

Department Records Disposition Schedules

CITY PLANNING

Schedule Number Department Name

/DCP/	CITY PLANNING
/DCP/10/	CITY PLANNING/EXECUTIVE OFFICE
/DCP/100/	CITY PLANNING/ADMINISTRATIVE SERVICES
/DCP/154/	CITY PLANNING/CENTRAL MAPS & PUBLICATIONS
/DCP/155/	CITY PLANNING/AUTOMATED RECORDS AND FILES
/DCP/252/	CITY PLANNING/DIVISION OF LAND PARCEL MAPS
/DCP/253/	CITY PLANNING/DIVISION OF LAND-SUBDIVISION
/DCP/271/	CITY PLANNING/ENVIRONMENTAL SECTION
/DCP/310/	CITY PLANNING/ZONING ADMINISTRATION
/DCP/330/	CITY PLANNING/CITYWIDE PLANNING/COMMUNITY PLAN REVISION SECTION
/DCP/341/	CITY PLANNING/ZONING ADMIN. PUBLIC OFFICES
/DCP/350/	CITY PLANNING/BOARD OF ZONING APPEALS (BZA) CASES
/DCP/410/	CITY PLANNING/COMMUNITY PLANNING DIVISION
/DCP/510/	CITY PLANNING/CITY WIDE PLANNING
/DCP/520/	CITY PLANNING/CITYWIDE PLANNING - PLAYA VISTA
/DCP/530/	CITY PLANNING/CITYWIDE PLANNING - AIRPORTS
/DCP/610/	CITY PLANNING/SYSTEMS DIVISION
/DCP/700/	CITY PLANNING/GEOGRAPHIC INFORMATION SYSTEMS DIVISION

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: CITY PLANNING/EXECUTIVE OFFICE

/DCP/10/

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	V	H	C	L							
/DCP/10/	0	ORIGINAL RECORDS																	
/DCP/10/	O001.	ADMINISTRATION FILES RECORD TYPES:	TO+2	TO+2			N	N	N										
/DCP/10/	O002.	EXECUTIVE OFFICE SUBJECT FILES RECORD TYPES:	TO+2	TO+2			N	N	N										
/DCP/10/	O003.	EXECUTIVE OFFICE CORRESPONDENCE 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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION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: CITY PLANNING/ADMINISTRATIVE SERVICES

/DCP/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	
/DCP/100/	O	ORIGINAL RECORDS								
/DCP/100/	O001.	HEARING REPORTER NOTES & TRANSCRIPTS (NOTES FROM MEETINGS) RECORD TYPES: *A-CITY PLANNING COMMISSION (CPC) *B-ZONING ADMINISTRATOR (ZA) *C-BOARD OF ZONING APPEALS (BZA)	TO+2	PE		N	N	N		
/DCP/100/	O002.	ACCOUNTING AND SUPPLY SECTION RECORDS RECORD TYPES: A-RECEIPT BOOK B-RECORDS AND LEDGERS	TO+1	TO+3		N	N	N		
/DCP/100/	O003.	PAYROLL RECORDS (LEGAL DOCUMENTS FOR LAWSUITS) RECORD TYPES:	TO+2	TO+10		N	N	N		
/DCP/100/	O004.	CONTRACTS AND PURCHASES RECORD TYPES:	TO+2	TO+5		N	N	N		
/DCP/100/	O005.	ADMINISTRATIVE RECORDS RECORD TYPES: A-BUDGET CORRESPONDENCE B-SUBJECT FILES	TO+2	TO+2		N	N	N		
/DCP/100/	O006.	GENERAL CORRESPONDENCE & SUBJECT FILES 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: CITY PLANNING/ADMINISTRATIVE SERVICES

/DCP/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
/DCP/100/	O007.	PERSONNEL RECORDS (TRANSFER TO EMPLOYEE'S NEW DEPARTMENT OR PERSONNEL DEPT. (CAO RULE NO. 10) RECORD TYPES: Confidential A-EMPLOYEE FOLDERS	TE	TE		N	N	Y	
/DCP/100/	O008.	PAYROLL AND TIME VARIATIONS (LEGAL DOCUMENTS FOR LAWSUITS) RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DCP/100/	O009.	GEOGRAPHIC REPORT LAYOUTS AND WORKSHEETS RECORD TYPES:	TO+3	TO+3		N	N	N	
/DCP/100/	O010.	GRAPHIC PHOTOS AND NEGATIVES (TRANSFER MATERIAL TO ARCHIVES) RECORD TYPES: Historical	TO+4	PE		N	Y	N	
/DCP/100/	O011.	MIS PAY PERIOD TIMESHEETS (SUBJECT TO PERIODIC AUDITS) RECORD TYPES:	TO+1	TO+7		N	N	N	
/DCP/100/	O012.	MIS CORRESPONDENCE 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: CITY PLANNING/ADMINISTRATIVE SERVICES

/DCP/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
/DCP/100/	O013.	STATISTICAL REPORTS RECORD TYPES: A-GENERAL PLAN QUARTERLY STATUS REPORT B-MEASURES OF EFFECTIVENESS C-OVERTIME REPORTS AND SPECIAL REPORTS	TO+2	TO+2		N	N	N	
/DCP/100/	O014.	PLANACS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DCP/100/	O015.	CERTIFICATION INTERVIEW FOLDERS RECORD TYPES: Confidential	TO+5	TO+5		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: CITY PLANNING/CENTRAL MAPS & PUBLICATIONS

/DCP/154/ *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	
/DCP/154/	O	ORIGINAL RECORDS								
/DCP/154/	O001.	DEPARTMENT PUBLICATIONS (4 COP TO CITY ARCHIVES PER SEC 50110 CA GOV CODE; KP 25 COP) RECORD TYPES: Historical	PE	PE		N	Y	N		
/DCP/154/	O002.	TAPE RECORDINGS OF COMMISSION, BOARDS, & STAFF MEETINGS RECORD TYPES:	TO+5	TO+5		N	N	N		
/DCP/154/	O003.	TAPE RECORDINGS OF BOARD OF ZONING APPEALS MEETINGS (NO WRITTEN MINUTES KEPT. TAPES ARE PERMANENT RECRDS. TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	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: CITY PLANNING/AUTOMATED RECORDS AND FILES
/DCP/155/

