

Department Records Disposition Schedules

PUBLIC WORKS/BUREAU OF CONTRACT ADMIN

Schedule Number Department Name

/BCA/	PUBLIC WORKS/BUREAU OF CONTRACT ADMIN
/BCA/01/	PUBLIC WORKS/BUREAU OF CONTRACT ADMIN/GENERAL ADMINISTRATION
/BCA/02/	PUBLIC WORKS/BUREAU OF CONTRACT ADMIN/OFFICE OF CONTRACT COMPLIANCE

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF CONTRACT ADMIN/GENERAL ADMINISTRATION
/BCA/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			
/BCA/01/	O	ORIGINAL RECORDS										
/BCA/01/	O001.	ASSIGNMENTS FOR (DATE) (22 X 12"")" (555) FORM: 555 RECORD TYPES:	TO+2	TO+2		N	N	N				
/BCA/01/	O002.	BIDS RECEIVED LIST RECORD TYPES:	TO+2	TO+2		N	N	N				
/BCA/01/	O003.	BUREAU OF CONTRACT ADMINISTRATION MANUAL (TRANSFER 1 COPY TO CITY ARCHIVES; MARK AS HISTORICAL PER RET SCHED) RECORD TYPES:	SU+2	SU+2		N	N	N				
/BCA/01/	O004.	CLASS B" PERMIT RECORD (5 X 8 CARDS)" (BCA1063-A) FORM: BCA1063-A RECORD TYPES:	CL+30	CL+30		N	N	N				
/BCA/01/	O005.	COMPLETED PROJECT LIST (H-82) FORM: H-82 RECORD TYPES:	TO+2	TO+2		N	N	N				
/BCA/01/	O006.	CONTRACT NUMBER REFERENCE FILE CARD (3 X 5 CARDS) (1333) FORM: 1333 RECORD TYPES:	CL+10	CL+10		N	N	N				

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/BCA/01/	O007.	CONTRACT RECORD (5 X 8 CARDS) (BCA 1063) FORM: BCA 1063 RECORD TYPES:	CL+30	CL+30		N	N	N
/BCA/01/	O008.	CONTRACTOR'S ADDRESS FILE (3 X 5 CARDS) RECORD TYPES:	TO+2	TO+2		N	N	N
/BCA/01/	O009.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N
/BCA/01/	O010.	DAILY 'A' PERMIT ASSIGNMENTS (22 X 12"") (1324) FORM: 1324 RECORD TYPES:	TO+2	TO+2		N	N	N
/BCA/01/	O011.	DAILY ASSIGNMENT REPORT RECORD TYPES:	TO+2	TO+2		N	N	N
/BCA/01/	O012.	DEPUTY BUILDING INSPECTION AUTHORIZATION (H-57) FORM: H-57 RECORD TYPES:	TO+3	TO+3		N	N	N

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/BCA/01/	0013.	EMPLOYEE PERSONNEL RECORD (OFFICIAL FOLDER RETAINED BY PW/MANAGEMENT-EMPLOYEE SERVICES) RECORD TYPES: Confidential A-APPLICATION FOR EMPLOYMENT-PDR-1 AA-NOTICE TO CORRECT DEFICIENCIES-FG 78 B-AUTOMOBILE ACCIDENT REPORT-GEN. 88 BB-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 C-CERTIFICATE OF COMMENDATION-PAR 33 CC-PERMIT TO RETURN TO WORK OR SCHOOL-12-0016 D-CERTIFICATE OF TRAINING-PDMER 5 DD-PRE-EMPLOYMENT QUESTIONNAIRE-EO-18 E-CHANGE OF DEPARTMENT-GEN. 42 EE-PROBATIONARY EMPLOYEE SUMMARY & CLOSING REPORT-H-22 F-CHANGE OF STATUS-PG 43 FF-PROBATIONARY EVALUATION REPORT-PAP 23 G-CLAIM FOR REIMBURSEMENT-GEN. 130 GG-RECORD OF TRAINING-110/PDMER1 H-CORRESPONDENCE HH-REQUEST FOR LEAVE OF ABSENCE-FG 38 I-DUTY CERTIFICATE-PDAS 43 II-REQUEST FOR PERSONNEL ACTION J-EMPLOYEE ADDRESS RECORD-PAR 22 JJ-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE-FG 16B K-EMPLOYEE EVALUATION REPORT-PDAS 28 KK-REPORT OF HOME MILEAGE-H-75A L-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-FG 166 LL-SPECIALIZED TRAINING REQUEST-M-ER 8 M-EQUIPMENT CHECK LIST-H-76 MM-TERMINATION OF EMPLOYMENT-FORM 8 N-EXTENDED SICK LEAVE REQUEST-GEN. 89 NN-TIME OFF/COMPENSATION REQUEST-FG 68-A O-FOLLOW-UP REPORT ON PROBATIONARY EMPLOYEE-968C P-GRIEVANCE APPEAL-FG 164 Q-GRIEVANCE INITIATION-FG 162 R-GRIEVANCE RESPONSE-FG 163 S-JOB MEMORANDUM-1065-B T-MEDICAL INFORMATION CERTIFICATE-FG 91 U-NOMINATION FOR EMERGENCY APPOINTMENT-FG 76 V-NOTICE OF ASSIGNMENT-975 W-NOTICE OF CHANGE OF HEADQUARTERS & MILEAGE DEDUCTOR-H-75A X-NOTICE OF COMMENDATION-FG 79	TE+10	TE+10		N	N	Y			

