

Department Records Disposition Schedules

PUBLIC WORKS/BUREAU OF ENGINEERING

Schedule Number Department Name

/ENG/	PUBLIC WORKS/BUREAU OF ENGINEERING
/ENG/043/	Waste Water Conveyance Engineering Division (E6201430)
/ENG/051/	STREET PROGRAM
/ENG/056/	ENVIRONMENTAL GROUP
/ENG/070/	PROP DD- LIBRARY FACILITIES BOND PROGRAM
/ENG/37/	SEISMIC BOND GROUP
/ENG/38/	PROP F - ANIMAL FACILITIES BOND PROGRAM
/ENG/39/	PROP F - FIRE BOND PROGRAM
/ENG/40/	PUBLIC WORKS/BUREAU OF ENGINEERING/PROJECT MANAGEMENT
/ENG/41/	PUBLIC WORKS/BUREAU OF ENGINEERING/CONSTRUCTION DIVISION
/ENG/41A/	PUBLIC WORKS/BUREAU OF ENGINEERING/CONSTRUCTION/GEOLOGY & SOILS
/ENG/43/	PUBLIC WORKS/BUREAU OF ENGINEERING/ASSESSMENT DIVISION
/ENG/44/	PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER CONSTRUCTION MANAGEMENT
/ENG/45/	PUBLIC WORKS/BUREAU OF ENGINEERING/ENVIRONMENTAL ENGINEERING
/ENG/47/	ACCELERATED SEWER REPAIR GROUP
/ENG/48/	CONSTRUCTION MANGEMENT GROUP
/ENG/50/	PUBLIC WORKS/BUREAU OF ENGINEERING/CENTRAL PERMIT PROCESSING
/ENG/51/	PUBLIC WORKS/BUREAU OF ENGINEERING/CENTRAL DISTRICT
/ENG/52/	PUBLIC WORKS/BUREAU OF ENGINEERING/COLLECTION SYSTEMS ENGINEERING
/ENG/54/	PUBLIC WORKS/BUREAU OF ENGINEERING/STRUCTURAL DIVISION
/ENG/55/	PUBLIC WORKS/BUREAU OF ENGINEERING/ARCHITECTURAL DIVISION
/ENG/56/	PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT DIVISION

Schedule Number Department Name

/ENG/58/	PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER TREATMENT ENGINEERING
/ENG/63/	SURVEY DIVISION
/ENG/70/	PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING
/ENG/73/	ADMINISTRATION DIVISION
/ENG/77/	PUBLIC WORKS/BUREAU OF ENGINEERING/REAL ESTATE DIVISION
/ENG/81/	PUBLIC WORKS/BUREAU OF ENGINEERING/VALLEY DISTRICT
/ENG/84/	PUBLIC WORKS/BUREAU OF ENGINEERING/WEST LOS ANGELES DISTRICT
/ENG/86/	HARBOR DISTRICT
/ENG/87/	LAND DEVELOPEMENT GROUP
/ENG/94/	PROP Q- CITYWIDE PUBLIC SAFETY FACILITIES BOND PROGRAM

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: Waste Water Conveyance Engineering Division (E6201430)
/ENG/043/ Public Works Bureau of Engineering

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	
/ENG/043/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:				DO				
/ENG/043/	O001.	PROJECT FILES - GRANT FUNDED A- BID DOCUMENTS B- BOARD REPORTS C- CHANGE ORDERS - INITIATION, COST EST., PRELIM., FINAL D- CONTRACTOR CLAIMS E- CORRESPONDENCE - TO/FROM CONTRACTORS, DIVISIONS, PUBLIC, GOV. AGENCIES F- INSPECTION RECORDS - JOB MEMO, NOTICE OF NON-COMPLIANCE G- MATERIAL SAFETY DATA SHEETS H- MEETING MINUTES I- OPERATIONS & MAINTENANCE MANUALS J- PERMITS K- PLAN CLARIFICATIONS L- PROGRESS PAYMENTS M- PUNCH LISTS N- CONSTRUCTION SCHEDULES O- SHOP DRAWINGS/SUBMITTALS P- SPECIFICATIONS Q- SURVEY REQUESTS/REPORTS R- TESTS (SOIL, CONCRETE, ETC.) S- REQUEST FOR INFORMATION	AU	AU+3	DO	N	N	N		
/ENG/043/	O002.	Mixed Media: Documents, Photos, Video Tapes PROJECT FILES - NOT GRANT FUNDED A- BID DOCUMENTS B- BOARD REPORTS C- CHANGE ORDERS - INITIATION, COST EST., PRELIM., FINAL D- CONTRACTOR CLAIMS E- CORRESPONDENCE - TO/FROM CONTRACTORS, DIVISIONS, PUBLIC, GOV. AGENCIES F- INSPECTION RECORDS - JOB MEMO, NOTICE OF NON-COMPLIANCE G- MATERIAL SAFETY DATA SHEETS H- MEETING MINUTES I- OPERATIONS & MAINTENANCE MANUALS J- PERMITS K- PLAN CLARIFICATIONS L- PROGRESS PAYMENTS M- PUNCH LISTS N- CONSTRUCTION SCHEDULES	CL	CL+5	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"

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

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Departmental Records Disposition Schedule
Original Records

Records of: Waste Water Conveyance Engineering Division (E6201430)
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			Office	Total	Code	V	H	C	L	
		O- SHOP DRAWINGS/SUBMITTALS P- SPECIFICATIONS Q- SURVEY REQUESTS/REPORTS R- TESTS (SOIL, CONCRETE, ETC.) S- REQUEST FOR INFORMATION								
/ENG/043/	O003.	Mixed Media: Documents, Photos, Video Tapes Unit Files ("U" files) Description of project. - Copy of Processed and Approved (Papped) DSR by FEMA. - Copy of State (OES) DSR. - DSR eligible Cost Summary. - Project Management & Start Up Cost. - Cost Accounting Summary. Summary of Expenditures. - Labor Summary Report. - Copies of Invoice with Payment Info. - Equipment Usage Records. Engineering and Design (Departmental) Justification/Detail. Construction (Departmental) Justification/Detail. Other (Departmental) Justification/Detail. Authorizations and Approvals. - Request for Clarification (Trenchless). - List of CCTV Tapes for DSR. - Time Extension Request/Approval. Back-Up Documentation - Full Copy of Approved DSR + Yellow DSR. - Full Copy of Approved Supplemental DSR(s). - Request for Supplemental DSR. - Memoranda.	AU+2	AU+10	DO	N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: STREET PROGRAM
/ENG/051/ PUBLIC WORKS/BUREAU OF ENGINEERING

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		
/ENG/051/	O	ORIGINAL RECORDS									
/ENG/051/	O001.	Project Files - Grant Funded A- BID DOCUMENTS B- BOARD REPORTS C- CHANGE ORDERS - INITIATION, COST EST., PRELIM., FINAL D- CONTRACTOR CLAIMS E- CORRESPONDENCE - TO/FROM CONTRACTORS, DIVISIONS, PUBLIC, GOV. AGENCIES F- INSPECTION RECORDS - JOB MEMO, NOTICE OF NON-COMPLIANCE G- MATERIAL SAFETY DATA SHEETS H- MEETING MINUTES I- OPERATIONS & MAINTENANCE MANUALS J- PERMITS K- PLAN CLARIFICATIONS L- PROGRESS PAYMENTS M- PUNCH LISTS N- CONSTRUCTION SCHEDULES O- SHOP DRAWINGS/SUBMITTALS P- SPECIFICATIONS Q- SURVEY REQUESTS/REPORTS R- TESTS (SOIL, CONCRETE, ETC.) S- REQUEST FOR INFORMATION	AU	AU+3	DO	N	N	N			
/ENG/051/	O002.	Mixed Media: Documents, Photos, Video Tapes Project Files - Not Grant Funded A. Bid Documents B. Board Reports C. Change Orders-Initiation, Cost est, Prelim, final D. Contractor Claims E. Correspondence-to/from contractors, Divisions, public, gov. agencies F. Inspection records-Job memo, notice of Non-compliance G. Material Safety Data Sheets H. Meeting Minutes I. Operations and maintenance models J. Permits K. Plan Clarifications L. Progress Payments M. Punch Lists	CL	CL+5	DO	N	N	N			

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: STREET PROGRAM

/ENG/051/ PUBLIC WORKS/BUREAU OF ENGINEERING

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

N. Construction Schedules
 O. Shop Drawings/Submittals
 P. Specifications
 Mixed Media, Documents, Photos, Video Tapes

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ENVIRONMENTAL GROUP
/ENG/056/ PUBLIC WORKS/BUREAU OF ENGINEERING

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
/ENG/056/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:				DO	N	N	N
/ENG/056/	O001.	ENVIRONMENTAL PROJECT FILE a. Correspondence b. Coastal Development Permit c. Environmental Assessment d. Environmental Impact Statement e. Field Review Form f. General Exemption g. Initial Study and Checklist h. Inter-departmental Correspondence i. Maps j. Notice of Completion k. Notice of Determination l. Notice of Preparation m. Summary Sheet	CL+1	CL+10		DO	N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PROP DD- LIBRARY FACILITIES BOND PROGRAM
/ENG/070/ PUBLIC WORKS / BUREAU OF ENGINEERING

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	
/ENG/070/	O	ORIGINAL RECORDS								
/ENG/070/	O001.	PROJECT FILES a. Project Information b. Agreements c. Design d. Bids e. Construction	TO+2	PE	DO	N	N	N		
/ENG/070/	O002.	PROGRAM FILES a. Expenditures b. Personnel c. Purchasing Records d. Vendors e. Reports f. Meeting Minutes g. Financial / Cost Analysis h. Correspondence i. Miscellaneous	TO+2	PE	DO	N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: SEISMIC BOND GROUP
/ENG/37/ PUBLIC WORKS/BUREAU OF ENGINEERING

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		
/ENG/37/	O	ORIGINAL RECORDS									
/ENG/37/	O001.	PROJECT FILES - GRANT FUNDED A. Bid Document B. Board Reports C. Change Orders - Initiation D. Contractor Claims E. Correspondence-to/from contractors, divisions, public, gov. agencies F. Inspection records-job memo, notice of non-compliance G. Material Safety data sheets H. Meeting Minutes I. Operations and maintenance manuals J. Permits K. Plan of clarifications L. Progress payments M. Punch Lists N. Construction schedules O. Shop Drawings/Submittals P. Specifications Q. Survey Request Reports R. Test (soil, concrete, etc) S. Request for information Contains mixed media: Documents and Photographs	AU	AU+10	DO	N	N	N			

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PROP F - FIRE BOND PROGRAM
/ENG/39/ PUBLIC WORKS/BUREAU OF ENGINEERING

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		
/ENG/39/	O	ORIGINAL RECORD SERIES:									
/ENG/39/	O001.	Project Files a. Project Information / Land b. Agreements c. Design d. Bids & Awards e. Construction f. Prop. Q Renovation Files	TO+2	PE		DO	N	N	N		
/ENG/39/	O002.	Program Files a. Budget / Expenditures / Reimbursements b. Personnel c. Purchasing Records d. Vendors e. Contracts / Consultant Lists f. Reports / Manuals g. Meeting Minutes h. Financial / Cost Analysis i. Correspondence j. Miscellaneous	TO+2	PE		DO	N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/PROJECT MANAGEMENT

/ENG/40/

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	
/ENG/40/	O	ORIGINAL RECORDS								
/ENG/40/	O001.	AUTHORIZATION TO BILL CITY OF L.A. FOR W & P FOR LANDSCAPING RECORD TYPES:	TO+5	TO+5		N	N	N		
/ENG/40/	O002.	BUREAU OF ENGINEERING PROJECT CARDS (ENG. 3.204) (INDEX) FORM: ENG. 3.204 RECORD TYPES:	SU+2	SU+2		N	N	N		
/ENG/40/	O003.	C. I. P. PICTURE BOOK FILE (C=WHEN BOOK IS PUBLISHING; BOX HAS VARIED MEDIA FORMAT I.E., PH) RECORD TYPES: A-AERIAL PHOTOGRAPHS B-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 C-DATA SHEET D-PHOTOGRAPHS	CL	CL+2		N	N	N		
/ENG/40/	O004.	C. I. P. PICTURE BOOK NEGATIVE FILE (BOXED SEPARATELY & SHIP TO ARCHIVES) RECORD TYPES: Historical	CL+15	PE		N	Y	N		
/ENG/40/	O005.	CAPITAL IMPROVEMENT PROJECT FILE (AUDIT BY FHWA - REQUIRED RET. = FINAL AUDIT) RECORD TYPES: A-BOARD REPORTS B-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 C-CORRESPONDENCE D-MAPS E-PRELIMINARY ESTIMATE SHEET-ENG. 3.352 F-WORKING PAPERS	CL+1	CL+6		N	N	N		

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Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/PROJECT MANAGEMENT
/ENG/40/

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			Office	Total	Code	V	H	C	L		
/ENG/40/	O006.	F-WORKING PAPERS CAPITAL IMPROVEMENT PROJECT REFERENCE & CORRESPONDENCE (AUDIT BY FHWA - REQUIRED RETENTION = FINAL AUDIT) RECORD TYPES:	CL+1	CL+6			N	N	N		
/ENG/40/	O007.	COMMUNITY REDEVELOPMENT AGENCY AGREEMENTS 3.381 A-ANALYSIS OF PROPOSED CONTRACT-CAO 661 B-BOARD REPORTS C-BUREAU OF ACCOUNTING-PW 207 D-BUR. OF ENGINEERING PRELIMINARY ESTIMATE SHEET & WORK ORDER-ENG. E-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 F-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 G-CORRESPONDENCE H-MAPS I-REPORT FROM CITY ADMINISTRATIVE OFFICER-CAO 649 F-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39	CL+2	CL+10			N	N	N		
/ENG/40/	O008.	ENVIRONMENTAL PROJECT FILE RECORD TYPES: A-CORRESPONDENCE B-COASTAL DEVELOPMENT PERMIT C-ENVIRONMENTAL ASSESSMENT D-ENVIRONMENTAL IMPACT STATEMENT E-FIELD REVIEW FORM F-GENERAL EXEMPTION-GEN 151 G-INITIAL STUDY AND CHECKLIST-GEN 159 H-INTER-DEPARTMENTAL CORRESPONDENCE-GEN 160 I-MAPS J-NOTICE OF COMPLETION-GEN 158 K-NOTICE OF DETERMINATION-GEN 156 L-NOTICE OF PREPARATION-GEN 154 M-SUMMARY SHEET-GEN 149	CL+1	CL+10			N	N	N		
/ENG/40/	O009.	FEDERAL AID URBAN PROGRAMS (AUDIT BY FHWA - REQUIRED RETENTION = FINAL AUDIT + 3) RECORD TYPES: A-BIDDERS CERT. OF AFFIRM. ACTION OF EQUAL EMPLOYM. OPPORT'NTY-H-O 513 B-CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS....HC 44	CL+1	CL+6			N	N	N		

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Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/PROJECT MANAGEMENT
/ENG/40/

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			Office	Total	Code	V	H	C	L	
		C-CHANGE ORDER-ENG. 3.151 D-CHANGE ORDER SUMMARY E-CORRESPONDENCE F-DEPOSIT CERTIFICATE-GEN 2 G-ESTIMATE OF AMOUNT DUE CONTRACTOR-1106 H-JOB AND CHANGE ORDER RECORD SHEET-ENG. 3.152 I-MONTHLY PROGRESS ESTIMATE-248-A J-NON-COLLUSION AFFIDAVIT K-STATEMENTS OF MATERIALS & LABOR USED BY CONTRACTORS ON HWY...-PR-2 L-WAGES AND RATE CERTIFICATE M-WORKING PAPERS								
/ENG/40/	O010.	HISTORICAL AND CULTURAL RESOURCES SURVEY (BOOKLET) RECORD TYPES: Historical	SU	PE		N	Y	N		
/ENG/40/	O011.	HISTORICAL AND CULTURAL SURVEY PHOTOS, NEGS. & SLIDES (C=FINAL REPORT PUBLISHED; BOX HAS VARIED MEDIA FORMAT I.E., SLIDES, NEG.) RECORD TYPES: Historical	CL	PE		N	Y	N		
/ENG/40/	O012.	HISTORICAL AND CULTURAL RESOURCES SURVEY PROJECTS (C=FINAL REPORT PUBLISHED; BOX CONTAINS VARIED MEDIA FORMAT I.E., MAPS, PHOTOS) RECORD TYPES: Historical A-HISTORIC RESOURCES INVENTORY-DPR 523 B-HISTORICAL BACKGROUND INFORMATION C-MAPS D-PHOTOCOPY OF BUILDING PERMITS E-PHOTOGRAPHS	CL	PE		N	Y	N		
/ENG/40/	O013.	INDEXES TO FILES RECORD TYPES:	SU+2	SU+2		N	N	N		
/ENG/40/	O014.	MUNICIPAL FACILITY PROJECT FILE	CL+2	CL+15		N	N	N		

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			Office	Total	Code	V	H	C	L	
		RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDER-PB 43								
/ENG/40/	O015.	PROJECT STATUS REPORT FILE RECORD TYPES: A-BOARD OF PUBLIC WORKS-BPW 2.1 B-BOARD REPORTS C-COMPLE'N NOTICE & JOINT RPT OF THE INSPECTOR OF PUB WRKS... D-CORRESPONDENCE E-WORK ORDER-ENG. 3.351	CL+5	CL+15		N	N	N		
/ENG/40/	O016.	PUBLIC WORKS EMPLOYMENT ACT (SUB TIT D"" HAS VARIOUS PROPOSALS #1-6"") RECORD TYPES: A-CERTIFICATION FOR CONTRACTS OF MORE THAN \$5,000 B-LOCAL PUB WKS CAPITAL DEVELOPMENT & INVESTMENT PROGRAM... C-MAPS D-PROPOSED FOR CONSTRUCTION-ENG. 3.405A	AR+1	AR+8		N	N	N		
/ENG/40/	O017.	RAILROADS (G.O. 88A APPLICATION) RECORD TYPES: A-CORRESPONDENCE B-STATUS REPORT	TO+5	TO+5		N	N	N		
/ENG/40/	O018.	RESTRICTED PLAN LIST RECORD TYPES:	TO+3	TO+3		N	N	N		
/ENG/40/	O019.	SAFER ROADS DEMONSTRATION PROGRAM (AUDIT BY FHWA - REQUIRED RET. = FINAL AUDIT + 3 BOX HAS VARIED MEDIA FORMAT I.E., MAPS) D-CORRESPONDENCE A-BUR. OF ENGINEERING PRELIMINARY ESTIMATE SHEET & WORK ORDER-ENG. 3.381 B-CHANGE ORDER-ENG. 3.151 C-CONTRACT PROGRESS PAYMENT REPORT-1106 E-DEPOSIT CERTIFICATE F-ESTIMATE	CL+1	CL+6		N	N	N		

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			Office	Total	Code	V	H	C
/ENG/40/	O020.	G-MAPS H-MONTHLY PROGRESS ESTIMATE-248-A I-PROPOSALS J-STATEMENT OF MATERIALS & LABOR USED BY CONTRACTORS ON HWY...-PR-47 STATE AGREEMENT FILE RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDER-PB 43 C-COMPLE'N NOTICE & JOINT RPT OF THE INSPECTOR OF PUB WKS... D-CONTRACT INFORMATION E-CORRESPONDENCE F-INVOICES	CL+2	CL+10		N	N	N
/ENG/40/	O021.	F-INVOICES STORM DAMAGE (AUDIT BY FHWA - REQUIRED RET = FINAL AUDIT + 3 BOX HAS VARIED MEDIA FORMAT I.E., MAPS) RECORD TYPES: A-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 B-CHANGE ORDER-ENG. 3.151 C-CONTRACTS D-CONTRACT PROGRESS PAYMENT REPORT-1106 E-CORRESPONDENCE F-MAPS G-MONTHLY PROGRESS ESTIMATE-248-A H-SITE DAMAGE REPORT-FHWA 9 J-SUMMARY OF FIRST NOTICE REPLIES-ENG. 3.463 F-MAPS	CL+1	CL+6		N	N	N
/ENG/40/	O022.	TIME OFF/COMPENSATION REQUEST (GEN 68) FORM: GEN 68 RECORD TYPES:	TO+2	TO+2		N	N	N
/ENG/40/	O023.	TOPICS PROJECT FILES (AUDIT BY FHWA - REQUIRED RET = FINAL + 3 BOX HAS VARIED MEDIA FORMAT I.E., MAPS) RECORD TYPES: A-BIDDERS CERT OF AFFIRM ACTION FOR EQUAL EMPLOYMT. OPPORT'NTY-H-O 513 B-CAPTIAL IMPROVEMENT PROJECT REQUEST-CAO 39	CL+1	CL+6		N	N	N

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			Office	Total	Code	V	H	C	L		
		C-CERT W/REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS...-HC-44 D-CHANGE ORDER-ENG. 3.151 E-CORRESPONDENCE F-DEPOSIT CERTIFICATE-GEN 2 G-ESTIMATE OF AMOUNT DUE CONTRACTOR-1106 H-MAPS I-NOTICE OF MATERIALS TO BE USED-M-22 J-PHOTOGRAPHS K-PRELIMINARY ESTIMATE SHEET-ENG. 3.352 L-REQUEST TO ENCUMBER FUNDS-GEN 106 M-WORKING PAPERS									
/ENG/40/	O024.	YEARLY TIME CARDS (ENG. 1.101) FORM: ENG. 1.101 RECORD TYPES:	TO+2	TO+2		N	N	N			
/ENG/40/	O025.	PROJECT FILES - GRANT FUNDED A- BID DOCUMENTS B- BOARD REPORTS C- CHANGE ORDERS - INITIATION, COST EST., PRELIM., FINAL D- CONTRACTOR CLAIMS E- CORRESPONDENCE - TO/FROM CONTRACTORS, DIVISIONS, PUBLIC, GOV. AGENCIES F- INSPECTION RECORDS - JOB MEMO, NOTICE OF NON-COMPLIANCE G- MATERIAL SAFETY DATA SHEETS H- MEETING MINUTES I- OPERATIONS & MAINTENANCE MANUALS J- PERMITS K- PLAN CLARIFICATIONS L- PROGRESS PAYMENTS M- PUNCH LISTS N- CONSTRUCTION SCHEDULES O- SHOP DRAWINGS/SUBMITTALS P- SPECIFICATIONS Q- SURVEY REQUESTS/REPORTS R- TESTS (SOIL, CONCRETE, ETC.) S- REQUEST FOR INFORMATION Mixed Media: Documents, Photos, Video Tapes	AU	AU+3	DO	N	N	N			

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			Office	Total	Code	V	H	C	L	
/ENG/41/	O	ORIGINAL RECORDS								
/ENG/41/	O001.	CHANGE ORDER JOB FOLDER (C=BPW ACCEPTANCE OF CONSTRUCTION) RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDER-ENG. 3.151 C-CHANGE ORDER SKETCH D-CORRESPONDENCE E-COST ESTIMATE F-JOB PLANS G-PROPOSAL-ENG. 3.405 H-SPECIFICATIONS	CL+3	CL+10		N	N	N		
/ENG/41/	O002.	F-JOB PLANS CONSTRUCTION SHOP DRAWINGS OF WASTEWATER TREATMENT PLANTS (TRANSFER TO BUREAU OF SANITATION) RECORD TYPES:	CL+1	CL+1		N	N	N		
/ENG/41/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ENG/41/	O004.	JOB AND CHANGE ORDER RECORD SHEET (ENG. 3.152) (C=BPW ACCEPTANCE OF CONSTRUCTION) FORM: ENG. 3.152 RECORD TYPES:	CL+3	CL+5		N	N	N		
/ENG/41/	O005.	PROJECT ESTIMATE FOLDERS (C=WORK ORDER CLOSED) RECORD TYPES: A-BID RESULTS	CL+3	CL+15		N	N	N		

