ( FORM-ES 50R ) CC - REQUEST FOR SCHEDULE INTERVIEW ( FORM-ES 11 R ) D - BOARD REPORTS DD - SPECIAL EXAMINING ASSISTANT AGREEMENT E - CLASS SPECIFICATION - PDES 8 EE - STANDARD INSTRUCTIONS DEPARTMENT REPORT ( FORM-ES 4 R ) F - CLOSE FILING FORM FF - WRITTEN TEST BOOKLET	TO+2	TO+10		N	N	Y		

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**/PER/10/**

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		G - CONTINUOUS EXAM SCHEDULE ( FORM-ES 34R ) GG - WRITTEN TEST KEY-ES 16 H - DEPARTMENTAL TEST REVIEW (FORM-ES 1R ) HH - WRITTEN TEST REVIEW RATING SHEET ( FORM-ES 61 ) I - ELEMENT TASK LISTS J - ESSAY RATING FORM K - EXAMINATION BOOKLETS L - EXAMINATION CHECKLIST ( FORM-ES 52 ) M - EXAMINATION CLAIM N - EXAMINATION DOCUMENT FORM (DOCUMENT REVIEW & UPDATE) ( FORM-ES 51 ) O - EXAMINING DIVISION BOARD REPORTS FORMAT ( FORM-ES 60-2 ) P - INTERVIEW BACKGROUND FORMS Q - INTERVIEW RATER CONTACT FORM R - INTERVIEW WORKSHEET S - OPEN BULLETINS - PDR 10 T - OUSIDE RATERS WORKSHEET U - PROBLEM ANSWER SHEET - PDAS 35 V - PROBLEM RATING FORM W - PROMOTIONAL BULLETINS - PDR 20 X - PROTEST RECAP (FORM-ES 64 ) Y - RATER SELECTION ( FORM-ES 23R-1 ) Z - RECORD OF INTERVIEW PERFORMANCE ( FORM-E-AS 117R )								
/PER/10/	O004.	EXAMINATION HISTORY CARDS (4 X 6 CARDS) RECORD TYPES:	TO+30	TO+30		N	N	N		
/PER/10/	O005.	INTERVIEW BOARD MEMBER RECORDS (AS 23 R) FORM: AS 23 R RECORD TYPES:	TO+5	TO+5		N	N	N		
/PER/10/	O006.	RATER LISTS RECORD TYPES:	TO+3	TO+3		N	N	N		

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**/PER/10/**

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			Office	Total	Code	V	H	C	L
/PER/10/	O007.	TEST QUESTION CARDS (4 X 6 CARDS) (CONVERTING TO COMPUTER ITEM BANK ) RECORD TYPES:	TO+10	TO+10		N	N	N	
/PER/10/	O008.	VALIDATION STUDY FILE RECORD TYPES: Confidential A-BACKGROUND INFORMATION FORM-ES 5 OR B-BASIS EXAM CONTENT FORM C-EXAM VALIDATION FORM (GENERAL INFORMATION FORM) D-JOB ANALYSIS PLANNING FORM E-JOB ELEMENT RATING SHEET F-TASK ELEMENT LIST	CL+10	CL+10		N	N	Y	
/PER/10/	O009.	F-TASK ELEMENT LIST WORK ACCOMPLISHMENT REPORTS (ES 30 R) FORM: ES 30 R RECORD TYPES:	TO+2	TO+2		N	N	N	

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: PERSONNEL/CLASSIFICATION**  
**/PER/11/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
/PER/11/	O	ORIGINAL RECORDS								
/PER/11/	O001.	ALLOCATION & REALLOCATION FOLDERS RECORD TYPES: A-BOARD REPORT... B-POSITION DESCRIPTION-PDES 3	TO+2	TO+4		N	N	N		
/PER/11/	O002.	BILINGUAL PREMIUM PAY PROGRAM FILE RECORD TYPES: A-BILINGUAL AUDITED-ES 35 B-INTERDEPARTMENTAL CORRESPONDENCE...-GEN 160 C-REQUEST FOR BILINGUAL POSITION AUTHORITY-ES 67 D-TRANSMITTAL-CAO 649D	TO+2	TO+4		N	N	N		
/PER/11/	O003.	BLUES FOLDERS RECORD TYPES: A-JOB ANALYSIS & RESTRUCTURING FORM B-POSITION DESCRIPTION-PDES 3	TO+2	TO+4		N	N	N		
/PER/11/	O004.	BUDGET FILES (CLASS) RECORD TYPES: A-BUDGET REPORTS B-POSITION DESCRIPTION-PDES 3	CL+2	CL+2		N	N	N		
/PER/11/	O005.	BULLETINS (MASTER) RECORD TYPES: Historical A-OPEN BULLETINS-PDR 10 B-PROMOTIONAL BULLETINS-PDR 20	PE	PE		N	Y	N		
/PER/11/	O006.	CITY-WIDE CLASS STUDY - TEAM REPORTS RECORD TYPES:	TO+2	TO+7		N	N	N		

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			Office	Total	Code	V	H	C	L
/PER/11/	O007.	CLASS LEVEL DETERMINATION CARDS RECORD TYPES:	SU+5	SU+5		N	N	N	
/PER/11/	O008.	CLASSIFICATION NOTES FOLDERS RECORD TYPES: A-CLASS SPECIFICATION (MASTER)-PDES 8 B-CLASS SPECIFICATION REVIEW LETTER-CLL 2 R C-EXAM NEED SLIP-ES 12 R D-OPEN BULLETINS-PDR 10 E-PROMOTIONAL BULLETINS-PDR 20	PE	PE		N	N	N	
/PER/11/	O009.	CLASSIFICATION SURVEY REPORTS RECORD TYPES:	PE	PE		N	N	N	
/PER/11/	O010.	CLIENT RELATIONS MEETING (FORM) RECORD TYPES:	TO+2	TO+4		N	N	N	
/PER/11/	O011.	CONSOLIDATION FILE RECORD TYPES: A-BOARD REPORT B-CORRESPONDENCE	PE	PE		N	N	N	
/PER/11/	O012.	CONTRACT FILE RECORD TYPES: A-CONTRACT REVISION FORM-ES 58-1 B-CORRESPONDENCE	TO+2	TO+4		N	N	N	

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			Office	Total	Code	V	H	C	L		
/PER/11/	O013.	CORRESPONDENCE & SUBJECT FILES (ADMINISTRATIVE & BILINGUAL ) RECORD TYPES:	AR	AR+2				N	N	N	
/PER/11/	O014.	DEPARTMENT HOLD FILE RECORD TYPES: A-BACK-UP INFORMATION B-CORRESPONDENCE TO DEPARTMENT	TO+2	TO+4				N	N	N	
/PER/11/	O015.	EMERGENCY REQUESTS FILE RECORD TYPES: A-CORRESPONDENCE B-EMERGENCY REQUEST REVIEW FORM	CL	CL+2				N	N	N	
/PER/11/	O016.	EXEMPTION FILES RECORD TYPES: A-APPLICATION FOR EMPLOYMENT-PDR 1 B-BOARD REPORT C-CORRESPONDENCE	TO+2	TO+4				N	N	N	
/PER/11/	O017.	FUNCTIONAL AUDITS (BINDER) RECORD TYPES:	CL	CL+2				N	N	N	
/PER/11/	O018.	MASTER CLASS TITLE CARDS (INDEX TO BULLETINS (MASTER), TRANSFER TO CITY ARCHIVES ) RECORD TYPES:	TO+50	PE				N	N	N	

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/PER/11/	O019.	PROBATIONARY LETTER FILE (SENT TO PERSONNEL, EMPLOYEE FOLDERS ) A-REQUEST FOR RESTORATION FOLLOWING PROBATIONARY TERMINATION-ES 43 A-REQUEST FOR RESTORATION FOLLOWING PROBATIONARY TERMINATION-ES 43 R B-RESTORATION FORM	TO+/05	TO+0/05		N	N	N	
/PER/11/	O020.	SUMMARIES OF BULLETINS RECORD TYPES: A-OPEN SUMMARIES-PDR 7 B-PROMOTIONAL SUMMARIES-PDR 8	TO+2	TO+2		N	N	N	

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**Records of: PERSONNEL/RECRUITMENT**  
**/PER/20/**

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/PER/20/	O	ORIGINAL RECORDS								
/PER/20/	O001.	APPLICATION COUNT FORM RECORD TYPES:	SU+2	SU+2		N	N	N		
/PER/20/	O002.	APPLICATION FOR EMPLOYMENT (PERCAP, CONTINUOUS & DELAYED) (PDR 1) (SENT TO PERSONNEL - EXAM PROCESSING ) FORM: PDR 1 RECORD TYPES:	CL	CL		N	N	N		
/PER/20/	O003.	APPLICATION LOG FILES RECORD TYPES: A-APEALS LOG B-DISQUALIFIED APPLICANT LOG C-MISSING INFORMATION LOG	TO+2	TO+2		N	N	N		
/PER/20/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/PER/20/	O005.	EXAMINING BACK-UP FILE (SUB TIT C & D ARE DUPLICATE RECORDS; ORIGINAL IN PERSONNEL, CLASSIFICATION) RECORD TYPES: A-EVALUATION OF MINIMUM QUALIFICATION SHEETS-RD 22 R B-EXAM NOTES C-OPEN BULLETINS-PDR 10 D-PROMOTIONAL BULLETINS-PDR 20	SU+2	SU+2		N	N	N		
/PER/20/	O006.	EXAMINATION PUBLICITY RECORD FILE (SUB TIT A, E & F ARE DUPLICATE RECORDS; ORIGINAL IN PERSONNEL, CLASSIFICATION AND COMMISSION)	SU+2	SU+2		N	N	N		