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/BCA/01/	O014.	Y-NOTICE OF INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT-PA 27 Z-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-FG 77 EMPLOYEE LIST OF HOME TO HEADQUARTERS MILEAGE RECORD TYPES:	TO+2	TO+2		N	N	N	
/BCA/01/	O015.	EMPLOYEE PROPERTY ASSIGNMENT RECORD (M 27) FORM: M 27 RECORD TYPES:	TE+2	TE+2		N	N	N	
/BCA/01/	O016.	ESTIMATE ROUTE CARDS (5 X 8 CARDS) (H 88) FORM: H 88 RECORD TYPES:	CL+2	CL+2		N	N	N	
/BCA/01/	O017.	FOUR-WEEK B-PERMIT STATUS REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/BCA/01/	O018.	FOUR-WEEK CONTRACT STATUS REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/BCA/01/	O019.	FURNITURE & EQUIPMENT INVENTORY LIST RECORD TYPES:	CL+5	CL+5		N	N	N	

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/BCA/01/	O020.	INDEX OF MATERIALS ORDERS (5 X 8 CARDS) (H-87) FORM: H-87 RECORD TYPES:	CL+5	CL+5		N	N	N	
/BCA/01/	O021.	INSPECTION RATIOS OF COMPLETED PROJECTS RECORD TYPES:	CL+5	CL+5		N	N	N	
/BCA/01/	O022.	INSURANCE MILEAGE ENDORSEMENT FORM FOR CITY OF L.A. RECORD TYPES:	TO+2	TO+2		N	N	N	
/BCA/01/	O023.	INVENTORY FORM (FOR PRINTED FORMS) (H-68A) FORM: H-68A RECORD TYPES:	CL+5	CL+5		N	N	N	
/BCA/01/	O024.	LIST OF INSPECTION PERSONNEL DRIVER'S LICENSES RECORD TYPES:	TO+2	TO+2		N	N	N	
/BCA/01/	O025.	MONTHLY EMPLOYMENT UTILIZATION REPORT (257) FORM: 257 RECORD TYPES:	TO+3	TO+3		N	N	N	
/BCA/01/	O026.	NEW B-PERMITS (H-79) FORM: H-79 RECORD TYPES:	TO+2	TO+2		N	N	N	

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/BCA/01/	O027.	NEW CONTRACTS AND WORK ORDERS (H-79A) FORM: H-79A RECORD TYPES:	TO+2	TO+2		N	N	N	
/BCA/01/	O028.	PAVING MIXES-BATCH WEIGHTS (M-6) FORM: M-6 RECORD TYPES:	CL+20	CL+20		N	N	N	
/BCA/01/	O029.	PERMIT APPLICATION LOGS RECORD TYPES: A-A-PERMIT B-EXCAVATION PERMIT C-GENERAL DEPOSIT D-SEWER HOUSE CONNECTION	CL+3	CL+3		N	N	N	
/BCA/01/	O030.	PLAN DISTRIBUTION RECORD (H-1) FORM: H-1 RECORD TYPES:	CL+2	CL+10		N	N	N	
/BCA/01/	O031.	PREMIUM PAY AUTHORIZATION (H-56) FORM: H-56 RECORD TYPES:	TO+2	TO+2		N	N	N	
/BCA/01/	O032.	PROGRESS RECORD (5 X 8 CARDS) (BCA-1063) FORM: BCA-1063 RECORD TYPES:	CL+30	CL+30		N	N	N	