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		B-CONSTRUCTION ESTIMATE SHEET-ENG. 3.552 C-EXCAVATION CALCULATION SHEET-ENG. 3.561 D-PHOTOGRAPHS E-PIPE INSTALLATION ESTIMATE-ENG. 3.554 F-STRUCTURE ESTIMATE SHEET-ENG. 3.554 G-TITLE PAGE-QUADRILLE (CALCULATION SHEET)-ENG. 3.883 H-TITLE & PLAN SHEET (SURVEY NOTES)-ENG. 3.883 I-TOTALS AND SUMMARY SHEET-ENG. 3.563 J-WORK SHEET							
/ENG/41/	O006.	PROJECT FILES (C=BPW ACCEPTANCE OF CONSTRUCTION) RECORD TYPES: A-CHANGE ORDER-PB-48 B-CHANGE REQUEST RECORD FOR CONTRACT CONSTRUCTION-PW-129 C-CONSTRUCTION PROGRESS PHOTOGRAPHS D-CONTRACT PAYMENT REQUEST-PB-57 E-CORRESPONDENCE F-INSPECTOR'S REPORT OF CONTRACT WORK-PB-47A G-INTER-DEPARTMENTAL CORRESPONDENCE-GEN. 53 H-OFFICE MEMORANDUM	CL	CL+15		N	N	N	
/ENG/41/	O007.	F-INSPECTOR'S REPORT OF CONTRACT WORK-PB-47A RECORD OF ESTIMATE AND BIDS CARD (ENG. 3.562) (INDEX TO ESTIMATE FOLDERS FILE KARDEX) FORM: ENG. 3.562 RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/41/	O008.	RETURN RECEIPTS (U.S. POSTAL SERVICE) (PROOF THAT CONTRACTOR RECEIVED PROJECT SPECIFICATIONS) RECORD TYPES:	CL+2	CL+10		N	N	N	
/ENG/41/	O009.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2		N	N	N	

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			Office	Total	Code	V	H	C	L	
/ENG/41/	O010.	UTILITY COORDINATION PROJECT FILE (C=PROJECT AWARDED TO CONSTRUCTION) RECORD TYPES: A-BID NOTICE (SECOND NOTICE)-ENG. 3.453 B-CONTRACT NOTICE (THIRD AND FINAL NOTICE)-ENG. 3.454 C-MINUTES OF PRE-CONSTRUCTION MEETING D-NOTICE OF PROPOSED IMPROVEMENT (FIRST NOTICE)-ENG. 3.452 E-SPECIFICATIONS F-SUMMARY OF FIRST NOTICE REPLIES-ENG. 3.463 G-UTILITY NOTIFICATION SHEET F-SUMMARY OF FIRST NOTICE REPLIES-ENG. 3.463	CL+2	CL+10		N	N	N		

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			Office	Total	Code	V	H	C	L	
/ENG/41A/	O	ORIGINAL RECORDS								
/ENG/41A/	O001.	AERIAL PHOTOGRAPHS (CONTINUALLY REFERENCED) RECORD TYPES:	PE	PE		N	N	N		
/ENG/41A/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ENG/41A/	O003.	ENGINEERING GEOLOGIC FILES REQUEST FROM DESIGN OFFICES (C=BPW ACCEPTANCE OF CONSTRUCTION MICROFILMED; REC SERIES HAS VARIED MEDIA IE., MP & PH) RECORD TYPES: A-CALCULATIONS B-CORRESPONDENCE C-ENCROACHMENT PERMIT-DMOP202 D-MAPS E-PHOTOGRAPHS F-REPORTS G-WORKING PAPERS	CL+1	CL+10		N	N	N		
/ENG/41A/	O004.	F-REPORTS FIELD INVESTIGATIONS OF INCIDENTS (MICROFILMED; REC SERIES HAS A VARIED MEDIA IE., MP & PH) RECORD TYPES: A-BUREAU OF STANDARD-GS STD B-CORRESPONDENCE C-MAPS D-PHOTOGRAPHS	TO+5	TO+10		N	N	N		
/ENG/41A/	O005.	FIELD INVESTIGATION CARD FILE (INDEX) RECORD TYPES:	SU+2	SU+2		N	N	N		

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			Office	Total	Code	V	H	C	L		
/ENG/41A/	O006.	INDEX CARD TO SOILS MICROFILM (INDEX) RECORD TYPES:	SU+2	SU+2				N	N	N	
/ENG/41A/	O007.	INDEX FILE TO MICROFILMED TRACT, ENGINEERING & PARCEL MAPS (INDEX) RECORD TYPES:	SU+2	SU+2				N	N	N	
/ENG/41A/	O008.	NEGATIVES OF PHOTOGRAPHS OF SITE INVESTIGATIONS (USED IN INVESTIGATIONS) RECORD TYPES:	PE	PE				N	N	N	
/ENG/41A/	O009.	PHOTOGRAPH INDEX (INDEX) RECORD TYPES:	SU+2	SU+2				N	N	N	
/ENG/41A/	O010.	SLOPE INDICATOR PLOTS AND READINGS (USED IN MONITORING LAND MOVEMENT) RECORD TYPES:	AR	PE				N	N	N	
/ENG/41A/	O011.	SOILS ENGINEERING FILES (C=PROJECT ACCEPTANCE) RECORD TYPES: A-CORRESPONDENCE B-MAPS C-WORKING PAPERS	CL+1	CL+10				N	N	N	

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/ENG/41A/	O012.	D-PRIVATE CONSULTANTS REPORTS ON SOIL SOILS INDEX CARD FILE (INDEX) RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/41A/	O013.	TRACT, ENGINEERING AND PARCEL MAP INDEX (INDEX) RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/41A/	O014.	TRACT, GEOLOGIC AND SOIL REPORT FILES (C=TRACT RECORDATION - MICROFILMED) RECORD TYPES: A-CORRESPONDENCE B-REPORTS BY PRIVATE CONSULTANTS C-MAPS	CL+3	CL+12		N	N	N	
/ENG/41A/	O015.	TUNNEL BORING FILE (PROVIDE TOPOGRAPHIC X-SECTION OF LOCAL MOUNTAINS) RECORD TYPES:	TO+5	PE		N	N	N	

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			Office	Total	Code	V	H	C	L
/ENG/43/	O	ORIGINAL RECORDS							
/ENG/43/	O001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1913 AND 1941 (LAAC SEC. 12.3(B)(10) & SEC. 12.3(D)(2)) RECORD TYPES: A-AFFIDAVIT OF MAILING B-ASSESSMENT DIAGRAM (MAP) C-ASSESSMENT ROLL-3.253B D-ASSIGNMENT-AB 3.67 E-BILLING SHEET-AB 4.20 F-CERTIFICATE OF ACCEPTANCE-ENG. 3.256 G-CITY CLERK CONFIRMATION LETTER (COPY) H-COPIES OF MATERIAL LISTS, COSTS, FINANCING, REPORTS... I-IMPROVEMENT ACT OF 1911 SHEET-ENG. 3.265 J-METHOD K-MOTION (COPY) L-MUNICIPAL ACT OF 1913 SHEET M-NOTICE OF ASSESSMENT N-NOTICE OF AWARD O-NOTICE OF RECORDING OF ASSESSMENT (COPY) P-ORDINANCE (COPY) Q-PLANS - CODED (COLOR) R-ROLL-ENG. 3.253B S-WARRANT-ENG. 3.253 T-WORK SHEET-AB 4.3 U-WORK SHEET SCHEDULE-AB 4.2	TO+15	TO+20		N	N	N	
/ENG/43/	O002.	ASSESSMENT BOOKS AND ROLLS - CHAPTER 22 AND CHAPTER 27 (LAAC SEC. 12.3(B)(10) & SEC. 12.3(D)(2)) RECORD TYPES: A-ASSESSMENT ROLL B-CONFIRMATION LETTER C-INSTALLMENT WORK SHEET-AB 5.1	CL+2	CL+7		N	N	N	
/ENG/43/	O003.	ASSESSMENT BOOKS - DEMOLITIONS (LAAC SEC. 12.3(B)(10) & SEC. 12.3(D)(2); REC SERIES HAS VARIED MEDIA FORMAT I.E., MAP) RECORD TYPES: A-CERTIFICATE OF ASSESSMENT B-CITY CLERK CONFIRMATION LETTER (COPY)	CL+2	CL+7		N	N	N	

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/ENG/43/	O004.	C-MAP D-NOTICE OF RECORDING (COPY) E-REPORT OF DEMOLITION ASSESSMENT BOOKS - DEMOLITION SALES (LAAC SEC. 12.3(B)(10) & SEC. 12.3(D)(2)) RECORD TYPES: A-CERTIFICATE OF SALE-AB 2.7	CL+2	CL+7		N	N	N	
/ENG/43/	O005.	ASSESSMENT BOOKS - OFFSTREET PARKING (LAAC SEC. 12.3(B)(10) & SEC. 12.3(D)(2); REC SERIES HAS VARIED MEDIA FORMAT I.E., MAP) RECORD TYPES: A-BILLING SHEET B-MAP C-ROLL D-WORK SHEET E-WORK SHEET SCHEDULE-AB 4.2 F-COPIES OF MATERIAL LISTS, COSTS, FINANCING, REPORTS...	CL+2	CL+7		N	N	N	
/ENG/43/	O006.	F-COPIES OF MATERIAL LISTS, COSTS, FINANCING, REPORTS... ASSESSMENT BOOKS - PRIVATE STREETS (LAAC SEC. 12.3(B)(10) & SEC. 12.3(D)(2); REC SERIES HAS VARIED MEDIA FORMAT I.E., MAP) RECORD TYPES: A-AFFIDAVIT OF MAILING A-AFFIDAVIT OF MAILING B-CITY CLERK CONFIRMATION LETTER (COPY) C-INSTALLMENT PAYMENT SHEET D-MAP E-METHOD F-NOTICE OF ASSESSMENT G-NOTICE OF RECORDING OF ASSESSMENT (COPY) H-REPORT AND NOTICE OF ASSESSMENT I-ROLL J-WORK SHEET-AB 4.3 K-COPIES OF MATERIAL LISTS, COSTS, FINANCING, REPORTS...	CL+2	CL+7		N	N	N	
/ENG/43/	O007.	ASSESSMENT BOOKS - SIDEWALK AND TREE MAINTENANCE RECORD TYPES: A-CITY CLERK CONFIRMATION LETTER (COPY)	AR	AR+5		N	N	N	

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			Office	Total	Code	V	H	C	L
/ENG/43/	O008.	B-ASSESSMENT DIAGRAM (MAP) C-NOTICE OF RECORDING (COPY) D-ROLL ASSESSMENT DIAGRAMS (MICROFILMED) RECORD TYPES:	CL	CL		N	N	N	
/ENG/43/	O009.	ASSESSMENT PROJECT INDEX BOOK (CHRONOLOGICAL) (92-500) FORM: 92-500 RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/43/	O010.	CLAIMS FOR REFUND NOT OVER \$5000 (GEN. 64) (INCLUDES HANDWRITTEN NOTES) FORM: GEN. 64 RECORD TYPES:	AR	AR+10		N	N	N	
/ENG/43/	O011.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/ENG/43/	O012.	DELINQUENT GOVERNMENTAL ACCOUNTS RECORD TYPES:	CL	CL+3		N	N	N	
/ENG/43/	O013.	FIRE DEPARTMENT BRUSH NOTICE CARDS RECORD TYPES:	SU+2	SU+2		N	N	N	

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/ENG/43/	O014.	FORECLOSURE RECORDS - A-11 (ONLY SUMMARY STATEMENTS FORWARDED TO COUNCIL) RECORD TYPES:	AR	AR+2		N	N	N	
/ENG/43/	O015.	FORECLOSURE RECORDS - OTHER RECORD TYPES:	AR	AR+2		N	N	N	
/ENG/43/	O016.	HEALTH NOTICE CARDS RECORD TYPES:	AR	AR+2		N	N	N	
/ENG/43/	O017.	NOTICE OF LIEN RELEASE RECORD TYPES:	AR	AR		N	N	N	
/ENG/43/	O018.	NOTICE OF REQUIRED WEED ABATEMENT (CITY CLERK) RECORD TYPES:	AR	AR		N	N	N	
/ENG/43/	O019.	PROJECT CARDS (ENG. 3.255) FORM: ENG. 3.255 RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/43/	O020.	PROJECT FILES (REC SERIES HAS VARIED MEDIA FORMAT I.E. MAPS) RECORD TYPES:	CL+1	CL+6		N	N	N	

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		A-CERTIFICATE OF ACCEPTANCE (COPY)-ENG. 3.256 B-CORRESPONDENCE C-IMPROVEMENT WORK SHEET-AB 4.3 D-MAPS E-MICROFILM JOB CONTROL TICKET-ENG. 2.104 F-NOTICE OF IMPROVEMENT (COPY)-ENG. 2.351B G-PHOTOCOPY WORK REQUEST (COPY)-ENG. 2.101 H-PRELIMINARY ESTIMATE AND WORK ORDER								
/ENG/43/	O021.	F-NOTICE OF IMPROVEMENT (COPY)-ENG. 2.351B PROJECT FILES - ABANDONED (REC SERIES HAS VARIED MEDIA FORMAT I.E. MAPS) RECORD TYPES: A-CITY ENGINEER'S ESTIMATE B-CLASS B"" ESTIMATE-965"" C-CORRESPONDENCE D-IMPROVEMENT WORK SHEET-AB 4.3 E-MAPS F-PROPOSED ASSESSMENTS	TO+3	TO+3		N	N	N		
/ENG/43/	O022.	F-PROPOSED ASSESSMENTS RESIDENTIAL PROPERTY REPORTS (REPORT OF RESIDENTIAL)..."" (B&S B9) FORM: B&S B9 RECORD TYPES:	TO+7	TO+12		N	N	N		
/ENG/43/	O023.	RESIDENTIAL PROPERTY REPORT OUTPUT RECORD TYPES:	TO+7	TO+12		N	N	N		
/ENG/43/	O024.	RESIDENTIAL PROPERTY REPORT PRODUCTION RECORD TYPES:	TO+7	TO+12		N	N	N		

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/ENG/43/	O025.	RESIDENTIAL PROPERTY REPORT REGISTER RECORD TYPES:	TO+7	TO+12		N	N	N	
/ENG/43/	O026.	SEARCH REQUEST MEMOS RECORD TYPES:	CL+2	CL+2		N	N	N	
/ENG/43/	O027.	STREET IMPROVEMENT INDEX CARDS RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/43/	O028.	STREET LIGHTING MAINTENANCE - CORRESPONDENCE/MEMOS RECORD TYPES:	TO+3	TO+3		N	N	N	
/ENG/43/	O029.	STREET LIGHTING MAINTENANCE CORRECTION RECORD TYPES:	TO+3	TO+3		N	N	N	
/ENG/43/	O030.	ST. LIGHTING MAINT. COUNTY CROSS REF. & MULTIPLE ENTRY RECORD TYPES:	TO+3	TO+3		N	N	N	
/ENG/43/	O031.	ST. LIGHTING MAINT. DIAGRAMS (INCLUDES HANDWRITTEN NOTES) (LAAC SEC. 12.3(B)(10) & SEC. 12.3(D)(2)) RECORD TYPES:	SU+2	PE		N	N	N	

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/ENG/43/	O032.	STREET LIGHTING MAINTENANCE - DISTRICT BOOKS RECORD TYPES:	TO+3	TO+3		N	N	N	
/ENG/43/	O033.	ST. LIGHTING MAINT. DISTRICT BOOKS Z SERIES (NEW PROJECTS) RECORD TYPES: A-ROLL (INCLUDES HANDWRITTEN NOTES)	TO+3	TO+3		N	N	N	
/ENG/43/	O034.	ST. LIGHTING MAINT. - FOOTAGE COMPUTATION RECORD (ENG. 3.256) FORM: ENG. 3.256 RECORD TYPES:	SU+2	PE		N	N	N	
/ENG/43/	O035.	ST. LIGHTING MAINT. - NON-MATCH COMPUTER PRINT-OUT RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/43/	O036.	STREET LIGHTING MAINTENANCE - PROJECT CONTROL SHEET RECORD TYPES:	CL	CL		N	N	N	
/ENG/43/	O037.	STREET LIGHTING MAINTENANCE - STREET LIGHTING INDEX RECORD TYPES:	SU+2	SU+2		N	N	N	

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/ENG/43/	O038.	STREET LIGHTING MAINTENANCE - UNDIVIDED INTEREST CARD (ENG. 2.257) FORM: ENG. 2.257 RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/43/	O039.	STREET LIGHTING MAINTENANCE - WORK FLOW CONTROL (ENG. 3.251) FORM: ENG. 3.251 RECORD TYPES:	TO+5	TO+5		N	N	N	
/ENG/43/	O040.	SUBDIVISION CARD RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/43/	O041.	TIME OFF/COMPENSATION REQUEST (GEN. 68A) FORM: GEN. 68A RECORD TYPES:	TO+2	TO+2		N	N	N	
/ENG/43/	O042.	TRACT CARDS (LIEN CARDS) (AB 9.2) (LAAC SEC. 12.3(B)(10) & SEC. 12.3(D)(2)) FORM: AB 9.2 RECORD TYPES: A-1911 ACT B-1913 ACT C-1941 ACT D-CASH LIENS E-CHAPTER 22 F-CHAPTER 27 G-DEMOLITIONS H-OFF STREET PARKING I-PRIVATE STREET J-SIDEWALK AND TREE MAINTENANCE	TO+15	PE		N	N	N	
/ENG/43/	O043.	TRACT SHEETS (INDEX) (ENG. 5.687) FORM: ENG. 5.687 RECORD TYPES:	SU+2	SU+2		N	N	N	

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/ENG/43/	O044.	WEED ABATEMENT INQUIRY/REFERRAL MEMO RECORD TYPES:	AR	AR+2				N	N	N			
/ENG/43/	O045.	WEED ABATEMENT ORDINANCE LIST RECORD TYPES: A-CURRENT YEAR'S ORIGINAL LISTING B-ADDITIONS TO CURRENT YEAR'S LISTING C-PAST YEAR'S LISTING D-\$1000 RECORDATIONS LISTING	SU+2	SU+2				N	N	N			

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/ENG/44/	O	ORIGINAL RECORDS											
/ENG/44/	O001.	COMPLAINT FILES RECORD TYPES:	CL	CL+2		N	N	N					
/ENG/44/	O002.	CONTRACT & AGREEMENT FILES - GRANT FUNDED (A=EPA GRANT CLOSEOUT AUDIT+ INTERNAL REVIEW AFTER 3 YEARS) RECORD TYPES:	AU	AU+3		N	N	N					
/ENG/44/	O003.	CONTRACT & AGREEMENT FILES-NOT GRANT FUNDED RECORD TYPES:	CL	CL+5		N	N	N					
/ENG/44/	O004.	CORRESPONDENCE & SUBJECT FILES (PROJECT RELATED CORRESPONDENCE IN PROJECT FILES) RECORD TYPES:	AR	AR+2		N	N	N					
/ENG/44/	O005.	ESTIMATING FILES (UPON COMPLETION OF PROJECT, MERGE FILES WITH PROJECT FILES & PURGE DUPLICATES) RECORD TYPES:	CL	CL+2		N	N	N					
/ENG/44/	O006.	HYPERION TREATMENT PLANT CONSTRUCTION PROGRAM REPORTS	AR	AR+5		N	N	N					

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			Office	Total	Code	V	H	C
RECORD TYPES:								
/ENG/44/	O007.	MANUALS AND PROCEDURES (EXCLUDES O&M AND OTHER FACILITY MANUALS) RECORD TYPES:	SU	SU+2		N	N	N
/ENG/44/	O008.	MATERIAL SAFETY DATA SHEETS (HAZRDUS MATERIALS MAINTAINED IN DIV. OFFICES, NONHAZRDUS MATERIAL MAINTAINED BY CONTRACTOR AT PROJ. SITE) RECORD TYPES:	SU	SU+2		N	N	N
/ENG/44/	O009.	OSHA FILES RECORD TYPES:	CL	CL+2		N	N	N
/ENG/44/	O010.	PROJECT FILES - GRANT FUNDED RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDERS C-CORRESPONDENCE D-ESTIMATES E-MEETING NOTES F-OPERATIONS & MAINTENANCE MANUALS G-PAYMENT REQUESTS H-REQUESTS FOR INFORMATION I-SAFETY RECORDS J-SHOP DRAWINGS K-SPECIFICATIONS L-SUBMITTALS	AU	AU+3		N	N	N
/ENG/44/	O011.	PROJECT FILES - NOT GRANT FUNDED	CL	CL+5		N	N	N

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		RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDERS C-CORRESPONDENCE D-ESTIMATES E-MEETING NOTES F-OPERATION & MAINTENANCE MANUALS G-PAYMENT REQUESTS H-REQUESTS FOR INFORMATION I-SAFETY RECORDS J-SHOP DRAWINGS K-SPECIFICATIONS L-SUBMITTALS								
/ENG/44/	O012.	PROPERTY CLAIM FILES RECORD TYPES: Confidential	CL	CL+5		N	N	Y		
/ENG/44/	O013.	RECORDS MANAGEMENT FILES RECORD TYPES:	SU	SU+2		N	N	N		
/ENG/44/	O014.	SAFETY RECORDS RECORD TYPES:	AR	AR+2		N	N	N		
/ENG/44/	O015.	SHOP DRAWINGS ROOM FILES (UPON COMPLETION OF PROJECT, MERGE SHOP DRAWINGS WITH PROJECT FILES AND PURGE DUPLICATES) RECORD TYPES:	CL	CL+2		N	N	N		

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/ENG/45/	O	ORIGINAL RECORDS								
/ENG/45/	O001.	CORRESPONDENCE & SUBJECT FILES (PROJECT CORRESPONDENCE FILED IN PROJECT FILES) RECORD TYPES:	AR	AR+2		N	N	N		
/ENG/45/	O002.	ESTIMATING FILES (UPON COMPLETION ON PROJECT, MERGE ESTIMATING FILES WITH PROJECT FILES) RECORD TYPES:	CL	CL+2		N	N	N		
/ENG/45/	O003.	HSH-CIP MONTHLY PROGRESS REPORTS RECORD TYPES:	TO+5	PE		N	N	N		
/ENG/45/	O004.	MANUALS & PROCEDURES (EXCLUDES O&M AND OTHER FACILITY MANUALS) RECORD TYPES:	SU	SU+2		N	N	N		
/ENG/45/	O005.	MATERIAL SAFETY DATA SHEETS (HAZRDUS MATERIALS MAINTAINED IN DIV. OFFICES, NON HAZRDUS MATERIAL MAINTAINED BY CONTRACTOR AT PROJ.SITE) RECORD TYPES:	SU	SU+2		N	N	N		
/ENG/45/	O006.	OSHA FILES	CL	CL+2		N	N	N		

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RECORD TYPES:											
/ENG/45/	O007.	PROJECT FILES - GRANT FUNDED (A= EPA GRANT CLOSEOUT AUDIT AND INTERNAL REVIEW AFTER 3 YEARS) RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDERS C-CORRESPONDENCE D-ESTIMATES E-MEETING NOTES F-OPERATIONS & MAINTENANCE MANUALS G-PAYMENT REQUESTS H-REQUESTS FOR INFORMATION I-SAFETY RECORDS J-SHOP DRAWINGS K-SPECIFICATIONS L-SUBMITTALS	AU	AU+3				N	N	N	
/ENG/45/	O008.	PROJECT FILES - NOT GRANT FUNDED RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDERS C-CORRESPONDENCE D-ESTIMATES E-MEETING NOTES F-OPERATION & MAINTENANCE MANUALS G-PAYMENT REQUESTS H-REQUESTS FOR INFORMATION I-SAFETY RECORDS J-SHOP DRAWINGS K-SPECIFICATIONS L-SUBMITTALS	CL	CL+5				N	N	N	
/ENG/45/	O009.	RECORDS MANAGEMENT FILES RECORD TYPES:	SU	SU+2				N	N	N	