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		RECORD TYPES: A-BOARD REPORTS B-EXAM NEED SLIP-ES 12 R C-MEMOS D-MINORITY FEMALE APPLICATION COUNT E-OPEN BULLETINS-PDR 10 F-PROMOTIONAL BULLETINS-PDR 20 G-WORK FORCE ANALYSIS-PDRD 37								
/PER/20/	O007.	F-PROMOTIONAL BULLETINS-PDR 20 HANDICAPPED APPL'TS REQUIRING NO TESTING ACCOMMODATIONS... RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/20/	O008.	MAILING LISTS RECORD TYPES: A-GENERAL WEEKLY LIST B-MINORITY & FEMALE LIST	SU+2	SU+2		N	N	N		
/PER/20/	O009.	REQUEST FOR NOTIFICATION (CARD) (PDR 6) FORM: PDR 6 RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/20/	O010.	SPECIAL TESTING FOR HANDICAPPED (HT IRD) FORM: HT IRD RECORD TYPES:	TO+2	TO+2		N	N	N		

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

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

**Records of: PERSONNEL/PUBLIC SAFETY EMPLOYMENT**

**/PER/22/**

*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	
/PER/22/	O	ORIGINAL RECORDS								
/PER/22/	O001.	CANDIDATE DATA CARD (WHITE) RECORD TYPES:	CL	CL+10		N	N	N		
/PER/22/	O002.	CERTIFICATION LIST (POLICE OFFICER & FIREFIGHTER) (PDAS 4) FORM: PDAS 4 RECORD TYPES: Confidential	TO+10	TO+10		N	N	Y		
/PER/22/	O003.	CHRONOLOGICAL FILE (COPIES OF ALL OUTGOING CORRESPONDENCE) RECORD TYPES:	AR	AR+10		N	N	N		
/PER/22/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/PER/22/	O005.	CRIME PREVENTION ASSISTANT SHEETS RECORD TYPES:	TO+10	TO+10		N	N	N		
/PER/22/	O006.	FIREFIGHTER APPLICATION & TEST RECORD CARD (PDFR 1) FORM: PDFR 1 RECORD TYPES:	TO+3	TO+10		N	N	N		
/PER/22/	O007.	FIREFIGHTER BACKGROUND APPEALS LETTER RECORD TYPES:	TO+3	TO+10		N	N	N		
/PER/22/	O008.	FIREFIGHTER BACKGROUND PACKAGE RECORD TYPES: Confidential A-BACKGROUND DISQUALIFICATION LETTER B-DEPARTMENT OF MOTOR VEHICLE CHECK C-FINGERPRINT CARD-FD 258 D-FIREFIGHTER CHECKLIST E-INVESTIGATORS' NOTES F-MILITARY DISCHARGE-DD 214 G-PERSONAL, MARITAL & FAMILY HISTORY-PDFR 4 H-REQUEST FOR RELEASE OF CRIMINAL RECORD-LAPD 08.42 I-WORK EVALUATION FORM-PDAS 16 F-MILITARY DISCHARGE-DD 214	TO+3	TO+10		N	N	Y		
/PER/22/	O009.	FIREFIGHTER CIVIL SERVICE COMMISSION INTERVIEW FILE RECORD TYPES: Confidential A-FIREFIGHTER BACKGROUND INFORMATION SHEET-F B-FIREFIGHTER RATERS WORKSHEET C-INTERVIEW RESUME	TO+3	TO+10		N	N	Y		

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**City of Los Angeles**  
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**Records of: PERSONNEL/PUBLIC SAFETY EMPLOYMENT**

**/PER/22/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type			
			Office	Total		V	H	C	L
/PER/22/	O010.	FIREFIGHTER INTERVIEW PROTESTS RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O011.	FIREFIGHTER NOTIFY CARDS (FR 6) FORM: FR 6 RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O012.	FIREFIGHTER PHYSICAL ABILITIES TEST CONVERSION TABLE (EXPIRATION OF LIST) RECORD TYPES:	EX+10	EX+10		N	N	N	
/PER/22/	O013.	FIREFIGHTER PHYSICAL ABILITIES TEST PROTESTS LETTERS RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O014.	FIREFIGHTER PHYSICAL ABILITIES TEST RECORD CARD RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O015.	FIREFIGHTER WRITTEN TEST PROTESTS RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O016.	IDENTIFICATION FORM (WRITTEN TEST) (PDAS 70) FORM: PDAS 70 RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O017.	JUSTICE DEPARTMENT REPORT (CONSENT DECREE REQUIREMENTS) RECORD TYPES:	PE	PE		N	N	N	
/PER/22/	O018.	MEDICAL HISTORY FORM (PDMSD 1) FORM: PDMSD 1 RECORD TYPES: Confidential	TO+3	TO+5		N	N	Y	
/PER/22/	O019.	OFFICE EMPLOYEE FOLDER (TO PERSONNEL, EMPLOYEE FOLDERS) RECORD TYPES: A-CIVILIAN NIOD RETURN TO DUTY REPORT-MSDN-4 B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-GLIDE SHEET D-SICK LEAVE FORM	TE	TE		N	N	N	
/PER/22/	O020.	PHOTOS FOR RECRUITMENT PUBLICATIONS (RECORD SERIES IS IN VARIED MEDIA, IE., NEGATIVES) RECORD TYPES: A-NEGATIVES B-SLIDES	TO+2	TO+22		N	N	N	
/PER/22/	O021.	POLICE OFFICER AND FIREFIGHTER INTERVIEW MANUALS RECORD TYPES:	SU+2	SU+2		N	N	N	
/PER/22/	O022.	POLICE OFFICER APPLICATION & TEST RECORD CARD (PDR 3) FORM: PDR 3 RECORD TYPES:	TO+3	TO+10		N	N	N	
	O023.	POLICE OFFICER BACKGROUND APPEALS LETTERS	TO+5	TO+10		N	N	Y	

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**/PER/22/**

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			Office	Total	Code	V	H	C	L	
/PER/22/		RECORD TYPES: Confidential								
/PER/22/	O024.	POLICE OFFICER BACKGROUND DISQUALIFICATIONS LETTERS RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y		
/PER/22/	O025.	POLICE OFFICER BACKGROUND DISQUALIFICATIONS LOG RECORD TYPES:	TO+5	TO+10		N	N	N		
/PER/22/	O026.	POLICE OFFICER BACKGROUND INFORMATION SHEET RECORD TYPES:	TO+3	TO+10		N	N	N		
/PER/22/	O027.	POLICE OFFICER ENTRY SHEETS (WANG) (CANDIDATES SCHEDULED FOR MEDICALS ) RECORD TYPES: Confidential	TO+1	TO+10		N	N	Y		
/PER/22/	O028.	POLICE OFFICER INTERNAL PROCEDURES MEMO RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/22/	O029.	POLICE OFFICER INTERVIEW APPOINTMENT & WORK HISTORY SHEET RECORD TYPES:	TO+2	TO+10		N	N	N		
/PER/22/	O030.	POLICE OFFICER INTERVIEW SCHEDULES RECORD TYPES:	TO+3	TO+10		N	N	N		
/PER/22/	O031.	POLICE OFFICER NOTIFICATION CARD TALLY REPORT RECORD TYPES: A-RECRUITMENT PRODUCTIVITY REPORT B-RECRUITMENT SOURCE REPORT C-WEEKLY TALLY COUNT	TO+2	TO+2		N	N	N		
/PER/22/	O032.	POLICE OFFICER NOTIFY CARDS (POL 37) FORM: POL 37 RECORD TYPES:	TO+2	TO+10		N	N	N		
/PER/22/	O033.	POLICE OFFICER PHYSICAL ABILITIES APPOINTMENT FILE RECORD TYPES: A-CANCELLED, NO SHOW, RESCHEDULES B-PERFORMANCE RECORD C-RELEASE FORMS D-ROSTERS & WORKSHEETS E-SCHEDULES	TO+3	TO+5		N	N	N		
/PER/22/	O034.	POLICE OFFICER PROTESTS LETTER RECORD TYPES:	TO+5	TO+10		N	N	N		
/PER/22/	O035.	POLICE OFFICER PSYCHOLOGICAL INTERVIEW SHEET RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y		

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**Records of: PERSONNEL/PUBLIC SAFETY EMPLOYMENT**

**/PER/22/**

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			Office	Total	Code	V	H	C	L
/PER/22/	O036.	POLICE OFFICER RATING SHEET RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O037.	POLICE OFFICER RECRUITMENT SUMMARY RECORD TYPES: A-ACCUMULATIVE INTERVIEW RESULTS B-ACCUMULATIVE WRITTEN TEST RESULTS C-BI-WEEKLY REPORT	TO+5	TO+10		N	N	N	
/PER/22/	O038.	POLICE OFFICER WEEKLY LABEL LISTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/PER/22/	O039.	POLICE RECRUITMENT QUESTIONNAIRES RECORD TYPES:	TO+2	TO+2		N	N	N	
/PER/22/	O040.	POLYGRAPH REQUEST LOG RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O041.	PUBLICITY DOCUMENTATION FILES (REC SERIES HAS VARIED MEDIA FORMAT, IE., VIDEO TAPES & BOOKS) RECORD TYPES: A-ART WORK B-BIOGRAPHIES (POLICE & FIRE) C-NEWSPAPER ADS D-NEWSPAPER ARTICLES E-OUTDOOR ADVERTISING F-PRESS RELEASES G-RADIO ANNOUNCEMENTS H-VIDEO TAPES  F-PRESS RELEASES	TO+2	TO+22		N	N	N	
/PER/22/	O042.	RECOMMENDATION TO ADMINISTER POLYGRAPH... (FOR POLICE OFFICER & FIREFIGHTER ) RECORD TYPES:	TO+3	TO+10		N	N	N	
/PER/22/	O043.	RECRUITMENT LITERATURE RECORD TYPES: A-BROCHURES B-BULLETINS C-BUMPER STICKERS D-FLYERS E-INTERVIEW BOOKLETS F-POSTERS G-TEAR-OFFS	TO+1	TO+11		N	N	N	