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/BCA/01/	O033.	PROJECT FILE RECORD TYPES: 1-APPLICATION FOR ELECTRICAL INSPECTION-B&S E-6 10-CAO ANALYSIS OF PROPOSED (NARRATIVE)-CAO 649A 100-PROPOSED LIST OF SUBCONTRACTORS-FAU G-1 101-RECAPITULATION OF CONTRACT TIME-BCA-1339 102-RECORD OF PILE DRIVING-840 103-RECORD OF TEST: ASPHALT CEMENT-321 104-RECORD OF TEST: SOIL COMPACTION-450-B 105-RECORD OF TEST: ASPHALT CONCRETE MIXES-323 106-REGISTERED DEPUTY BLDG INSPECTOR'S CERTIFICATE OF COMPLIANCE-B&S B-94 107-REMITTANCE ADVICE (OFFICE OF CONTROLLER)-5042-A 108-REPORT OF COMPRESSION TESTS-GS/STD911 109-REPORT OF FIELD INVESTIGATION-M-30 11-CHANGE ORDER-ENG 3.151 110-REPORT OF NEW PAVING & TREES PLANTED-M-15 111-REQUEST FOR CHANGE OF HOUSE CONNECTION SEWER-1023 112-REQUEST FOR DETERMINATION OF SUBDIVISION STREET TREE...-1338 113-REQUEST FOR SEWER RECORDS-H-104 114-REQUEST FOR STREET LIGHTING ENERGY FEE REQUIREMENTS-1335 115-SEWER RECORD TRANSMITTAL-378 116-SIGNATURE SHEET, AFFIDAVIT & BOND-ENG 3.405 117-SOIL TEST RECORD-1272 118-STATE OF CALIFORNIA DAILY RECORD OF JOB INSPECTION-11/49-5M 119-STATEMENT OF COMPLETION-BCA 1332 12-CHECK LIST FOR EARLY START APPROVAL-H-34 120-STATEMENT OF PARTIAL COMPLETION-BCA 1332-A 121-STOCK PIPE REQUEST-H-6 122-STORES MULTI-USE FORM-GS/MM1 123-STREET LIGHTING CONSTRUCTION RECORD OF LAMP CHANGES-168 124-STREET LIGHTING CONSTRUCTION RECORD OF REQUEST-M-21 125-STREET LIGHTING CONSTRUCTION START NOTICE-1336 126-STREET LIGHTING EQUIPMENT LIST-M-40 127-ST. OPENING & WIDENING DIV. - GEOLOGY & SOILS ENG. SEC RPT-ENG 2.223 128-STRUCTURE ESTIMATE SHEET-ENG 3.554 129-SUMMARY OF BIDS 13-CITATION FOR VIOLATION OF ORDINANCE-398-A 130-SUMMARY OF (FIRST - NOTICE) REPLIES-ENG 3.463 131-SURVEY GRADE SHEETS-ENG 3.884 132-TELEVISION PREVIEW OF SITE CONDITIONS PRIOR TO CONSTRUCTION-H-15	CL+2	CL+10		N	N	N	