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

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Records of: ACCELERATED SEWER REPAIR GROUP
/ENG/47/ PUBLIC WORKS/BUREAU OF ENGINEERING

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		
/ENG/47/	O	ORIGINAL RECORDS									
/ENG/47/	O001.	PROJECT FILES - GRANT FUNDED A- BID DOCUMENTS B- BOARD REPORTS C- CHANGE ORDERS - INITIATION, COST EST., PRELIM., FINAL D- CONTRACTOR CLAIMS E- CORRESPONDENCE - TO/FROM CONTRACTORS, DIVISIONS, PUBLIC, GOV. AGENCIES F- INSPECTION RECORDS - JOB MEMO, NOTICE OF NON-COMPLIANCE G- MATERIAL SAFETY DATA SHEETS H- MEETING MINUTES I- OPERATIONS & MAINTENANCE MANUALS J- PERMITS K- PLAN CLARIFICATIONS L- PROGRESS PAYMENTS M- PUNCH LISTS N- CONSTRUCTION SCHEDULES O- SHOP DRAWINGS/SUBMITTALS P- SPECIFICATIONS Q- SURVEY REQUESTS/REPORTS R- TESTS (SOIL, CONCRETE, ETC.) S- REQUEST FOR INFORMATION	AU	AU+3	DO	N	N	N			
/ENG/47/	O002.	Mixed Media: Documents, Photos, Video Tapes PROJECT FILES - NOT GRANT FUNDED A. Bid Documents B. Board Reports C. Change Orders-Initiation, Cost est, Prelim, final D. Contractor Claims E. Correspondence-to/from contractors, Divisions, public, gov. agencies F. Inspection records-Job memo, notice of Non-compliance G. Material Safety Data Sheets H. Meeting Minutes I. Operations and maintenance models J. Permits K. Plan Clarifications L. Progress Payments M. Punch Lists	CL	CL+5	DO	N	N	N			

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			Office	Total	Code	V	H	C	L
		N. Construction Schedules							
		O. Shop Drawings/Submittals							
		P. Specifications							
		Mixed Media, Documents, Photos, Video Tapes							

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			Office	Total	Code	V	H	C	L				
/ENG/50/	O	ORIGINAL RECORDS											
/ENG/50/	O001.	A"" PERMIT CARD FILE (INDEX)"" RECORD TYPES:	SU+2	SU+2		N	N	N					
/ENG/50/	O002.	A"" PERMIT JOB FILE"" (REC SERIES HAS VARIED MEDIA FORMAT IE., PHOTOGRAPHS) RECORD TYPES: A-CLASS A"" APPLICATION/PERMIT-ENG. 3.668"" B-DRAWINGS C-PHOTOGRAPHS D-WORKING PAPERS	TO+1	TO+2		N	N	N					
/ENG/50/	O003.	A"" PERMIT/STORM DRAIN FILE"" RECORD TYPES: A-CLASS A"" PERMIT-ENG. 3.668"" B-CORRESPONDENCE C-DRAWINGS/SKETCH D-ESTIMATE E-WORKING PAPERS	TO+1	TO+6		N	N	N					
/ENG/50/	O004.	APPEAL LETTERS (HIGHWAY DEDICATION) (COMPLETION UPON BOARD/CNCL APPROVAL; REC SERIES HAS VARIED MEDIA FORMAT IE, MAPS) RECORD TYPES: A-CORRESPONDENCE B-MAPS	CL+1	CL+10		N	N	N					
/ENG/50/	O005.	APPLICATION/PERMIT TO OPEN MANHOLE COVER (ENG 3.655) FORM: ENG 3.655 RECORD TYPES: A-CORRESPONDENCE	EX+2			N	N	N					

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			Office	Total	Code	V	H	C	L
/ENG/50/	O006.	B"" AND ""D"" PERMIT/PLAN CARD INDEX"" RECORD TYPES:	CL+15	CL+15		N	N	N	
/ENG/50/	O007.	B"" PERMIT LOG BOOK (INDEX)"" RECORD TYPES:	CL+10	CL+10		N	N	N	
/ENG/50/	O008.	B"" PERMIT PROJECT FILE"" (REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS, PHOTOGRAPH) RECORD TYPES: A-APPLICATION FOR INSPECTION-TO-ADD-ALTER-REPAIR-DEMOLISH-B&S B-3 B-APPLICATION FOR INSPECTION OF NEW BUILDING-B&S B-1 C-APPLICATION/PERMIT FOR EXCAVATION-ENG. 3.652 D-CLASS A"" APPLICATION/PERMIT-ENG. 3.668"" E-CLASS B"" PERMIT COMPLETION NOTICE-ENG. 3.836"" F-CORRESPONDENCE G-FAITHFIL PERFORMANCE BOND H-FINAL INSPECTION CORRECTION LIST-FORM 581-A I-GENERAL IMPROVEMENT PERFORMANCE BOND-ENG. 4.107B J-IMPROVEMENT AGREEMENT AND CONTRACT K-IMPROVEMENT CASH BOND RECEIPT-ENG. 3.688 L-INTERIM CHANGE AUTHORIZATION-ENG. 3.156 M-MAPS N-NOTICE OF CLASS B"" PERMIT AND BOND APPLICANTS-ENG. 3.693"" O-NOTICE OF INSTALLATION-PUBLIC UTILITIES-ENG. 3.459 P-PHOTOGRAPHS Q-POWER OF ATTORNEY R-R3 IMPROVEMENT PERFORMANCE BOND-ENG. 4.107A S-SUBDIVISION IMPROVEMENT AGREEMENT AND CONTRACT-ENG. 3.805A T-SUBDIVISION IMPROVEMENT AND WARRANTY PERFORMANCE BOND-ENG. 3.805B U-TRACT LABOR AND MATERIAL PAYMENT BOND-ENG. 3.805C V-WORK ORDER CLOSING NOTICE-ENG. 2.222	CL+5	CL+10		N	N	N	
/ENG/50/	O009.	B"" PERMIT SEWER FILE"" (BOX SEPARATELY & TRANSFER TO CITY ARCHIVES; UNDER SUB TITL. C MARK AS HISTORICAL) RECORD TYPES: A-CHECK SHEET FOR PRELIMINARY ESTIMATES OF SEWERS	CL+5	CL+10		N	N	N	

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			Office	Total	Code	V	H	C	L
		B-MAPS C-PHOTOGRAPHS							
/ENG/50/	O010.	BONDED FEE BOOKS RECORD TYPES:	PE	PE		N	N	N	
/ENG/50/	O011.	BONDED SEWER CONTRACTOR'S FILE RECORD TYPES: A-GENERAL DEPOSIT EXCAVATION BOND B-GENERAL DEPOSIT EXCAVATION UNDERTAKING BOND C-GENERAL LIABILITY-GEN. 135 D-SEWER/STORM DRAIN CONNECTION BOND-ENG. 4.204	AR+2	AR+2		N	N	N	
/ENG/50/	O012.	BONDED SEWER CONTRACTOR'S SIGNATURE CARD FILE (ENG. 3.682) FORM: ENG. 3.682 RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/50/	O013.	BONDED SEWER PERMITS RECORD TYPES: A-CHARGE FOR BONDED AND SPECIAL SEWER CONNECTION-ENG. 3.664 B-DRAWINGS C-SEWERAGE FACILITIES CHARGE-ENG. 3.665	PE	PE		N	N	N	
/ENG/50/	O014.	CITY PLAN CASES (R3 ORDINANCE RELATED) CPC RECORD TYPES: A-CORRESPONDENCE B-FIELD NOTES C-MAPS	TO+10	TO+15		N	N	N	
/ENG/50/	O015.	CLASS A "" APPLICATION/PERMIT"" (ENG. 3.668) FORM: ENG. 3.668 RECORD TYPES:	TO+1	TO+6		N	N	N	

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			Office	Total	Code	V	H	C L
/ENG/50/	O016.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N
/ENG/50/	O017.	DEEP EXCAVATION PERMIT PLANS RECORD TYPES:	CL+2	CL+10		N	N	N
/ENG/50/	O018.	DEMOLITION PERMITS (USED FOR LAWSUITS) RECORD TYPES: A-APPLICATION FOR INSPECTION TO ADD-ALTER-REPAIR=DEMOLISH-B & S B-3 B-APPLICATION FOR INSPECTION OF NEW BUILDING & FOR CERT...-B & S B-1 C-CURRENT SEWER AVAILABILITY-ENG. 3.691	CL+2	CL+10		N	N	N
/ENG/50/	O019.	EXCAVATION AND INDUSTRIAL WASTE PERMITS (USED FOR LAWSUITS; REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-APPLICATION-PERMIT TO EXCAVATE DECOMPOSED GRANITE IN RES... B-APPLICATION-PERMIT TO EXCAVATE OF FILL HILL LAND C-CORRESPONDENCE D-INDUSTRIAL WASTE PERMITS E-MAPS F-NOTICE OF VIOLATION G-ORDINANCES H-SKETCHES I-WORKING PAPERS F-NOTICE OF VIOLATION	CL+2	CL+10		N	N	N
/ENG/50/	O020.	EXCAVATION PERMIT LOG BOOK (INDEX) RECORD TYPES:	SU+2	SU+2		N	N	N
/ENG/50/	O021.	GENERAL DEPOSIT EXCAVATION PERMIT (ENG. 3.654) (USED FOR LAWSUITS) FORM: ENG. 3.654 RECORD TYPES:	EX+2			N	N	N

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			Office	Total	Code	V	H	C	L
/ENG/50/	O022.	GRADING PLANS AND EROSION CONTROL RECORD TYPES:	PE	PE		N	N	N	
/ENG/50/	O023.	HIGHWAY DEDICATION CARD FILE (ENG. 3.633) FORM: ENG. 3.633 RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/50/	O024.	HIGHWAY DEDICATION NOTIFICATION LETTERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/ENG/50/	O025.	INFRA-STRUCTURE MAPS (MICROFILMED) RECORD TYPES: Vital A-DRAINAGE B-HOUSE NUMBERS C-SEWAGE D-SUBSTRUCTURE E-WYE	TE+2	TE+2		Y	N	N	
/ENG/50/	O026.	JOB STATUS CARDS (R3) RECORD TYPES:	PE	PE		N	N	N	
/ENG/50/	O027.	NOTICES OF CHANGES IN HOUSE NUMBERS RECORD TYPES:	TO+2	TO+2		N	N	N	

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/ENG/50/	O028.	NOTICE TO CHANGE STREET ADDRESS NUMBER (ENG. 4.110) FORM: ENG. 4.110 RECORD TYPES:	TO+2	TO+2		N	N	N	
/ENG/50/	O029.	POWER (WATER AND POWER) ATLAS (PLATE) RECORD TYPES:	PE	PE		N	N	N	
/ENG/50/	O030.	RECORD BOOK OF PERMITS ISSUED (INDEX) RECORD TYPES:	PE	PE		N	N	N	
/ENG/50/	O031.	SEWER HOUSE CONNECTION PERMITS RECORD TYPES: A-APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONNECTION	PE	PE		N	N	N	
/ENG/50/	O032.	SEWER PERMITS (REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-CURRENT SEWER AVAILABILITY-ENG. 3.691 B-LEGAL DESCRIPTIONS C-MAPS D-REQUEST FOR SEWER SADDLE INSTALLATION-TAP DYE TEST E-SEWER OR STORM DRAIN CONNECTION OR RECORD OF DYE TEST-ENG. 662 F-SEWERAGE FACILITIES CHARGE-ENG. 3.665	PE	PE		N	N	N	
/ENG/50/	O033.	F-SEWERAGE FACILITIES CHARGE-ENG. 3.665 SEWER RECORD CARD FILE (INDEX) RECORD TYPES:	PE	PE		N	N	N	

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			Office	Total		Code	V	H	C	L		
/ENG/50/	O034.	SEWERAGE FACILITIES CHARGE CALCULATIONS PENDING FILE RECORD TYPES: A-APPLICATION FOR INSPECTION OF NEW BUILDING-B&S B-1 B-CURRENT SEWER AVAILABILITY-ENG. 3.691 C-SEWERAGE FACILITY CHARGE-ENG. 4.215	CL+1	CL+6			N	N	N			
/ENG/50/	O035.	SEWERAGE FACILITIES CHARGE PROJECT AND TRACT FILE (REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-CURRENT SEWER AVAILABILITY-ENG. 3.691 B-CORRESPONDENCE C-DRAWINGS D-MAPS E-SEWERAGE FACILITIES CHARGE-ENG. 3.665	CL+1	CL+6			N	N	N			
/ENG/50/	O036.	SHORING FILES RECORD TYPES: A-CALCULATIONS B-CORRESPONDENCE C-PLANS	CL+2	CL+2			N	N	N			
/ENG/50/	O037.	SOUTHERN CALIFORNIA GAS ATLAS (PLATE) RECORD TYPES:	PE	PE			N	N	N			
/ENG/50/	O038.	SPECIAL DEPOSIT EXCAVATION DRAWINGS (REQUIRED TO BE KEPT BY ORDINANCE) RECORD TYPES:	CL+2	PE			N	N	N			
/ENG/50/	O039.	SPECIAL DEPOSIT EXCAVATION PERMITS (ENG. 3.652) FORM: ENG. 3.652 RECORD TYPES:	CL+2	CL+10			N	N	N			

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/ENG/50/	O040.	STANDARD PROCEDURES AND INSTRUCTIONS RECORD TYPES:	SU	PE		N	N	N	
/ENG/50/	O041.	STORM DRAIN CONNECTIONS RECORD TYPES: A-CONNECTION SKETCH B-CORRESPONDENCE C-INDEX-STORM DRAIN CONNECTION D-SEWER OR STORM DRAIN CONNECTION OR RECORD OF DYE TEST-ENG. 3.662	PE	PE		N	N	N	
/ENG/50/	O042.	STREET INDEX CARD FILE RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/50/	O043.	SUBSTRUCTURE MAPS RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/50/	O044.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2		N	N	N	
/ENG/50/	O045.	TRACT FILE (ROTATING INDEX) RECORD TYPES:	SU+2	SU+2		N	N	N	

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/ENG/50/	O046.	TRACT AND PARCEL MAP INDEX CARDS RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/50/	O047.	UTILITY INDEX CARD FILE BY STREET NAME (FORM 643) FORM: FORM 643 RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/50/	O048.	UTILITY PERMIT DRAWINGS (REQUIRED TO BE KEPT BY ORDINANCE) RECORD TYPES:	TO+5	PE		N	N	N	
/ENG/50/	O049.	WATERCOURSE PERMITS (REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-APPLICATION/PERMIT TO PERFORM IN A NATURAL WATERCOURSE B-CLASS A"" APPLICATION/PERMIT-ENG. 3.668"" C-CLASS B"" APPLICATION/PERMIT-ENG. 3.659A"" D-MAPS E-WAIVER OF DAMAGES-ENG. 3.685	PE	PE		N	N	N	
/ENG/50/	O050.	WYE MAPS (TRACINGS) RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/50/	O051.	WYE MAPS INDEX FILE RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/50/	O052.	Y"" SHEET FILE""	PE	PE		N	N	N	

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			Office	Total	Code	V	H	C	L
RECORD TYPES: A-INSPECTOR'S SEWER CONSTRUCTION RECORD (Y"" SHEET)-FORM 397"" B-SEWER RECORD TRANSMITTAL-FORM 378									

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			Office	Total	Code	V	H	C	L	
/ENG/51/	O	ORIGINAL RECORDS								
/ENG/51/	O001.	ADVANCED PLANNING PROJECT STATUS CARDS RECORD TYPES:	SU+2	SU+2		N	N	N		
/ENG/51/	O003.	ALLEY VACATION FILE RECORD TYPES: A-BOARD REPORTS B-CLASS B"" APPLICATION/PERMIT-ENG. 3.659A"" C-CORRESPONDENCE D-GENERAL IMPROVEMENT PERFORMANCE BOND-ENG. 4.107B E-MAPS F-NOTICE OF CLASS B"" PERMIT AND BOND APPLICANTS-ENG. 3.693""	CL+5	CL+15		N	N	N		
/ENG/51/	O004.	F-NOTICE OF CLASS B"" PERMIT AND BOND APPLICANTS-ENG. 3.693"" APPLICATION/PERMIT TO PERFORM WORK IN A NATURAL WATER COURSE RECORD TYPES: A-MAPS	PE	PE		N	N	N		
/ENG/51/	O005.	ASSESSMENT PETITIONS RECORD TYPES: A-APPLICATION FOR PETITION-ENG. 3.676 B-MAPS C-PROPERTY OWNER ROLLS	TO+3	TO+3		N	N	N		
/ENG/51/	O006.	ASSESSMENT PROJECT CARD FILE RECORD TYPES:	SU+2	SU+2		N	N	N		

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			Office	Total	Code	V	H	C	L		
/ENG/51/	O007.	ASSESSMENT PROJECT FILE (SUB TITLE (N) HAS OTHER RELATED SUB TOPICS; SUB TIT (L) IS DESIGNATED AS HISTORIC; TRANSFER TO CITY ARCHIVES) RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDER-ENG. 3.151 C-CONTRACT NOTICE-ENG. 3.454 D-CORRESPONDENCE E-TITLE PAGE-QUADRILLE-ENG. 2.901 F-ESTIMATES-526A G-EXCAVATION CIRCULATION SHEET-383 H-FIELD INSPECTION CORRECTION LIST-581-A I-MAPS J-PETITIONS FOR PUBLIC IMPROVEMENTS-ENG. 4.102 K-PHOTOCOPY WORK REQUEST-ENG. 2.101 L-PHOTOGRAPHS M-PRELIMINARY ESTIMATE AND WORK ORDER-ENG. 3.381 N-PROPOSAL-ENG. 3.405A O-PROPOSED ASSESSMENTS-ENG. 3.254 P-REQUEST FOR FIELD WORK-ENG. 3.856 Q-SKETCHES R-TITLE AND PLAT SHEET-ENG. 3.883 S-TOTALS AND SUMMARY SHEET-ENG. 3.563 T-WORK ORDER-ENG. 3.351	CL+2	CL+7				N	N	N	
/ENG/51/	O008.	AVENUE OF THE ATHLETES PROJECT FILE RECORD TYPES: A-BOARD REPORT B-COMMUNICATIONS REFERRAL SLIP-PO 1148 C-CORRESPONDENCE D-SKETCH E-AVENUE OF THE ATHLETES MAP	PE	PE				N	N	N	
/ENG/51/	O009.	B"" PERMIT BOOK"" RECORD TYPES:	SU+2	SU+2				N	N	N	
/ENG/51/	O010.	C. I. P. DESIGN PLANS	CL+2	CL+2				N	N	N	

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RECORD TYPES:								
/ENG/51/	O011.	C. I. P. PHOTOGRAPH FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	AR	PE		N	Y	N
/ENG/51/	O012.	CAPITAL IMPROVEMENT PROJECT FILE (SUB TIT J"" DESIGNATED AS HISTORIC BOXED SEPARATELY &, TRANSFER TO CITY ARCHIVES) RECORD TYPES: A-BOARD REPORTS B-CALCULATIONS C-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 D-COMMUNICATIONS REFERRAL SLIP-PW 1148 E-CORRESPONDENCE F-DRAWINGS G-ESTIMATE SHEET-ENG. 3.559 H-FIELD INVESTIGATION REPORT-409 I-MAPS J-PHOTOGRAPHS K-PRELIMINARY ESTIMATE SHEET-ENG. 3.352 L-REQUEST FOR FIELD WORK-48 M-WORK ORDER-ENG. 3.351	CL+10	CL+15		N	N	N
/ENG/51/	O013.	C. I. P. SURVEY FILE RECORD TYPES: A-TITLE & PLAT SHEET-ENG. 3.883 B-CALCULATIONS	TO+2	TO+2		N	N	N
/ENG/51/	O014.	C. I. P. WORK SHEETS RECORD TYPES: A-CORRESPONDENCE B-FLOW CHARTS C-GUIDELINES FOR CONSTRUCTION	TO+2	TO+2		N	N	N

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			Office	Total	Code	V	H	C L
/ENG/51/	O015.	CITY PLAN CASES (CPC, ZONE CHANGES) RECORD TYPES: A-CORRESPONDENCE B-MAPS C-FIELD NOTES	TO+10	TO+15		N	N	N
/ENG/51/	O016.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N
/ENG/51/	O017.	DESIGN AND CONSTRUCTION PROJECTS RECORD TYPES: A-CORRESPONDENCE B-DRAWINGS C-PHOTOCOPY WORK REQUEST-ENG. 2.101 D-SUMMARY OF FIRST-NOTICE REPLIES-ENG. 3.463 E-WORKING PAPERS	CL+10	CL+15		N	N	N
/ENG/51/	O018.	DRAINAGE COMPLAINTS (CHRONOLOGICAL) RECORD TYPES: A-CORRESPONDENCE B-HYDRAULIC CALCULATIONS C-MAPS D-TABULATING SHEETS	CL+10	CL+15		N	N	N
/ENG/51/	O019.	ENVIRONMENTAL PROJECT FILE (SUB TIT G"" IS HISTORICAL & BOXED SEPARATELY; TRANSFER TO"" CITY ARCHIVES) RECORD TYPES: A-CORRESPONDENCE B-SKETCHES C-MAPS D-NEGATIVE DECLARATIONS E-NOISE AND AIR POLLUTION STUDIES F-NOISE LEVEL SUMMARY G-PHOTOGRAPHS H-PROJECT REPORT/FIELD REVIEW FORM I-PROPERTY INVENTORY J-TRAFFIC NOISE PREDICTIONS K-WORKING PAPERS	CL+10	CL+15		N	N	N
/ENG/51/	O020.	FLOOD HAZARD REPORTS	PE	PE		N	N	N

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			Office	Total	Code	V	H	C
RECORD TYPES:								
/ENG/51/	O021.	FREEWAY DRAINAGE PROJECT FILE RECORD TYPES: A-CALCULATIONS B-QUADRILLE TITLE PAGE-ENG. 2.902 C-DRAWINGS	PE	PE		N	N	N
/ENG/51/	O022.	GOVERNMENTAL PROGRAMS (HOME, MORE, CARE) (SUB-TIT "H" HAS OTHER RELATED SUB-TOPIC; SUB TIT "H" IS "HISTORIC; TRANSFER TO CITY ARCHIVES) RECORD TYPES: A-CHANGE ORDER-ENG. 3.151 B-CONSTRUCTION INSPECTOR'S DAILY JOB REPORT-BCA 328 C-CONTRACTS D-CORRESPONDENCE E-INDEX NUMBERING REQUEST-ENG. 2.253 F-MAPS G-PHOTOCOPY WORK REQUEST-ENG. 2.101 H-PHOTOGRAPHS I-PROPOSAL-ENG. 3.405A J-PROPOSED ASSESSMENTS-AB-4-5 K-REQUEST FOR FIELD WORK-ENG. 3.856 L-WORKING PAPERS	AR+2	AR+2		N	N	N
/ENG/51/	O023.	GRADING REPLACEMENT PROGRAM RECORD TYPES: A-CHANGE ORDER-ENG. 3.151 B-CONTRACT PROGRAM PAYMENT REPORT C-CORRESPONDENCE D-MAPS E-SPECIFICATIONS F-WORKING PAPERS	CL+10	CL+15		N	N	N
/ENG/51/	O024.	F-WORKING PAPERS HOLLYWOOD WALK OF FAME PROJECT FILE RECORD TYPES:	PE	PE		N	N	N