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**Records of: PERSONNEL/PUBLIC SAFETY EMPLOYMENT**  
**/PER/22/**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Record Type			
			Office	Total	Code	V	H	C
/PER/22/	O044.	F-POSTERS RECRUITMENT PLANS & PROPOSALS RECORD TYPES:	TO+2	TO+12		N	N	N
/PER/22/	O045.	RECRUITMENT REPORTS RECORD TYPES:	TO+2	TO+4		N	N	N
/PER/22/	O046.	REPORT OF EXAMINATION (PDAS 21) (TRANSFER TO CITY ARCHIVES ) FORM: PDAS 21 RECORD TYPES: Confidential Historical	TO+10	PE		N	Y	Y
/PER/22/	O047.	REQUEST FOR RESTORATION TO ELIGIBLE LIST (PDAS 24) FORM: PDAS 24 RECORD TYPES:	TO+10	TO+10		N	N	N
/PER/22/	O048.	TEST ANSWER FORM (WRITTEN TEST) (PDAS 71) FORM: PDAS 71 RECORD TYPES:	TO+3	TO+10		N	N	N
/PER/22/	O049.	WANG WORD PROCESSOR DISKS (CERTIFICATION MATERIALS) RECORD TYPES:	TO+2	TO+2		N	N	N
/PER/22/	O050.	BLAKE CONSENT DECREE (CONSENT DECREE REQUIREMENTS ) RECORD TYPES: A-CLAIM FORMS RETURNED UNDELIVERABLE B-APPLICATIONS C-TEST RECORD CARDS D-OUT OF STATE	TO+2	PE		N	N	N

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**Records of: PERSONNEL/EQUAL EMPLOYMENT OPPORTUNITIES**  
**/PER/26/**

*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			
/PER/26/	0	ORIGINAL RECORDS										
/PER/26/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/PER/26/	O002.	DISCRIMINATION COMPLAINT FILES RECORD TYPES: Confidential A-CHARGE OF DISCRIMINATION B-CORRESPONDENCE C-INVESTIGATION REPORT	CL+10	CL+10		N	N	Y				
/PER/26/	O003.	VALIDATION STUDIES (TEST RESEARCH FILE) RECORD TYPES: Confidential	CL+10	CL+10		N	N	Y				

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**Records of: PERSONNEL/EMPLOYEE BENEFITS OFFICE**  
**/PER/40/**

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			Office	Total	Code	V	H	C	L	
/PER/40/	O	ORIGINAL RECORDS								
/PER/40/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+5	AR+5		N	N	N		
/PER/40/	O002.	DENTAL PLAN CARRIER CONTRACTS (EXPIRATION OF CONTRACT + 10 YEARS ) RECORD TYPES: Vital	EX+10			Y	N	N		
/PER/40/	O003.	DENTAL PLAN RECAPS RECORD TYPES: Vital	TO+60	TO+60		Y	N	N		
/PER/40/	O004.	ENROLLMENT & CHANGE CARDS (ACTIVE & DENTAL) (ORIG TO HEALTH & DENTAL PLAN CARRIER ) RECORD TYPES:	TO+5	TO+5		N	N	N		
/PER/40/	O005.	HEALTH PLAN CARRIER CONTRACTS (EXPIRATION OF CONTRACT + 10 YEARS ) RECORD TYPES: Vital	EX+10			Y	N	N		
/PER/40/	O006.	HEALTH PLAN RECAPS (ACTIVE & RETIRED) RECORD TYPES: Vital	TO+60	TO+60		Y	N	N		

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**Records of: PERSONNEL/EMPLOYEE BENEFITS OFFICE**  
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			Office	Total	Code	V	H	C	L			
/PER/40/	O007.	INDEPENDENT DEPARTMENT BILLINGS RECORD TYPES:	CL+10	CL+10			N	N	N			
/PER/40/	O008.	MASTER DENTAL LISTINGS RECORD TYPES:	AU+5	AU+5			N	N	N			
/PER/40/	O009.	MASTER HEALTH LISTINGS RECORD TYPES:	AU+5	AU+5			N	N	N			
/PER/40/	O010.	MEDICARE REGISTERS RECORD TYPES: Vital	TO+60	TO+60			Y	N	N			
/PER/40/	O011.	PAYMENT CARDS RECORD TYPES:	TO+5	TO+5			N	N	N			
/PER/40/	O012.	SUGGESTION AWARD PROGRAM FILE RECORD TYPES: A-SUGGESTION INVESTIGATION RECORD-EB34 B-SUGGESTION INVESTIGATION STATUS REPORT-GEN 160 C-SUGGESTION PLAN FORM-GEN 150	AU+10	AU+10			N	N	N			

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**Records of: PERSONNEL/EMPLOYEE BENEFITS OFFICE**

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			Office	Total	Code	V	H	C	L
/PER/40/	O013.	UNEMPLOYMENT INSURANCE FILE (SUB TITLES E - H CONTAIN DUPLICATE RECORDS) RECORD TYPES: A-DECISION OF ADMINISTRATIVE LAW JUDGE-DE 3281 B-NOTICE OF DENIAL-DE 4614 C-NOTICE OF DETERMINATION OR RULING-DE 1080 D-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN 77 E-NOTICE OF HEARING-DE 1894 F-NOTICE TO CORRECT DEFICIENCIES-GEN 78 G-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 H-TIME OFF/COMPENSATION REQUEST-GEN 68 I-UNEMPLOYMENT APPEALS BOARD APPEAL-DE 1000 J-UNEMPLOYMENT INSURANCE CLAIM-DE 11010	AU+5	AU+10		N	N	N	
/PER/40/	O014.	UNEMPLOYMENT INSURANCE TAXABLE WAGES REPORT RECORD TYPES:	TO+60	TO+60		N	N	N	
/PER/40/	O015.	UNION BILLINGS RECORD TYPES:	CL+10	CL+10		N	N	N	

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**Records of: PERSONNEL/SAFETY**  
**/PER/41/**

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			Office	Total	Code	V	H	C	L	
/PER/41/	O	ORIGINAL RECORDS								
/PER/41/	O001.	DRIVER'S LICENSE INVESTIGATIONS (TERMINATION OF CITY EMPLOYMENT) RECORD TYPES: Confidential	TE	TE+5		N	N	Y		
/PER/41/	O002.	SAFETY BULLETIN (PDES V10) FORM: PDES V10 RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/41/	O003.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/PER/41/	O004.	TESTING REPORTS (INDUSTRIAL HYGIENE) RECORD TYPES:	TO+30	TO+30		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: PERSONNEL/MANAGEMENT - EMPLOYEE RELATIONS**  
**/PER/50/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		--Media Code			Record Type					
			Office	Total	V	H	C	L					
/PER/50/	O	ORIGINAL RECORDS											
/PER/50/	O001.	CHRONOLOGICAL FILE (COPIES OF ALL OUTGOING CORRESPONDENCE) RECORD TYPES:	TO+2	TO+2	N	N	N						
/PER/50/	O002.	COUNSELING CORRESPONDENCE RECORD TYPES: Confidential	AR	AR+10	N	N	Y						
/PER/50/	O003.	EXIT INTERVIEW FILE RECORD TYPES: A-EXIT INTERVIEW QUESTIONNAIRE B-REPORTS TO GENERAL MANAGER	TO+10	TO+10	N	N	N						
/PER/50/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+5	N	N	N						
/PER/50/	O005.	LABOR RELATIONS, MANAGEMENT, MID-MANAGEMENT & TRAINING... RECORD TYPES:	AR	AR+2	N	N	N						
/PER/50/	O006.	PERSONNEL PROCEDURES MANUAL (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+2	PE	N	Y	N						

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

**Records of: PERSONNEL/MANAGEMENT - EMPLOYEE RELATIONS**  
**/PER/50/**

*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	
/PER/50/	O007.	PLACEMENT RECORDS RECORD TYPES: A-CORRESPONDENCE AND LOGS OF PLACEMENT EFFORTS B-LAYOFF ACTIVITY REPORTS	TO+10	TO+10			N	N	N	
/PER/50/	O008.	SUPERVISORY TRAINING EVALUATIONS RECORD TYPES:	TO+2	TO+2			N	N	N	
/PER/50/	O009.	TRAINING ATTENDANCE SHEETS RECORD TYPES:	TO+2	TO+2			N	N	N	
/PER/50/	O010.	TRAINING EVALUATION SHEETS RECORD TYPES:	TO+2	TO+2			N	N	N	
/PER/50/	O011.	TRAINING EXPENSE FILE RECORD TYPES: A-EVALUATIONS OF TRAINING B-REQUEST FOR TRAINING EXPENSE C-SPECIALIZED TRAINING AGREEMENT D-TRAINING EXPENSE LOGS	TO+2	TO+5			N	N	N	
/PER/50/	O012.	TRANSFER, REVERSION AND 108 TRANSFER RECORDS A-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE...-GEN 16B A-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE...-GEN 16B B-STATISTICAL RECORDS OF TRANSFERS, REVERSIONS & 108 TRANSFERS	TO+15	TO+15			N	N	N	

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**City of Los Angeles**  
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**Records of: PERSONNEL/MANAGEMENT - EMPLOYEE RELATIONS**

**/PER/50/**

*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
/PER/50/	O013.	C-TRANSFER, REVERSION AND 108 TRANSFER LOG TUITION REIMBURSEMENT FILE RECORD TYPES: A-EDUCATIONAL INFORMATION SHEET B-REQUEST FOR TUITION REIMBURSEMENT C-TUITION REIMBURSEMENT LOG	TO+10	TO+10		N	N	N	
/PER/50/	O014.	UNFAIR FILE (SUB-TIT A & C ARE DUPLICATE RECORDS; ORIGINAL KEPT BY ERB) RECORD TYPES: A-HEARING OFFICER'S REPORT B-RELATED REPORTS & CORRESPONDENCE C-UNFAIR EMPLOYEE RELATIONS PRACTICE CLAIM AGAINST MANAGEMENT-ERB 3	CL+2	CL+2		N	N	N	