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		133-TEST OF CRUSHED AGGREGATE OR MISCELLANEOUS BASE-GS/STD 910							
		134-TOTALS & SUMMARY SHEET-ENG 3.563							
		135-TRAFFIC SIGNAL COMPLETION NOTICE-M-97							
		136-TRANSMITTAL RESPONSE TO DEPARTMENT OF RECREATION & PARKS-M-42							
		137-UTILITIES AGREEMENT-DRW 39							
		138-WEEKLY REPORT OF CONTRACT WORK FORCE-OCC-1							
		139-WEEKLY REPORT OF SEWER CONSTRUCTION-359							
		14-CLAIM FOR DAMAGES-100-A							
		140-WEEKLY SUMMARY OF TONNAGE TICKETS-H-40							
		141-WELD TEST REPORTS-M-8							
		142-WORK ORDER-H-60							
		143-WORK ORDER CLOSING NOTICE-ENG 2.222							
		15-CLASS A" APPLICATION/PERMIT-ENG 3.668"							
		16-CLASS B" APPLICATION/PERMIT-ENG 3.659A"							
		17-CLASS B" PERMIT COMPLETION NOTICE-1220"							
		18-CLASS B" PERMIT DETERMINATION OF CHARGES DEPT OF TRAFFIC...-1337"							
		19-CLASS B" PERMIT RECORD-BCA 1063A"							
		2-APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT-ENG 3.654							
		20-COMMUNICATION RESPONSE INSTRUCTION-M-25							
		21-COMPACTION CONTROL DATA							
		22-COMPLAINT MEMO-1218							
		23-COMPLETION NOTICE & JOINT REPORT OF THE INSPECTOR OF PW...-1276							
		24-CONCRETE FAILURE-M-121							
		25-CONCRETE PLANT INSPECTORS DAILY REPORT-1007-A							
		26-CONCRETE RECORD OF TEST-STD 710							
		27-CONSTRUCTION INSPECTOR'S DAILY JOB REPORT-BCA 328							
		28-CONSTRUCTION INSPECTOR'S JOB REPORT-327							
		29-CONTRACT AND SPECIAL PROVISIONS							
		3-ASPHALT PLANT INSPECTOR'S DAILY REPORT-1007-B							
		30-CONTRACT PAYMENT REQUEST-ENG. 3.900							
		31-CONTRACT PROGRESS PAYMENT ESTIMATE-248-A							
		32-CONTRACT PROGRESS PAYMENT REPORT-1106							
		33-CONTRACT PROPOSAL-ENG 3.405A							
		34-CONTRACTS FILES-BPW-C2.1							
		35-CORRESPONDENCE							
		36-COVER SLIP FOR DAILY TONNAGE TICKETS-H-58							
		37-CRA NOTICE OF COMPLETION-E-28							
		38-DAILY REPORT INVOICE FOR COST PLUS CHANGES-ENG 3.153							
		39-DELIVERY INVOICES							
		4-AWARD NOTICE							
		40-DEPARTMENT OF AIRPORTS CHANGE ORDER-ENG. 2							
		41-DEPARTMENT OF AIRPORTS CONTRACT CHANGE NOTICE							

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		42-DEPARTMENT OF AIRPORTS JOB MEMORANDUM													
		43-DEPARTMENT OF PW NOTICE OF INSTALLATIONS - PUBLIC UTILITIES-ENG 3.459													
		44-DEPARTMENT OF PW: WAREHOUSE REQUISITION-179													
		45-DEPARTMENT OF REC. & PARKS CONTRACT PAYMENT REQUEST-R&P 251													
		46-DEPT. OF TRANSPORTATION SUPPLEMENTAL REPORT BY FIELD CREW-DT340													
		47-DISPATCHER'S ASSIGNMENT RECORD-BCA 1095													
		48-DISPOSITION REPORT PAVEMENT CORE TEST DEFICIENCIES-M-24													
		49-DWP DELIVERY RECEIPT-00817													
		5-BID ITEM ACCOUNTING WORKSHEET-M-118													
		50-DWP STREET LIGHT DESIGN & QUADRANT STREET LIGHTING-DC559													
		51-DWP UNDERGROUND DESIGN SECTION MAP													
		52-EMERGENCY CHANGE AUTHORIZATION-ENG 3.154													
		53-ENCROACHMENT PERMIT RIDER-DM-MP-2E													
		54-ENGINEERING COST LEDGER - DATA RETRIEVAL													
		55-ENGINEERING REFERENCE PLANS-ENG 3.155A													
		56-FINAL ACCOUNTING - CLOSED WORK ORDERS													
		57-FINAL ACCOUNTING - B-PERMITS													
		58-FINAL INSPECTION CORRECTION LIST-581-A													
		59-FINAL INSPECTION RECORD-1238													
		6-BID ITEM QUANTITY WORKSHEET-M-116													
		60-FINAL REPORT OF TEMPORARY RESURFACING-H-73													
		61-HOUSE CONNECTION WAIVER-ENG 4.210													
		62-INSPECTOR'S JOB REPORT (5 X 8 CARDS)-1064													
		63-INSPECTOR'S JOB REPORT: SEWER-1064-B													
		64-INSPECTOR'S JOB REPORT: STORM DRAIN-1064-C													
		65-INSPECTOR'S JOB REPORT: STREET LIGHTING CARD 1-1064-D													
		66-INSPECTOR'S JOB REPORT: STREET LIGHTING-1064-E													
		67-INSPECTOR'S JOB REPORT: SURFACE-1064-A													
		68-INSPECTOR'S JOB REPORT: TRAFFIC SIGNALS-1064-F & 1064-G													
		69-INSPECTOR'S REPORT MANUFACTURER OF PIPE-673													
		7-BUREAU OF ENGINEERING REFERENCE PLANS-ENG 3.155A													
		70-INSPECTOR'S SEWER CONSTRUCTION RECORD-397													
		71-INSTRUCTIONS TO BIDDERS-R&P 201													
		72-INTERDEPARTMENTAL ORDERS-GEN. 34													
		73-INTERDEPARTMENTAL CORRESPONDENCE-160H													
		74-INTERFERENCE REPORT-M114													
		75-INTERIM CHANGE AUTHORIZATION CLASS B" PERMIT PROJECT-ENG 3.156"													
		76-JOB MEMORANDUM-1065-B													
		77-JOB SAFETY RECORD-ACCIDENT REPORT-M-29													
		78-JOB SUMMARY CORRECTION LIST													
		79-L.A. COUNTY FLOOD CONTROL DISTRICT PERMIT-76P238													
		8-BUREAU OF ENGINEERING WORK ORDER-ENG 3.351													