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			Office	Total	Code	V	H	C	L
/ENG/51/	O025.	A-BOARD REPORTS B-COMMUNICATIONS REFERRAL SLIP-PW 1148 C-CORRESPONDENCE D-HOLLYWOOD WALK OF FAME MAP E-SKETCH HYDROLOGICAL DATA RECORD TYPES: A-CORRESPONDENCE B-DRAINAGE PLANS C-MAPS D-CAO REPORTS-CAO 649	PE	PE		N	N	N	
/ENG/51/	O026.	INTERROGATORIES FILE (SUB TIT C"" IS HISTORIC & BOXED SEPARATELY; TRANSFER TO"" CITY ARCHIVES) RECORD TYPES: A-CORRESPONDENCE B-MAPS C-PHOTOGRAPHS D-PLANS	TO+5	TO+5		N	N	N	
/ENG/51/	O027.	LOS ANGELES COUNTY FLOOD CONTROL BOND ISSUE FILES RECORD TYPES: A-APPLICATION FOR NO-CHARGE EXCAVATION PERMIT B-BID NOTES-ENG. 3.453 C-BOARD REPORTS D-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 E-COMMUNICATIONS REFERRAL SLIP-PW 1148 F-CORRESPONDENCE G-INVOICES H-JOB STATUS CARD-ENG. 1.508 I-MAPS/SKETCH F-CORRESPONDENCE	CL+10	CL+15		N	N	N	
/ENG/51/	O028.	LOS ANGELES COUNTY FLOOD CONTROL DISTRICT PROJECT FILE RECORD TYPES: A-ALIGNMENT CALCULATIONS B-HYDRAULIC CALCULATIONS C-MAPS D-STRUCTURAL CALCULATIONS	AR+10	AR+15		N	N	N	
/ENG/51/	O029.	NEGATIVES OF FLOOD DAMAGE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	CL	PE		N	Y	N	

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/ENG/51/	O030.	PARCEL MAP FILE RECORD TYPES: A-APPLICATION TO ADVISORY AGENCY FOR APPROVAL OF A PRELIM...-CP-1400 B-CLASS B"" APPLICATION/PERMIT-ENG. 3.659A"" C-CORRESPONDENCE D-PARCEL MAP E-SUBDIVISION IMPROVEMENT AGREEMENT AND CONTRACT-ENG. 3.805A F-SUBDIVISION IMPROVEMENT AND WARRANTY PERFORMANCE BOND-ENG. 3.805B	TO+10	TO+15		N	N	N	
/ENG/51/	O031.	F-SUBDIVISION IMPROVEMENT AND WARRANTY PERFORMANCE BOND-ENG. 3.805B PRIVATE STREET FILES RECORD TYPES: A-CORRESPONDENCE B-MAPS C-MEMORANDUM TENTATIVE TRACT REPORT-ENG. 3.810	CL+10	CL+15		N	N	N	
/ENG/51/	O032.	R-3 BUILDING PERMITS RECORD TYPES: A-APPLICATION FOR INSPECTION-TO ADD-ALTER-REPAIR-DEMOLISH-B&S B-3 B-APPLICATION FOR INSPECTION OF NEW BUILDING-B&S B-1 C-CORRESPONDENCE D-MAPS E-NOTICE OF PLAN CHECK STATUS F-WORKING PAPERS	CL+2	CL+2		N	N	N	
/ENG/51/	O033.	F-WORKING PAPERS RESURFACING PROGRAM FILE RECORD TYPES: A-DESIGN WORKLOAD-ENG. 3.361 B-WORKLOAD SCHEDULING FORM A-ENG. 3.354A	TO+2	TO+2		N	N	N	
/ENG/51/	O034.	REQUEST FOR GRADES OR PLANS (1179)	TO+2	TO+2		N	N	N	

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FORM: 1179 RECORD TYPES:									
/ENG/51/	O035.	REVOCABLE PERMITS RECORD TYPES: A-APPLICATION FOR INSPECTION OF SIGNS-B&S B-5 B-BOARD REPORTS C-CITY ENGINEER'S REVOCABLE PERMITS D-COMMUNICATIONS REFERRAL SLIP E-CORRESPONDENCE F-DRAWINGS G-GENERAL LIABILITY H-MAPS I-WAIVER OF DAMAGES-CORPORATION-ENG. 3.685A J-WAIVER OF DAMAGES-INDEMNIFICATION AGREEMENT AND RIGHT...-ENG. 3.685 K-WORKING PAPERS	EX+5			N	N	N	
/ENG/51/	O036.	SEWER AVAILABILITY RECORD TYPES: A-CORRESPONDENCE B-MAPS	CL	CL		N	N	N	
/ENG/51/	O037.	SHELTER SITE INVESTIGATIONS (SUB TIT B"" IS HISTORICAL & BOXED SEPARATELY; TRANSFERRED TO"" CITY ARCHIVES) RECORD TYPES: A-CORRESPONDENCE B-PHOTOGRAPHS	AR+2	AR+2		N	N	N	
/ENG/51/	O038.	SOIL DATA RECORD TYPES: A-CORRESPONDENCE B-MAPS C-SIEVE ANALYSIS CHART	PE	PE		N	N	N	
/ENG/51/	O039.	STATE FREEWAY SYSTEM PLANS RECORD TYPES:	CL+5	CL+15		N	N	N	

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/ENG/51/	O040.	STREET MAINTENANCE JOB STATUS (INDEX) RECORD TYPES:	SU+2	SU+2				N	N	N	
/ENG/51/	O041.	STREET MAINTENANCE PLANS RECORD TYPES:	CL+5	CL+15				N	N	N	
/ENG/51/	O042.	STREET MAINTENANCE PROJECT FILE (SUB-TIT D"" IS HISTORICAL BOXED SEPARATELY & TRANSFERRED TO, CITY ARCHIVES) RECORD TYPES: A-CORRESPONDENCE B-TITLE PAGE-QUADRILLE-ENG. 2.901 C-MAPS D-PHOTOGRAPHS E-REQUEST FOR FIELD WORK-ENG. 3.856 F-REQUEST FOR GRADES OR PLANS-1179 G-WORK ORDER-853-A	CL+10	CL+15				N	N	N	
/ENG/51/	O043.	F-REQUEST FOR GRADES OR PLANS-1179 STREET VACATIONS RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-MAPS	CL+2	CL+2				N	N	N	
/ENG/51/	O044.	STORM DRAIN LIAISON FILE (SUB-TIT D"" IS HISTORICAL & BOXED SEPARATELY TRANSFER TO, CITY ARCHIVES) RECORD TYPES: A-CORRESPONDENCE B-DRAWINGS C-FINAL INSPECTION REPORT D-PHOTOGRAPHS	CL+5	CL+5				N	N	N	

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			Office	Total	Code	V	H	C	L
/ENG/51/	O045.	E-WORK ORDER CLOSING NOTICE-ENG. 2.222 STORM DRAIN PROJECT FILE (SUB-TIT (M) HAS OTHER RELATED SUB-TOPIC SUB-TIT (L) IS HISTORICAL & SENT TO CITY ARCHIVES) RECORD TYPES: A-BLUEPRINT WORK REQUEST-ENG. 2.101 B-TITLE & PLAT SHEET-ENG. 3.883 C-CALCULATIONS D-CLASS B"" APPLICATION/PERMIT-ENG. 3.659"" E-CORRESPONDENCE F-QUADRILLE TITLE PAGE-ENG. 2.902 G-DRAWINGS H-FINAL INSPECTION CORRECTION LIST-581-A I-INTERIM CHANGE AUTHORIZATION-ENG. 3.156 J-MAPS K-ORDINANCES L-PHOTOGRAPHS M-PROPOSAL-ENG. 3.405A N-WORKING PAPERS	CL+10	CL+15		N	N	N	
/ENG/51/	O046.	SUBSTRUCTURE PLANS FOR METRORAIL PROJECT RECORD TYPES:	CL+5	CL+15		N	N	N	
/ENG/51/	O047.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2		N	N	N	
/ENG/51/	O048.	TRACT FILES (SUPPLEMENT TO STREET OPENING AND WIDENING FILE; SUB-TIT C"" IS HISTORIC, TRANSFER TO CITY ARCHIVES) RECORD TYPES: A-BUREAU OF ENGINEERING CHARGE OUT CARD-ENG. 1.506 B-CORRESPONDENCE C-ESTIMATED OFF-SITE SEWER COST AND REVENUE REPORT-ENG. 4.171 D-MAPS E-NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS-CP 2061 F-PHOTOGRAPHS G-PRELIMINARY SUBDIVISION REPORT	CL+2	CL+10		N	N	N	

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

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/CENTRAL DISTRICT
/ENG/51/

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
/ENG/51/	O049.	H-SUBDIVISION IMPROVEMENT AGREEMENT AND CONTRACT-ENG. 3.805A I-TENTATIVE TRACT REPORT J-TRACT LABOR AND MATERIAL PAYMENT BOND-ENG. 3.805 TRANSIT SHELTER A"" PERMIT FILE"" RECORD TYPES: A-CLASS A"" APPLICATION/PERMIT-ENG. 3.668"" B-SKETCH	CL+10	CL+15		N	N	N	
/ENG/51/	O050.	TRANSIT SHELTER SITE FILE (SUB-TIT C"" IS HISTORIC & TRANSFER TO CITY ARCHIVES"") RECORD TYPES: A-CORRESPONDENCE B-TITLE PAGE-QUADRILLE-ENG. 2.901 C-PHOTOGRAPHS D-SKETCH	AR+2	AR+2		N	N	N	
/ENG/51/	O051.	ZONE VARIANCES RECORD TYPES: A-CORRESPONDENCE B-GENERAL LIABILITY C-INSTRUCTIONS FOR LIABILITY INSURANCE PERTAINING TO B"" PERMIT"" D-MAPS E-RESOLUTIONS F-ZONING ATLAS	CL+2	CL+10		N	N	N	
/ENG/51/	O052.	F-ZONING ATLAS ZONE VARIANCE CARD FILE (INDEX) RECORD TYPES:	SU+2	SU+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/COLLECTION SYSTEMS ENGINEERING
/ENG/52/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L			
/ENG/52/	O	ORIGINAL RECORDS										
/ENG/52/	O001.	CORRESPONDENCE & SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N				
/ENG/52/	O002.	MANUALS & PROCEDURES (EXCLUDES O & M AND OTHER FACILITY MANUALS) RECORD TYPES:	SU	SU+2		N	N	N				
/ENG/52/	O003.	MATERIAL SAFETY DATA SHEETS (HAZRDUS MATERIALS MAINTAINED IN DIV. OFFICES, NON HAZRDUS MATERIAL MAINTAIND BY CONTRACTOR AT PROJ. SITE) RECORD TYPES:	SU	SU+2		N	N	N				
/ENG/52/	O004.	OSHA FILES RECORD TYPES:	CL	CL+2		N	N	N				
/ENG/52/	O005.	PROJECT FILES - GRANT FUNDED RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDERS C-CORRESPONDENCE D-ESTIMATES E-MEETING NOTES F-OPERATIONS & MAINTENANCE MANUALS	AU	AU+3		N	N	N				

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			Office	Total	Code	V	H	C	L
/ENG/52/	O006.	G-PAYMENT REQUESTS H-REQUESTS FOR INFORMATION I-SAFETY RECORDS J-SHOP DRAWINGS K-SPECIFICATIONS L-SUBMITTALS PROJECT FILES - NOT GRANT FUNDED RECORD TYPES: A-BOARD REPORTS B-CHANGE ORDERS C-CORRESPONDENCE D-ESTIMATES E-MEETING NOTES F-OPERATIONS & MAINTENANCE MANUALS G-PAYMENT REQUESTS H-REQUESTS FOR INFORMATION I-SAFETY RECORDS J-SHOP DRAWINGS K-SPECIFICATIONS L-SUBMITTALS	CL	CL+3		N	N	N	
/ENG/52/	O007.	RECORDS MANAGEMENT FILES RECORD TYPES:	SU+2	SU+2		N	N	N	

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STRUCTURAL DIVISION
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			Office	Total	Code	V	H	C	L				
/ENG/54/	O	ORIGINAL RECORDS											
/ENG/54/	O001.	ADVANCED PLANNING FILES (C=WHEN ACTIVE DESIGN STARTS OR PROJ. ABANDONED BY COUNCIL) RECORD TYPES: A-CORRESPONDENCE B-INVESTIGATION OF PROPOSED PROJECT	CL	CL+5		N	N	N					
/ENG/54/	O002.	COMPUTER BOOK FILE OF STRUCTURES RECORD TYPES:	TO+5	TO+25		N	N	N					
/ENG/54/	O003.	COMPUTER LIST OF INSPECTORS FIELD BOOKS RECORD TYPES:	TO+5	TO+25		N	N	N					
/ENG/54/	O004.	COMPUTER PROGRAM DOCUMENTATION FILES RECORD TYPES:	SU	SU+5		N	N	N					
/ENG/54/	O005.	COMPUTER PROGRAMMING RESEARCH FILES RECORD TYPES:	SU	SU+5		N	N	N					
/ENG/54/	O006.	CORRESPONDENCE AND SUBJECT FILES (NON-PROJECT) RECORD TYPES:	AR	AR+2		N	N	N					

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			Office	Total	Code	V	H	C	L		
/ENG/54/	O007.	INDEXES TO FILES RECORD TYPES:	SU+2	SU+2				N	N	N	
/ENG/54/	O008.	INQUIRIES - REFERRALS RECORD TYPES: A-COUNCIL AND BOARD OF PUBLIC WORKS B-PUBLIC C-OTHER AGENCIES	AR	AR+2				N	N	N	
/ENG/54/	O009.	INSPECTION FILES OF BRIDGES (TERMINATION MEANS STRUCTURE IS NO LONGER IN EXISTENCE) RECORD TYPES: A-CORRESPONDENCE B-INSPECTION REPORT-10/18 C-PLANS D-SKETCHES E-WORKING PAPERS	CL	CL+25				N	N	N	
/ENG/54/	O010.	OFFICE STANDARDS, MEMOS TO DESIGNERS & MEMOS ... (SUPERCEDED WHEN UPDATED) RECORD TYPES:	SU+2	SU+2				N	N	N	
/ENG/54/	O011.	OVERLOAD ON BRIDGES (TERMINATION MEANS STRUCTURE IS NO LONGER IN EXISTENCE) RECORD TYPES:	TE	TE+2				N	N	N	
/ENG/54/	O012.	PRIVATE PROJECTS (C=WHEN CONSTRUCTION ACCEPTED AS COMPLETE BY BOARD.) RECORD TYPES: A-B"" PERMITS"" B-CRA	CL+5	CL+15				N	N	N	

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			Office	Total	Code	V	H	C	L	
		C-PEDESTRIAN BRIDGES D-PEDESTRIAN TUNNELS E-PRIVATE DRIVEWAYS F-OTHER, FLOWER BOOTH								
/ENG/54/	0013.	F-OTHER, FLOWER BOOTH PROJECT FILES, ACTIVE STRUCTURAL DIVISION (C=WHEN CONSTRUCTION ACCEPTED AS COMPLETE BUY BOARD.) RECORD TYPES: A-BOARD REPORTS B-CALCULATIONS-ENG. 2.901 C-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 D-CHANGE ORDERS-ENG. 3.151 E-CORRESPONDENCE F-MAPS G-PLANS H-SPECIFICATIONS	CL+5	CL+15		N	N	N		
/ENG/54/	0014.	F-MAPS PROJECT FILES, PRELIMINARY STRUCTURAL DIVISION (T=PROJECT TERMINATED BY COUNCIL IF PROJECT FUNDED, THEN GOES TO ACTIVE PROJECT FILES) RECORD TYPES:	TE	TE+2		N	N	N		
/ENG/54/	0015.	RESEARCH, TECHNICAL RECORD TYPES: A-BROCHURES B-CALCULATIONS C-CORRESPONDENCE	SU	SU+2		N	N	N		
/ENG/54/	0016.	RESEARCH, UTILITY STRUCTURES & SUBSTRUCTURES RECORD TYPES: A-GENERAL CORRESPONDENCE B-LIGHT POLES C-UTILITY VAULTS, HANDHOLES, COVERS	SU	SU+2		N	N	N		

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			Office	Total	Code	V	H	C L
/ENG/54/	O017.	SLIDES OF PROJECTS (TRANSFER TO CITY ARCHIVES; HISTORICAL PER RETENTION SCHEDULE) RECORD TYPES:	AR	AR+2		N	N	N
/ENG/54/	O018.	STANDARD PLANS FOR STRUCTURES (S=WHEN STANDARD PLANS REVISED) RECORD TYPES: A-CALCULATIONS B-CORRESPONDENCE C-PLANS	SU	SU+2		N	N	N
/ENG/54/	O019.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2		N	N	N
/ENG/54/	O020.	TUNNEL AND STAIRWAYS INVESTIGATIONS (C=WHEN FINAL REPORT APPROVED) RECORD TYPES: A-CALCULATIONS B-CORRESPONDENCE C-GEOLOGIC AND SOILS REPORT D-PLANS E-REPORT FROM CITY ADMINISTRATIVE OFFICER-CAO 649	CL+5	CL+6		N	N	N

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/ENG/55/	O	ORIGINAL RECORDS								
/ENG/55/	O001.	CONSTRUCTION SHOP DRAWINGS (TRANSFER COPIES TO GENERAL SERVICES OR DEPT. MAINTAINING BUILDING) RECORD TYPES:	CL+1	CL+2		N	N	N		
/ENG/55/	O002.	CONSTRUCTION TRACINGS (TRANSFER TO STORAGE AFTER BUILDING IS SOLD OR DEMOLISHED) RECORD TYPES: Historical	CL	PE		N	Y	N		
/ENG/55/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ENG/55/	O004.	DATA ON ARCHITECTURAL AND ENGINEERING FIRMS (DESTROY IF NOT UPDATED BY FIRM) RECORD TYPES: A-BROCHURES B-CORRESPONDENCE C-PHOTOGRAPHS	TO+3	TO+3		N	N	N		
/ENG/55/	O005.	INDEX CARDS TO INVESTIGATE REPORT (INDEX) RECORD TYPES:	SU+2	SU+2		N	N	N		
/ENG/55/	O006.	INVESTIGATION REPORT FILE RECORD TYPES:	TO+3	TO+10		N	N	N		

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			Office	Total	Code	V	H	C	L
/ENG/55/	O007.	A-CORRESPONDENCE B-ESTIMATES-PB 34A C-INVESTIGATION REPORT-PB 36 D-PRINT OF DRAWING PLOT PLANS (C=WHEN CONSTRUCTION ACCEPTED OR PROJECT CANCELLED BY COUNCIL) RECORD TYPES: Historical A-LEGAL DESCRIPTIONS B-PHOTOGRAPHS	CL	PE		N	Y	N	
/ENG/55/	O008.	PROJECT FILES (C=WHEN CONSTRUCTION ACCEPTED OR PROJECT CANCELLED BY COUNCIL) RECORD TYPES: A-ARCHITECTS PAY REQUEST-PB 58 B-CHANGE ORDER C-CONTRACT OR LEASE D-CORRESPONDENCE E-CORRESPONDENCE CONTROL RECORD-PB 41A F-DRAWINGS FOR LEASES G-PHOTOGRAPHS	CL+1	CL+15		N	N	N	
/ENG/55/	O009.	F-DRAWINGS FOR LEASES RENDERINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	AR	PE		N	Y	N	
/ENG/55/	O010.	SPECIFICATIONS (C=WHEN CONSTRUCTION ACCEPTED OR PROJECT CANCELLED BY COUNCIL) RECORD TYPES: Vital	CL+2	CL+2		Y	N	N	
/ENG/55/	O011.	STRUCTURAL CALCULATIONS (C=WHEN CONSTRUCTION ACCEPTED OR PROJECT CANCELLED BY COUNCIL) RECORD TYPES: Vital	CL+2	CL+2		Y	N	N	

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/ENG/55/	O012.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2		N	N	N			

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT
/ENG/56/

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/ENG/56/	O	ORIGINAL RECORDS								
/ENG/56/	O001.	CONSENT DECREE RECORDS RECORD TYPES:	CL	CL+15		N	N	N		
/ENG/56/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/ENG/56/	O003.	ADMINISTRATIVE RECORDS (ADM) RECORD TYPES:	AR	AR+2		N	N	N		
/ENG/56/	O004.	BUDGET RECORDS (BUD) RECORD TYPES:	AR	AR+2		N	N	N		
/ENG/56/	O005.	ENVIRONMENTAL RECORDS (ENV) RECORD TYPES:	CL	CL+5		N	N	N		
/ENG/56/	O006.	FINANCE RECORDS (FIN) RECORD TYPES:	AR	AR+2		N	N	N		

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			Office	Total	Code	V	H	C	L			
/ENG/56/	O007.	GOVERNMENT/LEGISLATION RECORDS (GOV) RECORD TYPES:	AR	AR+2			N	N	N			
/ENG/56/	O008.	PERSONNEL RECORDS (PER) RECORD TYPES:	AR	AR+2			N	N	N			
/ENG/56/	O009.	PROCEDURES AND GUIDELINES (PRO) RECORD TYPES:	AR	AR+2			N	N	N			
/ENG/56/	O010.	PROGRAM-WIDE RECORDS (PRW) RECORD TYPES:	AR	AR+2			N	N	N			
/ENG/56/	O011.	SEWER DISPOSAL RECORDS (SDR) RECORD TYPES:	AR	AR+5			N	N	N			
/ENG/56/	O012.	MANUALS AND PROCEDURES (LIB) RECORD TYPES:	AR	AR+2			N	N	N			

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT

/ENG/56/

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
/ENG/56/	O013.	GRANT FUNDED PROJECT FILES/GOVMT ASSIST PRGRM REC (GAP) (EPA GRANT CLOSEOUT AUDIT) RECORD TYPES: Vital	AU	AU+3		Y	N	N	
/ENG/56/	O014.	GENERAL CORRESPONDENCE RECORD TYPES:	CL	CL+5		N	N	N	
/ENG/56/	O015.	GENERAL GUIDELINES RECORD TYPES:	CL	CL+5		N	N	N	
/ENG/56/	O016.	REPORTS RECORD TYPES:	CL	CL+5		N	N	N	
/ENG/56/	O017.	PROJECT RANKING RECORD TYPES:	CL	CL+5		N	N	N	
/ENG/56/	O018.	MEETING NOTES/MINUTES (TRANSFER FOR HISTORICAL DATA (MINUTES) TO ARCHIVES) RECORD TYPES: Historical	CL	PE		N	Y	N	
/ENG/56/	O019.	PERMITS	CL	CL+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT
/ENG/56/

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:										
/ENG/56/	O020.	CONSULTANT/PERSONAL SERVICES CONTRACT RECORD TYPES: A-AMENDMENTS B-CONTRACTS C-EVALUATIONS D-PROPOSALS E-RFP/RFQ	CL	CL+5		N	N	N		
/ENG/56/	O021.	PROJECT FILES (COMPLETED CONSTRUCTION PROJECTS) RECORD TYPES:	CL	CL+10		N	N	N		
/ENG/56/	O022.	SEWER SERVICE CHARGE RECORDS RECORD TYPES:	CL	CL+5		N	N	N		

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City of Los Angeles
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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER TREATMENT ENGINEERING
/ENG/58/

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	
/ENG/58/	0	ORIGINAL RECORDS								

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City of Los Angeles
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Original Records