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

**Records of: PERSONNEL/MEDICAL SERVICES**  
**/PER/60/**

*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	
/PER/60/	O	ORIGINAL RECORDS								
/PER/60/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2	DO	N	N	N		
/PER/60/	O002.	CUSTODY CASE MEDICAL TREATMENT FILE RECORD TYPES: Confidential A-MEDICAL TREATMENT RECORD-PDMSD15 B-MEDICAL TREATMENT RECORD-PDMSD15A C-MEDICAL TREATMENT RECORD-PDMSD16F	TO+5	TO+10	DO	N	N	Y		
/PER/60/	O003.	CUSTODY CASE TREATMENT LOG RECORD TYPES: Confidential	TO+5	TO+10	BK	N	N	Y		
/PER/60/	O004.	MEDICAL RECORD FOLDER (RETAIN DISABILITY FOLDER IN OFFICE UNTIL PARTY IS DECEASED, THEN TRANSFER TO STORAGE) RECORD TYPES: (Retain Disability Folder in Office Until Party is Deceased, Then Transfer to Storage) A-AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION Form MR101 B-BODY FAT EVALUATION Form MSD64 C-CARDIAC TREATMENT RECORD Form PDMSD16 D-CLINIC TREATMENT RECORD Form RH360 E-CORRESPONDENCE F-ELECTROCARDIOGRAMS G-INJURY REPORTS H-LAB REPORTS I-MEDICAL EXAMINATION REPORT (DMV) J-MEDICAL TREATMENT RECORD-MSD38	TE	TE+30	DO	N	N	N		

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**Records of: PERSONNEL/MEDICAL SERVICES**  
**/PER/60/**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
			Office	Total	Code	V	H	C	L
		K-NOISE EXPOSURE SURVEY AND AUDIOMETRIC EVALUATION-MSD76A L-ORTHOPEDIC TREATMENT RECORD-PDMSD5 M-OUTSIDE MEDICAL REPORTS N-PERSONALITY ASSESSMENT REPORT O-PERSONALITY TESTS P-PROGRESS REPORT-MSD41A Q-REHABILITATION REPORT R-REPORT OF MEDICAL EXAMINATION-PDMSD2 S-REPORT OF MEDICAL HISTORY-PDMSD1 T-TITMUS VISION TESTER-EM241							
/PER/60/	O005.	Reduced from TE+80 to TE+30 by 99-0427 <b>PERSONALITY INVENTORY RECORDS</b> RECORD TYPES: Confidential A-Correspondence B-Personality assessment Report C-Personality Tests	TO+5	TO+20	DO	N	N	Y	
/PER/60/	O006.	Changed from TO+2+18 to TO+5+15 by 99-0427 <b>PRE-EMPLOYMENT MEDICAL EXAMINATIONS</b> (SELECTED & NON-SELECTED. IF EMPLOYEE REQUIRES FURTHER MED TRMT OR EXAM TRANS TO MED REC...) RECORD TYPES: Confidential A-AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION-MR101 B-BODY FAT EVALUATION FORM-MSD64 C-CORRESPONDENCE D-ELECTROCARDIOGRAMS E-LAB REPORTS F-MEDICAL EXAMINATION REPORT (DMV) H-REPORT OF MEDICAL EXAMINATION-PDMSD2 I-REPORT OF MEDICAL HISTORY-PDMSD1 Q-NOISE EXPOSURE SURVEY AND AUDIOMETRIC EVALUATION-MSD76A F-MEDICAL EXAMINATION REPORT (DMV)	TO+2	TO+20	DO	N	N	Y	
/PER/60/	O007.	<b>RECEIPT BOOKS (GEN. 30)</b> (ORIGINAL TO PAYOR ) FORM: GEN. 30 RECORD TYPES:	TO+2	TO+2	DO	N	N	N	
/PER/60/	O008.	<b>X-RAY IDENTIFICATION CARDS (MSD FMR5)</b> (PURGE WHEN RECORDS ARE DESTROYED ) FORM: MSD FMR5 RECORD TYPES:	AR+2	AR+2	DO	N	N	N	

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

**Records of: PERSONNEL/MEDICAL SERVICES**  
**/PER/60/**

*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
/PER/60/	O009.	X-RAYS (CIVILIAN EMPLOYEES & PRISONERS) (CIVILIAN EMPLOYEES & PRISONERS ) RECORD TYPES: Confidential  Increased from TE+20 to TE+30 by 99-0427	TE	TE+30	NG	N	N	Y	
/PER/60/	O010.	X-RAYS (POLICE & FIRE) RECORD TYPES: Confidential  Increased from TE+20 to TE+30 by 99-0427	TE	TE+30	NG	N	N	Y	
/PER/60/	O011.	X-RAYS (PRE-EMPLOYMENT) (SELECTED AND NON-SELECTED ) RECORD TYPES: Confidential	TE+2	TE+20	NG	N	N	Y	
/PER/60/	O012.	MINUTES OF BOARD OF HEALTH MEETINGS 1887-1911 & 1939-1956 (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO	PE	DO	N	Y	N	
/PER/60/	O013.	HEALTH DEPARTMENT INDEX--1935-1956 (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO	PE	DO	N	Y	N	
/PER/60/	O014.	PRE-EMPLOYMENT MEDICAL EXAMINATION - JAN 1998 AND LATER RECORD TYPES: Confidential Non-Select only. If Select transfer to Civ X-Ray or Pol & Fir X-Ray A-Authorization for release of Medical Information Form MR101 B-Body Fat Evaluation Form Form MSD64 C-Correspondence D-Electrocardiograms E-Lab Reports F-Medical Examination Report (DMV) G-Report of Medical Examination Form PDMSD2	TE+6	TE+7	DO	N	N	Y	

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

**Records of: PERSONNEL/MEDICAL SERVICES**

**/PER/60/**

*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					
		H-Report of Medical History Form PDMSD1 I-Noise Audiometric Evaluation Form MSD76A												
/PER/60/	O015.	Added by 99-0427 X-RAYS (PRE-EMPLOYMENT) - JANUARY 1998 AND LATER RECORD TYPES: Confidential Non-Select only. If Select transfer to Civ X-Ray or Pol & Fir X-Ray Added by 99-0427	TE+6	TE+7	NG	N	N	N	Y					

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

**Records of: PERSONNEL/PHARMACY**

**/PER/60B/** *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				
/PER/60B/	O	ORIGINAL RECORDS											
/PER/60B/	O001.	PRESCRIPTIONS RECORD TYPES:	SU+2	SU+2		N	N	N					
/PER/60B/	O002.	DAILY PRESCRIPTION LOG RECORD TYPES:	CL+10	CL+10		N	N	N					
/PER/60B/	O003.	PATIENT PROFILE RECORD TYPES:	TE+10	TE+10		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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**Original Records**

**Records of: PERSONNEL/WORKER'S COMPENSATION**  
**/PER/70/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
/PER/70/	0	ORIGINAL RECORDS								
/PER/70/	O001.	ACTUAL & ESTIMATED EXPENDITURE REPORT RECORD TYPES:	TO+3	TO+3		N	N	N		
/PER/70/	O002.	CORRESPONDENCE & SUBJECT FILES (AWARDS) RECORD TYPES:	TO+5	TO+5		N	N	N		
/PER/70/	O003.	CORRESPONDENCE & SUBJECT FILES (CIVILIAN) RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/70/	O004.	DEPOSIT CERTIFICATE (GEN. 2) FORM: GEN. 2 RECORD TYPES:	TO+3	TO+3		N	N	N		
/PER/70/	O005.	REHABILITATION EMPLOYEE FOLDER (FOLLOWING SUBTITLES ARE DUP RECS TO CONTROLLER; SOC SEC; B-D; G-I; N-P & Z) RECORD TYPES: Confidential A-ADVANCES TO CITY EMPLOYEES B-ATTORNEY FEE EXPENDITURES DISTRIBUTION C-CANCEL PAYMENT FORM LETTER D-CHECK CANCELLATION MEMOS E-CONFIRMATION LETTER F-CONSENT FOR RELEASE OF PERSONAL & CONFIDENTIAL INFORMATION	CL	CL+60		N	N	Y		

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**Records of: PERSONNEL/WORKER'S COMPENSATION**

**/PER/70/**

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			Office	Total	Code	V	H	C	L	
		G-DIRECT BANK DEPOSIT CHECK REQUEST H-EXPENDITURE DISTRIBUTION I-MILEAGE REIMBURSEMENT FORMS-RS 4 J-NOTIFICATION LETTER K-RECEIPT OF CHECK FOR ADVANCE L-REHABILITATION REPORT WORKSHEET-RS 9 M-REHABILITATION RESERVES N-REQUEST FOR PAYMENT-GEN 81 O-REQUEST FOR RUSH DEMAND P-SOCIAL SECURITY REQUEST FOR DETAIL EARNINGS Q-STATUS INFORMATION-RB 15-B R-STOP PAYMENT AFFIDAVIT FORM LETTER S-SUBSTITUTION OF ATTORNEYS T-SUSPENSION OF REHABILITATION BENEFITS-RS 6 U-TEMPORARY DISABILITY PAYMENT & ATTORNEY FEES WITHHOLDING-RS 11 V-VENDOR SERVICE REQUEST-RS 2 W-WORKER'S COMPENSATION REHABILITATION CASE CONTROL X-WORKER'S COMPENSATION REHABILITATION CASE INFORMATION-RS 3 Y-WORKERS' COMPENSATION REHABILITATION EXPENSE-RU 1 Z-WORKERS' COMPENSATION REHABILITATION TEMPORARY DISABILITY-RS 5								
/PER/70/	O006.	WORKERS' COMP AWARDS & INDEMNITY CYCLE INITIALIZATION REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/70/	O007.	WORKERS' COMPENSATION EMPLOYEE FOLDER RECORD TYPES: Confidential A-APPOINTMENT LETTER B-CITY ATTORNEY LITIGATION WORKSHEET C-COMPUTATION WORKSHEET D-DENIAL LETTER E-DOCTOR'S PANEL LETTER F-DUTY CERTIFICATE-PDAS 43 G-EMPLOYEE REPORT OF OCCUPATIONAL ILLNESS-GEN 166 H-EXAMINATION REPORT I-FILE & SERVE J-LETTER TO PENSIONS K-LITIGATION INDEXING L-MEDICAL RELEASE M-NARRATIVE LETTER	CL	CL+80		N	N	Y		

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**Records of: PERSONNEL/WORKER'S COMPENSATION**