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/BCA/01/

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			Office	Total	Code	V	H	C	L	
		80-LOCAL ASSISTANCE PROJECT REVIEW REPORT - STATE OF CALIFORNIA								
		81-NOTICE OF COMPLETION STREET LIGHTING WORK-1334								
		82-NOTICE OF MATERIALS TO BE USED-HC-30								
		83-NOTICE OF NON-COMPLIANCE-1065-A								
		84-NOTICE TO FINAL INSPECTOR-1242								
		85-NOTICE TO PROCEED								
		86-NOTICE TO REMOVE ENCROACHMENT-M-18								
		87-NOTICE TO SALVAGE ENCROACHMENTS-ENG. 3.465								
		88-NOTIFICATION OF COMPLETION FORM-H-67								
		89-OCEAN TIDE & DATUM ELEVATIONS - SURVEY DIV.-G342								
		9-CAO ANALYSIS OF PROPOSED CONTRACT-CAO 661								
		90-PAVING CORE REQUEST AND TEST REPORT-M-12A & M-12B								
		91-PERMIT - CALIF. DEPARTMENT OF INDUSTRIAL RELATIONS-CAL/OSHA								
		92-PHOTOGRAPHS/NEGATIVES OF JOB SITE								
		93-PLANT INSPECTOR'S REPORT TO FIELD INSPECTOR-1101								
		94-PRECONSTRUCTION MEETING MINUTES								
		95-PROGRESS SCHEDULE-429A								
		96-PROJECT PLAN-ENG 6.100-6.103								
		97-PROJECT REVIEW - SURFACE IMPROVEMENT-M-17								
		98-PROJECT START APPROVAL WORKSHEET (OFFICE)-M-44								
		99-PROJECT VALIDATION CHECK LIST-BCA M-43								
/BCA/01/	O034.	PROJECT VIDEO TAPES RECORD TYPES:	CL+2	CL+10		N	N	N		
/BCA/01/	O035.	RECAPITULATION OF PROJECTS (H-86) FORM: H-86 RECORD TYPES:	TO+2	TO+2		N	N	N		
/BCA/01/	O036.	RECORD OF ACCEPTANCES (5 X 8 CARDS) (868) FORM: 868 RECORD TYPES:	CL+30	CL+30		N	N	N		
/BCA/01/	O037.	RECORD OF MATERIAL ORDERS (H-38)	CL+5	CL+5		N	N	N		

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			Office	Total	Code	V	H	C	L	
		FORM: H-38 RECORD TYPES:								
/BCA/01/	O038.	SALVAGE RECEIPT (GS/S-S13) FORM: GS/S-S13 RECORD TYPES:	CL+5	CL+5		N	N	N		
/BCA/01/	O039.	SHOP INSPECTION RECORD-CONCRETE ELECTROLIER STANDARDS (H-18) FORM: H-18 RECORD TYPES:	CL+20	CL+20		N	N	N		
/BCA/01/	O040.	STANDARD SPECIFICATIONS FOR PUBLIC WKS CONSTRUCTION (ANNUAL) (TRANSFER 1 COPY TO CITY ARCHIVES; MARK AS HISTORICAL PER RETEN SCHED) RECORD TYPES:	SU+2	SU+2		N	N	N		
/BCA/01/	O041.	TIME VARIATIONS (M-122) FORM: M-122 RECORD TYPES:	TO+2	TO+2		N	N	N		
/BCA/01/	O042.	TRACT NUMBER REFERENCE CARD FOR B-PERMIT (3 X 5 CARDS) RECORD TYPES:	TO+2	TO+2		N	N	N		
/BCA/01/	O043.	TRANSFER FILE OF B-PERMIT NUMBERS BY DISTRICT RECORD TYPES:	TO+2	TO+2		N	N	N		

