

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION / INDUSTRIAL WASTE MANAGEMENT / FOG
/SAN/7013/ (Fats, Oils & Grease)

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 |

All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.

| | | | | | | | | | | | | | |
|------------|-------|------------------------------------|------|------|----|---|---|---|--|--|--|--|--|
| /SAN/7013/ | O | Original Record Series | | | | | | | | | | | |
| /SAN/7013/ | O001. | FOG Amended Permits | TO+2 | TO+7 | DO | N | N | N | | | | | |
| /SAN/7013/ | O002. | FOG Cancelled Permits | TO+2 | TO+7 | DO | N | N | N | | | | | |
| /SAN/7013/ | O003. | FOG Certified Mail Receipt Records | TO+2 | TO+7 | DO | N | N | N | | | | | |
| /SAN/7013/ | O004. | FOG Permits w/ Applications in PDF | TO+2 | TO+7 | DO | N | N | N | | | | | |
| /SAN/7013/ | O005. | Archive FOG Permit Packages | TO+2 | TO+7 | DO | N | N | N | | | | | |

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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