**/PER/70/**

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Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --Media			Record Type			
			Office	Total	Code	V	H	C	L
		N-NEW CASE INJURY FORM							
		O-NOTICE ABOUT YOUR WORKERS' COMPENSATION BENEFITS							
		P-NOTICE OF EMPLOYEE DEATH							
		Q-PETITION TO TERMINATE LIABILITY							
		R-PRESENT FORM LETTER							
		S-REQUEST FOR INFORMATION RATING (STATE)							
		T-REQUEST FOR PD RATING							
		U-STATE LETTER							
		V-SUPPLEMENTAL REPORT LETTER							
		W-WORKERS' COMPENSATION CASE PROGRESS SHEET-AS 21R							

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**Records of: PERSONNEL/ADMINISTRATIVE SERVICES**  
**/PER/80/**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/PER/80/	O	ORIGINAL RECORDS								
/PER/80/	O001.	ACCOUNT FILE RECORD TYPES: A-LEDGER SHEETS B-REQUEST FOR EQUIPMENT LIST DEVIATION-GEN 112 C-DEPOSIT CERTIFICATE-GEN 2	CL+1	CL+4		N	N	N		
/PER/80/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/PER/80/	O003.	EMPLOYEE PERSONNEL FOLDER (DEPT.) (TRANSFER TO PERSONNEL DEPARTMENT OR EMPLOYEES NEW DEPT.) RECORD TYPES: Confidential A-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE-GEN 16B B-REQUEST FOR LEAVE OF ABSENCE-GEN 38 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 D-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN 42 E-TIME OFF/COMPENSATION REQUEST-GEN 68 F-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN 77 G-NOTICE TO CORRECT DEFICIENCIES-GEN 78 H-NOTICE OF COMMENDATION-GEN 79 I-AUTOMOBILE ACCIDENT REPORT-GEN 88 J-EXTENDED SICK LEAVE REQUEST-GEN 89 K-EMPLOYEE MEDICAL CALENDAR-GEN 90 L-MEDICAL INFORMATION CERTIFICATE-GEN 91 M-CLAIM FOR REIMBURSEMENT-GEN 130 N-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 O-PAY GRADE ADVANCEMENT-CAO 614 P-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 Q-EMPLOYEE EVALUATION REPORT-PDAS 28 R-DUTY CERTIFICATE-PDAS 43 S-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 T-RECORD OF TRAINING-PDMER 1	TE	TE		N	N	Y		

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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: PERSONNEL/ADMINISTRATIVE SERVICES**  
**/PER/80/**

*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
/PER/80/	O004.	EMPLOYEE PHOTO IDENTIFICATION CARD RECORD TYPES:	CL+2	CL+2		N	N	N	
/PER/80/	O005.	PERSONNEL DEPARTMENT WORKING RULES (BOX DESIGNATED AS HISTORICAL PER RETENTION SCHED; SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES:	SU+2	SU+2		N	N	N	
/PER/80/	O006.	RECEIPT BOOKS (GEN 30) FORM: GEN 30 RECORD TYPES:	CL	CL+2		N	N	N	
/PER/80/	O007.	RULES OF THE BOARD OF CIVIL SERVICE COMMISSIONERS (PAMPHLET) (BOX DESIGNATED AS HISTORICAL PER RETENTION SCHED; SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES:	SU+2	SU+2		N	N	N	
/PER/80/	O008.	TIME CARDS RECORD TYPES: A-PROCTOR TIME CARDS B-EXAMINING ASSISTANT TIME CARDS	TO+2	TO+5		N	N	N	
/PER/80/	O009.	TIME OFF/COMPENSATION REQUEST (GEN 68A) FORM: GEN 68A RECORD TYPES:	AR+2	AR+5		N	N	N	

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: PERSONNEL/ADMINISTRATIVE SERVICES**

**/PER/80/**

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			Office	Total	Code	V	H	C	L
/PER/80/	O010.	WEEKLY CREW TIME SHEET (5054) (REQUIRED BY WORKERS' COMPENSATION ) FORM: 5054 RECORD TYPES:	TO+5	TO+5		N	N	N	
/PER/80/	O015.	Closed Certification Lists Alphabetized by Job Class Title	TO+2	TO+5	DO	N	N	N	
/PER/80/	O016.	Closed Subpoena Requests Sorted by Month and Alphabetized	TO+2	TO+5	DO	N	N	N	

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**Records of: PERSONNEL/EXAMINATION PROCESSING**

**/PER/90/**

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			Office	Total	Code	V	H	C	L	
/PER/90/	O	ORIGINAL RECORDS								
/PER/90/	O001.	APPLICATION FOR EMPLOYMENT (PDR 1) (SENT TO PERSONNEL, EMPLOYEE FOLDERS ) FORM: PDR 1 RECORD TYPES:	CL	CL		N	N	N		
/PER/90/	O002.	MASTERS OF ILLUSTRATIONS IN EXAM BOOKLET... (REC SERIES IN VARIED MEDIA I.E. CHARTS, DRAWINGS, GRAPHS & PHOTOS) RECORD TYPES:	SU+2	SU+2		N	N	N		
/PER/90/	O003.	MICROFILM OF CANDIDATES' EXAM PAPERS RECORD TYPES:	TO+10	TO+10		N	N	N		
/PER/90/	O004.	OFFSET PLATES (KEPT UNTIL OFFSET PLATES DETERIORATE USUALLY 10-15 YEARS ) RECORD TYPES:	TO+10	TO+10		N	N	N		
/PER/90/	O005.	OPEN TO PROMOTIONAL MEMO (DOC 0939A) (SENT TO PERSONNEL, RECORDS (REPORT OF EXAM) ) FORM: DOC 0939A RECORD TYPES:	CL	CL		N	N	N		
/PER/90/	O006.	REPORT/SEPARATION FROM ACTIVE DUTY (SENT TO PERSONNEL, EMPLOYEE FOLDERS ) RECORD TYPES:	CL	CL		N	N	N		

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**Records of: PERSONNEL/EXAMINATION PROCESSING**

**/PER/90/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L
/PER/90/	O007.	REQUEST FOR MILITARY CREDIT (PDAS 25) (SENT TO PERSONNEL, RECORDS (REPORT OF EXAM) ) FORM: PDAS 25 RECORD TYPES:	CL	CL		N	N	N	
/PER/90/	O008.	TEST CONTROL CARDS (KEPT UNTIL COMPLETION OF SCORING PROCESS + 5 ) RECORD TYPES:	CL	CL		N	N	N	

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**Records of: PERSONNEL/SPECIAL FUNCTIONS**  
**/PER/91/**

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			Office	Total	Code	V	H	C	L				
/PER/91/	0	ORIGINAL RECORDS											
/PER/91/	O001.	ORDERS FOR MATERIAL AND EQUIPMENT RECORD TYPES: A-STORES MULTI USE FORM-GS MM1 B-SUB PURCHASE ORDER-GEN 9 C-PURCHASE REQUESTS-GS S11A D-VENDOR RECEIPTS	TO+3	TO+3		N	N	N					
/PER/91/	O002.	PROCTOR CARDS RECORD TYPES:	TO+2	TO+2		N	N	N					
/PER/91/	O003.	NOTICE OF FILING EXAMS (AS 78R) FORM: AS 78R RECORD TYPES:	TO+2	TO+2		N	N	N					

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**Records of: PERSONNEL/EMPLOYEE FOLDERS UNIT**  
**/PER/93/**

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			Office	Total	Code	V	H	C	L	
/PER/93/	O	ORIGINAL RECORDS								
/PER/93/	O001.	APPLICATION FILE (NON-CITY EMPLOYEES) RECORD TYPES: A-APPLICATION FOR EMPLOYMENT-PDR-1 B-REPORT/SEPARATION FROM ACTIVE DUTY-DD214	TO+3	TO+3		N	N	N		
/PER/93/	O002.	EMPLOYEE FOLDERS (COMBINE TERMINATED EMPLOYEE PERSONNEL FOLDER (DEPARTMENTAL) WITH EMPLOYEE FOLDER) BB-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS TRANSFER-GEN A-APPLICATION FOR EMPLOYMENT-PDR-1 AA-REQUEST FOR RESTORATION FOLLOWING PROBATIONARY TERMINATION-ES 43 R B-BACKGROUND LETTERS-RDL 12BR C-CERTIFICATES & LICENSES CC-RESTORATION FORM (FROM PROBATIONARY LETTER FILE) D-CHANGES TO REPORT OF EXAM-CO8-1 DD-RETIREMENT LETTERS E-CHARGE OUT CARD-AS 206 EE-TIME OFF/COMPENSATION REQUEST-GEN 68 F-CIVIL SERVICE COMMISSION APPEAL FF-TRANSCRIPTS AND LETTERS G-COMPLAINT/RELIEF FROM DUTY OR SUSPENSION-LAPD 01.60 GG-WORK HISTORY CARDS H-DISPLACEMENT WAIVER FORM HH-WORKERS' COMPENSATION APPEALS BOARD AWARD-WCL3R I-DRIVER RECORD INFORMATION (DMV) J-EDUCATIONAL CERTIFICATES K-EMERGENCY APPOINTMENT DOCUMENT-GEN 76 L-EMPLOYEE EVALUATION REPORT-PDAS 28 M-EMPLOYMENT VERIFICATION FORMS-CSC-4 N-FINGERPRINT CARD-FD 258 O-LAYOFF SENIORITY CARD-AS 53R P-LOYALTY OATH-GEN 132 Q-MEMOS & CORRESPONDENCE	TE+2	TE+50		N	N	Y		

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**Records of: PERSONNEL/EMPLOYEE FOLDERS UNIT**

**/PER/93/**

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			Office	Total	Code	V	H	C	L	L	
		R-NOTICE OF COMMENDATION-GEN 79 S-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN 77 T-NOTICE TO CORRECT DEFICIENCIES-GEN 78 U-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 V-PERFORMANCE RATING CARD-L13854 W-PROMOTIONAL MEMO CARDS-AS 133AR X-RECORD OF TRAINING-PDMER1 Y-REQUEST FOR LEAVE OF ABSENCE-GEN 38 Z-REQUEST FOR RESTORATION-PDAS 24									
/PER/93/	O003.	RECEIPT BOOKS (GEN. 30) FORM: GEN. 30 RECORD TYPES:	TO+1	TO+2		N	N	N			

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**Records of: PERSONNEL/RECORDS**  
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
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/PER/95/	O	ORIGINAL RECORDS CERTIFICATIONS								
/PER/95/	O001.	ADDITIONAL INFORMATION REQUIRED (AS 52R) FORM: AS 52R RECORD TYPES:	TO+2	TO+2		N	N	N		
/PER/95/	O002.	ALPHA LISTS TO ELIGIBLE CARDS RECORD TYPES:	TO+50	TO+50		N	N	N		
/PER/95/	O003.	CERTIFICATION LIST (PDAS 4) FORM: PDAS 4 RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y		
/PER/95/	O004.	CERTIFICATION NUMBER SHEET (AS 37) FORM: AS 37 RECORD TYPES:	TO+5	TO+5		N	N	N		
/PER/95/	O005.	CERTIFICATION REQUEST LOG (AS 38R) FORM: AS 38R RECORD TYPES:	TO+5	TO+5		N	N	N		
/PER/95/	O006.	CHANGE NOTICE (PDAS 19) FORM: PDAS 19 RECORD TYPES:	TO+2	TO+2		N	N	N		

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/PER/95/	O007.	CHECKS BEING HELD (AS 70R) FORM: AS 70R RECORD TYPES:	TO+2	TO+2		N	N	N
/PER/95/	O008.	CLASSES TO BE CONSIDERED FOR LAYOFF (AS 40) FORM: AS 40 RECORD TYPES:	TO+2	TO+2		N	N	N
/PER/95/	O009.	CORRESPONDENCE & SUBJECT FILES (BACKGROUND) RECORD TYPES:	TO+5	TO+10		N	N	N
/PER/95/	O010.	DEPARTMENTAL SIGNATURE SHEET (AS 41R) FORM: AS 41R RECORD TYPES:	TO+2	TO+2		N	N	N
/PER/95/	O011.	DISPLACEMENT WAIVER FORM (TO PERSONNEL, EMPLOYEE FOLDERS ) RECORD TYPES: Confidential	CL	CL		N	N	Y
/PER/95/	O012.	LAYOFF LISTS RECORD TYPES: Confidential A-SENIORITY LIST FOR SUSPENSION UNDER CHARTER SECTION 125 B-CONTINUATION SHEET C-LAYOFF LIST LOG	TO+5	TO+10		N	N	Y

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/PER/95/	O013.	D-LAYOFF WORKSHEET LEAVE RECORDS (LOG) (08186) FORM: 08186 RECORD TYPES:	TO+5	TO+10		N	N	N	
/PER/95/	O014.	MASTER EXAMINATION INFORMATION CARDS RECORD TYPES: A-EXTENSION OF LISTS B-MASTER BLUE CARD C-RESTORATION LIST	TO+50	TO+50		N	N	N	
/PER/95/	O015.	PROOF OF CITIZENSHIP CARD (3X5) (TERMINATION OF EMPLOYMENT + 10 ) RECORD TYPES: Confidential	TE	TE+10		N	N	Y	
/PER/95/	O016.	REPORT OF EXAMINATION (PDAS 21) (TRANSFER TO CITY ARCHIVES ) FORM: PDAS 21 RECORD TYPES: Confidential Historical	TO+5	PE		N	Y	Y	
/PER/95/	O017.	REQUEST FOR CERTIFICATION (PDAS 15) FORM: PDAS 15 RECORD TYPES:	TO+5	TO+10		N	N	N	
/PER/95/	O018.	REQUEST FOR COPY OF PUBLIC RECORDS (AS 182R) FORM: AS 182R RECORD TYPES:	TO+2	TO+10		N	N	N	
/PER/95/	O019.	REQUEST FOR RESTORATION TO ELIGIBLE LIST (PDAS 24)	CL	CL		N	N	N	

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(TO PERSONNEL, EMPLOYEE FOLDERS ) FORM: PDAS 24 RECORD TYPES:																			
/PER/95/	O020.	REQUEST TO BE REINSTATED (AS 150) FORM: AS 150 RECORD TYPES:	TO+2	TO+10				N	N	N									
/PER/95/	O021.	RESULT OF MEDICAL EXAMINATIONS (MSD 20) FORM: MSD 20 RECORD TYPES:	TO+2	TO+80				N	N	N									
/PER/95/	O022.	SENIORITY TAB CARD (AS 53R) (TERMINATION OF EMPLOYMENT + 10 ) FORM: AS 53R RECORD TYPES: Confidential	TE	TE				N	N	Y									
/PER/95/	O023.	STATEMENT OF AVAILABILITY (PDAS 75) FORM: PDAS 75 RECORD TYPES:	TO+2	TO+2				N	N	N									
/PER/95/	O024.	TEMPORARY APPOINTMENT LIST (AS 80R) FORM: AS 80R RECORD TYPES:	TO+2	TO+2				N	N	N									
/PER/95/	O025.	TENTATIVE LISTS (CONTINUOUS EXAMS) (AS 174) (EXPIRATION OF ELIGIBLE LIST + 2 YRS ) FORM: AS 174 RECORD TYPES:	EX+2					N	N	N									

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**/PER/95/**

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

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: PERSONNEL/GENERAL MANAGER**

**/PER/OO/** *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	
/PER/OO/	0	ORIGINAL RECORDS								
/PER/OO/	0001.	CHILD CARE PROJECT FILE RECORD TYPES: A-CORRESPONDENCE B-SITE PLANS & PRINTS C-RESEARCH & REFERENCE MATERIAL	CL	CL+10		N	N	N		
/PER/OO/	0002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+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: PERSONNEL/COMMISSION**  
**/PER/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			
/PER/01/	D	DUPLICATE RECORD SERIES						
/PER/01/	D001.	CITY ATTORNEY OPINIONS (CITY ATTORNEY ) RECORD TYPES:	SU		N	N	N	
/PER/01/	D002.	CITY ATTORNEY OPINIONS' DIGEST (CITY ATTORNEY ) RECORD TYPES:	SU		N	N	N	
/PER/01/	D003.	COMFAC REPORTS (GENERAL SERVICES, P U & T ) RECORD TYPES:	TO+0/05		N	N	N	
/PER/01/	D004.	CORRESP TO BOARD OR SECRETARY (ONLY REQUIRING RESPONSE) (RECEIVING OFFICE ) RECORD TYPES:	TO+2		N	N	N	
/PER/01/	D005.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PER/01/	D007.	PUBLICATIONS & REF MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) 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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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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

**Records of: PERSONNEL/COMMISSION**  
**/PER/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
/PER/01/	D008.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK RECORDS MGMT; KEPT UNTIL ALL RECORDS DEST'RYD ) FORM: GEN. 62 RECORD TYPES:	CL		N N N
/PER/01/	D009.	REQUEST FOR ADVERTISING & DAILY JOURNAL CLIPPINGS (CITY CLERK ) RECORD TYPES:	TO+1		N N N
/PER/01/	D010.	TAPE RECORDINGS OF BOARD MEETINGS (KEPT 30 DAYS BY BOARD ACTION ) RECORD TYPES:	TO+0/01		N N N
/PER/01/	D011.	WEEKLY CREW TIME SHEET (5054) (PERSONNEL, ADMINISTRATIVE SERVICES ) FORM: 5054 RECORD TYPES:	TO+0/05		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: PERSONNEL/EXAMINING**

**/PER/10/**

*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
/PER/10/	D	DUPLICATE RECORD SERIES			
/PER/10/	D001.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/PER/10/	D002.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 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: PERSONNEL/CLASSIFICATION**  
**/PER/11/**

*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
/PER/11/	D	DUPLICATE RECORD SERIES			
/PER/11/	D001.	BULLETINS (SURPLUS) (PERSONNEL, CLASSIFICATION ) RECORD TYPES: A-OPEN BULLETINS-PDR 10 B-PROMOTIONAL BULLETINS-PDR 20	SU		N N N
/PER/11/	D002.	CITY ATTORNEY OPINIONS (CITY ATTORNEY ) RECORD TYPES:	SU		N N N
/PER/11/	D003.	CLASS SPECIFICATION (SURPLUS) (PDES 8) (PERSONNEL, CLASSIFICATION ) FORM: PDES 8 RECORD TYPES:	SU		N N N
/PER/11/	D004.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/PER/11/	D005.	NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION (GEN 77) (TO PERSONNEL, EMPLOYEE FOLDERS ) FORM: GEN 77 RECORD TYPES:	CL		N N N
/PER/11/	D006.	ORGANIZATION CHARTS (OPERATING DEPARTMENTS ) 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: PERSONNEL/CLASSIFICATION**

**/PER/11/**

*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			
/PER/11/	D007.	PAYGRADE DESCRIPTIONS (CAO) RECORD TYPES:	SU		N	N	N	
/PER/11/	D008.	POSITION INVENTORY (CAO) RECORD TYPES:	SU		N	N	N	
/PER/11/	D009.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 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: PERSONNEL/RECRUITMENT**  
**/PER/20/**

*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			
/PER/20/	D	DUPLICATE RECORD SERIES						
/PER/20/	D001.	EMPLOYEE REGISTER - HISTORY (MICROFICHE) (CONTROLLER ) RECORD TYPES:	SU		N	N	N	
/PER/20/	D002.	EXAMINATION ANNOUNCEMENTS (PERSONNEL, CLASSIFICATION; ORIGINAL MAINTAINED IN MASTER BULLETIN FILE; SEND 4 COPIES TO CITY ARCHIVES...) RECORD TYPES: A-OPEN BULLETINS-PDR 10 B-OPEN SUMMARIES-PDR 7 C-PROMOTIONAL BULLETINS-PDR 20 D-PROMOTIONAL SUMMARIES-PDR 8	SU		N	N	N	
/PER/20/	D003.	INTER OR INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PER/20/	D004.	PUBLIC'TNS & REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/PER/20/	D005.	RULES OF THE BOARD OF CIVIL SERVICE COMMISSIONERS (PAMPHLET) (PERSONNEL, ADMINISTRATIVE SERVICES ) RECORD TYPES:	SU		N	N	N	
/PER/20/	D006.	TIME OFF/COMPENSATION REQUEST (GEN 68)	TO+1		N	N	N	

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

**Records of: PERSONNEL/RECRUITMENT**

**/PER/20/**

*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
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(PERSONNEL, ADMINISTRATIVE SERVICES ) FORM: GEN 68 RECORD TYPES:

/PER/20/	D007.	WEEKLY CREW TIME SHEET (5054) (PERSONNEL, ADMINISTRATIVE SERVICES ) FORM: 5054 RECORD TYPES:	TO+1		N N N
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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Duplicate Records**

**Records of: PERSONNEL/PUBLIC SAFETY EMPLOYMENT**  
**/PER/22/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) -- Office</i>	<i>Media Code</i>	<i>Record Type V H C L</i>			
/PER/22/	D	DUPLICATE RECORD SERIES						
/PER/22/	D001.	CIVIL SERVICE COMMISSION APPEALS LETTER (PERSONNEL, COMMISSION) RECORD TYPES:	CL		N	N	N	
/PER/22/	D002.	FIREFIGHTER MEDICAL APPEALS LETTER (PERSONNEL, COMMISSION) RECORD TYPES:	TO+10		N	N	N	
/PER/22/	D003.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/PER/22/	D004.	ORDERS FOR SUPPLIES, EQUIPMENT & SERVICE FILE (GENERAL SERVICES, PURCHASING) RECORD TYPES: A-FEE REQUESTS B-INVOICES (OUTSIDE VENDORS) C-PRINT SHOP ORDERS (SMUF) D-PURCHASE REQUISITIONS-DS 1A E-REQUESTS FOR DUPLICATING	TO+1		N	N	N	
/PER/22/	D005.	ORDERS FOR SUPPLIES FILE (PERSONNEL, ADMIN. SERVS; CITY CLERK, ADMIN. SERVS; GEN. SERVICES, PURCHASING) RECORD TYPES: A-ORDER FOR SUPPLIES OR SERVICES-183 A B-PURCHASE ORDERS C-PURCHASE REQUISITIONS D-SERVICE RECEIPTS E-STORES MULTI-USE FORM	TO+1		N	N	N	
/PER/22/	D006.	POLICE OFFICER DISCRIMINATION COMPLAINTS (PERSONNEL, EQUAL EMPLOYMENT OPP.) RECORD TYPES:	TO+10		N	N	N	
/PER/22/	D007.	POLICE OFFICER INTERNAL DISCIPLINE REPORTS (POLICE DEPARTMENT) RECORD TYPES:	TO+10		N	N	N	
/PER/22/	D008.	POLICE OFFICER MEDICAL APPEALS LETTER (PERSONNEL, COMMISSION) RECORD TYPES:	TO+10		N	N	N	
/PER/22/	D009.	POLICE OFFICER PSYCHOLOGICAL APPEALS LETTER (PERSONNEL, MEDICAL SERVICES) RECORD TYPES:	TO+10		N	N	N	

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

**Records of: PERSONNEL/PUBLIC SAFETY EMPLOYMENT**

**/PER/22/**

*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
/PER/22/	D010.	POLICE OFFICER PSYCHOLOGICAL RESULTS (PERSONNEL, MEDICAL SERVICES) RECORD TYPES:	TO+10		N	N	N	
/PER/22/	D011.	POLICE OFFICER QUARTERLY REPORT (PERSONNEL, ADMINISTRATIVE SERVICES) RECORD TYPES:	SU		N	N	N	
/PER/22/	D012.	POSITION DESCRIPTION (3 CLERK TYPISTS, 1 OCCUP'NL TRAINEE... (PDES 3) (PERSONNEL, CLASSIFICATION) FORM: PDES 3 RECORD TYPES:	SU		N	N	N	
/PER/22/	D013.	PRINTOUT OF POLICE OFFICER ACADEMY CLASSES (POLICE DEPARTMENT) RECORD TYPES:	TO+10		N	N	N	
/PER/22/	D014.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/PER/22/	D015.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/PER/22/	D016.	RECRUITMENT LITERATURE (SURPLUS) (PERSONNEL, POLICE/FIRE SELECTION; NON-RECORD MATERIAL; SEND FOR COPIES TO CITY ARCHIVES) RECORD TYPES: A-BROCHURES B-BULLETINS C-FLYERS	SU		N	N	N	
/PER/22/	D017.	SENIOR PROCTOR & PROCTOR MONTHLY REPORT (PERSONNEL, ADMINISTRATIVE SERVICES) RECORD TYPES:	TO+1		N	N	N	
/PER/22/	D018.	SICK LEAVE ROSTER (PERSONNEL, ADMINISTRATIVE SERVICES) RECORD TYPES:	TO+1		N	N	N	
/PER/22/	D019.	TIME OFF/COMPENSATION REQUEST (GEN 68A) (PERSONNEL, ADMINISTRATIVE SERVICES) FORM: GEN 68A RECORD TYPES:	TO+1		N	N	N	
/PER/22/	D020.	WEEKLY CREW TIME SHEET (5054) (PERSONNEL, ADMINISTRATIVE SERVICES) FORM: 5054 RECORD TYPES:	TO+1		N	N	N	

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

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

**Records of: PERSONNEL/EQUAL EMPLOYMENT OPPORTUNITIES**

**/PER/26/**

*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			
/PER/26/	D	DUPLICATE RECORD SERIES						
/PER/26/	D001.	CLASS SPECIFICATION (PDES 8) (PERSONNEL, CLASSIFICATION ) FORM: PDES 8 RECORD TYPES:	SU		N	N	N	
/PER/26/	D002.	EXAMINATION BULLETINS (PERSONNEL, CLASSIFICATION ) RECORD TYPES: A-OPEN BULLETINS-PDR 10 B-PROMOTIONAL BULLETINS-PDR 20	SU		N	N	N	
/PER/26/	D003.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PER/26/	D004.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... RECORD TYPES:	AR		N	N	N	

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

**Records of: PERSONNEL/EMPLOYEE BENEFITS OFFICE**

**/PER/40/**

*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
/PER/40/	D	DUPLICATE RECORD SERIES			
/PER/40/	D001.	LOS ANGELES CITY EMPLOYEE REGISTER - ACTIVE PERSONNEL (PRGM IDH15) (CONTROLLER ) FORM: PRGM IDH15 RECORD TYPES:	SU		N N N
/PER/40/	D002.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER ) FORM: GEN 81 RECORD TYPES:	TO+5		N N N
/PER/40/	D003.	TERM & LEAVE REPORTS (CONTROLLER ) RECORD TYPES:	TO+0/05		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: PERSONNEL/SAFETY**  
**/PER/41/**

*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
/PER/41/	D	DUPLICATE RECORD SERIES			
/PER/41/	D001.	EMPLOYEE REPORT OF OCCUPATIONAL ILLNESS (GEN 166) (PERSONNEL, WORKERS' COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+3		N N N
/PER/41/	D002.	PROPOSED LEGISLATION (CHIEF LEGISLATIVE ANALYST) RECORD TYPES:	CL		N N N
/PER/41/	D003.	RECORD TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/PER/41/	D004.	WORK STATISTICS REPORT (OPERATING DEPARTMENTS) 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  
**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: PERSONNEL/MANAGEMENT - EMPLOYEE RELATIONS**  
**/PER/50/**

*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			
/PER/50/	D	DUPLICATE RECORD SERIES						
/PER/50/	D001.	ACCRETION & DELETION PETITIONS (EMPLOYEE RELATIONS BOARD ) RECORD TYPES: A-BACKGROUND INFORMATION ON CLASS B-EMPLOYEE RELATIONS BOARD DECISION C-PETITION-ERB 5 D-REPORT TO EMPLOYEE RELATIONS BOARD	CL		N	N	N	
/PER/50/	D002.	MEMORANDUM OF UNDERSTANDING (CAO ) RECORD TYPES:			N	N	N	
/PER/50/	D003.	PROPOSED LEGISLATION (CHIEF LEGISLATIVE ANALYST ) RECORD TYPES: A-REPORTS TO CHIEF LEGISLATIVE ANALYST & CIVIL SERVICE COMM. B-STATE ASSEMBLY OR SENATE BILL	CL		N	N	N	
/PER/50/	D004.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/PER/50/	D005.	TRAINING COURSE HANDOUTS (PERSONNEL, MANAGEMENT EMPLOYEE RELATIONS (KEPT UNTIL COMPLETION OF COURSE) 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: PERSONNEL/MEDICAL SERVICES**

**/PER/60/** *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			
/PER/60/	D	DUPLICATE RECORD SERIES						
/PER/60/	D001.	BILLINGS FROM CONTRACT HOSPITALS (CONTROLLER) RECORD TYPES:	CL+1		N	N	N	
/PER/60/	D002.	EMERGENCY ROOM TREATMENT RECORD AT CONTRACT HOSPITALS (CONTRACT HOSPITAL) RECORD TYPES:	CL+1		N	N	N	
/PER/60/	D003.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS (ORIGINATING OFFICE; NON-RECORD MATERIAL) RECORD TYPES:	SU		N	N	N	
/PER/60/	D004.	ORDERS FOR SUPPLIES, MATERIALS & DRUGS FILE (CONTROLLER; GENERAL SERVICES, PURCHASING & GENERAL SERVICES, STORES) RECORD TYPES: A-PACKING SLIPS & DELIVERY MEMOS B-PURCHASE ORDERS-DS-2 C-PURCHASE REQUISITIONS-DS-1A D-STORES MULTI-USE FORM-GS-MM1 E-SUB-PURCHASE ORDERS-GEN 9	TO+2		N	N	N	
/PER/60/	D005.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 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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**Duplicate Records**

**Records of: PERSONNEL/MEDICAL SERVICES**

**/PER/60/**

*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			
/PER/60/	D006.	TIME OFF/COMPENSATION REQUEST (GEN 68) (PERSONNEL, ADMINISTRATIVE SERVICES ) FORM: GEN 68 RECORD TYPES:	TO+1		N	N	N	
/PER/60/	D007.	WEEKLY CREW TIME SHEETS (5054) (PERSONNEL, ADMINISTRATIVE SERVICES ) FORM: 5054 RECORD TYPES:	TO+1		N	N	N	

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



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

**Records of: PERSONNEL/PHARMACY**

**/PER/60B/**

*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
/PER/60B/	D	DUPLICATE RECORD SERIES			

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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: PERSONNEL/WORKER'S COMPENSATION**

**/PER/70/**

*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
/PER/70/	D	DUPLICATE RECORD SERIES			
/PER/70/	D001.	CANCELLATION NOTICES (CONTROLLER) RECORD TYPES:	TO+4		N N N
/PER/70/	D002.	COMPUTER PRINTOUT TRANS 12B & 12I (PRINTOUT OF BILLS PD) (CONTROLLER) RECORD TYPES:	SU		N N N
/PER/70/	D003.	LOS ANGELES CITY EMPLOYEE REGISTER - ACTIVE PERSONNEL (PRGM ID H1) (CONTROLLER) FORM: PRGM ID H1 RECORD TYPES:	SU		N N N
/PER/70/	D004.	PROGRESS REPORT (PERSONNEL, ADMIN SERVICES) RECORD TYPES:	TO+3		N N N
/PER/70/	D005.	QUARTERLY REPORT (PERSONNEL, GENERAL MGR) RECORD TYPES:	TO+3		N N N
/PER/70/	D006.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 RECORD	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**  
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**Records of: PERSONNEL/WORKER'S COMPENSATION**

**/PER/70/**

*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			
TYPES:								
/PER/70/	D007.	REGISTRATION FORMS (FOR CLASSES & WORKSHOPS) (PERSONNEL, MGMT EMPLOYEE RELATIONS) RECORD TYPES:	TO+1		N	N	N	
/PER/70/	D008.	REQUEST FOR PAYMENT (GEN. 81) (CONTROLLER) FORM: GEN. 81 RECORD TYPES:	TO+2		N	N	N	
/PER/70/	D009.	STOP PAYMENT FORMS (TREASURY) RECORD TYPES:	TO+4		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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**Duplicate Records**

**Records of: PERSONNEL/ADMINISTRATIVE SERVICES**  
**/PER/80/**

*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
/PER/80/	D	DUPLICATE RECORD SERIES			
/PER/80/	D001.	ACCOUNT FILE (CONTROLLER; PERSONNEL - ADMINISTRATIVE SERVICES; GENERAL SERVICES - PURCHASING...) RECORD TYPES: A-AUTHORITY FOR EXPENDITURES-GEN 32 B-CASH RECEIPTS-GEN 4, 4A C-ENCUMBRANCE ADJUSTMENT-GEN 36 D-EXPENDITURE CORRECTION-GEN 57 E-EXPENSE BUDGET-CAO 24 F-GENERAL ENCUMBRANCE FORM-GEN 108 G-INTERNAL VOUCHER-GEN 1 H-INTERDEPARTMENTAL ORDER-GEN 33 I-INVOICE FOR PRINTING-GEN 21 J-NOTICE OF SCHEDULE PAYMENT-5043 K-PAYMENT VOUCHER-GEN 54, 54A L-PURCHASE ORDER/RECEIVING REPORT-GS/S-2 M-REMITTANCE ADVICE-5042-A N-REQUISITIONS-GS/S-1A O-REQUEST FOR EQUIPMENT LIST DEVIATION-GEN 112 P-REVENUE BUDGET-CAO 28 Q-REVENUE REFUND-GEN 56 R-STORES MULTI-USE-GS/MM1 S-SUB-PURCHASE ORDER-GEN 9 T-TRANSFER OF APPROPRIATION-GEN 104 U-TRANSMITTAL-CONT D08 V-TRAVEL AUTHORITY-GEN 73	CL+3		N N N
/PER/80/	D002.	EMPLOYEE REGISTER - HISTORY (MICROFICHE) (CONTROLLER ) RECORD TYPES:	SU		N N N
/PER/80/	D003.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING 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: PERSONNEL/ADMINISTRATIVE SERVICES**  
**/PER/80/**

*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
/PER/80/	D004.	PAYROLL RECORDS (CONTROLLER ) RECORD TYPES: A-PAYROLL CERTIFICATION, AUTHENTICATION & APPROVAL-GEN 71 B-PAYROLL REGISTER-5035 C-REIMBURSEMENT AUTHORITY AUDIT-5007 D-REIMBURSEMENT RECAPITULATION-5009 E-REIMBURSEMENT WORKSHEET-5039	TO+5		N N N
/PER/80/	D005.	PUBLICATION & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/PER/80/	D006.	RECORDS RETENTION SCHEDULE (GEN 60 & 6) (CITY CLERK, RECORDS MANAGEMENT ) FORM: GEN 60 & 6 RECORD TYPES:	SU+2		N N N
/PER/80/	D007.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; COMPLETION REFERS TO DESTRUCTION RECORDS) FORM: GEN 62 RECORD TYPES:	CL+2		N N N
/PER/80/	D008.	STATEMENT OF ECONOMIC INTEREST FILINGS (Ethics Commission)	TO+5	DO	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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**Duplicate Records**

**Records of: PERSONNEL/EXAMINATION PROCESSING**

**/PER/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
/PER/90/	D	DUPLICATE RECORD SERIES			
/PER/90/	D001.	BOARD REPORT (APPROVAL OF OPEN TO PROMOTIONAL) (PERSONNEL, COMMISSION ) RECORD TYPES:	TO+5		N N N
/PER/90/	D002.	BOARD REPORT (MILITARY CREDIT) (PERSONNEL, COMMISSION ) RECORD TYPES:	TO+5		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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**Duplicate Records**

**Records of: PERSONNEL/SPECIAL FUNCTIONS**  
**/PER/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
/PER/91/	D	DUPLICATE RECORD SERIES			
/PER/91/	D001.	EXAMS SCHEDULES (PERSONNEL - EXAMINING ) RECORD TYPES:	TO+1		N N N
/PER/91/	D002.	EXAM WORKSHEETS (PERSONNEL - EXAMINING ) RECORD TYPES:	TO+1		N N N

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

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

**Records of: PERSONNEL/EMPLOYEE FOLDERS UNIT**

**/PER/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			
/PER/93/	D	DUPLICATE RECORD SERIES						
/PER/93/	D001.	EMPLOYEE REGISTER - HISTORY (MICROFICHE) (CONTROLLER) RECORD TYPES:	SU		N	N	N	
/PER/93/	D002.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/PER/93/	D003.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK - RECORDS MGMT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/PER/93/	D004.	REQUEST FOR RETURN OF OUTSTANDING RECORDS (CC 206) (CITY CLERK - RECORDS MGMT) FORM: CC 206 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: PERSONNEL/RECORDS**  
**/PER/95/**

*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
/PER/95/	D	DUPLICATE RECORD SERIES CERTIFICATIONS			
/PER/95/	D001.	ALPHA CARDS (CONTINUOUS EXAMS) (PERSONNEL, RECORDS (TENTATIVE LISTS); EXPIRATION OF ELIGIBLE LIST) RECORD TYPES:			N N N
/PER/95/	D002.	BACKGROUND MEMOS (DISQUALIFICATIONS, OK'S ETC) (PERSONNEL, EMPLOYEE FOLDERS ) RECORD TYPES:	TO+0/05		N N N
/PER/95/	D003.	EEOD MEMO TO RECORDS & CERTIFICATIONS... (PERSONNEL, EQUAL EMPLOYMENT OPPORTUNITIES; EXPIRATION OF ELIGIBLE LIST) RECORD TYPES:			N N N
/PER/95/	D004.	ELIGIBLE CARDS (PERSONNEL, RECORDS ) RECORD TYPES: A-CERTIFICATION CARDS (RESTORATIONS & ADDRESS CHANGES)-PDAS 23 B-EXPIRATION INFORMATION CARDS (3X5 WHITE CARDS) C-NAME CARD (CONTINUOUS) D-NAME CARD (PERCAP)			N N N
/PER/95/	D005.	EMERGENCY AND LIMITED APPOINTMENT CARDS (PERSONNEL, RECORDS; EXPIRATION OF EMERGENCY OR LIMITED APPOINTMENT) RECORD TYPES:			N N N
/PER/95/	D006.	EMPLOYEE EVALUATION REPORT (PDAS 28) (PERSONNEL, ADMINISTRATIVE SERVICES ) FORM: PDAS 28 RECORD TYPES:	TE		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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**Records of: PERSONNEL/RECORDS**  
**/PER/95/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/PER/95/	D007.	EMPLOYEE REGISTER - HISTORY (MICROFICHE) (CONTROLLER ) RECORD TYPES:	SU		N N N
/PER/95/	D008.	INTER OR INTRA DEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING OFFICE ) RECORD TYPES:	AR		N N N
/PER/95/	D009.	POSITION DESCRIPTION (PDES 3) (PERSONNEL, ADMINISTRATIVE SERVICES ) FORM: PDES 3 RECORD TYPES:	SU		N N N
/PER/95/	D010.	PROGRESS REPORT (WORK PERIOD-STATISTICS FOR CAO 26 & GM) (PERSONNEL, ADMINISTRATIVE SERVICES ) RECORD TYPES:	TO+0/05		N N N
/PER/95/	D011.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT; KEPT UNTIL ALL RECORDS ARE DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/PER/95/	D012.	RESTORATION LOGS (PERSONNEL, RECORDS ) 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  
**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: PERSONNEL/RECORDS**

**/PER/95/**

*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
/PER/95/	D013.	WEEKLY CREW TIME SHEET (5054) (PERSONNEL, ADMINISTRATIVE SERVICES ) FORM: 5054 RECORD TYPES:	TO+0/05		N N N

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**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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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: PERSONNEL/GENERAL MANAGER**  
**/PER/OO/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/PER/OO/	D	DUPLICATE RECORD SERIES						
/PER/OO/	D001.	CITY ATTORNEY OPINIONS (CITY ATTORNEY ) RECORD TYPES:	SU		N	N	N	
/PER/OO/	D002.	INTER OR INTRADEPARTMENTAL BULLETINS, NOTICES, MANUALS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/PER/OO/	D003.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/PER/OO/	D004.	RECORDS TRANSFER LIST (GEN. 62) (CITY CLERK RECORDS MGMT; KEPT UNTIL ALL RECORDS DESTROYD ) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	

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