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			Office	Total	Code	V	H	C	L
/BCA/01/	O044.	TIMEKEEPING RECORDS RECORD TYPES: A.-MILEAGE STATEMENT-2053-1A & 2A B.-TIME OFF/COMPENSATION REQUEST-68 & 68-A C.-WEEKLY TIMESHEET-5052-B	CL+2	CL+10		N	N	N	

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			Office	Total	Code	V	H	C	L	
/BCA/02/	O	ORIGINAL RECORDS								
/BCA/02/	O001.	AFFIRMATIVE ACTION PLANS RECORD TYPES: Confidential A-AFFIRMATIVE ACTION PLAN CHECKLIST B-CONTRACTORS PRESENT & PROPOSED EMPLOYMENT OF MINORITIES... C-CORRESPONDENCE	SU+3	SU+3		N	N	Y		
/BCA/02/	O002.	MINORITY BUSINESS ENTERPRISE RECORDS (RENEWED ANNUALLY) RECORD TYPES: A-CORRESPONDENCE B-MINORITY AND FEMALE BUSINESS ENTERPRISE QUESTIONNAIRE C-MINORITY BUSINESS ENTERPRISE IDENTIFICATION/CERTIFICATION	SU	SU+5		N	N	N		
/BCA/02/	O003.	CONTRACT COMPLIANCE RECORDS RECORD TYPES: A-ADDITIONAL CLASSIFICATION & WAGE RATE REPORT-PR-1140 AA-WAGE RESTITUTION AND PENALTY CALCULATIONS-0CC-3 B-ATTENDANCE ROSTER BB-WEEKLY REPORT OF CONTRACT WORK FORCE-ACC-1 C-CERTIF'CTN OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY-HUD-4238-CD-1 D-CERTIFICATION WITH REGARD TO THE PERFORMANCE PREVIOUS...-HC-44 E-CITY INTERVIEW FORM F-CONTRACTOR'S CERTIFICATION CONCERNING LABOR STANDARDS AND...-HUD-1421 G-DAILY ACTIVITY REPORT H-EMPLOYEE INTERVIEW: LABOR COMPLIANCE & EQUAL EMPLOYMENT OPP.-7-CO-90 I-ETHNIC COMPOSITION OF TOTAL WORK FORCE J-FEDERAL-AID HWY CONSTRUCTION CONTRACTOR'S ANNUAL EEO REPORT-HC-7 K-FEDERAL-AID HWY CONSTR'CTN CONTRCTR'S QUARTERLY TRAINING RPT-FHWA-1409 L-FINAL REPORT, UTILIZATION OF MINORITY BUSINESS ENTERPRISES-HC-43/7-CO-195	CL+3	CL+8		N	N	N		
/BCA/02/	O004.	LIVING WAGE RECORDS	TO+3	TO+8	DO	N	N	N		

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/BCA/01/	D	DUPLICATE RECORD SERIES						
/BCA/01/	D001.	AUTHORITY FOR EXPENDITURE (GEN. 40) (CONTROLLER) FORM: GEN. 40 RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D002.	BI-WEEKLY SICK LEAVE ROSTER (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/BCA/01/	D003.	BI-WEEKLY VACATION ROSTER (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/BCA/01/	D004.	CONTRACT (GS/S10 OR) (GENERAL SERVICES) FORM: GS/S10 OR RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D005.	CUMULATIVE STATUS REPORT (CAO-21) (CITY ADMINISTRATIVE OFFICE) FORM: CAO-21 RECORD TYPES:	TO+2		N	N	N	
/BCA/01/	D006.	DAILY STATEMENT OF BUDGET CONDITION (9032) (PW/BUREAU OF ACCOUNTING) FORM: 9032 RECORD TYPES:	TO+2		N	N	N	