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 Total	--Code	Record Type V H C L				
/DCP/155/	0	ORIGINAL RECORDS								
/DCP/155/	0001.	CITY PLANNING COMMISSION CASES (CPC) (THESE RECORDS WILL HAVE VARIED MEDIA FORMAT, EG; DO, MP, PH, AT, ETC.) RECORD TYPES: A-CORRESPONDENCE B-ORDINANCE C-ENVIRONMENTAL CLEARANCE D-ENVIRONMENTAL IMPACT REPORT E-COUNCIL COMMITTEE ACTION F-CPC ACTION G-INTRADEPARTMENTAL REPORTS H-HEARING NOTICE I-MAILING LIST J-APPLICATION TO CPC-CP 1100 K-APPEAL TO CITY COUNCIL L-PUBLICATIONS M-PLOT PLAN N-MAPS O-PHOTOGRAPHS P-CONDITION CLEARANCES	TO+6	PE		N	N	N		
/DCP/155/	0002.	COASTAL DEVELOPMENT PERMIT (CDP) (THESE RECORDS WILL HAVE VARIED MEDIA FORMAT, EG; DO, MP, PH, AT, ETC.) RECORD TYPES: A-CORRESPONDENCE B-MAILING LIST C-ENVIRONMENTAL CLEARANCE D-APPLICATION FOR COASTAL DP-CP 1605 E-HEARING NOTICE F-INTRADEPARTMENTAL REPORTS G-DEPARTMENT STAFF REPORT H-DECISION LETTER I-NOTICE OF PERMIT ISSUANCE-CP 1622 J-APPEAL FROM COASTAL DP ACTION-CP 1606 K-APPEAL LETTERS L-APPEAL DECISION LETTER M-PLOT PLAN N-MAPS	TO+3	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
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: CITY PLANNING/AUTOMATED RECORDS AND FILES
/DCP/155/

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
/DCP/155/	O003.	O-PHOTOGRAPHS YARD VARIANCE (YV) (THESE RECORDS WILL HAVE VARIED MEDIA FORMAT, EG; DO, MP, PH, NG, ETC.) RECORD TYPES: A-CORRESPONDENCE B-ENVIRONMENTAL CLEARANCE C-INTRADEPARTMENTAL REPORTS D-ZONING APPLICATION FOR AREA, BLDG. LINE OR HEIGHT VARIANCE-CP 2001 E-ZONING APPLIC. FOR SLIGHT MODIFICATION OF AREA REGULATIONS-CP 2002 F-MAILING LIST G-HEARING NOTICE H-DEPARTMENT STAFF REPORT I-DECISION LETTER J-NOTICE OF APPEAL/TRANSFER OF JURISDICTION-CP 2008 K-APPEAL LETTERS L-APPEAL DECISION LETTER M-PLOT PLAN N-MAPS O-PHOTOGRAPHS	TO+3	PE		N	N	N	
/DCP/155/	O004.	ZONING ADMINISTRATION (O, NC, CUB, ZA, CU, CUZ, CUX) (THESE RECORDS WILL HAVE VARIED MEDIA FORMAT, EG; DO, MP, PH, AT, ETC.) RECORD TYPES: A-CORRESPONDENCE B-ENVIRONMENTAL CLEARANCE C-ENVIRONMENTAL IMPACT REPORT D-DEPARTMENT STAFF REPORT E-DECISION LETTER F-HEARING NOTICE G-MAILING LIST H-PHOTOGRAPHS I-INTRADEPARTMENTAL REPORTS J-APPLICATION TO ZONING ADMIN.-CP 2004 K-NOTICE OF APPEAL/TRANSFER OF JURISDICTION-CP 2008 L-APPEAL DECISION LETTER M-PLOT PLAN N-MAPS O-PHOTOGRAPHS P-CONDITION CLEARANCE LETTERS	TO+3	PE		N	N	N	
/DCP/155/	O005.	ZONING ADMINISTRATION INTERPRETATION (ZAI) (THESE RECORDS WILL HAVE VARIED MEDIA FORMAT, EG; DO, MP, PH, AT, ETC.) RECORD TYPES: A-CORRESPONDENCE B-ENVIRONMENTAL CLEARANCE	TO+1	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
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: CITY PLANNING/AUTOMATED RECORDS AND FILES
/DCP/155/

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	
		C-DEPARTMENT STAFF REPORT D-DECISION LETTER E-INTRADEPARTMENTAL REPORTS F-MAILING LIST G-APPLICATION FOR ZONING ADMINISTRATION INTERPRETATION-CP 2005 H-HEARING NOTICE I-APPEAL DECISION LETTER J-NOTICE OF APPEAL/TRANSFER OF JURISDICTION-CP 2008 K-PLOT PLAN L-MAPS M-PHOTOGRAPHS								
/DCP/155/	O006.	BOARD OF ZONING APPEALS CASES (BZA) (SEQUENTIALLY NUMBERED CASES ONLY. TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES:	TO+2	PE		N	N	N		
/DCP/155/	O007.	COASTAL PERMIT CASES (SEQUENTIALLY NUMBERED CASES ONLY. TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES:	TO+2	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
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: CITY PLANNING/DIVISION OF LAND PARCEL MAPS
/DCP/252/

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
/DCP/252/	O	ORIGINAL RECORDS							
/DCP/252/	O001.	CERTIFICATE OF COMPLIANCE RECORD TYPES: A-APPLICATION & INSTRUCTION FOR A CERTIFICATE OF COMPLIANCE-CP1850 B-CERTIFICATE OF COMPLIANCE REQUEST TO BE RECORDED-CP1852 C-CORRESPONDENCE D-GRANT DEEDS E-MAPS F-NOTICE OF EXEMPTION-GEN153	TO+10	PE		N	N	N	
/DCP/252/	O002.	CERTIFICATE OF COMPLIANCE LOG RECORD TYPES:	PE	PE		N	N	N	
/DCP/252/	O003.	DIVISION OF LAND MAPS (D.L. MAPS) (PRECEDED PARCEL MAPS) RECORD TYPES:	TO+7	PE		N	N	N	
/DCP/252/	O004.	PARCEL MAPS (DIVISION OF LAND MAP FILES (D.L.'S) RETAINED PRIOR TO 1963) RECORD TYPES: A-APPLICATION FOR PARCEL MAP-CP1800 B-APPLICATION OF CONVERSION/WILLING TO PURCHASE-CP1813 C-COMMENTS D-CORRESPONDENCE E-FIELD DATE/OFFICE RESEARCH SHEET-CP1813 F-FINAL REPORT WORK SHEET-CP1809 G-GRANT DEEDS H-HEARING NOTICE-CP1820 I-INCOMPLETE APPLICATION NOTICE-CP1804 J-INSTRUCTION FOR CONDOMINIUM CONVERSION APPLICATIONS-CP1802 K-NOTICE OF EXEMPTION-GEN153	TO+7	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
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: CITY PLANNING/DIVISION OF LAND PARCEL MAPS
/DCP/252/