Records of: SURVEY DIVISION

/ENG/63/ PUBLIC WORKS/BUREAU OF ENGINEERING

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	
/ENG/63/	O	ORIGINAL RECORD SERIES								
/ENG/63/	O001.	Historical and Cultural Resources Survey (Booklet)	SU	PE	DO	N	Y	N		
/ENG/63/	O002.	Historical and Cultural Survey Photos, Negs. & Slides (CL=Final Report Published; Box has varied Media Format I.E. Slides, Neg)	CL	PE	DO	N	Y	N		
/ENG/63/	O003.	Historical and Cultural Resources Survey Projects (CL=Final Report Published; Box contains varied Media Format I.E. Maps, Photos) A. Historical Resources Inventory B. Historical Background Information C. Maps D. Photocopy of Building Permits E. Photographs	CL	PE	DO	N	Y	N		
/ENG/63/	O004.	Capital Improvement Project Survey File A. Title and Plat Sheet B. Calculations	TO+2	TO+2	DO	N	N	N		
/ENG/63/	O005.	TOPO MAPS A. SURVEY FIELD BOOKS	CL	PE	DO	N	N	N		

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING
/ENG/70/

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	
/ENG/70/	O	ORIGINAL RECORDS								
/ENG/70/	O001.	BOND EXONERATION/ACCEPTANCE RECORD TYPES: A-CLASS A"" APPLICATION/PERMIT-ENG. 3.659A"" B-CLASS B"" PERMIT COMPLETION NOTICE-ENG. 3.836"" C-CORRESPONDENCE D-GENERAL IMPROVEMENT PERFORMANCE BOND-ENG. 4.107B E-IMPORT/EXPORT PAYMENT BOND-ENG. 4.129 F-R-3 IMPROVEMENT PERFORMANCE BOND-ENG. 4.107A G-SUBDIVISION IMPROVEMENT AGREEMENT & CONTRACT-ENG. 3.805A H-SUBDIVISION & IMPROVEMENT & WARRANT PERFORMANCE BOND-ENG. 3.805B I-TRACT LABOR AND MATERIAL PAYMENTS BOND-ENG. 3.805C F-R-3 IMPROVEMENT PERFORMANCE BOND-ENG. 4.107A	EX+3			N	N	N		
/ENG/70/	O002.	CADASTRAL MAP RECORD TYPES:	SU+10	SU+10		N	N	N		
/ENG/70/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/ENG/70/	O004.	COUNCIL DISTRICT MAP - MASTERS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	AR	PE		N	Y	N		
/ENG/70/	O005.	DEAD TRACT MAP FILE (MAINTAINED FOR REFERENCE, T=COUNCIL CANCELS PROJECT) RECORD TYPES:	TE+2	TE+2		N	N	N		

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/ENG/70/

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
/ENG/70/	O006.	FLOOD HAZARD REPORTS RECORD TYPES:	CL+1	CL+15		N	N	N	
/ENG/70/	O007.	HISTORICAL MAPS (MICROFILMED) RECORD TYPES: Historical	AR	PE		N	Y	N	
/ENG/70/	O008.	HISTORICAL MAP INDEX (PUBLICATION) RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/70/	O009.	INDEXES TO FILES RECORD TYPES: A-CITY PLANNING CASES-ENG. 3.678 B-DISTRICT/CADASTRAL MAPS C-DIVISION INDEX MAPS (400 SCALE) D-PARCEL MAP BOOK E-PARCEL STATUS CARDS-ENG. 3.831 F-PERMIT/BOND STATUS CARDS-ENG. 3.819 G-RECORDED PARCEL AND TRACT MAP BOOKS H-RIGHT OF WAY INVESTIGATION INFORMATION CARD-ENG. 3.634 I-RIGHT OF WAY JOB STATUS CARDS-ENG. 3.627 J-STREET VACATION INDEX CARDS-ENG. 3.817 K-TRACT STATUS CARDS-ENG. 3.807 L-ZONING CASES	SU+2	SU+2		N	N	N	
/ENG/70/	O010.	INVEST'N FILES OF RIGHT OF WAY PROJECTS (EASEMENT, OFFER...) (TO DEDICATE, QUITCLAIM, STREET NAMES) RECORD TYPES: A-CORRESPONDENCE B-COUNCIL REPORTS	CL+1	CL+10		N	N	N	

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City of Los Angeles
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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING
/ENG/70/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/ENG/70/	O011.	C-MAPS D-ORDINANCES E-RESOLUTIONS LITIGATION MAPS (MICROFILMED) RECORD TYPES:	TO+10	TO+11		N	N	N	
/ENG/70/	O012.	PARCEL MAP FILE RECORD TYPES: A-BOARD REPORTS B-CONDITIONS OF APPROVALS C-CORRESPONDENCE D-MAPS E-MAP CHECKING FEE RECEIPT-ENG. 3.671 F-SEWERAGE FACILITIES CHARGE-ENG. 3.665 G-SURVEY MONUMENT CASH BOND-ENG. 3.811	CL+2	CL+10		N	N	N	
/ENG/70/	O013.	PHOTOGRAPHS (CONSTRUCTION PROJECTS) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	AR	PE		N	Y	N	
/ENG/70/	O014.	PRIVATE STREET FILES RECORD TYPES: A-CORRESPONDENCE B-MAPS	CL+5	CL+15		N	N	N	
/ENG/70/	O015.	RECORDED TRACT MAPS (MICROFILMED) RECORD TYPES: A-BOARD REPORTS B-CONDITIONS OF APPROVALS C-CORRESPONDENCE D-MAPS E-MAP CHECKING FEE RECEIPTS-ENG. 3.671 F-SEWERAGE FACILITIES CHARGE-ENG. 3.665 G-SURVEY MONUMENT CASH BOND-ENG. 3.811	CL+2	CL+10		N	N	N	

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING
/ENG/70/

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			Office	Total	Code	V	H	C	L
/ENG/70/	O016.	F-SEWERAGE FACILITIES CHARGE-ENG. 3.665 RIGHT OF WAY INVESTIGATION (C=INVESTIGATION COMPLETED) RECORD TYPES:	CL	CL+10		N	N	N	
/ENG/70/	O017.	SPECIAL PROJECT MAPS RECORD TYPES:	CL	CL+2		N	N	N	
/ENG/70/	O018.	STREET VACATION PROJECT FILE (COMPLETE WHEN COUNCIL ADOPTS OR ABANDONS PROJECT) RECORD TYPES: A-BOARD REPORTS B-BUREAU OF ACCOUNTING C-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 D-CASE ASSIGNMENT-CP 5154 E-CORRESPONDENCE F-MAPS G-ORDINANCES H-PHOTOGRAPHS I-RESOLUTIONS K-WORK ORDER CLOSING NOTICE-ENG. 2.222	CL+2	CL+5		N	N	N	
/ENG/70/	O019.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2		N	N	N	
/ENG/70/	O020.	TOPO MAPS (MICROFILMED) RECORD TYPES:	CL	PE		N	N	N	

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City of Los Angeles
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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING

/ENG/70/

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
/ENG/70/	O021.	TRACT CALCULATIONS RECORD TYPES:	CL+2	CL+3		N	N	N	
/ENG/70/	O022.	400 SCALE STREET MAPS (SINGLE AND DOUBLE LINE) (MICROFILMED) RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/70/	O023.	1000 SCALE STREET MAPS (SINGLE AND DOUBLE LINE) RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/70/	O024.	2000 SCALE STREET MAPS (SINGLE AND DOUBLE LINE) RECORD TYPES:	SU+2	SU+2		N	N	N	

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City of Los Angeles
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Records of: ADMINISTRATION DIVISION
/ENG/73/ PUBLIC WORKS/BUREAU OF ENGINEERING

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	V	H	C	L							
/ENG/73/	O	ORIGINAL RECORD SERIES																		
/ENG/73/	O001.	"A" Plans	TO+15	PE	OD	N	N	N												
/ENG/73/	O002.	"B" Plans	TO+15	PE	OD	N	N	N												
/ENG/73/	O003.	"D" Plans	TO+15	PE	OD	N	N	N												
/ENG/73/	O004.	"M" Plans	TO+15	PE	OD	N	N	N												
/ENG/73/	O005.	"P" Plans	TO+15	PE	OD	N	N	N												
/ENG/73/	O006.	"Z" Plans	TO+15	PE	OD	N	N	N												
/ENG/73/	O007.	Payroll Records	TO+5	TO+30	DO	N	N	N												
/ENG/73/	O008.	Telephone Bills	TO+2	TO+2	DO	N	N	N												
/ENG/73/	O009.	Plans a. Street Construction Plans b. Dept of Airports Plans c. Municipal Facilities (New) Plans	TO+2	PE	DO	Y	N	N												
/ENG/73/	O010.	"B" Permits	TO+2	PE	DO	Y	N	N												
/ENG/73/	O011.	Maps a. "A" Maps b. Sewer Wye Maps c. Substructure Maps d. " E Maps - Maintenance Modification e. Land Record Maps f. Drainage Maps	TO+2	PE	DO	Y	N	N												
/ENG/73/	O012.	Right of Way & Land	TO+2	PE	DO	Y	N	N												
/ENG/73/	O013.	Survey Field Books	TO+2	PE	DO	Y	N	N												
/ENG/73/	O014.	Historical Maps a. "A" Maps b. Sewer Wye Maps c. Substructure Maps d. " E Maps - Maintenance Modification e. Land Record Maps f. Drainage Maps	TO+2	PE	DO	N	Y	N												
/ENG/73/	O015.	Street Lighting	TO+2	PE	DO	N	Y	N												

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City of Los Angeles
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Records of: ADMINISTRATION DIVISION

/ENG/73/ PUBLIC WORKS/BUREAU OF ENGINEERING

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	V	H	C	L	
/ENG/73/	O016.	Ordinances	TO+2	PE	DO	N	Y	N						
/ENG/73/	O017.	Public Buildings Plans	TO+2	PE	DO	N	Y	N						
/ENG/73/	O018.	Deeds	TO+2	PE	DO	N	Y	N						
/ENG/73/	O019.	Organizational Charts	TO+2	PE	DO	N	Y	N						

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

**Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/REAL ESTATE DIVISION
/ENG/77/**

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	
/ENG/77/	O	ORIGINAL RECORDS								
/ENG/77/	O001.	ACQUISITION COST ESTIMATE (CONFIDENTIAL UNTIL ACQUISITION COMPLETE) RECORD TYPES: Confidential	CL+1	CL+11		N	N	Y		
/ENG/77/	O002.	ACQUISITION FILE (CONFIDENTIAL UNTIL ACQUISITION COMPLETE. A=AUDIT BY EITHER FHA, CALTRANS, DOT,...) RECORD TYPES: Confidential A-BUREAU OF ENGINEERING WORK ORDER-ENG 3.351 B-CORRESPONDENCE C-ESTIMATES D-INSTRUMENT RECORD SHEET AND PARCEL TITLE REPORT-909 E-ORDINANCE F-RECORDED DOCUMENTS G-SUPPLEMENTAL REPORT-516.6 H-SUPPORTING DATA I-TITLE SEARCH-516 J-WORK ORDER-317	CL+1	CL+6		N	N	Y		
/ENG/77/	O003.	APPRAISAL REPORTS (RW 228) (CONFIDENTIAL UNTIL ACQUISITION COMPLETE. A=AUDIT BY EITHER FHA, CALTRANS, DOT,...) FORM: RW 228 RECORD TYPES: Confidential	CL+2	CL+7		N	N	Y		
/ENG/77/	O004.	ASSESSMENT TITLE SEARCHES (SEE NUMBER 2) RECORD TYPES: A-CORRESPONDENCE B-COPIES OF RECORDED DOCUMENTS C-MAPS	CL+2	CL+7		N	N	N		
/ENG/77/	O005.	BUDGET WORKING PAPERS	TO+5	TO+5		N	N	N		

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			Office	Total	Code	V	H	C	L
/ENG/77/	O006.	RECORD TYPES: A-CORRESPONDENCE B-DETAILED BASIS FOR REVENUE ESTIMATE-CAO 171 C-METHOD OF CALCULATING ESTIMATE-CAO 172 D-REVENUE ESTIMATES ANALYSIS-CAO 170 E-WORKLOAD MATRIX CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	CL	CL+2		N	N	N	
/ENG/77/	O007.	INDEXES TO FILES RECORD TYPES: A-RIGHT OF WAY INDEX CARDS B-TITLE CLEARANCE REPORTS C-TRACT INDEX	SU+2	SU+2		N	N	N	
/ENG/77/	O008.	LITIGATION AND SPECIAL PROJECT FILE RECORD TYPES: A-COPIES OF RECORDED DOCUMENTS B-CORRESPONDENCE C-MAPS D-RECORD ORDER SEARCH-RW 1221 E-TITLE SEARCH-ENG. 7.516 F-WORKING PAPERS	CL+1	CL+10		N	N	N	
/ENG/77/	O009.	F-WORKING PAPERS MONTHLY ACCOMPLISHMENT REPORT RECORD TYPES: A-APPRAISAL UNIT ACTIVITY SUMMARY B-CURRENT INVENTORY C-MONTHLY PRODUCTION REPORT D-PRODUCTION REPORT E-TITLE TRANSFER ACTIVITY SUMMARY	TO+3	TO+3		N	N	N	
/ENG/77/	O010.	RECORDING DATA LEDGER (112) (C=WHEN BOOK IS FILLED. INDEX TO DOCUMENTS CONCERNING REAL PROP'TY ACQUISITION BY THE CITY)	CL+5	CL+50		N	N	N	

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FORM: 112 RECORD TYPES:									
/ENG/77/	O011.	RELOCATION FILE (SEE NUMBER 2) RECORD TYPES: A-CLAIM FORMS B-CLAIMANT INFORMATION-RW 1201 C-CORRESPONDENCE D-INVOICES E-LEASES F-RECEIPT OF RELOCATION INFORMATION G-REMITTANCE ADVICE-5042A H-RIGHT OF WAY PARCEL DIARY	CL+1	CL+6		N	N	N	
/ENG/77/	O012.	F-RECEIPT OF RELOCATION INFORMATION SALES OF CITY OWNED REAL PROPERTY RIGHTS FILE (VALIDATES PROCEDURES FOLLOWED IN ACQUIRING TITLE. NO KNOWN STATUTE OF LIMITATIONS) RECORD TYPES: A-ADVERTISING INVOICES B-ANNUAL REPORT TO CONTROLLER C-AUCTION SALES D-LISTING OF COMPLETED SALES	TO+3	PE		N	N	N	
/ENG/77/	O013.	STREET VACATION COVENANT & AGREEMENT FILE (REC SERIES HAS A VARIED MEDIA MAPS & PHOTOGRAPHS) RECORD TYPES: A-CORRESPONDENCE B-MAPS C-PROGRESS REPORT-309 D-RECORDED DOCUMENTS	CL+1	CL+5		N	N	N	
/ENG/77/	O014.	TAX DEED ACQUIRED PARCEL FILES (NO STATUTE OF LIMITATIONS ON THIS TYPE OF TRANSACTION. C=WHEN TITLE PASSES TO...) RECORD TYPES: Vital A-CORRESPONDENCE B-LAND INSPECTION CHART C-MAPS D-PHOTOGRAPHS E-RIGHT OF WAY PARCEL DIARY-RW-1237	CL	PE		Y	N	N	
/ENG/77/	O015.	TIME OFF/COMPENSATION REQUEST (GEN. 68)	TO+2	TO+2		N	N	N	

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FORM: GEN. 68 RECORD TYPES:

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/ENG/81/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:	TO+2	TO+2	DO	N	N	N	
/ENG/81/	O001.	ADVANCED PLANNING FILES Closure occurs when Project Abandoned by Council or transferred to Active Files when going to Construction. A-CAPITAL IMPROVEMENT PROJECT REQUEST CAO 39 B-INTER-DEPARTMENTAL CORRESPONDENCE-GEN 160 C-MAPS D-PRELIMINARY CONSTRUCTION ESTIMATE SHEET ENG.3.559 E-SKETCH F-WORK ORDER ENG 3.351	CL+5	CL+5	DO	N	N	N	
/ENG/81/	O002.	APPLICATION/PERMIT TO PERFORM WORK IN A NATURAL WATER COURSE (ENG. 3.651) FORM: ENG.3651	AR	PE	DO	N	N	N	
/ENG/81/	O003.	ATLAS (PLATE) A-OIL B-POWER (WATER & POWER) C-SOUTHERN CALIFORNIA GAS COMPANY D-TELEPHONE	AR	PE	DO	N	N	N	
/ENG/81/	O004.	B "PERMIT PROJECT FILE" Closure occurs when construction accepted A-CLASS B" APPLICATION/PERMIT-ENG. 3659A" B-CLASS B "PERMIT PROJECTS- ENG.3.156" C-CORRESPONDENCE D-FINAL INSPECTION CORRESPONDENCE 581-A E-MAPS F-NOTICE OF COMPLETION OF STREET LIGHTING WORK 1334 G-NOTICE OF INSTALLATIONS-PUBLIC UTILITIES ENG.3.459 H-PRELIMINARY CONSTRUCTION ESTIMATE SHEET 3.559 I-SKETCH J-WORK PAPERS	CL+5	CL+10	DO	N	N	N	
/ENG/81/	O005.	B "PERMIT LOG BOOKS (INDEX)"	SU+2	SU+2	DO	N	N	N	
/ENG/81/	O006.	BIKEWAY FILE Closure occurs when construction accepted as complete A-CAPITAL IMPROVEMENT PROJECT REQUEST- CAO 39 B-CORRESPONDENCE C-MAPS D-REQUEST FOR FIELD WORK-ENG.3.856 E-SKETCH	CL+5	CL+5	DO	N	N	N	

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			Office	Total	Code	V	H	C	L		
		F-PHOTOGRAPHS G-WORKING PAPERS									
/ENG/81/	O007.	BONDED SEWER CONTRACTOR'S SIGNATURE CARD FILE (3.682)	SU+2	SU+2	DO	N	N	N			
/ENG/81/	O008.	CITY PLANNING CASES A-CORRESPONDENCE B-MAPS C-PHOTOGRAPHS D-SKETCH E-WORKING PAPERS	CL+10	CL+15	DO	N	N	N			
/ENG/81/	O009.	CLASS A "APPLICATION/PERMIT" (3.668)	EX	PE	DO	N	N	N			
/ENG/81/	O010.	CLASS B "APPLICATION/PERMIT" (3.659A)	AR	PE	DO	N	N	N			
/ENG/81/	O011.	CORRESPONDENCE AND SUBJECT FILES	CL	CL+2	DO	N	N	N			
/ENG/81/	O012.	GENERAL DEPOSIT EXCAVATION DRAWINGS Closure occurs when project accepted as complete	CL+2	CL+10	DO	N	N	N			
/ENG/81/	O013.	GENERAL DEPOSIT EXCAVATION PERMIT (3.654) (USED FOR LAWSUITS) FORM: 3.654	CL+2	CL+10	DO	N	N	N			
/ENG/81/	O014.	INDEXES TO FILES	SU+2	SU+2	DO	N	N	N			
/ENG/81/	O015.	INFRA-STRUCTURE MAPS A-DRAINAGE B-SEWER C-SUBSTRUCTURE D-TOPO E-WYE	SU+10	SU+10	DO	N	N	N			
/ENG/81/	O016.	JOB INSPECTOR'S RECORD OF SEWER CONSTRUCTION (Y "SHEET") (397) (SUSPENDED WHEN SEWER CLOSED OR ABANDONDED) FORM: 397	SU+2	SU+4	DO	N	N	N			
/ENG/81/	O017.	OVERLOAD PERMITS (958) FORM: 958	TO+7	TO+17	DO	N	N	N			
/ENG/81/	O018.	PARCEL MAP FILE (SUPPLEMENT TO O&W) A-CLASS A "APPLICATION/PERMIT-3.668" B-CLASS B "APPLICATION/PERMIT" C-CORRESPONDENCE D-IMPROVEMENT CASH BOND RECEIPT E-MAPS F-PHOTOGRAPHS	CL+2	CL+15	DO	N	N	N			

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/ENG/81/	O019.	G-SUBVISION IMPROVEMENT AGREEMENT AND CONTRACT-3.085A H-WORKING PAPERS PHOTOGRAPHS (BOX SEPERATELY & TRANSFER TO ARCHIVES)	AR	PE	DO	N	Y	N	
/ENG/81/	O020.	PRIVATE STREETS A-CORRESPONDENCE B-MAPS C-PHOTOGRAPHS D-SKETCH E-WORKING PAPERS	CL+5	CL+15	DO	N	N	N	
/ENG/81/	O021.	REVOCABLE PERMITS	AR	PE	MF	N	N	N	
/ENG/81/	O022.	SEWER DESIGN STUDIES A-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 B-CORRESPONDENCE C-MAPS D-PRELIMINARY ESTIMATE SHEET 3.352 E-SEWER CAPACITY COMPARISON CHART F-WORKING PAPER	CL+5	CL+15	DO	N	N	N	
/ENG/81/	O023.	SEWER PERMITS A-APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONNECTIONS B-CHANGE FOR BONDED AND SPECIAL SEWER CONNECTIONS-3.664 C-CURRENT SEWER AVAILABILITY D-LEGAL DESCRIPTION E-MAPS F-REQUEST FOR SEWER SADDLE INSTALLATION-TAP DYE TEST G-SEWERAGE FACILITIES CHARGE-3.665	CL	PE	MF	N	N	N	
/ENG/81/	O024.	SEWER SERVICE CHARGE EXEMPTION ADJUSTMENT FILE A-CORRESPONDENCE B-DEPARTMENT OF WATER & POWER BILLING STATMENTS	CL+2	CL+12	DO	N	N	N	
/ENG/81/	O025.	SPECIAL DEPOSIT EXCAVATION DRAWINGS	CL+2	CL+10	DO	N	N	N	
/ENG/81/	O026.	STREET MAINTENANCE PLANS A-CORRESPONDENCE B-MAP C-PHOTOGRAPHS D-REQUEST FOR GRADES OR PLANES-1179 E-REQUEST FOR FIELD WORK-3.856 F-SKETCH G-WORK ORDER	CL+5	CL+6	DO	N	N	N	

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			Office	Total	Code	V	H	C	L
/ENG/81/	O027.	H-WORKING PAPERS STREET MAINTENANCE PROJECT FILE A-CORRESPONDENCE B-MAP C-PHOTOGRAPHS D-REQUEST FOR GRADES OR PLANS-1179 E-REQUEST FOR FIELD WORK-3.856 F-SKETCH G-WORK ORDER H-WORKING PAPERS	CL+5	CL+6	DO	N	N	N	
/ENG/81/	O028.	TIMEOFF/COMPENSATION REQUEST (GEN.68)	TO+2	TO+2	DO	N	N	N	
/ENG/81/	O029.	TRACT FILES (SUPPLEMENTAL TO O&W FILES) A-CLASS A "APPLICATION/PERMIT-3.668" B-CLASS B "APPLICATION/PERMIT-3.659A" C-CORRESPONDENCE D-ESTIMATED OFF SITE SEWERE COST AND REVENUE REPORT-4.171 E-MAPS F-PHOTOGRAPHS	CL+2	CL+10	DO	N	N	N	
/ENG/81/	O030.	TRANSIT SHELTER SITE FILE	AR+2	AR+2	DO	N	N	N	
/ENG/81/	O031.	UTILITY PERMIT DRAWINGS	TO+5	TO+10	DO	N	N	N	
/ENG/81/	O032.	WASTEWATER SYSTEMS PROGRAM (SEWER) (REC SERIES HAS VARIED MEDIA FORMAT I.E. MAPS) A-CORRESPONDENCE B-INSPECTOR'S REPORT-150 C-MAPS D-DEWERAGE FACILITIES CHARGE CERTIFICATE E-WORKING PAPERS	CL+2	CL+12	DO	N	N	N	
/ENG/81/	O033.	WORK ORDER FILES (REC SERIES HAS VARIED MEDIA FORMAT I.E. MAPS, PHOTOS) A-BOARD REPORT B-BUR. OF ENGINEERING PRELIMINARY ESTIMATE SHEET & WORK ORDE-3.381 C-BUREAU OF ENGINEERING WORK ORDER-3.351 D-CAPITAL IMPROVEMENT PROJECT REQ-CAO 39 E-CHANGE ORDER-3.151 F-CORRESPONSENCE G-DECLARATIONS H-INDEX NUMBERING REQUEST 2.253	CL+5	CL+15	DO	N	N	N	

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		I-INTER-DEPARTMENTAL CORRESPONDENCE-GEN 160 J-MAPS K-OFFICE MEMORANDUM-GEN 53 L-PRELIMINARY CONSTRUCTION-3.559 M-PHOTOGRAPHS N-REQUEST FOR FIELD WORK-3.856						
/ENG/81/	O034.	SPECIAL DEPOSIT EXCAVATION PERMITS (3.652)	CL+2	CL+10	DO	N	N	N

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			Office	Total	Code	V	H	C	L		
/ENG/84/	O	ORIGINAL RECORDS									
/ENG/84/	O001.	ADVANCED PLANNING FILES (C=PROJ ABANDONED BY CCL OR TRANSFER'D TO ACTIVE FILES WHEN GO'G TO CONSTRUCTION) RECORD TYPES: A-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 B-INTER-DEPARTMENTAL CORRESPONDENCE-GEN 160 C-MAPS D-PRELIMINARY CONSTRUCTION ESTIMATE SHEET-ENG. 3.559 E-SKETCH F-WORK ORDER-ENG. 3.351	CL+5	CL+5		N	N	N			
/ENG/84/	O002.	F-WORK ORDER-ENG. 3.351 APPLICATION/PERMIT TO PERFORM WORK IN A NATURAL WATER COURSE (ENG. 3.65 AR FORM: ENG. 3.651 RECORD TYPES:		PE		N	N	N			
/ENG/84/	O003.	ATLAS (PLATE) RECORD TYPES: A-OIL B-POWER (WATER & POWER) C-SOUTHERN CALIFORNIA GAS COMPANY D-TELEPHONE	AR	PE		N	N	N			
/ENG/84/	O004.	B"" PERMIT PROJECT FILE"" (C=WHEN CONSTRUCTION ACCEPTED) RECORD TYPES: A-CLASS B"" APPLICATION/PERMIT-ENG. 3.659A"" B-CLASS B"" PERMIT PROJECTS-ENG. 3.156"" C-CORRESPONDENCE D-FINAL INSPECTION CORRESPONDENCE-581-A E-MAPS F-NOTICE OF COMPLETION OF STREET LIGHTING WORK-1334	CL+5	CL+10		N	N	N			

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/ENG/84/	O005.	G-NOTICE OF INSTALLATIONS - PUBLIC UTILITIES-ENG. 3.459 H-PRELIMINARY CONSTRUCTION ESTIMATE SHEET-3.559 I-SKETCH J-WORK PAPERS B"" PERMIT LOG BOOK (INDEX)"" RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/84/	O006.	BIKEWAY FILE (C=WHEN CONSTRUCTION ACCEPTED AS COMPLETE) RECORD TYPES: A-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 B-CORRESPONDENCE C-MAPS D-REQUEST FOR FIELD WORK-ENG. 3.856 E-SKETCH F-PHOTOGRAPHS G-WORKING PAPERS	CL+5	CL+15		N	N	N	
/ENG/84/	O007.	F-PHOTOGRAPHS BONDED SEWER CONTRACTOR'S SIGNATURE CARD FILE (3.682) FORM: 3.682 RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/84/	O008.	CITY PLANNING CASES RECORD TYPES: A-CORRESPONDENCE B-MAPS C-PHOTOGRAPHS D-SKETCH E-WORKING PAPERS	CL+10	CL+15		N	N	N	
/ENG/84/	O009.	CLASS A"" APPLICATION/PERMIT"" (3.668) FORM: 3.668 RECORD TYPES:	EX	PE		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WEST LOS ANGELES DISTRICT
/ENG/84/

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
/ENG/84/	O010.	CLASS B"" APPLICATION/PERMIT"" (3.659A) FORM: 3.659A RECORD TYPES:	AR	PE		N	N	N	
/ENG/84/	O011.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	CL	CL+2		N	N	N	
/ENG/84/	O012.	GENERAL DEPOSIT EXCAVATION DRAWINGS (C=WHEN PROJECT ACCEPTED AS COMPLETE) RECORD TYPES:	CL+2	CL+10		N	N	N	
/ENG/84/	O013.	GENERAL DEPOSIT EXCAVATION PERMIT (3.654) (USED FOR LAWSUITS) FORM: 3.654 RECORD TYPES:	CL+2	CL+10		N	N	N	
/ENG/84/	O014.	INDEXES TO FILES RECORD TYPES:	SU+2	SU+2		N	N	N	
/ENG/84/	O015.	INFRA-STRUCTURE MAPS (MICROFILMED) RECORD TYPES: Vital A-DRAINAGE B-SEWER C-SUBSTRUCTURE D-TOPO E-WYE	SU+10	SU+10		Y	N	N	

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Departmental Records Disposition Schedule
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			Office	Total	Code	V	H	C	L
/ENG/84/	O016.	JOB INSPECTOR'S RECORD OF SEWER CONSTRUCTION (Y"" SHEET)"" (397) (SUPERCEDED WHEN SEWER CLOSED OR ABANDONED) FORM: 397 RECORD TYPES:	SU+2	SU+4		N	N	N	
/ENG/84/	O017.	OVERLOAD PERMITS (958) FORM: 958 RECORD TYPES:	TO+7	TO+17		N	N	N	
/ENG/84/	O018.	PARCEL MAP FILE (SUPPLEMENT TO O & W) RECORD TYPES: A-CLASS A"" APPLICATION/PERMIT-3.668"" B-CLASS B"" APPLICATION/PERMIT"" C-CORRESPONDENCE D-IMPROVEMENT CASH BOND RECEIPT E-MAPS F-PHOTOGRAPHS G-SUBDIVISION IMPROVEMENT AGREEMENT AND CONTRACT-3.805A H-WORKING PAPERS	CL+2	CL+15		N	N	N	
/ENG/84/	O019.	F-PHOTOGRAPHS PHOTOGRAPHS (BOX SEPARATELY & TRANSFER TO ARCHIVES) RECORD TYPES: Historical	AR	PE		N	Y	N	
/ENG/84/	O020.	PRIVATE STREETS RECORD TYPES: A-CORRESPONDENCE B-MAPS C-PHOTOGRAPHS D-SKETCH E-WORKING PAPERS	CL+5	CL+15		N	N	N	
/ENG/84/	O021.	REVOCABLE PERMITS (MICROFILMED) RECORD TYPES:	AR	PE		N	N	N	

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WEST LOS ANGELES DISTRICT

/ENG/84/ *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
/ENG/84/	O022.	SEWER DESIGN STUDIES RECORD TYPES: A-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO 39 B-CORRESPONDENCE C-MAPS D-PRELIMINARY ESTIMATE SHEET-3.352 E-SEWER CAPACITY COMPARISON CHART F-WORKING PAPER	CL+5	CL+15		N	N	N
/ENG/84/	O023.	F-WORKING PAPER SEWER PERMITS (MICROFILMED) RECORD TYPES: A-APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONNECTION-3.662 B-CHANGE FOR BONDED AND SPECIAL SEWER CONNECTION-3.664 C-CURRENT SEWER AVAILABILITY D-LEGAL DESCRIPTION E-MAPS F-REQUEST FOR SEWER SADDLE INSTALLATION-TAP DYE TEST G-SEWERAGE FACILITIES CHARGE-3.665	CL	PE		N	N	N
/ENG/84/	O024.	F-REQUEST FOR SEWER SADDLE INSTALLATION-TAP DYE TEST SEWER SERVICE CHARGE EXEMPTION ADJUSTMENT FILE RECORD TYPES: A-CORRESPONDENCE B-DEPARTMENT OF WATER & POWER BILLING STATEMENTS	CL+2	CL+12		N	N	N
/ENG/84/	O025.	SPECIAL DEPOSIT EXCAVATION DRAWINGS RECORD TYPES:	CL+2	CL+10		N	N	N

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/ENG/84/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/ENG/84/	O026.	STREET MAINTENANCE PLANS RECORD TYPES: A-CORRESPONDENCE B-MAP C-PHOTOGRAPHS D-REQUEST FOR GRADES OR PLANS-1179 E-REQUEST FOR FIELD WORK-3.856 F-SKETCH G-WORK ORDER H-WORKING PAPERS	CL+5	CL+6				N	N	N
/ENG/84/	O027.	STREET MAINTENANCE PROJECT FILE (REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-CORRESPONDENCE B-MAP C-PHOTOGRAPHS D-REQUEST FOR GRADES OR PLANS-1179 E-REQUEST FOR FIELD WORK-ENG. 3.856 F-SKETCH G-WORK ORDER H-WORKING PAPERS	CL+5	CL+6				N	N	N
/ENG/84/	O028.	F-SKETCH TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2				N	N	N
/ENG/84/	O029.	TRACT FILES (SUPPLEMENTAL TO O & W FILES) RECORD TYPES: A-CLASS A"" APPLICATION/PERMIT-3.668"" B-CLASS B"" APPLICATION/PERMIT-3.659A"" C-CORRESPONDENCE D-ESTIMATED OFF SITE SEWER COST AND REVENUE REPORT-4.171 E-MAPS F-PHOTOGRAPHS	CL+2	CL+10				N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WEST LOS ANGELES DISTRICT
/ENG/84/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L
/ENG/84/	O030.	F-PHOTOGRAPHS TRANSIT SHELTER SITE FILE RECORD TYPES:	AR+2	AR+2		N	N	N	
/ENG/84/	O031.	UTILITY PERMIT DRAWINGS RECORD TYPES:	TO+5	TO+10		N	N	N	
/ENG/84/	O032.	WASTEWATER SYSTEMS PROGRAM (SEWER) (REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-CORRESPONDENCE B-INSPECTOR'S REPORT-150 C-MAPS D-SEWERAGE FACILITIES CHARGE CERTIFICATE E-WORKING PAPERS	CL+2	CL+12		N	N	N	
/ENG/84/	O033.	WORK ORDER FILES (REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS, PHOTOS) RECORD TYPES: A-BOARD REPORT B-BUR. OF ENGINEERING PRELIMINARY ESTIMATE SHEET & WORK ORDER-3.381 C-BUREAU OF ENGINEERING WORK ORDER-3.351 D-CAPITAL IMPROVEMNT PROJECT REQ.-CAO 39 E-CHANGE ORDER-3.151 F-CORRESPONDENCE G-DECLARATIONS H-INDEX NUMBERING REQUEST-2.253 I-INTER-DEPARTMENTAL CORRESPONDENCE-GEN. 160 J-MAPS K-OFFICE MEMORANDUM-GEN. 53 L-PRELIMINARY CONSTRUCTION-3.559 M-PHOTOGRAPHS N-REQUEST FOR FIELD WORK-3.856	CL+5	CL+15		N	N	N	
/ENG/84/	O034.	SPECIAL DEPOSIT EXCAVATION PERMITS (3.652) FORM: 3.652 RECORD TYPES:	CL+2	CL+10		N	N	N	

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Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WEST LOS ANGELES DISTRICT

/ENG/84/

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			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: HARBOR DISTRICT

/ENG/86/ PUBLIC WORKS/BUREAU OF ENGINEERING

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			
/ENG/86/	O	ORIGINAL RECORDS										
/ENG/86/	O001.	SEWER PERMITS a. Application/Permit for Sewer or Storm Drain Connection b. Change for Bonded and Special Sewer Connection c. Current Sewer Availability d. Legal Description e. Maps f. Request for Sewer Saddle Installation - Tap Dye Test g. Sewerage Facilities Charge	CL	PE	DO	N	N	N				
/ENG/86/	O002.	WORK ORDER FILES a. Board Report b. BOE Preliminary Estimate Sht & W.O. c. BOE Work Order d. Capital Improvement Project Req e. Change Order f. Correspondence g. Declarations h. Index Numbering Request i. Inter-departmental Correspondence j. Maps k. Office Memorandum l. Preliminary Construction m. Photographs n. Request for Field Work	CL+5	CL+15	DO	N	N	N				
/ENG/86/	O003.	CLASS "B" APPLICATION PERMIT	AR	PE	DO	N	N	N				
/ENG/86/	O004.	GENERAL DEPOSIT EXCAVATION PERMIT	CL+2	CL+10	DO	N	N	N				
/ENG/86/	O005.	OVERLOAD PERMITS	TO+7	TO+17	DO	N	N	N				
/ENG/86/	O006.	CLASS "A" APPLICATION/PERMIT	EX	PE	DO	N	N	N				
/ENG/86/	O007.	PHOTOGRAPHS	AR	PE	DO	N	N	N				
/ENG/86/	O008.	CORRESPONDENCE AND SUBJECT FILES	CL	CL+2	DO	N	N	N				
/ENG/86/	O009.	JOB INSPECTOR'S RECORD OF SEWER CONSTRUCTION ("Y" Sheet) (Superseded when Sewer closed or abandoned)	SU+2	SU+4	DO	N	N	N				
/ENG/86/	O010.	ASSESSMENT PLANS & DIAGRAMS	CL+2	CL+7	DO	N	N	N				

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City of Los Angeles
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Original Records

Records of: LAND DEVELOPEMENT GROUP
/ENG/87/ PUBLIC WORKS BUREAU OF ENGINEERING

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			Office	Total	Code	V	H	C	L
/ENG/87/	O	ORIGINAL RECORD SERIES							

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Duplicate Records

Records of: Waste Water Conveyance Engineering Division (E6201430)
/ENG/043/ Public Works Bureau of Engineering

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
/ENG/043/	D	DUPLICATE RECORD SERIES (Office of Original Record) FORM NO: RECORD TYPES:		DO	
/ENG/043/	D001.	CONSULTANT INVOICES (CONTROLLER)	CL	DO	
/ENG/043/	D002.	CONSULTANT CONTRACTS (CONTROLLER)	CL	DO	
/ENG/043/	D003.	WORK ORDERS (BOE-W.O. SECTION)	CL	DO	
/ENG/043/	D004.	PAYROLL RECORDS TIMESHEETS, BLUE SLIPS, ETC	CL	DO	
/ENG/043/	D005.	ORGANIZATIONAL CHARTS (BOE-BUDGET SECTION)	SU	DO	
/ENG/043/	D006.	BUDGET (BOE-BUDGET SECTION)	SU	DO	
/ENG/043/	D007.	EQUIPMENT RECORDS (BOE-SYSTEMS SECTION)	AU	DO	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/PROJECT MANAGEMENT
/ENG/40/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/ENG/40/	D	DUPLICATE RECORD SERIES			
/ENG/40/	D001.	ABANDONMENT OF STATE HIGHWAYS (CITY CLERK; REC SERIES HAS VARIED MEDIA FORMAT I. E., MAPS) RECORD TYPES: A-CORRESPONDENCE B-MAPS	TO+10		N N N
/ENG/40/	D002.	ASSESSMENT STATUS REPORT PROJECT FILE (ASSESSMENT DIVISION; REC SERIES HAS VARIED MEDIA FORMAT I.E., MAPS) RECORD TYPES: A-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 B-CORRESPONDENCE C-MAPS D-PROJECT STATUS REPORT	CL+2		N N N
/ENG/40/	D003.	AUTHORITY FOR EXPENDITURE, INTERDEPT'AL ORDER, & PURCHASE... (BUREAU OF ACCOUNTING) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-GEN 40 B-CORRESPONDENCE C-INTERDEPARTMENTAL ORDER-GEN 34 D-PURCHASE ORDER CHANGE-GS S-6 E-PURCHASE REQUISITION-GS S1A F-RECEIVING REPORT-GS 5-2	TO+5		N N N
/ENG/40/	D004.	F-RECEIVING REPORT-GS 5-2 BOARD REPORTS FOR ADVERTISING AND AWARDS (BOARD OF PUBLIC WORKS) RECORD TYPES:	TO+5		N N N
/ENG/40/	D005.	CORRESPONDENCE AND SUBJECT FILE (ADMINISTRATION DIVISION) RECORD TYPES:	AR+2		N N N

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/PROJECT MANAGEMENT
/ENG/40/

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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
/ENG/40/	D006.	EMPLOYEE FOLDERS (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: A-EMPLOYEE EVALUATION REPORT-PDAS 28 B-PAYROLL PERSONNEL CHANGE DOCUMENT-GEN 41	TE+1		N N N
/ENG/40/	D007.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/ENG/40/	D008.	INTERDEPARTMENTAL ORDERS (I.D.O.) (BUREAU OF ACCOUNTING) RECORD TYPES: A-CORRESPONDENCE B-INVOICES	TO+5		N N N
/ENG/40/	D009.	L.U.P.A.M.S. (MICROFILM) (CITY CLERK) RECORD TYPES: C-CONTACT PAYMENT REQUEST-PB 57 D-CORRESPONDENCE E-ENCUMBRANCE ADJUSTMENT-GEN 36 F-INTERDEPARTMENTAL ORDER-GEN 34 G-PURCHASE REQUISITION-DS-1 H-REQUEST OF ADJUSTMENT OF-GEN 105 I-APPROPRIATED FUNDS J-REQUEST TO ENCUMBER FUNDS-GEN 106	SU		N N N
/ENG/40/	D010.	H-REQUEST OF ADJUSTMENT OF-GEN 105 PUBL'CONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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/ENG/40/	D011.	STATE MANUALS (STATE) RECORD TYPES: A-CORRESPONDENCE	SU		N	N	N	
/ENG/40/	D012.	STATEMENT OF APPROPRIATION AND UNENCUMBERED BALANCE (BUREAU OF ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/ENG/40/	D013.	TABULATION OF BIDS (CONSTRUCTION DIVISION) RECORD TYPES:	TO+5		N	N	N	
/ENG/40/	D015.	TIMEKEEPING RECORDS RECORD TYPES: A-DAILY TIME SHEET-5051 B-DAILY TIME SHEET CORRECTION NOTICE-PW 72/1 C-WEEKLY TIME SHEET-5053	TO+1		N	N	N	
/ENG/40/	D016.	PRIVATE AGREEMENT FILES (BUREAU OF ACCOUNTING) RECORD TYPES: A-BOARD REPORTS B-AGREEMENT C-CORRESPONDENCE D-INVOICES E-ANALYSIS OF PROPOSED CONTRACT-CAO-661	CL+1		N	N	N	
/ENG/40/	D017.	COMMUNITY REDEVELOPMENT AGENCY AGREEMENTS (CITY CLERK; REC SERIES HAS VARIED MEDIA FORMAT I.E., MAPS) RECORD TYPES: A-ANALYSIS OF PROPOSED CONTRACT-CAO-661 B-BOARD REPORTS C-BUREAU OF ACCOUNTING-PW-207 D-BUREAU OF ENGINEERING ESTIMATE SHEET AND WORK ORDER-ENG. 3.381 E-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 F-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO-39	CL+1		N	N	N	

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/PROJECT MANAGEMENT

/ENG/40/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/ENG/40/	D018.	G-CORRESPONDENCE H-MAPS I-REPORT FROM CITY ADMINISTRATIVE OFFICER F-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO-39 TOPICS PROJECT FILES (AUDIT BY FHWA - REQUIRED RETEN FINAL + 3: PG 3; REC SERIES HAS VARIED MEDIA FORMAT) RECORD TYPES: A-BIDDERS CERIFICATION OF AFFIRMATIVE ACTION FOR EQUAL...-H-O 513 B-CAPITAL IMPROVEMENT PROJECT REQUEST-CAO-39 C-CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS...-HC-44 D-CHANGE ORDER-ENG. 3.151 E-CORRESPONDENCE F-DEPOSIT CERTIFICATION-GEN 2 G-ESTIMATE OF AMOUNT DUE CONTRACTOR-1106 H-MAPS I-NOTICE OF MATERIALS TO BE USED-M-22 J-PHOTOGRAPHS K-PRELIMINARY ESTIMATE SHEET-ENG. 3.352 L-REQUEST TO ENCUMBER FUNDS-GEN 106 M-WORKING PAPERS	CL+1		N N N
/ENG/40/	D019.	OTHER CITIES AND AGENCIES AGREEMENT FILES (CITY CLERK) RECORD TYPES: A-AGREEMENT B-INVOICES C-CORRESPONDENCE D-CITY ADMINISTRATIVE OFFICE REPORT-CAO 649 E-BOARD REPORTS F-PROPOSAL AND BID G-STREET OR HIGHWAY EASEMENT AGREEMENT H-REQUEST FOR ALLOCATION OF FUNDS	CL+1		N N N
/ENG/40/	D020.	F-PROPOSAL AND BID LOS ANGELES COUNTY FLOOD CONTROL DISTRICT (CITY CLERK) RECORD TYPES: A-AGREEMENT B-CORRESPONDENCE C-INVOICES D-BOARD REPORTS E-CONSTRUCTION ESTIMATE F-CHANGE ORDER SUMMARY	CL+1		N N N

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/ENG/40/	D021.	F-CHANGE ORDER SUMMARY STATE RELINQUISHMENTS (CITY CLERK; REC SERIES HAS VARIED MEDIA FORMAT I.E., MAPS) RECORD TYPES: A-AGREEMENT B-CORRESPONDENCE C-INVOICES D-RIGHT OF WAY MAPS	AR+1		N N N
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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/CONSTRUCTION DIVISION
/ENG/41/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/ENG/41/	D	DUPLICATE RECORD SERIES						
/ENG/41/	D001.	CONSTRUCTION PRINTS OF WASTEWATER (ORIGINATING DESIGN OFFICE) RECORD TYPES:	CL		N	N	N	
/ENG/41/	D002.	DAILY LETTER (CHRONOLOGICAL CORRESPONDENCE) (INFORMATION RETAINED IN PROJ FILE - SEE SCHEDULE OF ORIGINAL RECORDS, ITEM #6) RECORD TYPES:	AR		N	N	N	
/ENG/41/	D003.	EMPLOYEE PERSONNEL FOLDERS (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: A-EMPLOYEE EVALUATION REPORT-PDAS 28 B-YEARLY TIME CARD-ENG. 1.101 C-REQUEST FOR PERSONNEL ACTION-ENG. 1.108 D-INTER-DEPARTMENTAL CORRESPONDENCE-GEN. 160	TE+1		N	N	N	
/ENG/41/	D004.	GRANT FUNDING, CONTRACTS (CITY CLERK) RECORD TYPES:			N	N	N	
/ENG/41/	D005.	INTER & INTRA DEPT'AL MANUALS PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ENG/41/	D006.	PUBL'CONS & REFERENCES RECEIVED FROM OUTSIDE SOURCES	AR		N	N	N	

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(NON-RECORD MATERIAL) RECORD TYPES:								
/ENG/41/	D007.	SPECIFICATION (TRANSFER TO GENERAL SERVICES) RECORD TYPES:	CL+1		N	N	N	
/ENG/41/	D008.	TIMEKEEPING RECORD (BUREAU OF ACCOUNTING) RECORD TYPES: A-DAILY TIME SHEET-5051 B-DAILY TIME SHEET CORRECTION NOTICE-PW72/1 C-WEEKLY TIME SHEET-5053	TO+1		N	N	N	

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/CONSTRUCTION/GEOLOGY & SOILS
/ENG/41A/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/ENG/41A/	D	DUPLICATE RECORD SERIES			
/ENG/41A/	D001.	DISTRICT MAP MICROFILM (ADMINISTRATION DIV., MICROFILM UNIT) RECORD TYPES:	SU		N N N
/ENG/41A/	D002.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/ENG/41A/	D003.	PRIVATE CONSULTANTS REPORTS ON SOILS (DEPT. OF BUILDING & SAFETY) RECORD TYPES:	AR		N N N
/ENG/41A/	D004.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/ENG/41A/	D005.	SHORING REPORTS FOR SLOPE FAILURES (ORIGINATING OFFICE) RECORD TYPES: A-CORRESPONDENCE B-PRIVATE CONSULTANT REPORT C-MAPS	AR		N N N
/ENG/41A/	D006.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING) RECORD TYPES:	TO+1		N N N

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/ENG/41A/

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		A-WEEKLY TIME SHEET			
/ENG/41A/	D007.	TRACT, ENGINEERING AND PARCEL MAPS (ADMINISTRATION DIV., MICROFILM UNIT) RECORD TYPES:	SU		N N N
/ENG/41A/	D008.	MICROFICHE FILE (ADMINISTRATION DIV., MICROFILM UNIT) RECORD TYPES:	SU		N N N
/ENG/41A/	D009.	PHOTO PRINTS OF VARIOUS INCIDENTS (INFORMATION RETAINED IN FILE OF NEGATIVES - SEE SCHEDULE OF ORIGINAL RECORDS, ITEM, NO. 8.) RECORD TYPES:	AR		N N N

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/ASSESSMENT DIVISION
/ENG/43/

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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			
/ENG/43/	D	DUPLICATE RECORD SERIES						
/ENG/43/	D001.	ASSESSMENT DIAGRAMS (MICROFILM) (ADMINISTRATION DIVISION) RECORD TYPES:	AR		N	N	N	
/ENG/43/	D002.	CHAPTER 22 NOTICE LISTS (STREET MAINTENANCE) RECORD TYPES:	AR		N	N	N	
/ENG/43/	D003.	CHAPTER 22 NOTICE - CLOSED LIST RECORD TYPES:	AR		N	N	N	
/ENG/43/	D004.	CHAPTER 22 NOTICES RECORD TYPES:	AR		N	N	N	
/ENG/43/	D005.	CITY CLERK'S SUBDIVISION LIST RECORD TYPES:	SU		N	N	N	
/ENG/43/	D006.	COUNTY ASSESSOR'S DATA (LUPAMS) MICROFICHE (CITY ADMINISTRATIVE OFFICER; REC SERIES HAS VARIED MEDIA FORMAT) RECORD TYPES:	SU		N	N	N	

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/ASSESSMENT DIVISION
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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
/ENG/43/	D007.	COUNTY HEALTH NOTICES (STREET MAINTENANCE) RECORD TYPES: A-NOTICES B-REFERRALS C-TRANSMITTALS	AR		N N N
/ENG/43/	D008.	DISTRICT MAPS (MICROFILM) (ADMINISTRATION DIVISION) RECORD TYPES:	SU		N N N
/ENG/43/	D009.	FIRE DEPARTMENT BRUSH NOTICE FINAL LISTS (SUMMARY) (FIRE DEPARTMENT) RECORD TYPES:	AR		N N N
/ENG/43/	D010.	FIRE DEPARTMENT BRUSH NOTICE (WORK ORDER) LIST (FIRE DEPARTMENT) RECORD TYPES:	AR		N N N
/ENG/43/	D011.	LIST OF RECORDING FEES CHARGED (CITY CLERK) RECORD TYPES:	TO+3		N N N
/ENG/43/	D012.	LOT CLEANING ASSESSMENT ROLL (LOS ANGELES COUNTY) RECORD TYPES:	AR		N N N

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/ENG/43/	D013.	LOT CLEANING CHARGES - ESTIMATES (BUREAU OF ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/ENG/43/	D014.	LOT CLEANING CHARGES - FINAL (BUREAU OF ACCOUNTING) RECORD TYPES:	AR		N	N	N	
/ENG/43/	D015.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, NOTICES & BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ENG/43/	D016.	NOTICE OF AWARD OF CONTRACT (BOARD OF PUBLIC WORKS) RECORD TYPES:	TO+15		N	N	N	
/ENG/43/	D017.	PERSONNEL FOLDERS (MANAGEMENT-EMPLOYEE SERVICES) RECORD TYPES: A-CORRESPONDENCE B-DIVISION TRANSFER NOTICE-547 C-EMPLOYEE EVALUATION REPORT-PDAS 28 D-PAYROLL/PERSONNEL CHANGES-GEN. 41	TE+1		N	N	N	
/ENG/43/	D018.	PROJECT PLANS (ADMINISTRATION DIVISION) RECORD TYPES:	CL		N	N	N	
/ENG/43/	D019.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES	AR		N	N	N	

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(NON-RECORD MATERIAL) RECORD TYPES:					
/ENG/43/	D020.	TIMEKEEPING RECORDS RECORD TYPES: A-DAILY TIME SHEET-5051 B-DAILY TIME SHEET CORRECTION NOTICE-PW 72/1 C-WEEKLY TIME SHEET-5053	TO+2		N N N
/ENG/43/	D021.	OPEN BOND LIST (TREASURER'S OFFICE) RECORD TYPES:	SU		N N N
/ENG/43/	D022.	STREET LIGHTING MAINTENANCE - ESTIMATE SHEETS (EXHIBIT A) (ST. LTG. 1) (STREET LIGHTING) FORM: ST. LTG. 1 RECORD TYPES:	TO+3		N N N

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER CONSTRUCTION MANAGEMENT
/ENG/44/

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
/ENG/44/	D	DUPLICATE RECORD SERIES			
/ENG/44/	D001.	AS-BUILT DRAWINGS (ORIGINALS KEPT IN THE ADMINISTRATION DIVISION) RECORD TYPES:	CL		N N N
/ENG/44/	D002.	CONSULTANT INVOICES (ORIGINALS KEPT IN CONTROLLER'S OFFICE) RECORD TYPES:	CL		N N N
/ENG/44/	D003.	CORRESPONDENCE & SUBJECT FILES (ORIGINALS KEPT IN VARIOUS LOCATIONS) RECORD TYPES:	AR		N N N
/ENG/44/	D004.	EMPLOYEE PERSONNEL RECORDS (ORIGINALS KEPT IN BMES DIVISION) RECORD TYPES: A-PAYROLL/PERSONNEL CHANGE DOCUMENTS-41 B-REQUEST FOR PERSONNEL ACTION-ENG.# 1.108	TE		N N N
/ENG/44/	D005.	FINANCIAL RECORDS - GRANT FUNDED EXPENDITURES (ORIGINALS KEPT BY THE CONTROLLER'S OFFICE) RECORD TYPES:	AU+3		N N N
/ENG/44/	D006.	FINANCIAL RECORDS - NOT GRANT FUNDED EXPENDITURES (ORIGINALS KEPT BY THE CONTROLLER'S OFFICE) RECORD TYPES:	CL		N N N

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/ENG/44/	D007.	PERSONNEL ADMINISTRATION FILES (ORIGINALS KEPT BY THE PERSONNEL DEPARTMENT) RECORD TYPES:	AR		N N N
/ENG/44/	D008.	PROJECT PLANS & DRAWINGS RECORD TYPES:	CL		N N N
/ENG/44/	D009.	SURVEY NOTES (ORIGINALS KEPT AT SURVEY DIVISION) RECORD TYPES:	CL		N N N
/ENG/44/	D010.	TIMEKEEPING RECORDS - GRANT FUNDED (ORIGINALS KEPT BY THE CONTROLLER'S OFFICE) RECORD TYPES: A-WEEKLY TIMESHEETS-5053	AR		N N N
/ENG/44/	D011.	TIMEKEEPING RECORDS - NOT GRANT FUNDED (ORIGINALS KEPT BY THE CONTROLLER'S OFFICE) RECORD TYPES: A-WEEKLY TIMESHEETS-5053	AR		N N N

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/ENVIRONMENTAL ENGINEERING
/ENG/45/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/ENG/45/	D	DUPLICATE RECORD SERIES			
/ENG/45/	D001.	CHRONOLOGICAL FILE (CORRESPONDENCE) (ORIGINALS KEPT AT VARIOUS LOCATIONS) RECORD TYPES:	TO+2		N N N
/ENG/45/	D002.	CONSULTANT INVOICES (ORIGINALS KEPT BY THE CONTROLLER'S OFFICE) RECORD TYPES:	CL		N N N
/ENG/45/	D003.	CORRESPONDENCE & SUBJECT FILES (ORIGINALS KEPT AT VARIOUS LOCATIONS) RECORD TYPES:	AR		N N N
/ENG/45/	D004.	EMPLOYEE PERSONNEL RECORDS (ORIGINALS KEPT AT BMES) RECORD TYPES: A-PAYROLL/PERSONNEL CHANGE DOCUMENTS-41 B-REQUEST FOR PERSONNEL ACTION-ENG. #1.108	TE		N N N
/ENG/45/	D005.	TIMEKEEPING RECORDS - GRANT FUNDED (ORIGINALS KEPT AT THE CONTROLLER'S OFFICE) RECORD TYPES: A-WEEKLY TIME SHEET-5053	AR		N N N
/ENG/45/	D006.	TIMEKEEPING RECORDS - NOT GRANT FUNDED (ORIGINALS KEPT AT THE CONTROLLER'S OFFICE) RECORD TYPES:	AR		N N N

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		A-WEEKLY TIME SHEET-5053			

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/ENG/50/	D	DUPLICATE RECORD SERIES			
/ENG/50/	D001.	BOARD REPORTS (BOARD OF PUBLIC WORKS) RECORD TYPES:	TO+2		N N N
/ENG/50/	D002.	BONDS (STREET OPENING & WIDENING) RECORD TYPES: A-GENERAL IMPROVEMENT BOND-ENG. 4.107B B-EXCAVATION-LATERAL SUPPORT BOND	CL+5		N N N
/ENG/50/	D003.	DAILY CASH REGISTER REPORT (ENG. 3.672) (BUREAU OF ACCOUNTING) FORM: ENG. 3.672 RECORD TYPES:	TO+2		N N N
/ENG/50/	D004.	DRAINAGE MAPS (PRINTS) (CENTRAL DISTRICT OFFICE) RECORD TYPES:	SU		N N N
/ENG/50/	D005.	EMPLOYEE PERSONNEL FOLDERS (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: A-CORRESPONDENCE B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-FORM 41 D-REQUEST FOR PERSONNEL ACTION-ENG. 1.108	TE+1		N N N
/ENG/50/	D006.	HIGHWAY DEDICATION MAPS (STREET OPENING & WIDENING) RECORD TYPES:	SU		N N N

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/ENG/50/	D007.	HOUSE NUMBERS ISSUED, CHANGED OR CORRECTED (ENG. 4.116) (DISTRICT OFFICES) FORM: ENG. 4.116 RECORD TYPES:	TO+2		N N N
/ENG/50/	D008.	INSURANCE CERTIFICATE SLIP (BPW-1 2.5) (BOARD OF PUBLIC WORKS) FORM: BPW-1 2.5 RECORD TYPES:			N N N
/ENG/50/	D009.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/ENG/50/	D010.	MAPS, (PRINTS OF) (STREET OPENING AND WIDENING; CITY CLERK) RECORD TYPES: A-DISTRICT B-PARCEL C-TRACT	SU		N N N
/ENG/50/	D011.	MICROFILM (LOS ANGELES COUNTY; ADMIN. DIVISION; CITY CLERK; DISTRICT OFFICE) RECORD TYPES: A-ASSESSOR MAP BOOK B-DIVISION INDEX TO PLANS, SURVEYS, AND PROJECT STATUS C-FLAT PROFILES D-LUPAMS E-MAPS (A, AL, DISTRICT, DRAINAGE, FIELD, GRID, HISTORICAL... F-PLANS (B, D, STANDARD, P) G-STATE HIGHWAY PLANS H-SUBSTRUCTURES I-TRACTS	SU		N N N

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/ENG/50/	D012.	J-WAIVER OF DAMAGES K-ZANJA OFFICE STANDARDS (DESIGN STANDARDS SECTION) RECORD TYPES:	SU		N	N	N	
/ENG/50/	D013.	PARCEL MAP FILE (CENTRAL DISTRICT) RECORD TYPES: A-APPLICATION TO ADVISORY AGENCY FOR APPROVAL OF A PRELIM... B-CLASS B"" APPLICATION/PERMIT-ENG. 3.659A"" C-CORRESPONDENCE D-PARCEL MAPS E-SUBDIVISION IMPROVEMENT AGREEMENT AND CONTRACT-ENG. 3.805A F-SUBDIVISION IMPROVEMENT AND WARRANTY PERFORMANCE BOND-ENG. 3.805B	TO+10		N	N	N	
/ENG/50/	D014.	F-SUBDIVISION IMPROVEMENT AND WARRANTY PERFORMANCE BOND-ENG. 3.805B PUBLIC COUNTER 4-WEEK REPORT (ADMINISTRATION DIVISION) RECORD TYPES:	TO+2		N	N	N	
/ENG/50/	D015.	PUBL'CONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/ENG/50/	D016.	RESOLUTIONS (OFFER OF DEDICATIONS) (ENG. 3.822) (CITY CLERK) FORM: ENG. 3.822 RECORD TYPES:	TO+1		N	N	N	
/ENG/50/	D017.	SEWER CONTRACTOR'S BONDS	AR		N	N	N	

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/ENG/50/	D018.	(STREET OPENING & WIDENING) RECORD TYPES: A-GENERAL DEPOSIT EXCAVATION BOND B-GENERAL DEPOSIT EXCAVATION UNDERTAKING BOND C-GENERAL LIABILITY D-SEWER/STORM DRAIN CONNECTION BOND STANDARDS PLANS (ADMINISTRATION DIVISION) RECORD TYPES:	SU		N N N
/ENG/50/	D019.	STREET VACATIONS (CENTRAL DISTRICT; REC SERIES HAS VARIED MEDIA IE., MAPS) RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-MAPS	CL+2		N N N
/ENG/50/	D020.	TRACT FILE (CENTRAL DISTRICT; REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS, PHOTOS) RECORD TYPES: A-CORRESPONDENCE B-ESTIMATED OFFSITE SEWER COST AND REVENUE REPORT C-MAPS D-NOTICE OF PUBLIC HEARINGS TO PROPERTY OWNERS-FORM CP2061 E-PHOTOGRAPHS F-PRELIMINARY SUBDIVISION REPORT G-SUBDIVISION IMPROVEMENT AGREEMENT AND CONTRACT-ENG. 3.805A H-TENTATIVE TRACT REPORT I-TRACT LABOR AND MATERIAL PAYMENT BOND-ENG. 3.805 F-PRELIMINARY SUBDIVISION REPORT	CL+10		N N N
/ENG/50/	D021.	TRAFFIC SIGNAL FILE (TRANSPORATION DEPARTMENT) RECORD TYPES:	SU		N N N
/ENG/50/	D022.	WAIVER OF DAMAGES (ENG. 3.685) (ADMINISTRATION DIVISION) FORM: ENG. 3.685 RECORD TYPES:	TO+10		N N N

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/ENG/50/	D023.	WYE SEWER RECORD SHEETS (CONTRACT ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/ENG/50/	D024.	ZONE VARIANCES (CENTRAL DISTRICT; REC SERIES HAS VARIED MEDIA FORMAT IE., MAPS) RECORD TYPES: A-CORRESPONDENCE B-GENERAL LIABILITY C-INSTRUCTIONS FOR LIABILITY INS. PERTAINING TO B"" PERMIT"" D-MAPS E-RESOLUTIONS F-ZONING ATLAS F-ZONING ATLAS	CL+2		N N N

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/ENG/51/	D	DUPLICATE RECORD SERIES						
/ENG/51/	D001.	STANDARD PLANS (ADMINISTRATION DIVISION) RECORD TYPES:	SU		N	N	N	
/ENG/51/	D002.	ASSESSMENT PLANS (ADMINISTRATION DIVISION) RECORD TYPES:	CL		N	N	N	
/ENG/51/	D003.	BASEMENT MAPS (WATER & POWER) RECORD TYPES:	SU		N	N	N	
/ENG/51/	D004.	BONDS (STREET OPENING & WIDENING) RECORD TYPES: A-CORRESPONDENCE B-GENERAL BOND RIDER-ENG. 3.814 C-GENERAL IMPROVEMENT PERFORMANCE BOND-ENG. 4.107B D-IMPROVEMENT CASH BOND RECEIPT-ENG. 3.688 E-NOTICE TO CLASS B"" PERMIT AND BOND APPLICANTS"" F-POWER OF ATTORNEY G-R3 IMPROVEMENT PERFORMANCE BOND-ENG. 4.107A	CL+5		N	N	N	
/ENG/51/	D005.	F-POWER OF ATTORNEY COMMUNITY/CITY WIDE PLAN FILE (CITY PLANNING DEPARTMENT) RECORD TYPES: A-CORRESPONDENCE	SU		N	N	N	

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		B-DISTRICT PLANS C-MAPS			
/ENG/51/	D006.	DEDICATIONS AND ACQUISITIONS (DRAINAGE) (STREET OPENING & WIDENING) RECORD TYPES:	SU		N N N
/ENG/51/	D007.	DRAINAGE DETACHMENTS (STREET OPENING & WIDENING) RECORD TYPES:	AR		N N N
/ENG/51/	D008.	EMPLOYEE PERSONNEL FOLDERS (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: A-CORRESPONDENCE B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-FORM 41 D-REQUEST FOR PERSONNEL ACTION-ENG. 1.108	TE+1		N N N
/ENG/51/	D009.	ENVIRONMENTAL IMPACT REPORT (DRAINAGE) (STREET OPENING & WIDENING) RECORD TYPES:	AR		N N N
/ENG/51/	D010.	GRAPHICS REPRODUCTION WORK REQUEST (ENG. 2.105) (BUREAU OF ACCOUNTING) FORM: ENG. 2.105 RECORD TYPES:	CL		N N N
/ENG/51/	D011.	INTER & INTRA DEPT'L MANUALS, PUBL'CONS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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/ENG/51/	D012.	INVENTORY OF STORM DRAIN DEFICIENCIES (ORIGINATING OFFICE) RECORD TYPES: A-CORRESPONDENCE B-DRAWINGS	TO+6		N	N	N	
/ENG/51/	D013.	LOS ANGELES COUNTY FLOOD CONTROL DIST. SPECIFICATIONS... (LOS ANGELES COUNTY) RECORD TYPES:	CL+15		N	N	N	
/ENG/51/	D014.	MAPS/PRINTS OF RECORD TYPES: A-AERIALS B-DISTRICT	SU		N	N	N	
/ENG/51/	D015.	MICROFILM (LOS ANGELES COUNTY, ADMINISTRATION DIV.,) RECORD TYPES: A-ASSESSOR MAP BOOK B-DIVISION INDEX TO PLANS, SURVEYS AND PROJECT STATUS C-FLAT PROFILES D-LUPAMS E-MAPS... F-PLANS (B, D, STANDARD, P) G-STATE HIGHWAY PLANS H-SUBSTRUCTURES I-TRACTS J-WAIVER OF DAMAGES K-ZANJA	SU		N	N	N	
/ENG/51/	D016.	PARCEL MAPS AND PRIVATE STREETS (DRAINAGE) (STREET OPENING & WIDENING) RECORD TYPES:	SU		N	N	N	
/ENG/51/	D017.	PHOTOCOPY WORK REQUEST (ENG. 2.101) (BUREAU OF ACCOUNTING) FORM: ENG. 2.101 RECORD TYPES:	TO+1		N	N	N	

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/ENG/51/	D018.	PLANS & SPECIFICATIONS OF FLOOD CONTROL PROJECTS (LOS ANGELES COUNTY FLOOD CONTROL DISTRICT) RECORD TYPES:	PE		N N N
/ENG/51/	D019.	PROJECT DRAWINGS AND TRACINGS (ADMINISTRATION DIVISION) RECORD TYPES:	CL		N N N
/ENG/51/	D020.	PROJECT STATUS REPORT (PROJECT MANAGEMENT DIVISION) RECORD TYPES:	TO+2		N N N
/ENG/51/	D021.	PUBLICATIONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/ENG/51/	D022.	QUITCLAIM (DRAINAGE) (STREET OPENING & WIDENING) RECORD TYPES:	CL		N N N
/ENG/51/	D023.	SALE OF CITY OWNED LAND (REAL ESTATE DIVISION) RECORD TYPES: A-CORRESPONDENCE B-MAPS	CL+5		N N N

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/ENG/51/	D024.	STORM DRAIN PLANS (ADMINISTRATION DIVISION) RECORD TYPES:	CL		N	N	N	
/ENG/51/	D025.	STREET TREE MAPS (ADMINISTRATION DIVISION) RECORD TYPES:	CL		N	N	N	
/ENG/51/	D026.	STREET VACATIONS (DRAINAGE) (STREET OPENING & WIDENING) RECORD TYPES:	CL		N	N	N	
/ENG/51/	D027.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING) RECORD TYPES: A-DAILY TIME SHEET-5051	TO+1		N	N	N	
/ENG/51/	D028.	TRACT REPORTS (STREET OPENING & WIDENING) RECORD TYPES:	CL		N	N	N	
/ENG/51/	D029.	VAULT RECORD REQUISITION (ENG. 2.275) (ADMINISTRATION DIVISION) FORM: ENG. 2.275 RECORD TYPES:	CL		N	N	N	
/ENG/51/	D030.	WAIVER OF DAMAGES	TO+10		N	N	N	

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(ADMINISTRATION DIVISION) RECORD TYPES:

/ENG/51/	D031.	WORK SHEETS FOR PLANS (ORIGINATING OFFICE) RECORD TYPES:	CL+1		N N N
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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 ENGINEERING/COLLECTION SYSTEMS ENGINEERING
/ENG/52/

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
/ENG/52/	D	DUPLICATE RECORD SERIES			
/ENG/52/	D001.	CONSULTANT INVOICES (ORIGINALS KEPT BY THE CONTROLLER'S OFFICE) RECORD TYPES:	CL		N N N
/ENG/52/	D002.	CORRESPONDENCE & SUBJECT FILES (ORIGINALS KEPT AT VARIOUS LOCATIONS) RECORD TYPES:	AR		N N N
/ENG/52/	D003.	EMPLOYEE PERSONNEL RECORDS (ORIGINALS KEPT BY BMES) RECORD TYPES: A-PAYROLL/PERSONNEL CHANGE DOCUMENT-41 B-REQUEST FOR PERSONNEL ACTION-ENG. #1.108	TE		N N N
/ENG/52/	D004.	OPERATIONS & MAINTENANCE MANUALS (ORIGINALS KEPT BY BUREAU OF SANITATION) RECORD TYPES:	SU		N N N
/ENG/52/	D005.	TIMEKEEPING RECORDS - GRANT FUNDED (ORIGINALS KEPT BY THE ADMINISTRATION DIVISION) RECORD TYPES: A-WEEKLY TIMESHEET-5053	AR		N N N
/ENG/52/	D006.	TIMEKEEPING RECORDS - NOT GRANT FUNDED (ORIGINALS KEPT BY THE ADMINISTRATION DIVISION) RECORD TYPES:	AR		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/COLLECTION SYSTEMS ENGINEERING
/ENG/52/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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A-WEEKLY TIME SHEET-5053

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STRUCTURAL DIVISION

/ENG/54/ *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
/ENG/54/	D	DUPLICATE RECORD SERIES			
/ENG/54/	D001.	PERSONNEL FILES (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: A-CHANGE OF STATUS-GEN. 43 B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-41	TE+2		N N N
/ENG/54/	D002.	PRINTS OF MICROFILMED PROJECT PLANS (ADMINISTRATION DIVISION) RECORD TYPES:	CL		N N N
/ENG/54/	D003.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/ENG/54/	D004.	SPECIAL ORDERS, MEMORANDUMS AND NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/ENG/54/	D005.	SPECIFICATIONS OF PROJECTS (ORIGINATING OFFICE) RECORD TYPES:	CL		N N N
/ENG/54/	D006.	STATE HIGHWAY MAINTENANCE AGREEMENTS (CITY CLERK) RECORD TYPES:	SU		N N N

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STRUCTURAL DIVISION

/ENG/54/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/ENG/54/	D007.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING; PAYROLL DATA ENTRY UNIT, ADMIN.) RECORD TYPES: A-MONTHLY TIME BOOK B-SQUAD LEADERS DAILY TIME REPORT C-WEEKLY ATTENDANCE REPORT D-WEEKLY CREW TIME SHEET-5054 E-WEEKLY TIME SHEET-5053	TO+1		N N N
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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/ARCHITECTURAL DIVISION
/ENG/55/

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
/ENG/55/	D	DUPLICATE RECORD SERIES			
/ENG/55/	D001.	DESIGN MANUALS (DESIGN RESEARCH SECTION) RECORD TYPES:	SU		N N N
/ENG/55/	D002.	EMPLOYEE PERSONNEL FOLDERS (MANAGEMENT-EMPLOYEE SERVICES) RECORD TYPES: A-CORRESPONDENCE B-EMPLOYEE EVALUATION REPORT-PDAS 28	TE+1		N N N
/ENG/55/	D003.	ESTIMATES (PB34A) (CONSTRUCTION DIVISION) FORM: PB34A RECORD TYPES:	CL		N N N
/ENG/55/	D004.	INTER & INTRA DEPT'L MANUALS, PUBL'CNS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/ENG/55/	D005.	PRINTS OF CONSTRUCTION SHOP DRAWINGS (ARCHITECTURAL DIVISION; INFORMATION RETAINED IN CONSTRUCTION TRACINGS) RECORD TYPES:	CL+3		N N N
/ENG/55/	D006.	PUBL'CNS & REF. MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/ARCHITECTURAL DIVISION

/ENG/55/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/ENG/55/	D007.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING) RECORD TYPES: A-DAILY TIME SHEET-5051 B-DAILY TIME SHEET CORRECTION NOTICE-PW72/1 C-WEEKLY TIME SHEET-5053	TO+1		N N N
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT

/ENG/56/ *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
/ENG/56/	D	DUPLICATE RECORD SERIES			
/ENG/56/	D001.	CONSULTANTS INVOICES RECORD TYPES:	CL		N N N
/ENG/56/	D002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR		N N N
/ENG/56/	D003.	ADMINISTRATIVE RECORDS (ADM) RECORD TYPES:	AR		N N N
/ENG/56/	D004.	BUDGET RECORDS (BUD) RECORD TYPES:	AR		N N N
/ENG/56/	D005.	ENVIRONMENTAL RECORDS (ENV) RECORD TYPES:	AR		N N N
/ENG/56/	D006.	FINANCE RECORDS (FIN) RECORD TYPES:	AR		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT
/ENG/56/

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
/ENG/56/	D007.	GOVERNMENT/LEGISLATION RECORDS (GOV) RECORD TYPES:	AR		N N N
/ENG/56/	D008.	PERSONNEL RECORDS (PER) RECORD TYPES:	AR		N N N
/ENG/56/	D009.	PROCEDURES AND GUIDELINES (PRO) RECORD TYPES:	AR		N N N
/ENG/56/	D010.	PROGRAM-WIDE RECORDS (PRW) RECORD TYPES:	AR		N N N
/ENG/56/	D011.	SEWER DISPOSAL RECORDS (SDR) RECORD TYPES:	AR		N N N
/ENG/56/	D012.	MANUALS AND PROCEDURES (LIB) RECORD TYPES:	AR		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT

/ENG/56/

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			
/ENG/56/	D013.	EMPLOYEES PERSONNEL RECORDS RECORD TYPES:	AR		N	N	N	
/ENG/56/	D014.	GRANT FUNDED PROJECT FILES/GOVERNMENT...(GAP) RECORD TYPES:	AR		N	N	N	
/ENG/56/	D015.	INTER & DEPARTMENTAL BULLETINS, MANUALS... RECORD TYPES:	AR		N	N	N	
/ENG/56/	D016.	PROJECT FILES (COMP. CONSTRUCT. PJCTS.) RECORD TYPES:	AR		N	N	N	
/ENG/56/	D017.	PROFESSIONAL SERVICE CONTRACTS RECORD TYPES:	AR		N	N	N	
/ENG/56/	D018.	GENERAL CORRESPONDENCE RECORD TYPES:	AR		N	N	N	
/ENG/56/	D019.	GENERAL GUIDELINES	AR		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT
/ENG/56/

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
RECORD TYPES:					
/ENG/56/	D020.	REPORTS RECORD TYPES:	AR		N N N
/ENG/56/	D021.	PROJECT RANKING RECORD TYPES:	AR		N N N
/ENG/56/	D022.	MEETING NOTES/MINUTES RECORD TYPES:	AR		N N N
/ENG/56/	D023.	PERMITS RECORD TYPES:	AR		N N N
/ENG/56/	D024.	CONSULTANT/PERSONAL SERVICES CONTRACTS RECORD TYPES: A-AMENDMENTS B-CONTRACTS C-EVALUATIONS D-PROPOSALS E-RFP/RFQ	AR		N N N
/ENG/56/	D025.	PUMPING PLANT OPERATIONS & MAINTEN. MANUALS RECORD TYPES:	SU		N N N

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER PROGRAM MANAGEMENT

/ENG/56/ *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
/ENG/56/	D026.	RECORDS RETENTION SCHEDULE RECORD TYPES:	SU		N N N
/ENG/56/	D027.	SEWAGE DISPOSAL CONTRACTS (SDR) RECORD TYPES:	AR		N N N
/ENG/56/	D028.	SEWER SERVICE CHARGE RECORDS (SSC) (SFC 3.665) FORM: SFC 3.665 RECORD TYPES:	AR		N N N
/ENG/56/	D029.	TIMEKEEPING RECORDS (WKLY TIME SHEETS) (5052-B) FORM: 5052-B RECORD TYPES:	AR		N N N

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WASTEWATER TREATMENT ENGINEERING
/ENG/58/

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
/ENG/58/	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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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING
/ENG/70/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/ENG/70/	D	DUPLICATE RECORD SERIES						
/ENG/70/	D001.	AERIAL PHOTOGRAPHS (KEYED TO THOMAS GUIDE) (ADMINISTRATION DIVISION) RECORD TYPES:	SU		N	N	N	
/ENG/70/	D002.	CITY OF LOS ANGELES RECEIPT (GEN. 30) (BUREAU OF ACCOUNTING) FORM: GEN. 30 RECORD TYPES:	TO+5		N	N	N	
/ENG/70/	D003.	CITY ORDINANCES AND INDEXES (CITY CLERK) RECORD TYPES:	SU		N	N	N	
/ENG/70/	D004.	CITY PLAN CASE (CITY PLANNING) RECORD TYPES: A-CORRESPONDENCE B-COUNCIL REPORTS C-MAPS (PRINTS) D-ORDINANCES E-PLANNING AND ENVIRONMENT COMMITTEE REPORTS F-PLANNING REPORT	CL		N	N	N	
/ENG/70/	D005.	F-PLANNING REPORT COASTAL DEVELOPMENT PERMIT (CITY PLANNING) RECORD TYPES: A-CORRESPONDENCE	CL		N	N	N	

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City of Los Angeles
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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING
/ENG/70/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		B-MAPS			
/ENG/70/	D006.	COUNCIL FILE (COPIES) (CITY CLERK) RECORD TYPES:	CL		N N N
/ENG/70/	D007.	DAILY CASH REPORT (ENG. 3.672) (BUREAU OF ACCOUNTING) FORM: ENG. 3.672 RECORD TYPES:	TO+5		N N N
/ENG/70/	D008.	EMPLOYEE PERSONNEL FOLDERS (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: A-CORRESPONDENCE B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-41	TE+1		N N N
/ENG/70/	D009.	FREEWAY MAPS (STATE OF CALIFORNIA) RECORD TYPES:	SU		N N N
/ENG/70/	D010.	INTER/INTRA DEPT'L MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/ENG/70/	D011.	MAP CHECKING FEE RECEIPT (ENG. 3.671) (BUREAU OF ACCOUNTING) FORM: ENG. 3.671 RECORD TYPES:	TO+5		N N N

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING

/ENG/70/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/ENG/70/	D012.	MICROFILM (ADMINISTRATION DIVISION) RECORD TYPES: A-C.P.C. B-CADASTRAL MAPS C-COASTAL DEVELOPMENT PROJECT D-DEEDS E-DISTRICT MAPS F-DIVISION INDEX G-DIVISION LAND MAPS H-DRAINAGE MAPS I-HISTORICAL MAPS J-LICENSE SURVEY MAPS K-LITIGATION MAPS L-MAP BOOKS M-ORDINANCES N-PARCEL MAPS O-RIGHT OF WAY MAPS P-STREET VACATION MAPS Q-TRACT MAPS R-TOPO MAPS S-WYE MAPS T-ZONE ADMINISTRATION	SU		N N N
/ENG/70/	D013.	PARCEL MAPS (PRINTS OF MICROFILM) (ADMINISTRATION DIVISION) RECORD TYPES:	AR		N N N
/ENG/70/	D014.	PUBLICATION AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/ENG/70/	D015.	RIGHT OF WAY PROJECT FILE (REAL ESTATE DIVISION) RECORD TYPES: A-BUREAU OF ENGINEERING WORK ORDER-ENG. 3.351 B-CORRESPONDENCE C-LEGAL DESCRIPTIONS D-MAPS	CL+1		N N N

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Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING
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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			
		E-ORDINANCES F-TITLE SEARCH-ENG. 5.612						
/ENG/70/	D016.	F-TITLE SEARCH-ENG. 5.612 SALE OF CITY OWNED LAND (CITY CLERK) RECORD TYPES: A-CORRESPONDENCE B-LEGAL DESCRIPTIONS C-SKETCH D-TITLE SEARCH	TO+5		N	N	N	
/ENG/70/	D017.	STATE HIGHWAY MAPS (STATE OF CALIFORNIA) RECORD TYPES:	SU		N	N	N	
/ENG/70/	D018.	STREET VACATION MAPS (ADMINISTRATION DIV. (MICROFILMED) RECORD TYPES:	CL		N	N	N	
/ENG/70/	D019.	SURVEY MONUMENT CASH BOND (ENG. 3.811) (BUREAU OF ACCOUNTING) FORM: ENG. 3.811 RECORD TYPES:	AR		N	N	N	
/ENG/70/	D020.	TIMEKEEPING RECORDS (5051) (BUREAU OF ACCOUNTING) FORM: 5051 RECORD TYPES: A-DAILY TIME SHEET B-WEEKLY TIME SHEETS	TO+1		N	N	N	
/ENG/70/	D021.	TRACT MAP FILE (COUNTY OF LOS ANGELES) RECORD TYPES:	AR		N	N	N	

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Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/STREET OPENING AND WIDENING

/ENG/70/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/ENG/70/	D022.	TRANSMITTAL RECEIPTS (ENG. 3.674) (BUREAU OF ACCOUNTING) FORM: ENG. 3.674 RECORD TYPES:	TO+5		N	N	N	
/ENG/70/	D023.	VARIANCES (CITY PLANNING) RECORD TYPES: A-CORRESPONDENCE	TO+5		N	N	N	
/ENG/70/	D024.	WALL MAPS (ADMINISTRATION DIVISION) RECORD TYPES:	SU+2		N	N	N	
/ENG/70/	D025.	ZONING ADMINISTRATION CASES (CITY PLANNING) RECORD TYPES: A-CORRESPONDENCE B-MAPS	CL		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/REAL ESTATE DIVISION
/ENG/77/

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
/ENG/77/	D	DUPLICATE RECORD SERIES			
/ENG/77/	D001.	BOARD REPORTS (ADMINISTRATION DIVISION) RECORD TYPES:	TO+2		N N N
/ENG/77/	D002.	BUDGET EXPENSE DOCUMENTS (CONTROLLER; BUREAU OF ACCOUNTING; CITY CLERK OR BRD OF PUBLIC WRKS; GEN SERVICES) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-GEN. 40 B-DEPOSIT CERTIFICATE-GEN. 2 C-CONTRACTS D-ENCUMBRANCE ADJUSTMENT-GEN. 36 E-INTERDEPARTMENTAL ORDER-GEN. 34 F-INTERDEPARTMENTAL SUB-ORDER-GEN. 34A G-INVOICES H-NOTICE OF SCHEDULED PAYMENT-GEN. 5053 I-PURCHASE ORDER-GS-2 J-PURCHASE ORDER CHANGE-GS-6 K-PURCHASE REQUISITION-GS-1A L-REMITTANCE ADVICE-GEN. 5042A M-REQUEST FOR ADJUSTMENT OF APPROPRIATION FUNDS-GEN. 105 N-REQUEST FOR ANNUAL PURCHASE AGREEMENT-GS-1B O-REQUEST FOR DUPLICATING SERVICE-GS-45 P-REQUEST FOR ENCUMBER FUNDS-GEN. 106 Q-SUB-PURCHASE ORDER-GEN. 9	TO+3		N N N
/ENG/77/	D003.	DAILY STATEMENT OF BUDGET CONDITION (9032) (BUREAU OF ACCOUNTING) FORM: 9032 RECORD TYPES:	TO+2		N N N
/ENG/77/	D004.	EMPLOYEE PERSONNEL FOLDERS	TE+1		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/REAL ESTATE DIVISION
/ENG/77/

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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			
/ENG/77/	D005.	(MANAGEMENT-EMPLOYEE SERVICES) RECORD TYPES: A-CORRESPONDENCE B-DIVISION TRANSFER NOTICE-547 C-EMPLOYEE EVALUATION REPORT-PDAS 28 D-PAYROLL/PERSONNEL CHANGES DOCUMENT-GEN. 41 EXPENDITURE PROGRAM (CAO 20) (CAO) FORM: CAO 20 RECORD TYPES:	TO+2		N	N	N	
/ENG/77/	D006.	INSTRUMENT REC SHEET & PARCEL TITLE CLEARANCE RPT (CITY CLERK - COUNCIL FILE) RECORD TYPES:	TO+10		N	N	N	
/ENG/77/	D007.	INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/ENG/77/	D008.	INVENTORY OF CITY OWNED PROPERTY (PROPERTY MGMT-DOGS; INFORMATION RETAINED IN CITY OWNED PARCEL FILE) RECORD TYPES:	SU		N	N	N	
/ENG/77/	D009.	MAPS (ADMINISTRATION DIVISION) RECORD TYPES:	SU		N	N	N	
/ENG/77/	D010.	PUBL'CONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/REAL ESTATE DIVISION
/ENG/77/

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			
/ENG/77/	D011.	TITLE SEARCHES FOR POLICE (ORIGINALS FORWARDED TO LAPD) RECORD TYPES: A-COPIES OF RECORDED DOCUMENTS B-CORRESPONDENCE C-DECLARATION D-MAPS	CL+10		N	N	N	
/ENG/77/	D012.	WEEKLY TIME SHEET (5053) (BUREAU OF ACCOUNTING) FORM: 5053 RECORD TYPES:	TO+1		N	N	N	
/ENG/77/	D013.	RELOCATION FILE Duplicate documents kept in the office for the convenience of the employees	TO+2		N	N	N	
/ENG/77/	D014.	APPRAISAL REPORTS Duplicate documents kept in the office for the convenience of the employees	TO+2		N	N	N	
/ENG/77/	D015.	ACQUISITION COST ESTIMATE Duplicate documents kept in the office for the convenience of the employees	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/VALLEY DISTRICT
/ENG/81/

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
/ENG/81/	D	DUPLICATE RECORD SERIES (Office of Original Record) FORM NO: RECORD TYPES:	TO+2	DO	N N N
/ENG/81/	D001.	APPL'EN FOR PERMIT TO MAINTAIN MATERIAL OR EQUIP IN STREET (BUREAU OF STREET MAINTENANCE) FORM NO:117;266	TO+2	DO	N N N
/ENG/81/	D002.	DAILY CASH REGISTER REPORT (ENG. 3.672) (BUREAU OF ACCOUNTING) FORM NO: ENG. 3.672	TO+2	DO	N N N
/ENG/81/	D003.	EMPLOYEE EVALUATION REPORT (MANAGEMENT EMPLOYEE SERVICES) A-EMPLOYEE EVALUATION REPORT-PDAS 28 B-PAYROLL/PERSONEL CHANGE DOCUMENT 41 C-REQUEST FOR PERSONNEL ACTION-ENG. 1.108	TE+1	DO	N N N
/ENG/81/	D004.	HIGHWAY DEDICATION FILES (STREET OPENING AND WIDENING) A-APPLICATION FOR INSPECTION OF NEW BUILDING B-MAP C-PHOTOGRAPHS D-PRELIMINARY CONSTRUCTION ESTIMATE SHEET-ENG-3.559	AR+1	DO	N N N
/ENG/81/	D005.	IMPROVEMENT PLANS (ADMINISTRATION DIV MICROFILMED)	CL+2	DO	N N N
/ENG/81/	D006.	INTER & INTRA DEP'L MANUALS, PUBLI'CN, BULLETINS (ORIGINATING OFFICE)	SU	DO	N N N
/ENG/81/	D007.	LITIGATION FILE (CITY ATTORNEY) A-BOARD REPORTS B-CORRESPONDENCE C-INTERROGATORIES	CL	DO	N N N
/ENG/81/	D008.	MAPS-PRINTS FROM MICROFILM (ADMINISTRATION DIVISION) A-AERIALS B-DISTRICT C-SEWER D-SUBSTRUCTURE E-TRACT	SU	DO	N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/VALLEY DISTRICT

/ENG/81/

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/ENG/81/	D012.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING) A-DAILY TIME SHEET-5051	TO+1	DO	N	N	N	
/ENG/81/	D013.	TRANSMITTAL RECEIPTS (ENG. 3.674) (BUREAU OF ACCOUNTING)	TO+5	DO	N	N	N	
/ENG/81/	D014.	WIAVER OF DAMAGES (ADMINISTRATION DIV.) (RECORDED)	TO+10	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WEST LOS ANGELES DISTRICT

/ENG/84/ *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
/ENG/84/	D	DUPLICATE RECORD SERIES			
/ENG/84/	D001.	APPL'CN FOR PERMIT TO MAINTAIN MATERIAL OR EQUIP IN STREET (117; 266) (BUREAU OF STREET MAINTENANCE) FORM: 117; 266 RECORD TYPES:	TO+2		N N N
/ENG/84/	D002.	DAILY CASH REGISTER REPORT (ENG. 3.672) (BUREAU OF ACCOUNTING) FORM: ENG. 3.672 RECORD TYPES:	TO+2		N N N
/ENG/84/	D003.	EMPLOYEE EVALUATION REPORT (MANAGEMENT-EMPLOYEE SERVICES) RECORD TYPES: A-EMPLOYEE EVALUATION REPORT-PDAS 28 B-PAYROLL/PERSONNEL CHANGE DOCUMENT-41 C-REQUEST FOR PERSONNEL ACTION-ENG. 1.108	TE+1		N N N
/ENG/84/	D004.	HIGHWAY DEDICATION FILE (STREET OPENING & WIDENING) RECORD TYPES: A-APPLICATION FOR INSPECTION OF NEW BUILDING B-MAP C-PHOTOGRAPHS D-PRELIMINARY CONSTRUCTION ESTIMATE SHEET-ENG. 3.559	AR+1		N N N
/ENG/84/	D005.	IMPROVEMENT PLANS (ADMINISTRATION DIV., MICROFILMED) RECORD TYPES:	CL+2		N N N
/ENG/84/	D006.	INTER & INTRA DEPT'AL MANUALS, PUBL'CN, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WEST LOS ANGELES DISTRICT
/ENG/84/

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
/ENG/84/	D007.	LITIGATION FILE (CITY ATTORNEY) RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-INTERROGATORIES	CL		N N N
/ENG/84/	D008.	MAPS-PRINTS FROM MICROFILM (ADMINISTRATION DIVISION) RECORD TYPES: A-AERIALS B-DISTRICT C-SEWER D-SUBSTRUCTURE E-TRACT	SU		N N N
/ENG/84/	D009.	MICROFILM (ADMINISTRATION DIVISION) RECORD TYPES: A-HOUSE NUMBER MAPS B-LAMBERT SERIES MAPS C-MAPS (A" D-NON-PREFIX PLANS & PROFILES E-PLANS (D" F-PRIVATE ENGINEER'S GRADING PLANS G-STREET LIGHTING H-SURVEY COORDINATES CALCULATIONS F-PRIVATE ENGINEER'S GRADING PLANS	SU		N N N
/ENG/84/	D010.	PUBLIC COUNTER 4-WEEK REPORT (ADMINISTRATION DIVISION) RECORD TYPES:	TO+2		N N N
/ENG/84/	D011.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
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Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/WEST LOS ANGELES DISTRICT

/ENG/84/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/ENG/84/	D012.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING) RECORD TYPES: A-DAILY TIME SHEET-5051	TO+1		N N N
/ENG/84/	D013.	TRANSMITTAL RECEIPTS (ENG. 3.674) (BUREAU OF ACCOUNTING) FORM: ENG. 3.674 RECORD TYPES:	TO+5		N N N
/ENG/84/	D014.	WAIVER OF DAMAGES (ADMINISTRATION DIV. (RECORDED)) RECORD TYPES:	TO+10		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/REAL ESTATE DIVISION
/ENG/77/

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				
/ENG/77/	P	UPDATE ORIGINAL RECORD SERIES TO:											
/ENG/77/	P008.	LITIGATION AND SPECIAL PROJECT FILE RECORD TYPES: A-COPIES OF RECORDED DOCUMENTS B-CORRESPONDENCE C-MAPS D-RECORD ORDER SEARCH-RW 1221 E-TITLE SEARCH-ENG. 7.516 F-WORKING PAPERS	CL+2	CL+10			N	N	N				
/ENG/77/	P011.	F-WORKING PAPERS RELOCATION FILE (SEE NUMBER 2) RECORD TYPES: A-CLAIM FORMS B-CLAIMANT INFORMATION-RW 1201 C-CORRESPONDENCE D-INVOICES E-LEASES F-RECEIPT OF RELOCATION INFORMATION G-REMITTANCE ADVICE-5042A H-RIGHT OF WAY PARCEL DIARY F-RECEIPT OF RELOCATION INFORMATION	CL+2	CL+5			N	N	N				

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/ENG/77/

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
/ENG/77/	S	UPDATE DUPLICATE RECORD SERIES TO:			
/ENG/77/	S005.	EXPENDITURE PROGRAM (CAO 20) (CAO) FORM: CAO 20 RECORD TYPES:	TO+4		N N N
/ENG/77/	S013.	RELOCATION FILE Duplicate documents kept in the office for the convenience of the employees	TO+5		N N N
/ENG/77/	S014.	APPRAISAL REPORTS Duplicate documents kept in the office for the convenience of the employees	TO+5		N N N
/ENG/77/	S015.	ACQUISITION COST ESTIMATE Duplicate documents kept in the office for the convenience of the employees	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
Original Records

Records of: PUBLIC WORKS/BUREAU OF ENGINEERING/VALLEY DISTRICT
/ENG/81/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C
/ENG/81/	P	UPDATE ORIGINAL RECORD SERIES TO: FORM NO: RECORD TYPES:	TO+2	TO+2	DO	N	N	N
/ENG/81/	P015.	INFRA-STRUCTURE MAPS A-DRAINAGE B-SEWER C-SUBSTRUCTURE D-TOPO E-WYE	AR	PE	DO	N	N	N
/ENG/81/	P023.	SEWER PERMITS A-APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONNECTIONS B-CHANGE FOR BONDED AND SPECIAL SEWER CONNECTIONS-3.664 C-CURRENT SEWER AVAILABILITY D-LEGAL DESCRIPTION E-MAPS F-REQUEST FOR SEWER SADDLE INSTALLATION-TAP DYE TEST G-SEWERAGE FACILITIES CHARGE-3.665	AR	PE	MF	N	N	N

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