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/BCA/01/	D007.	ENCUMBRANCE ADJUSTMENT (GEN. 36) (CONTROLLER) FORM: GEN. 36 RECORD TYPES:	TO+5	N	N N
/BCA/01/	D008.	EQUIPMENT TRANSFER ADVICE (FG-116) (CONTROLLER) FORM: FG-116 RECORD TYPES:	TO+5	N	N N
/BCA/01/	D009.	EQUIPMENT INVENTORY INPUT WORKSHEET (FG-111) (CONTROLLER) FORM: FG-111 RECORD TYPES:	TO+5	N	N N
/BCA/01/	D010.	EXPENDITURE PROGRAM AS OF (DATE) (CAO-20) (CITY ADMINISTRATIVE OFFICE) FORM: CAO-20 RECORD TYPES:	TO+2	N	N N
/BCA/01/	D011.	INDEX TO CONFLICT OF INTEREST FORM 730 (GEN 168) (PW/BD OF PUBLIC WORKS) FORM: GEN 168 RECORD TYPES:	TO+5	N	N N
/BCA/01/	D012.	INTERDEPARTMENTAL OR INTRADEPARTMENTAL BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU	N	N N

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/BCA/01/	D013.	INTERDEPARTMENTAL OR INTRADEPARTMENTAL MANUALS & PUBL'CONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/BCA/01/	D014.	INTERDEPARTMENTAL ORDER (GEN. 34) (GENERAL SERVICES) FORM: GEN. 34 RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D015.	INTERDEPARTMENTAL SUB-ORDER (GEN. 34-A) (GENERAL SERVICES) FORM: GEN. 34-A RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D016.	INVOICES FROM VENDORS (CONTROLLER) RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D017.	LABOR DISTRIBUTION BY FUNCTION (PW/BUREAU OF ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/BCA/01/	D018.	LICENSE-CERTIFICATE BUILDING TRADES (B&S M-100) (DEPT. OF BUILDING & SAFETY) FORM: B&S M-100 RECORD TYPES:	SU		N	N	N	
/BCA/01/	D019.	PACKING SLIPS FROM VENDORS	TO+5		N	N	N	

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		(CONTROLLER) RECORD TYPES:			
/BCA/01/	D020.	PAYROLL/REIMBURSEMENT (5009) (CONTROLLER) FORM: 5009 RECORD TYPES:	TO+2	N	N N
/BCA/01/	D021.	PAYROLL/REIMBURSEMENT (5007) (CONTROLLER) FORM: 5007 RECORD TYPES:	TO+2	N	N N
/BCA/01/	D022.	PERSONNEL UTILIZATION REPORT (CAO-26) (CITY ADMINISTRATIVE OFFICE) FORM: CAO-26 RECORD TYPES:	TO+10	N	N N
/BCA/01/	D023.	PETTY CASH (GEN. 45) (PW/BUREAU OF ACCOUNTING) FORM: GEN. 45 RECORD TYPES:	TO+5	N	N N
/BCA/01/	D024.	PETTY CASH VOUCHER (FG-17) (PW/BUREAU OF ACCOUNTING) FORM: FG-17 RECORD TYPES:	TO+5	N	N N
/BCA/01/	D025.	PHOTOCOPY WORK REQUEST (ENG. 2.101) (PW/BUREAU OF ENGINEERING) FORM: ENG. 2.101 RECORD TYPES:	TO+1	N	N N

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/BCA/01/	D026.	PRINTING SERVICES INVOICE (21) (GENERAL SERVICES) FORM: 21 RECORD TYPES:	TO+5		N N N
/BCA/01/	D027.	PRINTING SPECIFICATIONS WORK SHEET (FG-20) (GENERAL SERVICES) FORM: FG-20 RECORD TYPES:	TO+5		N N N
/BCA/01/	D028.	PROJECT PLANS (ENG 6.100-) (PW/BUREAU OF ENGINEERING) FORM: ENG 6.100- RECORD TYPES:			N N N
/BCA/01/	D029.	PUBL'CONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/BCA/01/	D030.	PURCHASE ORDER (DS-2) (GENERAL SERVICES, PURCHASING) FORM: DS-2 RECORD TYPES:	TO+5		N N N
/BCA/01/	D031.	PURCHASE ORDER CHANGE (GS/S-6) (GENERAL SERVICES, PURCHASING) FORM: GS/S-6 RECORD TYPES:	TO+5		N N N