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	
		L-NOTIFICATION LETTER TO COUNCIL DISTRICT & HOMEOWNERS ASSOC.-CP1807 M-PARCEL MAP TRANSMITTAL LETTER TO OTHER DEPARTMENTS-CP1805 N-PHOTOGRAPHS O-REQUEST FOR PARCEL MAP MOD.-CP1822 P-REPORTS								
/DCP/252/	O005.	PARCEL MAP EXEMPTION RECORD TYPES: A-APPLICATION FOR PARCEL MAP EXEMPTION-CP1840 B-COVENANT & AGREEMENT TO HOLD PROPERTY-CP1844 C-CORRESPONDENCE D-NOTICE OF EXEMPTION-GEN153 E-PHOTOGRAPHS F-REPORTS	TO+7	PE		N	N	N		
/DCP/252/	O006.	F-REPORTS PARCEL MAP EXEMPTION LOG RECORD TYPES:	PE	PE		N	N	N		
/DCP/252/	O007.	PARCEL MAP LOG BOOK RECORD TYPES:	PE	PE		N	N	N		
/DCP/252/	O008.	PARCEL MAP VIOLATION LOG RECORD TYPES:	PE	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
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: CITY PLANNING/DIVISION OF LAND-SUBDIVISION
/DCP/253/

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	
/DCP/253/	O	ORIGINAL RECORDS								
/DCP/253/	O001.	ADVISORY AGENCY AGENDA AND NOTES RECORD TYPES:	TO+5	TO+5		N	N	N		
/DCP/253/	O002.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/DCP/253/	O003.	INDEX CARD (TRACT MAPS AND PRIVATE STREET MAPS) RECORD TYPES:	TO+26	TO+26		N	N	N		
/DCP/253/	O004.	PRIVATE STREET MAPS (TRANSFER TO STORAGE AFTER COMPLETION; REC SER IN VAR FORMATS) RECORD TYPES: A-BOARD OF ZONING APPEAL ACTION B-CHECKLIST FOR PRIVATE STREETS-CP6220 C-CONSENT TO EXTENSION OF TIME-CP6230 D-COUNCIL ACTION E-CORRESPONDENCE F-FILING NOTIFICATION & DISTRIBUTION G-GENERAL COVENANT & AGREEMENT-CP6770 H-NOTICE OF INCOMPLETE APPLICATION-CP6221 I-NOTICE OF EXEMPTION-GEN 153 J-OWNERSHIP LIST K-PHOTOGRAPHS L-PRIVATE STREET MAP OWNER STATEMENT-CP6210 M-TERMINATION OF COVENANT AND AGREEMENT-CP6780	CL	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
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: CITY PLANNING/DIVISION OF LAND-SUBDIVISION

/DCP/253/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Office	Total	Code	Record Type V H C L			
/DCP/253/	O005.	N-REPORTS TRACT MAPS (TRANSFER TO STORAGE AFTER RECORDED OR DEAD; IN VAR FORMATS) RECORD TYPES: A-ACTION OF THE CITY COUNCIL AA-GENERAL COVENANT AND AGREEMENT-CP6770 AAA-STAFF REPORT-CP6401 B-ACTION OF THE CITY PLANNING COMMISSION-CP6512 BB-GRADING COMPUTATIONS-CP6115 BBB-STAFF REPORT COVER SHEET-CP6510 C-ADVISORY AGENCY WORK SHEET-CP6311 CC-HOUSING INSPECTION REPORT REQUIREMENT-CP6710 CCC-STAFF REPORT OFFICIAL NOTICE-CP6511 D-AFFIDAVIT OF MAILING NOTICE-CP6303 DD-HOUSING MITIGATION COVENANT-TEMPORARY-CP6772 DDD-SUBDIVIDER STATEMENT-CP6111 E-AGENDA DATE/COVER SHEET-CP6310 EE-HOUSING PURCHASE COVENANT AND AGREEMENT-CP6776 EEE-TENANT INFORMATION CHART FOR CONDOMINIUM CONVERSION-CP6345 F-APPLICATION FOR BUILDING LINE ESTABLISHMENT CHANGE...-CP6660 FF-INSTRUCTION AND NOTICE OF APPEAL CITY PLANNING COMMISSION...-CP6500 FFF-TERMINATION OF COVENANT AND AGREEMENT-CP6780 G-APPLICATION FOR ZONE BOUNDARY ADJUSTMENT OR ZONE CHANGE...-CP6650 GG-INSTRUCTION AND NOTICE OF APPEAL CITY COUNCIL-CP6540 GGG-WILLING TO PURCHASE-CP6344 H-APPEAL FROM COASTAL DEVELOPMENT PERMIT ACTION-CP6960 HH-INTENT TO TERMINATE-CP6173 I-CHECK LIST FOR APPLICATIONS-CP6140 II-LANDSCAPE COVENANT AND AGREEMENT-CP6775 J-CLEARANCE OF TRACT CONDITION-CP6700 JJ-LOW/MODERATE INCOME PURCHASE FEASIBILITY-CP6391 K-CONDITION COMPLIANCE-CP6701 KK-MELLO BILL FINDING-CP6390 L-CONDOMINIUM CONVERSION DATE SHEET-CP6313 LL-NEGATIVE DECLARATION-GEN 157 M-CONDOMINIUM CONVERSION FIELD INSPECTION-CP6312 MM-NOTES N-CONSENT TO CONTINUANCE FOR CONCURRENT HEARING ON APPEALS...-CP6117 NN-NOTICE OF DETERMINATION-GEN 153 O-CONSENT TO EXTENSION OF TIME-CP6160 OO-NOTICE OF INCOMPLETE APPLICATION-CP6141 P-COASTAL DEVELOPMENT PERMIT-CP6900	CL	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
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: CITY PLANNING/DIVISION OF LAND-SUBDIVISION

/DCP/253/

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
		PP-NOTICE OF INTENT TO DISAPPROVE WITHOUT PREJUDICE-CP6170 Q-COASTAL TENTATIVE TRACT PUBLIC HEARING NOTICE-CP6910 QQ-NOTICE OF TENTATIVE TRACT MAP FILING-CP6301 R-CORRESPONDENCE RR-NOTICE OF TENTATIVE TRACT MAP FILING CONCURRENT ZONE....-CP6306 S-COVENANT AND AGREEMENT MAINTAIN PRIV. OPEN SPACE FOR PARK...-CP6773 SS-PHOTOGRAPHS T-COVENANT AND AGREEMENT TO PROHIBIT RESIDENTIAL-CP6774 TT-PUBLIC HEARING NOTICE-CP6302 U-COVER LETTER FOR TENTATIVE TRACT STAFF REPORTS-CP6320 UU-PUBLIC HEARING NOTICE ZONE CHANGE-CP6307 V-COVENANT AND AGREEMENT-CONDOMINIUM CONVERSION-CP6771 VV-PUBLIC HEARING NOTIFICATION LIST-CP6350 W-DEMOLITION ASSISTANCE RIGHTS WITH PUBLIC HEARING NOTICE-CP6304 WW-RECREATION AND PARK FEE CREDIT MODIFICATION REQUEST-CP6630 X-EXONERATION OF SURETY BONDS-CP6714 XX-REPORTS Y-EXTENSION OF TIME 90-DAYS-CP6171 YY-REQUEST FOR RECORDED TRACT-CP6300 Z-FILING NOTIFICATION ZZ-MODIFICATION							
/DCP/253/	O006.	GRADING PLANS	TO+3	TO+20		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: CITY PLANNING/ENVIRONMENTAL SECTION
/DCP/271/

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	
/DCP/271/	O	ORIGINAL RECORDS								
/DCP/271/	O001.	ENVIRONMENTAL IMPACT REPORTS (EIR'S) (USED FOR LAWSUITS) RECORD TYPES: A-APPLICATION FOR ZONE CHANGE-CP-1100 B-CIRCULATION LIST C-CORRESPONDENCE D-DRAFT ENVIRONMENTAL IMPACT REPORT E-ENVIRONMENTAL DATA REQUIREMENT-CP-1256 F-FEDERAL GRANT APPLICATION G-ENVIRONMENTAL NOTATIONS-CP-1251 H-FINAL DISTRIBUTION OF EIR I-FINAL ENVIRONMENTAL IMPACT REPORT (FEIR) J-NOTICE OF COMPLETION K-NOTICE OF PREPARATION L-PRE-DRAFT REQUEST FOR COMMENTS (EIR) M-PRE-DRAFT REQUEST FOR COMMENTS - MAILING LIST N-PUBLICATION OF ENVIRONMENTAL NOTICES O-PUBLIC HEARING NOTICE TO PROPERTY OWNERS P-REQUEST FOR COMMENTS ON DRAFT ENVIRONMENTAL IMPACT REPORT Q-STATE CLEARINGHOUSE NUMBER (SCH)	TO+3	PE		N	N	N		
/DCP/271/	O002.	INDEX CARDS (FOR INITIAL STUDIES AND EIR'S) (USED FOR LAWSUITS) RECORD TYPES:	TO+10	PE		N	N	N		
/DCP/271/	O003.	INITIAL STUDIES (USED IN LAWSUITS; THESE RECORDS HAVE VARIED MEDIA FORMAT, EG; DO, MP, PH...) RECORD TYPES: Legal A-APPLICATION TO ADVISORY AGENCY FOR APPROVAL OF PRELIMINARY...-CP-1800 B-APPLICATION FOR ZONE VARIANCE-CP-2003 C-CORRESPONDENCE D-ENVIRONMENTAL ASSESSMENT FORM E-ENVIRONMENTAL MITIGATION AGREEMENT F-ENVIRONMENTAL QUESTIONNAIRE	TO+3	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
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: CITY PLANNING/ENVIRONMENTAL SECTION
/DCP/271/

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
/DCP/271/	O004.	G-HELIPORT SITE APPROVAL PERMIT APPLICATION H-INITIAL STUDY AND CHECK LIST-GEN 159 I-LAND USE MAP J-NEGATIVE DECLARATION-GEN 157 K-PLOT PLAN L-SUBDIVIDER STATEMENT-CP-6111 M-TRAFFIC ANALYSIS N-VICINITY MAP O-WORK SHEET P-ZONING APPLICATION FOR CONDITIONAL USE-CP-2004 INITIAL STUDIES LOCATION MAPS (BREWSTER MAP BOOKS) (USED FOR LAWSUITS) RECORD TYPES:	TO+3	TO+10		N	N	N	
/DCP/271/	O005.	OVERLAY MAPS 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: CITY PLANNING/ZONING ADMINISTRATION
/DCP/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				
/DCP/310/	O	ORIGINAL RECORDS											
/DCP/310/	O001.	ADMINISTRATIVE RECORDS (CORRESPONDENCE, MEMOS & OTHER MATERIAL NOT PERTINENT TO A NUMBERED CASE) RECORD TYPES:	TO+2	TO+2		N	N	N					
/DCP/310/	O002.	INDEX CARDS TO SERIALLY NUMBERED CASES RECORD TYPES: Vital	PE	PE		Y	N	N					
/DCP/310/	O003.	LOG BOOKS RECORD TYPES:	PE	PE		N	N	N					
/DCP/310/	O004.	SERIALLY NUMBERED CASES (ZA, YV, ZAI, CD) (FORWARD TO DIV 155 UPON COMPL'N OF PROC'G; HISTORICAL RECORD) RECORD TYPES:	CL	CL		N	N	N					
/DCP/310/	O005.	STATUS REPORTS RECORD TYPES:	TO+5	TO+5		N	N	N					
/DCP/310/	O006.	CITY ATTORNEY OPINIONS	PE	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
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: CITY PLANNING/ZONING ADMINISTRATION
/DCP/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
RECORD TYPES:									
/DCP/310/	O007.	ZONING ADMINISTRATOR'S PROCEDURE AND POLICY STATEMENTS RECORD TYPES:	PE	PE		N	N	N	
/DCP/310/	O008.	CODE STUDIES REFERENCE FILES (MAY BE USED FOR LAWSUITS. NOT PERTINENT TO SEQUENTIALLY NUMBERED CASES.) RECORD TYPES:	CL	CL+10		N	N	N	
/DCP/310/	O009.	BOARD RULINGS	TO+5	PE	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: CITY PLANNING/CITYWIDE PLANNING/COMMUNITY PLAN REVISION SECTION
/DCP/330/

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	
/DCP/330/	O	ORIGINAL RECORDS								
/DCP/330/	O001.	ADDRESS MAILING LIST RECORD TYPES:	TO+1	TO+3		N	N	N		
/DCP/330/	O002.	BUDGET MATERIAL RECORD TYPES: A-WORKING PAPERS B-FINAL PACKAGE	TO+2	TO+2		N	N	N		
/DCP/330/	O003.	RULE 13 MATERIAL RECORD TYPES: A-WORKING PAPERS B-FINAL PACKAGE	TO+2	TO+2		N	N	N		
/DCP/330/	O004.	GENERAL CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/DCP/330/	O005.	AB283 MATERIAL (DESTROY UPON COMPLETION OF LEGAL PROCEEDINGS.) RECORD TYPES: A-GENERAL CORRESPONDENCE B-COMPUTER MONITORING SYSTEM	CL+2	CL+10		N	N	N		
/DCP/330/	O006.	COMMUNITY PLAN REVISION MATERIAL RECORD TYPES: A-GENERAL CORRESPONDENCE B-COMPUTER MONITORING SYSTEM	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: CITY PLANNING/CITYWIDE PLANNING/COMMUNITY PLAN REVISION SECTION
/DCP/330/

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
/DCP/330/	O007.	MONTHLY COMMUNITY STATUS REPORTS (DESTROY UPON COMPLETION OF LEGAL PROCEEDINGS.) RECORD TYPES:	SU+2	SU+10		N	N	N	
/DCP/330/	O008.	COURT-ORDERED QUARTERLY REPORTS (DESTROY UPON COMPLETION OF LEGAL PROCEEDINGS.) RECORD TYPES:	TO+2	TO+10		N	N	N	
/DCP/330/	O009.	FLOOR PLANS RECORD TYPES: A-5TH FLOOR B-6TH FLOOR	SU+2	SU+2		N	N	N	
/DCP/330/	O010.	COMMUNITY PLAN REVISION PLAN FILES (SUBMITTED TO CITY CLERK) RECORD TYPES: A-CPAC RECOMMENDATIONS B-ISSUES PAPER C-WORKING PAPERS/MAPS D-FINAL PACKAGE	CL+1	CL+10		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: CITY PLANNING/ZONING ADMIN. PUBLIC OFFICES
/DCP/341/

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				
/DCP/341/	O	ORIGINAL RECORDS											
/DCP/341/	O001.	COASTAL APPROVALS IN CONCEPT (AIC) RECORD TYPES:	CL+2	CL+8		N	N	N					
/DCP/341/	O002.	LOG BOOKS RECORD TYPES:	TO+2	TO+2		N	N	N					
/DCP/341/	O003.	PLAN CONSISTENCY DETERMINATIONS (PC) RECORD TYPES:	CL+1	CL+5		N	N	N					
/DCP/341/	O004.	BUILDING PERMIT SECURITY WORKSHEETS 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: CITY PLANNING/BOARD OF ZONING APPEALS (BZA) CASES
/DCP/350/

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				
/DCP/350/	O	ORIGINAL RECORDS											
/DCP/350/	O001.	BOARD OF ZONING APPEALS (BZA) CASES (FORWARD CASES TO AUTOMATED RECORDS & FILES UPON COMPLETION OF PROCESSING) RECORD TYPES: Historical	PE	PE		N	Y	N					
/DCP/350/	O002.	TAPE RECORDS OF BZA MEETINGS (FORWARD TAPES TO CENTRAL MAPS & PUBLICATIONS) RECORD TYPES:	CL	CL		N	N	N					
/DCP/350/	O003.	ADMINISTRATIVE FILES (CORRES., MEMOS & OTHER MATERIALS NOT PERTINENT TO A NUMBERED CASE) RECORD TYPES:	TO+2	TO+2		N	N	N					
/DCP/350/	O004.	INDEX CARDS TO SEQUENTIALLY NUMBERED CASES (CARDS ARE NO LONGER BEING CREATED OR MAINTAINED: REC SERIES NO LONGER VITAL) RECORD TYPES: Vital	PE	PE		Y	N	N					
/DCP/350/	O005.	BOARD OF ZONING APPEALS AGENDAS & MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	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: CITY PLANNING/BOARD OF ZONING APPEALS (BZA) CASES

/DCP/350/

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
/DCP/350/	O006.	COASTAL PERMIT CASES (CP) (FORWARD CASES TO AUTOMATED RECORDS & FILES UPON COMPLETION OF PROCESSING) RECORD TYPES: Historical	PE	PE		N	Y	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: CITY PLANNING/COMMUNITY PLANNING DIVISION

/DCP/410/

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	
/DCP/410/	O	ORIGINAL RECORDS								
/DCP/410/	O001.	BOUNDARY ADJUSTMENTS (OFFICIAL DOCUMENTS RETAINED IN CITY COUNCIL FILES) RECORD TYPES: A-COMMITTEE REPORTS B-CORRESPONDENCE C-ENVIRONMENTAL REPORTS D-MAPS E-PROJECT AUTHORIZATION-AS-166 F-PUBLICATIONS G-STAFF REPORTS H-WORKING PAPERS F-PUBLICATIONS	TO+5	TO+10		N	N	N		
/DCP/410/	O002.	COMMUNITY MEETING TAPES RECORD TYPES:	TO+2	TO+2		N	N	N		
/DCP/410/	O003.	COMMUNITY PLANS (TRANSFER HISTORICAL DATA TO CITY ARCHIVES; HISTORICAL RECORD.) RECORD TYPES: A-ADOPTED PLAN B-BACKGROUND DATA C-BACKGROUND REPORT D-CORRESPONDENCE E-ENVIRONMENTAL IMPACT REPORT F-NOTIFICATIONS G-PLAN AMENDMENTS H-PRELIMINARY PLANS I-PROGRAM IMPLEMENTATION REPORT J-PROJECT AUTHORIZATION-AS-166 K-PROJECT WORK PROGRAM L-PROPOSED PLANS M-ZONING CONSISTENCY DOCUMENTS	SU	SU+10		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: CITY PLANNING/COMMUNITY PLANNING DIVISION
/DCP/410/

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
/DCP/410/	O004.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N
/DCP/410/	O005.	DISPLAY MAPS & EXHIBITS (TRANSFER HISTORICAL MATERIALS TO CITY ARCHIVES; HISTORICAL RECORD.) RECORD TYPES:	CL+2	CL+2		N	N	N
/DCP/410/	O006.	GENERAL PLAN ADVISORY BOARD MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N
/DCP/410/	O007.	RESEARCH & DEVELOPMENT FILES (TRANSFER HISTORICAL DATA TO CITY ARCHIVES; HISTORICAL RECORD.) RECORD TYPES: A-BACKGROUND & RESEARCH DATA B-CORRESPONDENCE C-MAPS D-REPORTS E-WORK PROGRAMS & BUDGETS	CL	CL+5		N	N	N
/DCP/410/	O008.	SPECIFIC PLANS (TRANSFER HISTORICAL DATA TO CITY ARCHIVES; HISTORICAL RECORD.) RECORD TYPES: A-ADOPTED PLAN B-BACKGROUND DATA C-BACKGROUND REPORT D-CORRESPONDENCE E-ENVIRONMENTAL IMPACT REPORT F-NOTIFICATIONS G-PLAN AMENDMENTS H-PRELIMINARY PLANS I-PROGRAM IMPLEMENTATION REPORT J-PROJECT AUTHORIZATION-AS-166 K-PROJECT WORK PROGRAM L-PROPOSED PLANS	SU	SU+10		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: CITY PLANNING/COMMUNITY PLANNING DIVISION

/DCP/410/

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
/DCP/410/	O009.	M-ZONING CONSISTENCY DOCUMENTS WORK ASSIGNMENT SHEETS (CP-3004/CP) FORM: CP-3004/CP RECORD TYPES:	CL+2	CL+2		N	N	N	
/DCP/410/	O010.	DESIGN REVIEW BOARD (DRB) CASES (Forward to Automated Records upon Completion of Processing)	CL+6	PE		N	N	N	
/DCP/410/	O011.	SITE PLAN REVIEW (SPR) CASES (Forward to Automated Records upon Completion of Processing)	CL+6	PE		N	N	N	
/DCP/410/	O012.	NEIGHBORHOOD IMPLEMENTATION PROGRAM Record Types: Community Design Overlay (CDO) Historic Preservation Overlay Zone (HPOZ) Neighborhood Oriented District (NOD) Pedestrian Oriented District (POD); and Other miscellaneous records	TO+2	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
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: CITY PLANNING/CITY WIDE PLANNING
/DCP/510/

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	
/DCP/510/	O	ORIGINAL RECORDS								
/DCP/510/	O001.	CITYWIDE ELEMENTS RECORD TYPES: A-ADMINISTRATION B-CITIZENS ADVISORY COMMITTEE C-BACKGROUND STUDY D-ENVIRONMENTAL IMPACT REPORT E-IMPLEMENTATION ANALYSIS F-PRELIMINARY PLAN G-PROPOSED PLAN H-PLAN APPROVAL I-PLAN ADOPTION J-IMPLEMENTATION RECORD	CL+3	CL+10		N	N	N		
/DCP/510/	O002.	SPECIFIC PLANS / DEVELOPMENT PLANS RECORD TYPES: A-ADMINISTRATION B-CITIZENS ADVISORY COMMITTEE C-BACKGROUND STUDY D-ENVIRONMENTAL IMPACT REPORT E-IMPLEMENTATION ANALYSIS F-PRELIMINARY PLAN G-PROPOSED PLAN H-PLAN APPROVAL I-PLAN ADOPTION J-IMPLEMENTATION RECORD/MONITORING K-DEVELOPMENT PLANS	CL+3	CL+10		N	N	N		
/DCP/510/	O003.	DEVELOPMENT PLANS (TO BE DELETED PER REVISION NO. 1 (2-89)) RECORD TYPES: A-ADMINISTRATION B-CITIZENS ADVISORY COMMITTEE C-BACKGROUND STUDY D-ENVIRONMENTAL IMPACT REPORT E-IMPLEMENTATION ANALYSIS F-PRELIMINARY PLAN G-PROPOSED PLAN	TO+5	TO+20		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: CITY PLANNING/CITY WIDE PLANNING
/DCP/510/

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
/DCP/510/	O004.	H-PLAN APPROVAL I-PLAN ADOPTION J-IMPLEMENTATION RECORD METRO RAIL DEVELOPMENT MONITORING, ANALYSIS & IMPLEMENTATION (TO BE DELETED PER REVISION NO. 1 (2-89) RECORD TYPES: A-ADMINISTRATION B-MEETING MINUTES C-PROJECT FILES	TO+10	TO+20		N	N	N	
/DCP/510/	O005.	ADMINISTRATION FILES RECORD TYPES: A-ADMINISTRATIVE SUBJECTS B-CORRESPONDENCE C-WORK PROGRAMS AND BUDGETS	AR+2	AR+5		N	N	N	
/DCP/510/	O006.	DISPLAY MAPS & EXHIBITS (TRANSFER HISTORICAL MATERIAL TO CITY ARCHIVES; HISTORICAL RECORD) RECORD TYPES:	CL+3	CL+10		N	N	N	
/DCP/510/	O007.	COMMUNITY MEETING TAPES RECORD TYPES:	TO+2	TO+2		N	N	N	
/DCP/510/	O008.	RESEARCH FILES AND REFERENCE REPORTS RECORD TYPES: A-BACKGROUND AND RESEARCH DATA B-CORRESPONDENCE C-MAPS D-WORK PROGRAMS AND BUDGETS	CL+3	CL+10		N	N	N	
/DCP/510/	O009.	DATA REPORTS (TRANSFER HISTORICAL MATERIALS TO CITY ARCHIVES) RECORD TYPES: Historical A-POPULATION ESTIMATES B-POPULATION PROJECTIONS C-STATISTICAL REPORTS	TO+5	PE		N	Y	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: CITY PLANNING/CITY WIDE PLANNING
/DCP/510/

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
/DCP/510/	O010.	ENVIRONMENTAL QUALITY BOARD FILES (SUBTITLES A-J TO BE DELETED PER REV. NO. 1 (2-89) RECORD TYPES: A-ADMINISTRATION B-MEETING MINUTES C-BACKGROUND STUDIES D-ENVIRONMENTAL REVIEW E-IMPLEMENTATION ANALYSIS F-PRELIMINARY RECOMMENDATIONS G-PROPOSED RECOMMENDATIONS H-APPROVAL I-ADOPTION J-IMPLEMENTATION	CL+3	CL+10		N	N	N	
/DCP/510/	O011.	ENVIRONMENTAL QUALITY BOARD MEETING AGENDAS & MINUTES (TRANSFER HISTORICAL MATERIALS TO CITY ARCHIVES) RECORD TYPES: Historical	CL+3	PE		N	Y	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: CITY PLANNING/CITYWIDE PLANNING - PLAYA VISTA
/DCP/520/

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	
/DCP/520/	O	Original Records								
/DCP/520/	O001.	First Phase Project for Playa Vista, Draft EIR EIR No. 90-0200 - SUB (C) (CUZ), State Clearinghouse No. 90010510 September 1992	TO+4	PE	DO	N	Y	N		
/DCP/520/	O002.	Master Plan Project for Playa Vista, Draft EIR EIR No. 90-0200 - SUB (C) (CUZ), State Clearinghouse No. 90010510 September 1992	TO+4	PE	DO	N	Y	N		
/DCP/520/	O003.	First Phase Project for Playa Vista / Master Plan Project for Playa Vista - Draft EIR, Technical Ap A. Volume I (Appendix A, B & C - City Env. Review, Notice of Preparation, Review of Comments) B. Volume II (Appendix D - Mitigation Monitoring Program) C. Volume III (Appendix E - Earth) D. Volume IV (Appendix E - Earth) E. Volume V (Appendix E - Earth) F. Volume VI (Appendix E - Earth) G. Volume VII (Appendix F - Air Quality) H. Volume VIII (Appendix G - Hydrology) I. Volume IX (Appendix H - Groundwater & Appendix I - Surface Water Quality) J. Volume X (Appendix J - Biotic Resources) K. Volume XI (Appendix K - Noise) L. Volume XII (Appendix L,M & N - Land Use, Safety and Population / Housing) M. Volume XIII (Appendix O - Transportation) N. Volume XIV (Appendix O - Transportation) O. Volume XV (Appendix O - Transportation) P. Volume XVI (Appendix P - Wastewater and Solid Waste) Q. Volume XVII (Appendix Q & R - Aesthetics & Views) R. Volume XVIII (Appendix T - Fiscal)	TO+4	PE	DO	N	Y	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: CITY PLANNING/CITYWIDE PLANNING - AIRPORTS

/DCP/530/

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	
/DCP/530/	O	Original Records								
/DCP/530/	O001.	Los Angeles International Airport Proposed Master Plan Improvement, Supplemental to the Draft A. Volume 1 (Main Document) B. Volume 2 (Main Document) C. Volume 3 (Appendices A,B,C,D,E,F,G and H) D. Volume 4 (Technical Report I) E. Volume 5 (Technical Report 2a) F. Volume 6 (Technical Report 2b and 2c) G. Volume 7 (Technical Report 3,4,5,6 and 7) H. Volume 8 (Technical Report 8, 9s, 9b, 10a and 10b)	TO+4	PE	DO	N	Y	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: CITY PLANNING/SYSTEMS DIVISION
/DCP/610/

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		
/DCP/610/	O	ORIGINAL RECORDS									
/DCP/610/	O001.	ADMINISTRATION FILES A-ADMINISTRATIVE SUBJECTS B-GENERAL CORRESPONDENCE C-WORK PROGRAMS	SU+2	SU+2	DO	N	N	N			
/DCP/610/	O006.	GIS DATABASE REFERENCE DATA A-Zoning Consistency Maps (Mylar), 1950-1980's B-Valley District Maps (Linen & Plastic coated Paper), prior to 1980's C-Township Range Templates (Tracing Cloth), 1920-1940's D-Master Zone District Sheets (Linen), 1920-1950's E-Annexation Map of City of Los Angeles (Linen), 1920-1950's	PE	PE	OD	N	Y	N			
/DCP/610/	O007.	GIS DATABASE FILES A-AB283 Ordinances (Paper) B-Valley Cadastral Maps (Linen & Plastic Coated Paper) C-Database Maintenance Files (Book) D-Work Program Files	SU+5	PE	OD	N	Y	N			
/DCP/610/	O008.	MAGNETIC DATA TAPES - ANNUAL Data of PCTS, Case Tracking, ZIMAS, ZMA, and the department's data on Netware, Sun Server, and Groupwise RECORD TYPES: Vital, Historical, Legal	PE	PE	MT	Y	Y	N			
/DCP/610/	O009.	MAGNETIC DATA TAPES - QUARTERLY Data of PCTS, Case Tracking, ZIMAS, ZMA, and the department's data on Netware, Sun Server, and Groupwise RECORD TYPES: Vital, Legal	SU	SU	MT	Y	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: CITY PLANNING/GEOGRAPHIC INFORMATION SYSTEMS DIVISION

/DCP/700/ *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
/DCP/700/	0	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:							DO

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: CITY PLANNING/EXECUTIVE OFFICE

/DCP/10/

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>
/DCP/10/	D	DUPLICATE RECORD SERIES			

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: CITY PLANNING/ADMINISTRATIVE SERVICES

/DCP/100/

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>
/DCP/100/	D	DUPLICATE RECORD SERIES			

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: CITY PLANNING/CENTRAL MAPS & PUBLICATIONS

/DCP/154/

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
/DCP/154/	D	DUPLICATE RECORD SERIES			
/DCP/154/	D001.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL UNLESS FILED IN AN OFFICIAL FILE) 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
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: CITY PLANNING/AUTOMATED RECORDS AND FILES
/DCP/155/

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
/DCP/155/	D	DUPLICATE RECORD SERIES			
/DCP/155/	D001.	MICROFICHE (CPC) (AUTOMATED RECORDS AND FILES) RECORD TYPES:	PE		N N N
/DCP/155/	D002.	MICROFICHE (ZA) (AUTOMATED RECORDS AND FILES) RECORD TYPES:	PE		N N N
/DCP/155/	D003.	MICROFICHE (BZA) (BOARD OF ZONING APPEALS) RECORD TYPES:	PE		N N N
/DCP/155/	D004.	MICROFICHE (TRACTS) (DIVISION OF LAND-SUBDIVISIONS) RECORD TYPES:	PE		N N N
/DCP/155/	D005.	MICROFICHE (PM) (DIVISION OF LAND-PARCEL MAPS) RECORD TYPES:	PE		N N N
/DCP/155/	D006.	MICROFICHE (YV) (AUTOMATED RECORDS AND FILES) RECORD TYPES:	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
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: CITY PLANNING/AUTOMATED RECORDS AND FILES

/DCP/155/

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
/DCP/155/	D007.	MICROFICHE (ZA-NC) (AUTOMATED RECORDS AND FILES) RECORD TYPES:	PE		N N N
/DCP/155/	D008.	MICROFILM (CPC) (AUTOMATED RECORDS AND FILES) RECORD TYPES:	PE		N N N
/DCP/155/	D009.	MICROFILM (ZA) (AUTOMATED RECORDS AND FILES) RECORD TYPES:	PE		N N N
/DCP/155/	D010.	CITY PLANNING COMMISSION (CPC) RECORD TYPES: A-CORRESPONDENCE B-ORDINANCE C-ENVIRONMENTAL CLEARANCE D-COUNCIL COMMITTEE ACTION E-CPC ACTION F-INTRA-DEPARTMENTAL REPORTS F-INTRA-DEPARTMENTAL REPORTS	TO+7		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: CITY PLANNING/DIVISION OF LAND PARCEL MAPS

/DCP/252/

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
/DCP/252/	D	DUPLICATE RECORD SERIES			
/DCP/252/	D001.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DCP/252/	D002.	PUBLICATIONS & REFERENCE 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
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: CITY PLANNING/DIVISION OF LAND-SUBDIVISION

/DCP/253/ *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			
/DCP/253/	D	DUPLICATE RECORD SERIES						
/DCP/253/	D001.	INTER & INTRA DEPARTMENTAL MANUAL,PUBLICATION,BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DCP/253/	D002.	MICROFICHE (TRACT MAPS & PARCEL MAPS) (BUREAU OF ENGINEERING) RECORD TYPES:	TO+20		N	N	N	
/DCP/253/	D003.	PUBLICATION AND REF. MATERIALS RECEIVED FROM OUTSIDE SOURCES (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
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: CITY PLANNING/ENVIRONMENTAL SECTION

/DCP/271/

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			
/DCP/271/	D	DUPLICATE RECORD SERIES						
/DCP/271/	D001.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETIN (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DCP/271/	D002.	PUBLICATIONS AND REFERENCE 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
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: CITY PLANNING/ZONING ADMINISTRATION

/DCP/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
/DCP/310/	D	DUPLICATE RECORD SERIES			
/DCP/310/	D001.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DCP/310/	D002.	REFERENCE FILE (ZONING ADMIN.; ORIG. DOCS. TO BE FILED W/CF. 78445.) RECORD TYPES: A-APPEAL RECORDS B-FINAL DETERMINATIONS C-SAMPLE CASES AND REPORTS	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
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: CITY PLANNING/CITYWIDE PLANNING/COMMUNITY PLAN REVISION SECTION
/DCP/330/

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
/DCP/330/	D	DUPLICATE RECORD SERIES			
/DCP/330/	D001.	CITY OF LOS ANGELES ZONE CODE (CITY PLANNING, ZONING ADMINISTRATION DIV.) RECORD TYPES:	SU		N N N
/DCP/330/	D002.	ADMINISTRATIVE AND MUNICIPAL CODES (CITY ATTORNEY, LEGISLATIVE SERVICES) RECORD TYPES:	SU		N N N
/DCP/330/	D003.	CITY CHARTER (CITY ATTORNEY, LEGISLATIVE SERVICES) RECORD TYPES:	SU		N N N
/DCP/330/	D004.	INTER & INTRA DEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DCP/330/	D005.	INTER & INTRA DEPARTMENTAL AGENDAS, MANUALS, PUBLICA ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DCP/330/	D006.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (OUTSIDE SOURCES) 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
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: CITY PLANNING/CITYWIDE PLANNING/COMMUNITY PLAN REVISION SECTION
/DCP/330/

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			
/DCP/330/	D007.	ORDERS FOR SUPPLIES AND/OR SERVICES RECORD TYPES: A-INVOICES PAYABLE B-REQUISITIONS FOR SUPPLIES-CS/S1 C-COMMUNICATION SERVICE REQUESTS-CS-C7 1-COMMUNICATION REQUESTS 2-CABLE AND EQUIPMENT REQUESTS	TO+2		N	N	N	
/DCP/330/	D008.	REQUEST FOR PROPOSALS (CITY CLERK) RECORD TYPES:	CL+2		N	N	N	
/DCP/330/	D009.	PERSONAL SERVICES CONTRACTS (CITY CLERK) RECORD TYPES:	CL+2		N	N	N	
/DCP/330/	D010.	TIMEKEEPING RECORDS (DEPARTMENTAL ADMINISTRATIVE SERVICES) RECORD TYPES:	TO+1		N	N	N	
/DCP/330/	D011.	SURPLUS PRINTED MATERIALS (ORIGINATING 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
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: CITY PLANNING/ZONING ADMIN. PUBLIC OFFICES

/DCP/341/ *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
/DCP/341/	D	DUPLICATE RECORD SERIES			
/DCP/341/	D001.	INTER/INTRADEPT'AL MANUALS, PUBL'CONS, MEMOS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DCP/341/	D002.	RECEIPT BOOKS (DUP COPIES USED FOR RESEARCH. OFFICIAL DEPT RECORDS ARE RETAINED BY DCP-ACCT...) 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: CITY PLANNING/BOARD OF ZONING APPEALS (BZA) CASES

/DCP/350/

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			
/DCP/350/	D	DUPLICATE RECORD SERIES						
/DCP/350/	D001.	INTER & INTRA DEPT MANUALS,PUBS.,BULLET.,NOTICES (NON-RECORDS MATERIAL UNLESS FILED IN AN OFFICIAL FILE) RECORD TYPES:	SU		N	N	N	
/DCP/350/	D002.	PUBLICATIONS & REFERENCE MATERIALS (NON-RECORD MATERIAL UNLESS FILED IN AN OFFICIAL FILE) RECORD TYPES:	AR		N	N	N	
/DCP/350/	D003.	SURPLUS PRINTED MATERIALS (NON-RECORD MATERIAL UNLESS FILED IN AN OFFICIAL FILE) 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
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: CITY PLANNING/COMMUNITY PLANNING DIVISION
/DCP/410/

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
/DCP/410/	D	DUPLICATE RECORD SERIES			
/DCP/410/	D001.	CITY PLANNING COMMISSION CASE PUBLIC WORKS APPROVALS (PLANNING COMMISSION SECRETARY) RECORD TYPES:	TO+1		N N N
/DCP/410/	D002.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/DCP/410/	D003.	PUBLICATIONS & REFER. MATER. FROM OUTSIDE SOURCES (NON RECORD MATERIAL UNLESS FILED IN AN OFFICIAL FILE.) RECORD TYPES:	AR		N N N
/DCP/410/	D004.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL UNLESS FILED IN AN OFFICIAL FILE.) 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
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: CITY PLANNING/CITY WIDE PLANNING

/DCP/510/

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			
/DCP/510/	D	DUPLICATE RECORD SERIES						
/DCP/510/	D001.	INTER & INTRADEPARTMENTAL MANUALS, PUBLICATIONS BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DCP/510/	D002.	PUBLICATIONS, BULLETINS AND NOTICES (NON-RECORD MATERIAL UNLESS FILED IN AN OFFICIAL FILE.) RECORD TYPES:	AR		N	N	N	
/DCP/510/	D003.	SURPLUS PRINTED MATERIALS (NON-RECORD MATERIAL UNLESS FILED IN AN OFFICIAL FILE.) 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
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: CITY PLANNING/SYSTEMS DIVISION

/DCP/610/

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
/DCP/610/	D	DUPLICATE RECORD SERIES			
/DCP/610/	D002.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE AGENCIES RECORD TYPES: Vital, Legal A-City Clerk-Ordinances	SU		Y 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