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/BCA/01/	D032.	PURCHASE REQUISITION (DS-1A & GS) (GENERAL SERVICES, PURCHASING) FORM: DS-1A & GS RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D033.	RECORD TRANSFER LIST (CRC-1) (CITY CLERK) FORM: CRC-1 RECORD TYPES:	CL+10		N	N	N	
/BCA/01/	D034.	REMITTANCE ADVICE (5042-A) (CONTROLLER) FORM: 5042-A RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D035.	REQUEST FOR ANNUAL PURCHASE AGREEMENT (DS-1B) (GENERAL SERVICES, PURCHASING) FORM: DS-1B RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D036.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (FG 48) (CITY CLERK; ORIGINAL RETAINED IN COUNCIL FILE) FORM: FG 48 RECORD TYPES:	TO+10		N	N	N	
/BCA/01/	D037.	REQUEST FOR BID (GS/S9) (GENERAL SERVICES) FORM: GS/S9 RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D038.	REQUEST FOR DUPLICATING SERVICE (DS-45) (GENERAL SERVICES) FORM: DS-45 RECORD TYPES:	TO+5		N	N	N	

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/BCA/01/	D039.	REQUEST FOR NEW OR REVISED FORMS (FG-19) (CITY ADMINISTRATIVE OFFICE) FORM: FG-19 RECORD TYPES:	TO+5	N	N N
/BCA/01/	D040.	REQUEST FOR PURCHASE ORDER CHANGE (DS-6A) (GENERAL SERVICES, PURCHASING) FORM: DS-6A RECORD TYPES:	TO+5	N	N N
/BCA/01/	D041.	REQUEST FOR SALE OF PERSONAL PROPERTY (DS22 OR GS) (GENERAL SERVICES) FORM: DS22 OR GS RECORD TYPES:	TO+5	N	N N
/BCA/01/	D042.	REQUEST TO ENCUMBER FUNDS (GEN. 106) (CONTROLLER) FORM: GEN. 106 RECORD TYPES:	TO+5	N	N N
/BCA/01/	D043.	SALARY CHANGE ROSTER (5040) (CONTROLLER) FORM: 5040 RECORD TYPES:	TO+2	N	N N
/BCA/01/	D044.	STANDARD PLANS (PW/BUREAU OF ENGINEERING) RECORD TYPES:	SU	N	N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/BCA/01/	D045.	STATEMENT OF APPROPRIATION AND UNENCUMBERED BALANCE (9034) (PW/BUREAU OF ACCOUNTING) FORM: 9034 RECORD TYPES:	TO+2		N	N	N	
/BCA/01/	D046.	STORE MULTI-USE FORM (GS/MM 1) (GENERAL SERVICES) FORM: GS/MM 1 RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D047.	SUB-PURCHASE ORDER (GEN. 9) (GENERAL SERVICES) FORM: GEN. 9 RECORD TYPES:	TO+5		N	N	N	
/BCA/01/	D048.	SURPLUS PRINTED MATERIALS (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/BCA/01/	D049.	TIMEKEEPING RECORDS ((C) ACT; (D) PER; (E) CTR; (F) CTR;... SUBTITLES A & B ARE NOW PERMANENT RECORDS) RECORD TYPES: A-CURRENT OVERTIME REPORT B-DAILY TIME SHEET-5051 C-DAILY TIME SHEET CORRECTION NOTICE-PW 72-1 D-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-166 E-MILEAGE RECORD CHANGE-22 F-MILEAGE REIMBURSEMENT REPORT H-OVERTIME HISTORY REPORT I-PAYROLL SPECIAL MESSAGES J-PENDING LOSS OF OVERTIME REPORT K-SICK LEAVE RECORD M-WEEKLY CREW TIME SHEET-5054	TO+2		N	N	N	
/BCA/01/	D050.	TRAVEL AUTHORITY (GEN. 71)	TO+5		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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: PUBLIC WORKS/BUREAU OF CONTRACT ADMIN/GENERAL ADMINISTRATION

/BCA/01/

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(CONTROLLER) FORM: GEN. 71 RECORD TYPES:

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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: PUBLIC WORKS/BUREAU OF CONTRACT ADMIN/OFFICE OF CONTRACT COMPLIANCE

/BCA/02/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/BCA/02/	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
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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL